

Health & Safety Policy



Review Table

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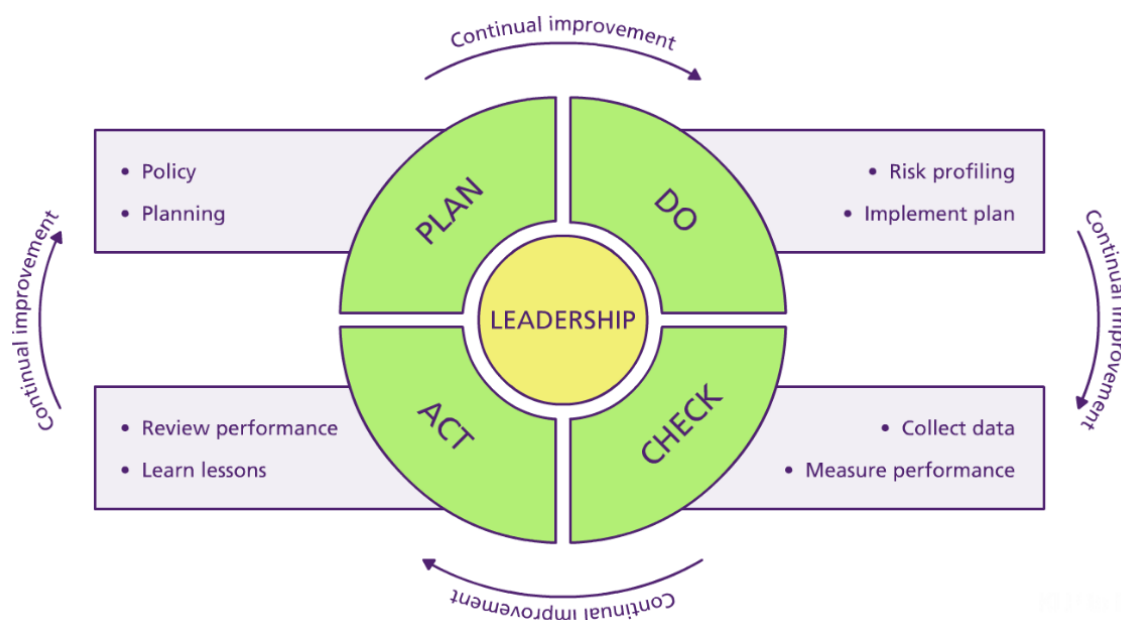
Health & Safety Management System

1.0 Health & Safety Management System

The Managing Director accepts that they are ultimately responsible for the actions of The Company under their control. However, they clearly cannot be responsible for every aspect of health and safety but must delegate these duties to responsible persons within The Company. The organisation chart shows the basic structure of The Company and outlines the way in which this is delegated to the senior staff together with their areas of responsibility.

In accordance with the requirements of the Management of Health & Safety at Work Regulations 1999 (as amended), The Company feels it does not have an employee with adequate knowledge and experience to fulfil the role of health and safety advisor and so it has appointed external advisors to this function. The Advisors are Sphere Risk Health & Safety Management Ltd First floor, Minerva House, Minerva Business Park, Lynch Wood, Peterborough, PE2 6FT.

With regards to driving health and safety forward, there will be strong commitment from the Director and Staff. The Managing Director has shown this commitment in The Company's health & safety policy statement. The following diagram illustrates the basic building blocks of a progressive health and safety management system. The Company's procedures are based on this accepted model.



From IOSH Managing Safely Course v4.0

Health & Safety Policy Statement

1.1 Health and Safety Policy Statement

The Health and Safety at Work Act 1974 and other relevant legislation obliges statutory duties on employers and employees. It is the policy of The Company to carry out these statutory duties, so far as is reasonably practicable, and to ensure that the responsibilities for Health and Safety are properly assigned, accepted, and fulfilled at all management levels. Employees are required to fully co-operate and support this legal requirement.

- a. The Company will ensure that all reasonably foreseeable practical steps are taken to safeguard the Health, Safety and Welfare of all employees and visitors to the premises or operations under The Company's control.
- b. Our aim is zero lost time accidents with the objective of training & utilising our staff to become a safety conscious workforce which utilises current best practice.
- c. The Company will, so far as is reasonably practicable, ensure that:
 - i. The provision and maintenance of plant and systems of work are safe and without risk to health.
 - ii. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
 - iii. Adequate information is available with respect to articles detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - iv. The maintenance of all plant, machinery and equipment at any premises or operations under our control are safe to employees, contractors and any other person who may be affected.
 - v. The working environment of all employees is safe and without risk to health, and that adequate provisions are made regarding the facilities and arrangements for their welfare at work'.
 - vi. The Health and Safety Policy is appraised and updated at least annually or after any unplanned or unconsidered event, following liaison with our Company Health and Safety Consultants.
 - vii. Health & safety management systems will be tailored to HS (G) 65 guidelines with adequate resources being provided for this requirement.
 - viii. All staff, contractors or sub-contractors will be advised of any changes to this policy.
 - ix. Communication of any such changes will be made to all employees in line with the Health & Safety (Consultation with Employees) Regulations 1996.

Signed: *Lee Goodman*

Lee Goodman - Director

Date: 11th July 2025

Environmental Policy Statement

1.2 Environmental Policy Statement

The company is committed to conducting its business operations in an environmentally responsive manner and recognises the need to continually improve its operations, where practicable, to further reduce its effects on the environment.

To achieve these overall objectives, the following policy has been adopted:

- a. To identify and use materials/processes that reduce the risk of pollution.
- b. To re-use, recycle and responsibly dispose of any material in a practical manner.
- c. To promote natural resource conservation by the efficient use of energy and the minimum use of raw materials
- d. To minimise discharges, emissions and waste and their environmental effects, including maximisation of recycling
- e. To set environmental objectives and targets against which to measure improvements of environmental improvement.
- f. To ensure compliance with environmental legislation
- g. To document procedures and continuously monitor progress in environmental performance through regular measurement, review, and audit, utilising a management system compliant with ISO 14001
- h. To ensure that all employees are made aware of environmental issues through a programme of training relevant to their roles.
- i. To provide information on environmental performance to all interested parties
- j. To review the Environmental Policy and arrangements at least annually

Signed: *Lee Goodman*

Lee Goodman - Director

Date: 11th July 2025

Statement of Principal Hazards

1.3 Statement of Principal Hazards

The following is a list of considered principal hazards which are controlled by the management and organisation of The Company.

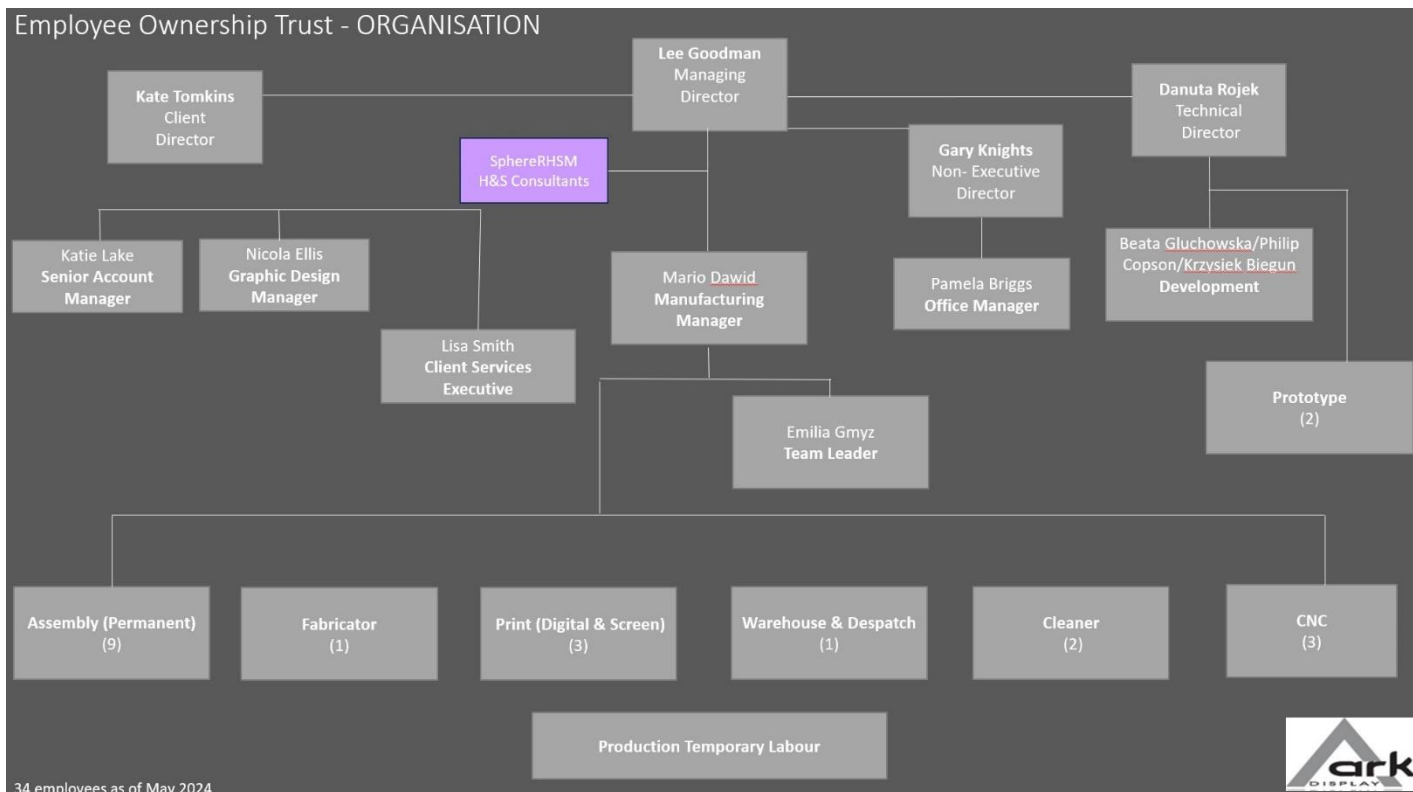
- | | |
|---|--|
| - Emergency procedures | - Discharge into watercourses |
| - Hand Tools | - Exposure to vibration, noise & dusts including asbestos. |
| - Hired Equipment | - Lone working |
| - Ladders & Step Ladders | - Slips, trips & falls |
| - Portable Electrical equipment | - Work at height including ladders, step ladders, platforms. |
| - Waste Management & Skips | - Workshop activities |
| - Lifting and moving equipment | - Use of display screen equipment, electrical equipment, |
| - Loading & unloading activities | substances, tools, gases, vehicles & plant |
| - Vehicle Use | |
| - Industry Related Ill Health & Disease | |
| - Energy Systems and Utilities | |

Organisation & Responsibilities

2.0 Organisation and Responsibilities

2.1 Company Structural Diagram

Aark Display Ltd - also referred to as “The Company” within this document.



2.2 Directors Responsibilities

- Ensure that the Health and Safety policy and any safety procedures are being used, implemented, and fulfilled in a timely manner.
- Ensure that unsafe actions are stopped, where reasonably practicable, and that safe corrective actions are implemented in a timely manner.
- Ensure that site hazards are rectified or if they cannot be rectified then these are reported through to the appointed safety person immediately.
- Ensure that safety systems and procedures are audited where applicable.
- Ensure people are adequately trained for their role.
- Ensure that accident or incident investigations take place for learning outcomes and organisational improvement.
- Provide an arbitrator to any dispute on Health and Safety and shall have the final decision, where appropriate, within the confines of any relevant laws etc., in any such dispute.
- To provide a structure and organisation for Safety & Health issues to be dealt with in a timely manner.
- Ensure that Supervisors actively involve themselves in implementation of the Health and Safety Policy and its actions.
- Shall take reasonable care of their own Health and Safety and that of anyone who may be affected by their acts or omissions.

Organisation & Responsibilities

2.3 Supervisors Responsibilities

- a. Demonstrate clear leadership on Health and Safety matters within their environment.
- b. Must fully familiarise themselves with the Organisation Safety Policy.
- c. Must ensure that all employees in his/her section know the whereabouts of the Fire, Emergency and First Aid facilities.
- d. Must ensure that designated employees in his/her section know the whereabouts of the firefighting equipment, how to use it effectively and the Fire Safety Rules and procedures.
- e. Must ensure that adequate supervision is always available where young or inexperienced workers are concerned.
- f. Shall, if required, accompany the Safety Officer on inspections and co-operate with him on safety matters.
- g. Shall ensure that all safety/emergency devices are properly fitted, regularly checked, and properly maintained.
- h. Shall ensure that all safety rules/procedures are observed by staff and temporary workers.
- i. Ensure that protective clothing and equipment is worn when required.
- j. Shall maintain good housekeeping in his area.
- k. Shall ensure that all employees receive adequate training to allow them to do their job safely.
- l. Ensure that all new employees are informed of the Organisation's Safety Policy and Procedures
- m. Ensure that any unsafe machine or tool is adequately immobilised such that it cannot under any circumstances be used until the machine/tool has been repaired and made safe.
- n. Maintain a vehicle operator register, where applicable, and advise where necessary on any training before any person is appointed to the register.
- o. Stop any unsafe actions and implement safe corrective actions immediately.
- p. Ensure that all work necessary to ensure safety and good health is carried out as soon as possible.
- q. Check the fire equipment in their area and ensure that it is serviced or inspected regularly by the Organisation's nominated Fire Personnel.
- r. Rectify site hazards within a timely manner, or if they cannot rectify then report site hazards to Senior Management.
- s. Shall take reasonable care of their own Health and Safety and that of anyone who may be affected by their acts or omissions.

2.4 Health, Safety and Environmental Advisors Responsibilities

- a. Ensuring the objectives of the Health and Safety Policy are fully understood and observed by all levels of Management and employees.
- b. Monitoring the effectiveness of the Health and Safety Policy and procedures and ensuring that any necessary changes are made and maintained in line with development.
- c. Ensuring that adequate communication channels are maintained so that information concerning Health and Safety matters which may affect any employee is communicated to them and any matter concerning Health and Safety raised by any employee is directed to the appropriate member of management, necessary action will then be taken.
- d. Ensuring that The Company's senior management team is advised of any subject, object or item deemed to be unsafe or any breach of company/statutory regulations/requirement which cannot be effectively remedied.
- e. Ensuring that new employees or representatives are advised as to the nature of The Company best practices, safe systems of work and work rules. This is to ensure they can behave safely whilst on Company business.
- f. Investigating along with Supervisors, all accidents or near misses to determine the cause(s) and to ensure action is taken to prevent any recurrence.
- g. Ensuring adequate stocks of suitable Personal Protective Equipment are available, issued and worn wherever necessary. Maintaining registers relating to Health, Safety and Welfare.
- h. Liaison with the company's Health and Safety advisors who in turn can liaise with the Health and Safety Executive or other government / independent bodies on matters concerning the Health and Safety of employees.
- i. Liaison with other departments or sections, when necessary, on matters concerning the health, safety, and welfare of all employees.
- j. Co-ordinating The Company Fire Prevention Policy and liaising with other Company Fire Protection Officers, and other similar outside professional bodies.
- k. Ensuring, so far as is reasonably practicable, the compliance of The Company with all relevant Fire prevention and allied precautionary measures.

Organisation & Responsibilities

2.5 Employees Responsibilities

- a. Observing all safety rules at all times and conforming to all safety instructions provided by Supervision and anyone with responsibility for safety.
- b. Conforming to The Company policy for Health and Safety and employees' duties as laid out in the Health and Safety at Work Act.
- c. Reporting all accidents and near misses to management.
- d. Co-operating with the safety officer in investigating all accidents and incidents.
- e. Wearing all issued personal protective clothing and issued personal protective equipment.
- f. Properly using any safety device involved in their work.
- g. Not miss-using anything provided in the interests of Health & Safety and Welfare.
- h. It shall be the duty of every employee at work:
 - i. To take reasonable steps for the Health and Safety of themselves and of other persons who may be affected by their acts of omissions at work.
 - ii. To co-operate with the management so far as is necessary to enable that duty or requirement to be performed or complied with.
 - iii. To not tamper with equipment provided for Health & Safety purposes.
 - iv. To look after and safely store personal protective equipment.
 - v. To not use chemicals without there being a suitable assessment and being in receipt of that assessment
 - vi. To not use work equipment, whether purchased or hired, without first being suitably trained on the equipment.
 - vii. To ensure that first aid boxes sited within the premises are kept tidy and complete.
 - viii. To undertake user checks and visual inspections on electrical equipment
- i. Employees refusing to work on the grounds of Health and Safety will be supported, no disciplinary action, financial or other penalty will be taken. All concerns must be raised in the first instance to the employees Supervisor; any reports of an unsafe act will be fully investigated, and appropriate remedial actions taken.

2.6 Contractors Responsibilities

- a. Shall make them self-familiar with, and always conform to, the Health and Safety procedures of the organisation.
- b. Shall take reasonable care of their own Health and Safety and that of anyone who may be affected by their acts or omissions.
- c. Shall wear appropriate safety equipment and use appropriate safety equipment and shall not misuse or interfere with anything so provided in the interests of Health and Safety at work.
- d. Will conform to all instructions given by the Organisation and others, with regards to safety & health, with a responsibility for Health and Safety.
- e. Will report all accidents incidents/near miss events, environmental damage, and collateral damage to Line Management whether persons are injured or not.
- f. Rectify site hazards within a timely manner, or if they cannot rectify then report site hazards to Line Management.
- g. Have a responsibility for ensuring that the Health and Safety policy is followed in spirit and in action.
- h. Will not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- i. If they are a forklift truck or other vehicle driver, to always drive vehicles with extreme care and observe all recognised working practices, safety precautions and traffic signs.
- j. Shall maintain equipment in accordance with current best practice procedures and are liable for their own safety instruction.
- k. Shall only work on equipment for which they have previously been trained.
- l. If a defect is found with the machine, do not use the machine until the defect has been made good and the machine safe to use.
- m. Contractors refusing to work on the grounds of Health and Safety will be supported, no disciplinary action, financial or other penalty will be taken. All concerns must be raised in the first instance to their supervisor; any reports of an unsafe act will be fully investigated, and appropriate remedial actions taken.

2.7 Visitors Responsibilities

- a. Visitors are owed a duty of care by The Company, and it is The Company's responsibility to ensure that visitors access, and egress is controlled, that they are made aware of The Company's Health and Safety rules, and it is made difficult for them to come to harm.
- b. This is achieved by restricting access through procedural control and accompanying Visitors when possible.

Appointed Persons

3.0 Appointed Persons

3.1 Welfare

The company will provide essential welfare facilities. As a minimum these will consist of;

- Toilets
- Washing facilities are to include hot and cold or warm running water, soap, and a means of drying hands.
- An adequate supply of wholesome drinking water.
- Suitable and sufficient rest facilities.
- Suitable arrangements to ensure that meals can be prepared e.g. microwave oven.
- Where required facilities to be able to change clothing and store wet clothes.

3.2 First Aid

There are trained First aiders (names displayed on signage as required) and First Aid Kits in the workplace and relevant company vehicles. The First Aiders are responsible for monitoring and updating the stock within the first aid kits.

3.3 Health Safety & Environmental Concerns

The following persons have been appointed to overview and supervise Health safety & Environmental concerns:

- Lee Goodman - Director

Health & Safety Consultants (Sphere RHSM Ltd):

- Stephen Smith CMIOSH
- Ian Cullingford CMIOSH
- Gary Van Zandt TechIOSH

3.4 Communication

The company will use face to face meetings, toolbox talks, letters, emails, telephone calls and safety meetings to communicate health safety and environmental information and awareness. Where a person's first language is not English then Google Translate or other face to face systems will be used to ensure that the employee understands the communication required. If required, changes to a project will be communicated by a responsible person to those concerned.

3.5 Health & Safety Training

Staff will be given training commensurate with their role within the organisation. This training will be specified within their job description, continued into their induction, and then further updated within appraisals. Health and Safety training will be undertaken by staff and contractors as required. The Manager or Supervisor responsible for HR will be responsible for ensuring this training is undertaken.

3.6 Monitoring Audit & Review

This Policy and the Health and safety management systems within the organisation will be reviewed at least annually or when a major incident or change of legislation occurs. Site inspections will be carried out by Supervision at least monthly with the necessary report being filed within the Office. Items which need to be addressed and improved will be undertaken in a timely manner commensurate with the issue at hand and in a similar manner to "Priority of Actions determined by Risk Ranking" table within the risk assessment section.

3.7 GDPR

From a Health and Safety point of view its simple:

- Keep all injury related documents for 6 years (accident book, emails, etc.)
- Keep all ill health related documents for 30 years (whether these may be muscular skeletal, lung function, hearing, etc.)
- Keep all training documents for 30 years (online training, face to face, etc)

Incident Reporting Policy

4.0 Health, Safety & Environment Accident/Incident Reporting Policy

4.1 Accident/Incident Reporting

It is our policy to report all notifiable accidents, industrial diseases, and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We will also record all injuries in the Accident Book, as required by the Social Security (Claims and Payments) Regulations 1979.

- a. Environmental incidents will be reported to the Environment Agency.
- b. Employees must report all injuries to the Managing Director immediately after treatment.
- c. The Accident Book must be fully completed for all injuries incurred at work, however minor. Accident books are located within the Company offices. If because of their injury employees are incapable of making an immediate entry, then that entry must be made by their manager, the first aider, the appointed person, or a nominated person, who will sign the entry once only, in column 2.
- d. The Accident Book will be investigated at least monthly by the Managing Director or the Safety Advisor
- e. If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment.
- f. Following any accident that requires hospital treatment, the Managing Director will take statements and retain any other documents or items related to the accident, such as containers (with contents listed), equipment logs, environmental or process recordings, etc. so that we can find ways to eliminate causes. They will notify the Safety Advisor, who will investigate the accident and notify the enforcing authority if the accident is reportable.
- g. Although it is not our legal duty, we will notify the enforcing authority of injuries to non-employees and Contractors employees, if the injury takes place on our premises and we become aware of it. It is our legal duty to report injuries to self-employed contractors if they take place on our premises.
- h. Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.
- i. Near misses that had the potential to cause injury must be reported so that the near miss can be investigated to prevent a similar or serious accident from occurring in the future. A near miss is an "unplanned event that did not result in injury, illness or damage – but had the potential to do so". An example of a near miss could be a box falling from racking and narrowly missing a person who was standing underneath.
- j. Any lessons learned from an accident/incident/near miss must be shared with relevant employees and subcontractors.
- k. Documents:
 - Accident Record book - kept in Company offices.
 - Company Accident Report Form
 - Records: Maintained by MD in the folder marked "Accident Reports & RIDDOR"
 - The record folder will contain the RIDDOR guide, a copy of this policy document, blank and completed copies of documents.

4.2 Reportable Accidents

- a. Reportable injuries under RIDDOR are divided into "over 7-day" injuries or specified or fatal injuries. Employers must report all over-7-day injuries to the HSE via the online reporting www.riddor.gov.uk within 15 days. An over 7 day is where an accident at work results in an employee being unable to perform his or her normal work for more than 7 consecutive days. The 7 days exclude the day of the accident, but include any days that are not working days, such as time-in-lieu, weekends, or bank holidays.
- b. For a specified injury or in the event of death, the employer must
 - i. Report the incident to the HSE Incident Contact Centre by telephone, as soon as it is practicable and safe to do so – telephone number 0345 300 99 23 or online via www.riddor.gov.uk
 - ii. When called, the ICC will complete the report form and forward the copy by email or post. Reports must be made within 10 days.
- c. Specified injuries are listed in RIDDOR as:
The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (Regulation 4):
 - fractures, other than to fingers, thumbs, and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight.
 - any crush injury to the head or torso causing damage to the brain or internal organs.
 - serious burns (including scalding) which:
 - covers more than 10% of the body.
 - causes significant damage to the eyes, respiratory system, or other vital organs.
 - any scalding requiring hospital treatment.
 - any loss of consciousness caused by head injury or asphyxia.
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness.
 - requires resuscitation or admittance to hospital for more than 24 hours

RIDDOR also requires that dangerous occurrences must be reported to the HSE. The dangerous occurrences which must be reported under RIDDOR are fully detailed in Schedule 2 of the RIDDOR 2013 and guidance can be found online at www.riddor.gov.uk



Incident Reporting Policy

d. Documents:

- Accident Record book - kept in office and one in Company vehicle.
- Company Accident Report Form
- Records: Maintained by MD in the folder marked "Accident Reports & RIDDOR"
- The record folder will contain the RIDDOR guide, a copy of this policy document, blank and completed copies of documents.
- Dangerous occurrences and incidents may be reportable. Before reporting such occurrences, please refer to the Safety Advisor for help and information.

Accident/Incident Report Form

4.3 Health, Safety & Environment Accident/Incident Report Form

Date:		Time:		
Location:		Area:		
Person Affected:		Age:		Gender:

Nature and Location of Injury:

Additional Information if any (see RIDDOR report form):

Description of work being performed:

Description of Incident:

After Effects:

Additional Information on incident:

Conclusion:

Actions:

Responsible Person:

Date Completed:

Investigator: (sign) _____

(print) _____

Date: _____

Risk Assessment Procedure

5.0 Risk Assessment Procedure by Risk

5.1 Risk Assessment Procedure

- A risk assessment is required by law under The Management of Health & Safety at Work Regulations 1999 (as amended) to evaluate the exposure to risk whilst at work by employees. MHSW Regulation 3 obliges the employer to anticipate systematically, by assessing the risks & recording the findings, as distinct from merely reacting to failure. This procedure will identify the main constituents of a risk assessment format.
- The risk assessment should identify the hazard – anything with the ability to cause harm and then evaluate the risk – the likelihood that the hazard will occur and its severity in terms of ill health, physical, collateral, or environmental damage.
- The risk assessment needs to consider all hazards, (these may include the employee, physical, chemical, biological, environmental, energy related sources of risk – non-exhaustive list) and the risks which emanate from that hazard, (e.g., crush injuries, electrocution, eye damage, Mesothelioma).
- The responsible persons identified for undertaking risk assessments, fire & workplace assessments would include the competent Health & Safety Advisor, or any person nominated by Company management who has competence in undertaking risk assessments.
- Risk assessments should be undertaken where there is believed to be a risk to health, safety, or welfare and in medium and high-risk situations. Low risk situations should be assessed after the medium and high-risk areas have been completed.
- The system uses a matrix with immediate, medium- & long-term actions which are identified by set phrases which use a numbering system of 1 to 5, these are identified in the table below:

Priority of Actions determined by Risk Ranking										
Severity	Likelihood					Priority	Action			
		1	2	3	4	5				
	1	1	2	3	4	5	1. RED			
	2	2	4	6	8	10	2. AMBER			
	3	3	6	9	12	15	3. BLUE			
	4	4	8	12	16	20	4. GREEN			
	5	5	10	15	20	25				
							17 to 25 - Unacceptable risks – Stop activity immediately and improve at once! 10 to 16 - Acceptable short-term risk – Look to improve within a short term specified timeframe. 5 to 9 - Adequately controlled risk – Look to improve at next review. 1 to 4 - Residual risks – No further actions required but ensure controls are maintained. (Grid taken from IOSH, "Managing Safely".)			
Key										
Li = likelihood of risk. Se = Severity. RR = Risk ranking. The risk ranking is the likelihood multiplied by the severity (Li x Se = RR). Likelihood – 1 = unlikely. 2 = may happen. 3 = likely. 4 = very likely. 5 = certain or imminent. Severity – 1 = delay only. 2 = minor injury, minor damage. 3 = lost time injury, illness, damage. 4 = major injury, disabling illness, major damage. 5 = single death, multiple death.										

- The risk assessment needs to identify persons of extra need or special risk groups e.g., the young, the elderly, the pregnant or nursing mothers, persons with an injury.
- The risk assessment needs to identify people working in non-normal conditions e.g., maintenance staff or people not employed by The Company who may be affected by its actions e.g., the public, cleaner's contractors.
- The risk assessment needs to take account of other non-normal states e.g., fire and evacuation conditions or threats from terrorists or activists.
- The risk assessment should also be seen as an indicator of what method statements and safe systems of work should reflect and safeguard.
- The risk assessment will identify areas where health surveillance may be required and desired. Areas which would need some form of health surveillance managed through an occupational health provider would include such areas as medium and high-risk chemicals, manual handling, noise, vibration, biological contaminants.
- Contractors which are well managed and vetted are a benefit in specialist areas. Contractor's competency will be assessed by the H&S Advisor and MD. Initial competency will be assessed using a supplier questionnaire as identified below and scheduled at the pre-tender stage.

The risk assessment main sections identify –

- | | |
|--|--|
| - The site & area | - Control measures or actions in place |
| - The date | - Identified Health & Safety legislation |
| - Unique risk assessment identification | - Identified environmental legislation |
| - Task/activity | - Assessors |
| - Hazards associated with the task/activity | - Responsible person |
| - Hazardous events linked to the task Activity | - Review date |
| - The likelihood, severity & risk ranking | - Action plan & agreed timetable |
| - Required control measures/actions | - Employees sign off |

Manual Handling Procedure

5.2 Manual Handling Procedure

- a. The Manual Handling Operations Regulations 1992 (as amended) requires the employer to eliminate the need for manual handling operations as a first step, after that investigation & assessment, the employer needs to reduce the risk of injury to as low a level as possible.
- b. Various assessment forms are provided by the HSE in respect to this assessment and should be utilised where practicable. The Company will use the latest Manual Handling Assessment Chart as a primary tool to evaluate the risk.
- c. The assessment chart uses colour coded areas to identify activities which are very high risk, high risk, medium & low risk.
- d. The responsible persons identified for undertaking risk assessments would include the competent Health & Safety Advisor or any person nominated by Company management who has competence in undertaking risk assessments.
- e. The safe way to lift is described in the guidance, L23, as follows –
 - i. Stop & Think – plan the lift, use a lifting aid, if possible, get help if required, remove obstructions, and consider rests for long lifts.
 - ii. Place the feet – have the feet apart giving a balanced and stable base for lifting and have the leading leg as far forward as possible.
 - iii. Adopt a good posture – bend the knees so that the hands when grasping the load are as near to level with the waist as possible, do not over flex the knees, keep the back straight, do not twist and lift, keep the hips on the same line as the shoulders.
 - iv. Get a firm grip – try and keep the arms with the boundary created by the legs. Keep the grip as secure as possible, vary the grip for long lifts as desired to rest individual muscle groups within the hand.
 - v. Don't jerk when lifting – lift smoothly lifting the chin as the lift begins and keeping control of the load.
 - vi. Move the feet – do not twist the trunk when lifting.
 - vii. Keep the load close to the body – keep the heaviest side of the load next to the trunk. If a close approach is not possible, try sliding it towards you before attempting to lift it.
 - viii. Put down, then adjust – if precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Other guidance can be sought in the form of solutions to problems, these can be accessed in the guidance Manual Handling Solutions You Can Handle ISBN0717606937

Manual Handling Procedure

5.2a Manual Handling Procedure



Think before you lift!

Always take a moment to look at the lifting operation. Check the package to be lifted and find the weight. Look at the gangways and walkways to search out any trip hazards. Tip the package in a controlled manner to see if there are loose items, liquids and to see if the item has sharp edges or is excessively hot or cold to the touch.

-THINK-

Do you need to lift and carry the item or can you use a lifting aid to take the weight?



Adopt a stable base

You must have the correct shoes and lower garments for this. Tight skirts or high heels will not help. Place the feet at 90°, one leg slightly forward with the package directly beneath and adjacent to the centre line of the body.

-THINK-

Have you the right clothes and shoes to allow you to lift and carry safely?



Start in a good posture

With your feet in a stable base, bend your knees, get a firm grip with your palms under the package. Check the package weight. Keep the back as straight as possible and look directly at the package.

-THINK-

Can you adopt a good posture with the space available to lift the package safely and smoothly?



Keep your head up when walking & Handling

It is always better for your body to keep the spine and head in line when walking and handling the package. It also allows you to have the best field of vision when moving around. Keep the package close to your body, the further away it is the more it will pressure your spine. It is always better for your body to keep the spine and head in line when walking and handling the package. It also allows you to have the best field of vision when moving around. Keep the package close to your body, the further away it is the more it will pressure your spine.

-THINK-

Can you look over the top of the item you are lifting to see and assess where to walk safely with the package?



Put the Package Down & Then Adjust

Every time you move your body when under lifting operations your spine, muscles and skeleton adjust to adjust your posture. If you have to put the package down in a set position ensure there is space to set the package down and then once rested adjust the package to its correct position.

-THINK-

Have you enough space to place the package down and then adjust it to its correct position?



Avoid Leaning Sideways or Backwards

Every time you lean sideways or backwards with your back under pressure you increase the chances of seriously damaging your spine. Twisting your spine when lifting and carrying will also give you the same potentially dangerous injury conditions.

-THINK-

Can I keep my back, shoulders and hips in line to prevent unnecessary twisting of the spine?



Can I Use a Lifting Aid

Using the right lifting aid will reduce the risk of spinal injury. The lifting aid must be suitable for the task, well maintained and serviced and be of the right safe weight loading to lifting the package.

-THINK-

Have we the right lifting aid to safely lift & move the package?



Lifting Aids Take Most of The Weight

Using the correct lifting aid will reduce the weight of the item to be moved by over 70%. When you push the weight required to move 50Kg can be as little as 15Kg of force.

-THINK-

Are the walkways and gangways of a robust and safe construction to allow the safe movement of the package?

Subcontractor Questionnaire

5.3 Subcontractor Questionnaire

Company:			
Address:		Tel No:	
Responsible Person:		Email:	

Please answer the following questions listed below 'yes' or 'no':

Do you have a formal Health & Safety Policy?	Y / N
Do you have a formal induction procedure for new staff?	Y / N
Do you have a formal induction procedure for agency/temporary staff?	Y / N
Do you have any employees trained in first aid operations?	Y / N
Do you have any employees trained in the IOSH safety passport scheme?	Y / N

Do you undertake formal risk assessments relevant to the following regulations:

Management of Health & Safety At Work Regulations 1999 (as amended)?	Y / N
Control of Substances Hazardous to Health 2002?	Y / N
Control of Asbestos at Work Regulations 2012?	Y / N
Lifting Operations & Lifting Equipment Regulations 1998?	Y / N
Provision & Use of Work Equipment Regulations 1998?	Y / N
Control of Noise at Work Regulations 2005?	Y / N
Manual Handling Operations 2002?	Y / N
Construction Design and Management Regulations 2015	Y / N
Working at Height Regulations 2005?	Y / N
Has any of your Staff undertaken Health and Safety training in the last 3 years? (Please list examples on reverse and attach certificates).	Y / N
Do you assess the competency of your sub-contractors/agency Staff?	Y / N
Do you have an environmental policy?	Y / N
Do you comply with any environmental legislation?	Y / N
Do you comply with environmental legislation please supply proof i.e., 'Duty of care - special waste' certificates.	Y / N
Do you have a drug/alcohol policy?	Y / N
Do you undertake internal/external Health & Safety Audits/inspections?	Y / N
Do you undertake internal/external Environmental Audits/Inspections?	Y / N
Do you have a formal accident reporting system?	Y / N
Are your Staff trained in the work you are being asked to perform?	Y / N

Total number of accidents in the last 3 years?	
Total number of lost time accidents in the last 3 years?	
Number of Prohibition Notices/Improvement Notices received in the last 3 years?	

Supporting Documentation:

Please attach copies of training certificates pertinent to the job.
If you supply equipment and/or plant, please supply the last maintenance period record.
If you are an Employer, please attach a copy of the Employer's liability insurance certificate.

Subcontractor Responsible Person:

(sign)

(print)

Date:

On behalf of The Company: (sign)

.....

(print)

Date:

Workstation Self-Assessment Form

5.4 Workstation Self-Assessment Form

Name:	
Department:	
Date:	



1	Are you experiencing any difficulties associated with the level of lighting, glare, or other lighting issues e.g., task lighting?	YES / NO
2	Is there any hardware or environmental noise sources affecting your concentration, from which you prefer to be shielded from in the future?	YES / NO
3	Are you experiencing excessive heat or cold, which you feel affects your personal comfort or work performance?	YES / NO
4	Do you experience problems with draughts?	YES / NO
5	Is your work chair suitable your purposes?	YES / NO
6	Does your work chair have a five-star castor base?	YES / NO
7	Is the work chair adjustable for height?	YES / NO
8	Can the back be locked into position?	YES / NO
9	Have you been given information on how to correctly adjust the seat?	YES / NO
10	Do you have enough working or storage space to meet your normal requirements?	YES / NO
11	Do you regularly suffer from dry, sore eyes or sore throats?	YES / NO
12	Are you suffering from any muscular/skeletal, hand, wrist, arm, or neck problems which trouble you at work?	YES / NO
13	Do you wish to discuss any other Health, Safety or Welfare issues which may affect your work?	YES / NO

H&S Advisors' Notes

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Workstation Equipment

5.5 Work Equipment and Portable Appliances

- The Management of Health and Safety at Work Regulations 1999 (as amended) requires formal assessment of risk and is required especially on work equipment & portable electrical appliances along with suitable and sufficient training. The Provision and Use of Work Equipment Regulations (PUWER) require that equipment provided for the purposes of work is suitable and sufficient and maintained adequately.
- The responsible persons identified for undertaking these assessments on work equipment would include the competent Health & Safety Advisor or any person nominated by Company management who has competence in undertaking such assessments.
- The company will ensure that the Work Equipment & Portable appliances are regularly inspected, tested, and maintained as required. This will be undertaken with reference to the "In Service Inspection & Testing" regime laid down by the IET for electrical equipment and in accordance with manufacturer's instructions/Lifting Operations and Lifting Equipment Regulations (LOLER) for other plant.
- Records of any inspection, testing or maintenance will be kept in the Office.
- Portable Electrical equipment used by The Company is held in the workshops and office. Office equipment is limited to telephone, computer, and printer and as such, formal visual checks carried out and recorded monthly.
- Operators will be trained in visual inspections which should be undertaken prior to using the equipment.

Equipment / Environment	User Checks	Formal Visual Inspection	Combined Inspection & Testing
Battery Operated (less than 40 volts)	No	No	No
Extra Low Voltage (e.g., telephones)	No	No	No
Desktop Computers & Computer Screens	No	Yes, 2 – 4 years	No if double insulated otherwise 5 years
Photocopiers & Fax Machines	No	Yes, 2 – 4 years	No if double insulated otherwise 5 years
Double Insulated (Class II) equipment, moved occasionally (e.g. fans)	No	Yes, 2 – 4 years	No
Double Insulated (Class II) equipment, handheld (e.g., kitchen equipment)	Yes	Yes, 6 months to 1 year	No
Electrical Equipment Class I (earthed) (e.g., Kettles)	Yes	Yes, 6 months to 1 year	Yes, 1-2 years
Mains voltage cables leads and plugs and battery chargers	Yes	Yes, 6 months to 4 years dependant on the type of equipment it is connected to	Yes, 1-5 years dependant on the type of equipment it is connected to

5.6 Display Screen Equipment

- The Display Screen Equipment Regulations 1992 (as amended) identify all users as employees who use DSE as part of their working day. This can be in varying degrees and over a period of time, e.g., someone who uses DSE for 3 or 4 days in a focussed manner and then uses the DSE little over the next two days.
- These users are allowed free eye tests and prescription glasses specifically for DSE use.
- There is a need for DSE users to undertake training and undertake specific DSE workstation assessment. A copy of one is attached below.
- All workstation assessments need to be kept by The Company secretary and the problem areas worked through with the employee for resolution.

Note: Please see 'Workstation self-assessment form' below.

Hazardous Substances & CoSHH

5.7 Control of Substances Hazardous to Health (COSHH)

The Company has a duty to assess the risk from substances used or produced in its undertaking. Assessments of substances should include, identification of the harmful substance or the harmful component of a substance, the process in which it is used or produced, those persons at risk (users or others), the potential harmful effects of the substance, control measures required to eliminate or reduce the risk to an acceptable level and the means to monitor the exposure of those at risk so as to ensure the control measures are adequate.

There is a requirement for those at risk to be informed of the risks involved in the use of a harmful substance and the control measures required.

Control Measures are: -

- i. Eliminate the substance (stop the process).
- ii. Substitute the substance with a less harmful one.
- iii. Enclose the process totally or partially.
- iv. Change the form in which the substance is used (e.g., powder to paste).
- v. Provide Local Exhaust Ventilation to remove the substance.
- vi. Provide Dilution Ventilation (general ventilation) to reduce the concentration of the substance in the air.
- vii. Reduce the time a person is exposed to the substance.
- viii. When all of the above have been considered and are not deemed reasonably practicable, and only then should the use of suitable personal protective equipment be considered.

The Company and/or the Health and Safety Advisers will in the first instance complete the assessments, however, all employees should refer to the assessments before starting to use a potentially harmful substance. Substances given off during a process (e.g., fumes) must be assessed along with substances that have been purchased.

"Substance Hazardous to Health" means any substance which is: -

- i. Listed in the current 'CHIP' list and /or carrying a hazard warning symbol as shown below.
- ii. A substance with an occupational exposure limit: These are listed in HSE document EH40 entitled 'Occupational Exposure Limits'.
- iii. A biological agent. i.e., Leptospirosis
- iv. Dust of any kind, when present in a substantial concentration.
- v. Any other substance which has comparable hazards to people's health.

Dusts will either be controlled using wet systems or by vacuum methods. All staff wearing FFP3 face masks will be face fit trained prior to job start.

There are other hazardous substances, but because they have legislation specifically covering their use, they are not covered by the COSHH Regulations, for example, asbestos and lead substances. Substances covered by the COSHH regulations will typically be denoted by warning symbols as shown below.

TYPICAL SYMBOLS DENOTING A COSHH SUBSTANCE

	Very Toxic		Irritant		Explosive
	Toxic		Sensitising		Highly Flammable
	Corrosive		Biological		Flammable
	Harmful		Oxidising		Environmental

Hazardous Substances & CoSHH

5.8 Health Surveillance, Air Monitoring and Exposure Testing

In line with current legislation, it is recognised that the health of employees particularly plant operators is as important as training and experience in ensuring that an operator can function effectively and safely. Accordingly, the Good Practice Guide produced by the Strategic Forum for Construction Plant Safety Group has been noted. A self-declaration form is to be completed by all existing plant operators/operatives (as of December 1st, 2014). Any new employees after this date will be required to complete a more detailed questionnaire to be reviewed by qualified competent Occupational Health Practitioner before an offer of employment is made. A self-declaration form has been developed and implemented. These self-declarations will need to be completed by all employed plant operators and operatives handling hazardous substances e.g., cement on a yearly basis and retained with individuals' personnel records, These documents when completed will be treated as medical-in-confidence.

In the event that a plant operator/operative answers yes to any of the questions on the self-declaration; they will be referred in the first instance to their GP and thereafter as required to a qualified competent Occupational Health Practitioner for further assessment. The Company will select an Occupational Health Practitioner based on the advice in the Good Practice Guide referred to above.

6.0 Driving Policy

This Driving and Vehicle Policy has been produced to outline The Company's requirements to safeguard not only its employees but temporary staff and others who need to drive vehicles as part of their normal undertakings.

6.0.1 Background

Driving a vehicle at work creates many serious injuries and is the single biggest killer in the workplace. Road deaths account for around 3,000 fatalities each year, the majority of these fatalities being employees engaged on business affairs. This group forms by far the greatest number of fatalities in any industry sector and therefore has the greatest risk attached to their work.

There are many direct and indirect costs which are attributable to these accidents and include: sick pay, placement costs and increased insurance premiums, not to mention the loss of experience and training costs. It is essential not to understate the importance of vehicles within The Company and therefore a safe driving programme and its associated policy needs to be produced.

6.0.2 Why a safe driving program is necessary?

There are five main reasons to have a safe driving programme, these are: -

- To ensure the safety of employees
- To ensure the safety of the community at large
- To lower insurance, accident, and lost time costs
- To maintain a responsible corporate image
- To lower overall operating costs

6.0.3 Responsibilities

The Company has a responsibility to prevent avoidable accidents. The employee has a responsibility to act in a professional manner, at all times, when on Company business. The employee also has a responsibility not to injure others whilst in his normal undertakings. The employee will be seen as representing The Company in his normal undertakings.

6.0.4 What does a safe driving programme entail?

A safe driving programme has four main elements, these are: -

- Driver eligibility
- Building awareness and confidence by communication and training
- Maintaining the fleet
- Keeping necessary records

6.0.5 General action points to observe

Theft prevention –

- Remove keys & lock the vehicle when you are not using it.
- Park in well-lit or observable/visible areas
- Hide valuables in the boot or glove compartment.
- Use anti-theft devices if fitted.

Other advice –

- Always wear a seat belt.
- Obey speed limits.
- Be familiar with your intended route, research before you start on your journey.
- Take regular breaks.
- Make the seat area as comfortable as possible for yourself before you set off.
- Check that medication does not affect your driving ability.
- Park in a sensible area, if possible, to prevent/avoid damage to the vehicle.
- Ensure the vehicle is left in a clean and respectable state.
- A no smoking policy is to be observed in all Company vehicles.
- Mobile phones are to be housed in hands-free units.
- Do not answer the mobile or phone from the hands-free set if it is unsafe to do so, e.g., dense traffic, hazardous conditions, at the end of an extended working day.
- Employees without hands free units to turn their mobiles off whilst driving.

6.0.6 Driving Period

- Max driving period of 2 hrs.
- Stop and have a 15-min break (rest & refreshment).
- Carry on with another max period of 2 hrs driving.
- Stop for 1 hour (rest & refreshment).
- Drive for a further hour and then there must be a 9-hour break.
- A maximum total driving period of 90 hours in any 2-week period.
- A break would be anything other than driving except where stipulated.

6.0.7 What you must do in the event of an accident

In the event of an accident the following format should be followed –

1. Exchange names and addresses of all drivers.
2. Exchange insurance info and registration numbers but do not admit liability.
3. Inform the police if there are injuries.
4. Complete an internal road accident report detailing –
5. Registration of Company vehicle
6. Registration of other vehicles
7. Time, date & location of accident
8. Names and addresses of injured persons if possible.
9. Description of injury sustained.
10. Name & addresses of any witnesses
11. Description of circumstances

6.0.8 Eligibility

Insurance & Authorisation

There is a Company Vehicle Driver Registration Form below of this policy which must be completed, signed for authorisation to drive by your Appropriate Director.

To drive a Company vehicle as part of the normal undertakings there are certain criteria which must be established and originate from the employee's competence to drive a vehicle with Company approval. These are: -

6.0.8a Current driving licence (Managers responsibility to ensure compliance)

Current, valid, and up to date and listing any endorsements.

6.0.8b Fitness to drive

- The employee is responsible for not being influenced by any mind-altering substance, alcohol, drugs etc. and in good health.
- Any change in health which may affect driving must be communicated to Supervisor/Managing Director
- The Company does not condone any employee breaking the law.
- Attitude is of vital importance in driving safely.
- If in the considered opinion of line management there is clear irresponsible standards of behaviour, whilst driving, which contravene the road traffic act & other associated legislation, The Company may act with due regard to its disciplinary procedures.

6.0.8c Vehicle

- The vehicle must be fit for purpose and regularly checked as per the manufacturer's advice.
- Company car users have a responsibility to comply with the manufacturer's advice and rectify any problems as soon as is practicable and within a reasonable time period, (usually 7 days).
- Any vehicle which is assessed to be unfit for work will be withdrawn immediately by the prospective Manager/responsible person & details passed on to the Manager.
- Damage, malfunction, or in-use failures must be communicated to the Trustees immediately.
- The above specifications apply equally to private cars used on Company business.
- All Company vehicles will carry first aid kits.

6.0.9 Mileage

Individual risk assessments will be undertaken annually to assess risk exposure and approximate driving mileage. The individual risk assessments will be filed with the Office at the end of each year.

6.0.10 Accidents

(For insurance purposes please contact the Senior Management Team immediately)

- All accidents will be reported to the office using the vehicle accident notification form attached below of this policy, within 5 working days of the accident for investigation. (Managers responsibility to ensure compliance)
- Accidents will be investigated by the H&S Advisers as per any other accident whether on or off site. These accidents may not be injurious but will be key to improving attitude, understanding and communication of driving risks.

6.0.11 Records

- Records will be kept as a normal course of driving and vehicle management.
- The Manager will keep all details regarding testing and written authorisation.
- The office will keep records of the individual risk assessments and accident investigations.
- It is the responsibility of the Trustees to provide & collate information as stated within this policy.
- The hire car, insurance & tachograph system (where applicable) will be managed as at present by the Trustees.

Company Vehicle Driver Registration Form

6.1 Company Vehicle Driver Registration

It is a requirement of the company and our insurers that all drivers of company vehicles provide the following information together with their driving licence prior to registration as a driver of company vehicles.

Employee Name:		Driving Licence No:	
Country of Issue:		Validity Period:	
Licenced Groups:		Current Endorsements:	
Details of Convictions in the last 5 years:			
Details of traffic accidents within the last five years:			
Details of any health impairment which may affect driving: – (e.g., vision, hearing, physical impairment)			
Are you currently receiving any medical treatment which may affect your driving?			

I hereby certify that the above details are correct and undertake to immediately advise my supervisor of any material change to the above details as soon as they are known.

This registration is the final part of The Company's Driving and Vehicle Policy which I have read and understand.

Employee: (sign)

Date:

Director: (sign)

Date:

APPROVAL FOR DRIVING COMPANY VEHICLES

Director: (sign)

Date:

(print)

Note: Employees are not authorised to drive Company vehicles until this document has been registered with and authorised by the Director.

Vehicle Accident Report Form

6.2 Vehicle Accident Report Form

Employee Name:							
Company Vehicle Details/Reg:							
Date and Time of Accident:							
Description of Circumstances:	<i>(use back of form if necessary)</i>						
				3 rd Party Details:	<i>(include injuries sustained)</i>	3 rd Party Insurer:	
						Policy No:	
3 rd Party Vehicle Details:							
Witness Details:							

Employee: (sign) _____

Director: (sign) _____

*I hereby certify that the above details are to the best of my knowledge correct and true.**(to affirm communication of accident only)*

Please pass completed form to the company secretary immediately upon completion.

General Policies & Procedures

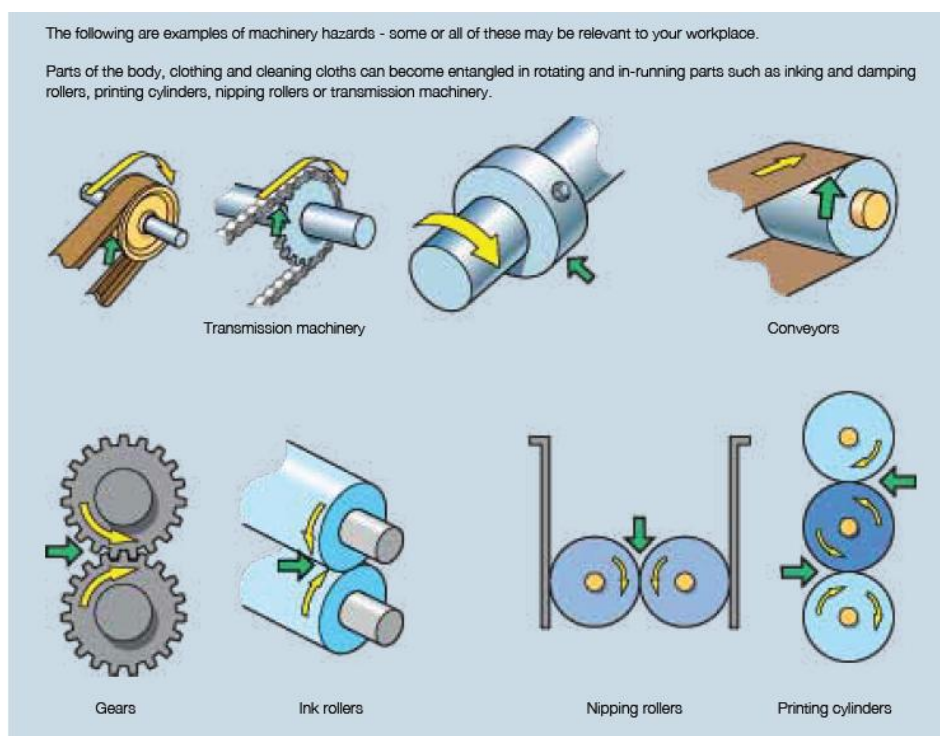
7.0 General Policies and Procedures

7.1 Drug & Alcohol Policy

- The Company takes the issue of its employees' Health, Safety & Welfare seriously and to that end the recreational stimulants also. The Company does not condone the breaking of any law regarding recreational stimulants and therefore this Drug & Alcohol Policy has been developed to demarcate and define areas where support and discipline may be utilised.
- Employees have a duty to turn up for work in a condition which is alcohol & drug free, the exception to this being prescription drugs. Your system must be free from the direct effects of alcohol & Cannabis, Cocaine Heroine etc.
- Support will be given to employees who need it and ask for it. This can be in varying forms and will be identified at the time of reporting.
- Prescription drugs are made of similar substances to non-prescribed drugs therefore if you are taking any drugs which may hinder your alert state whilst driving or using machinery or working in a high-risk area e.g., confined space, electricity you must inform your Manager/Supervisor of this.
- Disciplinary measures will be taken on those people who do not inform The Company of any issues with regard to this policy within six months of its ratification and consultation period.

7.2 Machinery Safety

- Machinery must comply with specific machinery safety legislation and if sold in the EU be supplied with a CE mark.
- Machinery must only be operated by trained personnel.
- The machinery to be used onsite will have a varying degree of safety systems designed within the machine and include:
 - Fixed guarding
 - Interlocked guarding
 - Automatic guarding
 - Trip based guarding
 - Interlocks and sensing equipment
- Each machine will have its own specific set of safety and sensing systems, it is essential that machinery is not used if any of these safety and sensing systems malfunction or do not work consistently well and to the parameters as set out within the machinery safety legislation.
- Defects must be logged and reported through to a responsible person for rectification.
- Suitable guards and controls must be in place to prevent injury within the machinery used onsite.
- See 'Machinery Hazards' illustration below.



General Policies & Procedures

7.3 Visitors & Control of Contractors Policy

The Health & Safety at Works Act 1974 places a legal obligation on organisations to provide a safe environment for invited visitors, contractors and other persons who enter or work on the site. This policy aims to establish a safe procedure which can be utilised by all departments in fulfilling this obligation.

Persons who are invited onto the site fall into two main categories –

Category 1 – Persons who come into The Company to sell, advise, or observe.

Category 2 – Persons who undertake manual/skilled work of some kind, e.g., maintenance engineers.

Persons who undertake manual/skilled work will therefore need a differing level of protection, because of the higher risk, to those who advise, sell, or observe.

The employee in control of the category 2 persons and task will be referred to as the “Supervisor of Works” for the purpose of this policy. This will allow the respective responsible persons to be easily identified.

Cat. 1 The procedure to be adopted for Category 1 visitors will remain as at present –

- At commencement, the visitor will sign in at reception.
- The Company employee to be visited is responsible for ensuring the safety of the visitor whilst on site, ensuring they do not enter any high-risk area,
- Or -
- Ensuring that the visitor is qualified to enter that area and the visitor has been informed of the safety implications for that area.
- At the conclusion of the visit, ensure the visitor has signed out and has left the site.

Cat. 2 The procedure to be adopted for Category 2 visitors will be as follows –

- Prior to the work commencing, the employee in control of the task (Supervisor of works), or a nominated deputy, will request and receive a method statement/risk assessment for the task to be undertaken.
- The Supervisor of the work will be sure that the method statement is suitable for the task at hand. The Health & Safety Advisor will assist where practicable and requested.
- Any queries regarding the method statement will be investigated and resolved prior to work commencement.
- At commencement, the visitor will sign in at reception and at the conclusion of the visit, the Supervisor will ensure the visitor has signed out and has left the site.
- The Supervisor of works will ensure that an employee will be assigned to chaperone the visitor, if necessary, throughout the work period.
- Induct the visitor using the information below in section A.
- Walk around the site and inform the visitor of the evacuation procedure and where the evacuation points are.
- Highlight restrooms and canteen facilities.
- The Supervisor of works is responsible for ensuring the safety of the visitor whilst on site, ensuring they do not enter any high-risk area, or
- Ensuring that the visitor is qualified to enter that area and the visitor has been informed of the safety implications for that area.
- Roof work and works at height may require a specific risk assessment to identify control measures e.g., scaffolding, safety harnesses etc. This must be undertaken prior to work commencing.
- Hot work, welding & cutting will require a specific risk assessment to identify control measures, e.g., fire watch, fire extinguisher, removal of stored stock.
- Ensure the area is left in a safe condition or safe state and that any relevant warning notices are posted.

7.3.1 General Undertakings

All employees, contractors, visitors have a responsibility as follows –

- a. To work safely and always consider the safety of others.
- b. To report all unsafe or potentially unsafe incidents, whether injury is caused or not, to their Responsible person &/or the appropriate director.
- c. To report all unhealthy/unsafe working conditions to their supervisors &/or the appropriate director.
- d. To assist in the investigation of items under b or c with the objective of introducing corrective action and to prevent recurrence.
- e. To comply with The Company's safety rules, policies and procedures and with any statutory obligations.
- f. To use safety equipment and clothing provided where necessary.
- g. To undergo safety training where appropriate.
- h. All tools and associated equipment brought onto site will be tested, inspected, and certified to the appropriate level with respect to the task at hand, e.g., pat testing, certificate of inspection.
- i. All visitors/contractors/others will be adequately supervised whilst on site. Supervisor of Works to specify level of supervision and identify supervising staff.



General Policies & Procedures

7.3.2 Fire & Evacuation

- a. A fire and evacuation system will be implemented onsite following a thorough fire risk assessment. The risk assessment will highlight where fire extinguishers, manual call points, emergency exits, evacuation points, audio/visual alarms and signage are required along with a simple fire action procedure.
- b. On hearing the fire alarm, the visitor/contractor/other person will make their way to the nearest exit and gather in their designated evacuation point.
- c. The Manager will ensure the visitors' presence at the evacuation point.

7.3.3 First Aid

- a. All accidents on site will be noted in The Company's accident book.
- b. The Supervisor of works will be notified as to the accident by the injured person.
- c. The accident may be investigated, if necessary, under The Company's Accident Reporting Policy.

7.3.4 Works Transport

- a. Lorries, forklifts, and other vehicles may only be driven by staff designated by Company responsible persons.
- b. These staff will have provided licenses to prove appropriate training for the vehicles concerned and will have been authorised in writing to drive Company vehicles.

7.3.5 Smoking, drinking and non-prescribed drugs

- a. The Company operates a no smoking policy within the buildings. Smoking areas are designated in areas outside of the building. (Ask the Supervisor of Works to show you where they are situated)
- b. The consumption of alcohol and non-prescribed drugs is not permitted on The Company's premises.

----- CUT HERE -----



Health & Safety Policy for Visitors, Contractors & Other Persons

I have read and understood the Policy for visitors, contractors and others and agree to conform to its stipulations and advice.

Visitor/Contractor: (sign) _____ (print) _____

Date: _____

On behalf of the company: (sign) _____ (print) _____

Date: _____

Please pass the completed sheet onto the Administrator.

General Policies & Procedures

7.4 Working at Height

The Working at Height Regulations 2005 obliges employers to assess the risk when working at height and to take the following steps:

- Eliminate work at height if possible as a first step.
- Assess the risk and then install suitable control measures depending on the type of work required, the duration of that work and the relative risk.
- Use fall protection which protects the many (e.g., scaffolding) in preference to fall prevention that protects the few (e.g., harnesses)
- Ensure Staff is fully trained in working at height and always use the correct systems and procedures.

Typical examples would include:

- Long duration work at toppling height – provision of suitable scaffolding and access equipment.
- Long duration work at toppling height moving along a wall – use of a MEWP with associated safety harnesses, restriction lanyards and respective training.
- Short duration work where three points of contact can be used (30 minutes) – use of a suitably secured, maintained, and inspected ladder.
- Low height works utilise a proper, inspected and checked step up to BS standards or step ladder.

The Company will adhere to and work to the above regulations to always provide a safe working environment.

(Reference INDG 401 – The Work at Height Regulations 2005 – a brief guide)

If a mobile elevated working platform is selected, then you must ensure the following:

- Only a suitably trained and competent person operates the platform e.g., hold a suitable qualification such as a training certificate from the International Powered Access Federation (IPAF) or a CPCS card that covers the equipment being used etc.
- That fall arrest equipment is provided and used by the person or persons inside the Platform.
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this.
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped.
- A suitable means of descent from the platform is provided in case of an emergency.
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.

If a mobile scaffolding tower is selected, then you must ensure the following:

- It has been erected by a suitably trained and competent individual e.g., PASMA trained etc.
- The relevant components show no signs of rust or damage.
- A suitable means of access is provided inside the tower.
- Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm)
- That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task.
- Manufacturer's guidelines are followed in relation to the height to base width ratio.
- That an inspection regime is in place to ensure the tower remains safe at all times (a sample inspection sheet can be located in Appendix 2)

If fixed scaffolding is selected, then you must ensure the following:

- That it has been designed (where applicable), erected, altered, and dismantled by a competent person or the work is supervised by a competent person – see para dd below.
- It is only erected on a firm level foundation that is capable of taking the load of the scaffold.
- It is braced and tied to a permanent structure or otherwise stabilized.
- If it is to be loaded, then it must be appropriately altered to withstand the extra weight.
- That platforms are fully boarded and wide enough for work and access.
- That scaffold boards are properly supported and do not overhang excessively i.e.
- More than four times its thickness
- That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold.
- It is regularly inspected, and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability.
- Basic scaffolds will be designed/erected to BS EN 12811, TG 20 & NASC SG28:09 & erected to SG4.

Where ladders and steps are used this should be for light work of short duration. They should also be inspected for wear and tear at regular intervals. Trestles should be fitted with guard rails and erected according to the manufacturer's instructions.

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7.5 Hand Arm Vibration

- The Control of Vibration at Work Regulations 2005 obliges employers to assess the risk of any vibrating equipment likely to cause harm, and then install suitable control measures to reduce the risk of injury to employees.
- The exposure action value (EAV) (2.5 m/s²) is a daily amount vibration exposure above which employers are required to take action to control exposure.
- The exposure limit value (ELV) (5 m/s²) is the maximum amount of vibration an employee may be exposed to in any single day, (8-hour period). This represents a high risk above which employees should never be exposed.
- Typical exposure in m/s² for certain equipment can be seen in the table below:

Tool Type	Lowest	Typical	Highest
Road Breakers	5	12	20
Demolition Hammer	8	15	25
Hammer Drills	6	9	25
Angle Grinders	4		8
Chainsaws		6	
Orbital Sanders		7 - 10	18
Needle Scalers	5		

- The assessment will take account of the actual time exposed or "trigger time."
- In the table above a road breaker with a typical value of 12 m/s² could be used for only 14 minutes before reaching the EAV and 25 minutes before reaching the ELV. The employee will be rotated to a new task after these time periods.
- Alternatively, a points system can be used as specified in INDG 175. The points system accurately reflects the above system but in a simple points format.
- The Company will adhere to and work to the above regulations to always provide a safe working environment. (Reference: INDG 175 Control the risks from hand arm vibration.)

7.6 Noise at Work

- The regulations require employers to prevent or reduce risks to Health & Safety from exposure to noise at work.
- The regulations require employers to:
 - Assess the risk.
 - Take action to reduce noise exposure.
 - Provide hearing protection.
 - Ensure legal limits are not exceeded.
 - Provide information instruction & training.
 - Carry out health surveillance where applicable.
- The action levels are: (daily or weekly)

Action Level	Action Required	
Lower Action Level	80dB (A)	Employers' duty to provide hearing protection and training on those protectors
Upper Action Level	85dB (A)	Employers' duty to ensure employees where protection and to investigate the need for health surveillance
Exposure Limit Value	87dB (A)	Duty not to expose employees to noise above these levels. These exposure levels take account of any reduction provided by hearing protection. The Company will adhere and work to the above regulations to always provide a safe working environment.

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7.7 Smoke-Free Regulations 2012

- a. Employers, Managers, and those in charge of smoke-free premises and vehicles will need to:
 - i. display 'no-smoking' signs in smoke-free premises and vehicles
 - ii. take reasonable steps to ensure that staff, customers/members, and visitors are aware that premises and vehicles are legally required to be smoke-free.
 - iii. remove any existing indoor smoking rooms.
 - iv. ensure that no one smokes in smoke-free premises or vehicles.

7.7.1 Smoke Free Premises

- a. The Smoke-free law applies to virtually all 'enclosed' and 'substantially enclosed' public places and workplaces. This includes both permanent structures and temporary ones such as tents and marquees. This also means that indoor smoking rooms in public places and workplaces are no longer allowed.
 - i. Premises are considered 'enclosed' if they have a ceiling or roof and (except for doors, windows, or passageways) are wholly enclosed either on a permanent or temporary basis.
 - ii. Premises are considered 'substantially enclosed' if they have a ceiling or roof, but have an opening in the walls, which is less than half the total area of the walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut.
- b. Smoke-free vehicles
- c. The new law also requires vehicles to be always smoke-free if they are used:
 - i. to transport members of the public or
 - ii. During paid or voluntary work by more than one person - regardless of whether they are in the vehicle at the same time.
 - iii. Vehicles that are used primarily for private purposes are not required to be smoke-free.

7.7.2 Required Signage for Smoke-Free Premises

- a. The law requires no-smoking signs to be displayed in all smoke-free premises and vehicles. Signs help to make it clear which premises and vehicles are smoke-free and demonstrate that you are taking the necessary steps to meet the requirements of the new law.
- b. The law requires no-smoking signs to be displayed in all smoke-free premises and vehicles. Signs help to make it clear which premises and vehicles are smoke-free and demonstrate that you are taking the necessary steps to meet the requirements of the new law.
- c. At least one legible no-smoking sign must be displayed in smoke-free premises.
- d. Ensure that at least one legible no-smoking sign is displayed in that vehicle.

7.8 Control of Asbestos at Work

The Control of Asbestos at Work Regulations 2012 requires the employer:

- a. To not expose his workforce, or the workforce of others, to dangerous asbestos fibres.
- b. Find out whether the building or premises has asbestos within it.
- c. Have samples taken to determine what type of asbestos is present in the workplace?
- d. Display signage, bringing the attention of asbestos to his employees.
- e. Ensure that a full asbestos report and samples are taken of any asbestos with the operating premises of The Company
- f. Ensure that the asbestos report is reviewed at least annually.
- g. Have a fully intrusive survey undertaken prior to major works on any premises.
- h. Train his employees to recognise & deal with asbestos & asbestos products.
- i. Have suitable procedures and practices in place to allow his staff to inform the management team of the presence of asbestos.
- j. Make no use of asbestos products.
- k. Ensure that any asbestos is removed and disposed of by a competent licensed person.
- l. Ensure that any employee asbestos exposure is immediately reported to the HSE.
- m. To only remove unlicensed asbestos and report substantial unlicensed asbestos removal where appropriate.

In accordance with current legislation, employees will be provided with Cat A training in Asbestos Awareness through an approved training provider e.g., UKATA. In the event however, that it is determined that operatives may be required to drill into or fix to Asbestos Containing Materials, Cat B training will be provided before work commences.

The Company will require evidence of suitable and sufficient survey of buildings before undertaking work that could potentially disturb any asbestos containing materials.

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7.9 Fire Procedures

- a. The Regulatory Reform (Fire Safety) Order along with other affiliated regulations places the following obligations on the employer:
 - i. To assess fire risk
 - ii. To provide suitable detection and protection measures
 - iii. To provide suitable procedures so that staff are confident in their emergency actions should an incident occur.
 - iv. To train staff to be competent in their actions with regards to fire incidents
- b. The Company will put systems and procedures in place, both in the offices and on site, to comply with its legal obligation.

7.10 Dusts, Dermatitis & Skin Care

- a. All dust has the potential to cause ill health and therefore the following hierarchy will be used to prevent dusts or exposure.
 - i. Where practicable dusts will be eliminated by using fluids to suppress the dust
 - ii. Where this cannot be achieved, dusts will be collected using vacuum type systems with Hepa filters – the guidance contained in HSE Leaflet CIS69 – Controlling Dusts with on tool extraction will be followed.
 - iii. Where this cannot be achieved, masks will be provided to at least FFP3 standard. It is noted that all personnel using dust masks/RPE will be required to undergo FaceFit testing provided by a Fit2Fit accredited provider – suppliers of PPE to The Company will be approached in the first instance.
- b. Dermatitis & Skin Care will be achieved:
 - i. by using barrier creams and low strength soaps along with replenishing creams
 - ii. Gloves will be supplied where appropriate.

Staff will be supplied with the HSE guidance note (INDG 233) on dermatitis and encouraged to seek help from their doctor when applicable.

7.11 Training

- a. All employees will be interviewed and assessed at their induction and on a regular basis to establish their training requirements. Records will be kept, and a training program will be established giving priority to the most hazardous areas and needs of young and/or new employees.
- b. No person will be permitted to drive a Company vehicle or use an article of plant unless they are authorised and trained to do so. In addition, they will not be permitted to operate any machinery, apparatus, tool, or installation unless they have received appropriate training.
- c. Arrangements will be made, where necessary, for suitable training of staff in the use of firefighting equipment.
- d. A company induction will be provided on the first day of their employment or as soon as possible thereafter, advising on Health and Safety hazards and explaining safe systems and methods of work. Staff will be issued with training on personal protective equipment.

7.12 Protective Clothing and Equipment

- a. The Directors will ensure that adequate resources are available for the provision of suitable personal protective clothing or equipment (PPE).
- b. The site Supervisor will ensure that before employees are set to work, necessary information, instruction, and training in the correct use of PPE will be given. PPE will be used, stored, cleaned, and maintained in accordance with the manufacturers' instructions.
- c. PPE will be provided for those employees who require it and matched to the requirements of each task. A record of the issue of personal protective equipment will be kept.

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7.13 Safe Working Environment & Welfare Facilities at Work

In striving to provide a safe place of work and working environment, we will endeavour to provide suitable welfare facilities as well as a safe means of access and egress to and from every place at which any of the facilities are provided. Every such place shall, so far as is reasonably practicable, be made and kept safe.

Attention will be given to:

- a. Ventilation, temperature and lighting
- b. Cleanliness
- c. Room dimensions and space
- d. Workstations and seating
- e. The potential for falls or falling objects.
- f. The condition of floors and traffic routes
- g. Sanitary and washing facilities.
- h. The provision of drinking water
- i. Accommodation changing and drying facilities for clothing where required.
- j. The provision of a restroom or canteen or other area to rest and to eat meals.

Staff will always comply with The Company's arrangements regarding the prevention of unauthorised access to sites e.g., reporting any, and all, visitors to the site.

The Company's site induction should address the procedure to follow if an unauthorised person is identified in the work area.

Staff will not interfere with or misuse any security arrangements in place e.g., unauthorised amendment or removal of fencing or barriers.

7.14 Covid-19

The Covid 19 Virus and its disease Coronavirus affect people in different ways. Some with little or no symptoms and some leading to death.

The best way to deal with this virus is to utilise the following system:

- Shield persons with specific health issues (as per Government and NHS guidelines)
- Washing hands with soap for at least 20 seconds (using replenishing creams after)
- Work / stay at home policies.
- Only going into work situations if absolutely necessary.
- Utilise online video and meeting systems such as Microsoft teams and Zoom etc.
-

If you must go into work:

- Display notices to warn staff and others of your Coronavirus system.
- Washing hands with soap for at least 20 seconds (using replenishing creams after)
- Health screening at workplace entrance
- Social distancing – at least 2m whilst at work
- Using screens of a suitable and sufficient size and stature to protect staff.
- Wearing paper masks and face screens
- Wiping down ledges and work surfaces and surfaces in communal areas with disinfectant regularly
- Wiping down packages and items with disinfectant
- Allowing staged start and finishing time procedures to be put in place and used.
- Using suitable masks to prevent Covid 19 exposure when working closer than 2m.
- Travelling in vehicles separately (unless staff live together)
- Complying with "Track & Trace" guidelines

You must report Covid 19 incidents to the HSE under RIDDOR in your workplace when:

- An unintended incident at work has led someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having Covid 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies because of occupational exposure to coronavirus.
- Timeline for reporting an incident.
- All the above must be reported within 10 days by the quickest possible means to the HSE and in a shorter timeframe if at all possible and in the light of current evidence.

References: HM Government, HSE and NHS

General Policies & Procedures

7.15 Lone Working

- a. Lone working means working by yourself without close or direct supervision and where there are no other employees present. Working alone is not against the law, and it will often be safe to do so. In order to manage the risk of lone working, the law requires employers to think about and manage any health and safety risks before people should be allowed to work alone.
- b. Key points to consider:
 - i. A risk assessment on lone working must be completed by Responsible Person / Supervisor. Be fully aware of the control measures to maintain your personal safety at all times.
 - ii. Ensure that you have access to a means of communication e.g., mobile phone, two-way radio.
 - iii. Know what to do if you get into an emergency situation e.g., if you ever feel threatened or in a dangerous situation. Carry a personal alarm if one has been provided to you – check that it works before each shift.
 - iv. Let your supervisor / colleagues know where you are going e.g., use Google Calendar.
 - v. Let your supervisor / colleagues know when you arrive at your destination and leave e.g., either send a direct text message or put a message in a staff 'What's App' group.

7.16 Electricity at work

Electrical systems in the workplace will be provided for the operations and activities as required. These will be maintained by competent persons and to the Electricity at Works Regulations. Servicing and maintenance will be afforded as to BS7671 with appropriate reports, sign offs and certification.

In principle all systems when being tested or operated on will be “dead” utilising a Tag Out/Lock Out system unless impractical to do so and then the following systems will be used to allow live working:

- a. Two-man systems, the second man being able to safely disconnect the supply and provide CPR operations.
- b. Fully insulated tooling including the use of an insulated mat where required.
- c. The use of insulated shielding to live exposed parts

7.17 Policy Review

- a. A review of this Policy will occur at least annually. Provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, or any additional or change to existing Approved Codes of Practice or guidance notes. This Policy will be subject to regular audits/monitoring to ensure the effectiveness of preventative and protective measures and reviewed as necessary.
- b. Employees are encouraged to bring to the attention of their director or Company Secretary any areas which, in their opinion, this policy appears inadequate. Comments will be passed on to the Directors for consideration and review.

IMPORTANT NOTICE

FOR ALL EMPLOYEES/CONTRACTORS AND OTHERS

No part of this Policy may be changed or reproduced without prior permission from;



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Health Safety & Environment Policy Review & Amendment Log

DATE	ISSUE	AMENDMENT	BY WHOM	SIGNATURE
11/07/2024	First.	1	Gary Van Zandt TechIOSH	<i>Gary Van Zandt</i>
11/07/2025	Second.	1	Gary Van Zandt TechIOSH	<i>Gary Van Zandt</i>
	Third.			
	Fourth.			
	Fifth.			
	Sixth.			
	Seventh.			
	Eighth.			
	Ninth.			
	Tenth.			
Date of Next Policy Review: 10/07/2026				