



Coolair Equipment Ltd

**HEALTH AND SAFETY
GENERAL POLICY**

Prepared by



WIREHOUSE
EMPLOYER SERVICES



Introduction

Foreword

The main purpose of health and safety legislation is to prevent unsafe acts or situations arising in any workplace, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for all occupations and workplaces, it has been formulated to assist and protect the employer, the employee customers and others.

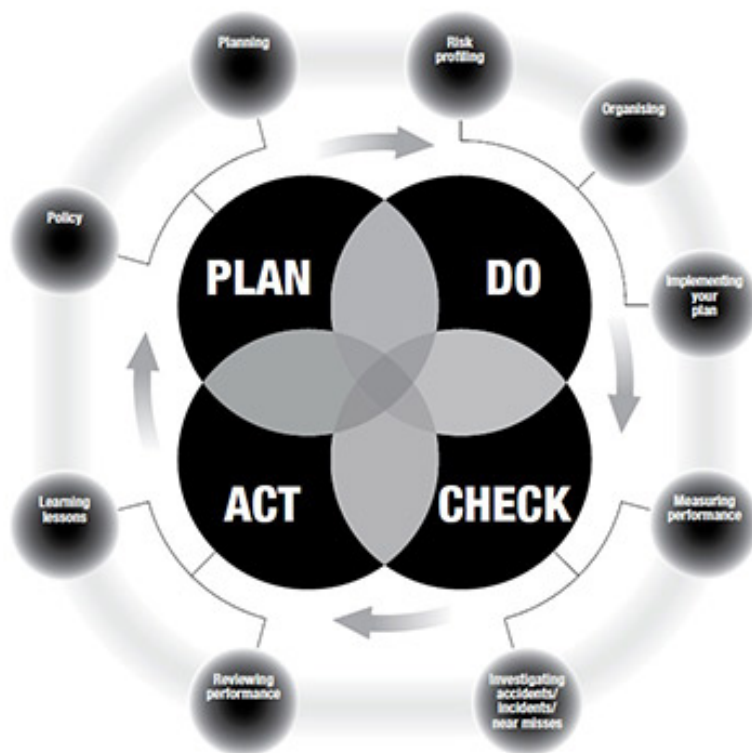
Risk occurs, it is an inevitable factor but it must be managed in order to create a safe working environment for employees and our customers.

Introduction

Health and safety is taken seriously at Coolair Equipment Ltd and we understand our duties as an employer. It is our intention to fully embrace all aspects of health and safety legislation applicable to our business.

We intend to manage and conduct our activities safely so as to avoid any harm to employees or others that are affected either directly or indirectly by our activities.

Our safety management system and documentation has been prepared following Health and Safety Executive (HSE) defined guidelines as set out in HSG65 and utilises agreed principles to achieve our intentions, a safe place of work. It follows the Plan, Do, Act, Check concept of risk management.



Safety Management System

The Coolair Equipment Ltd safety management system consists of the following elements:

Policy

Our policy is provided to state our intentions and set a clear direction for employees to follow. We expect all our employees to understand and comply with our arrangements.

Responsibilities

We have on going commitments to achieve our intentions and maintain standards. To help us meet these commitments employees will be empowered to assist with tasks. Information is provided to employees describing responsibilities and duties of key people within our business. We will provide training where needed.

Arrangements and Procedures

To ensure the workplace is safe and risk is managed effectively we have devised safety arrangements and procedures. These are referred to within the health and safety policy and include emergency procedures.

Internal Audits

It is important that we fulfil our duties with respect to legislation that our business attracts. Continuous improvement is vital to help us maintain our standards and achieve compliance; we have devised a set of internal audit forms to help with this task.

Control of Documents

An amendment status record is included at the end of this section. This information helps us to manage and control our documentation ensuring it remains current.

The policy will be reviewed at least annually. The date of review will be indicated on the Statement of Intent.

Legislation Overview

There is a moral obligation on employers to take care of everyone at work and those who might be affected by the work undertaken. This is reflected on Common Law and in Statute Law and enforced by the regulatory authorities. Health and safety legislation goes further than just 'common sense' or 'reasonable care' and places duties of absolute, practicable or reasonably practicable care.

As an employer you must have a clear understanding of the duties placed on you and ensure that you have 'suitable and sufficient' assessments, systems and control measures in place.

Your initial meeting with the Safety Consultant will highlight the key areas of concern for your Business and the Policy Manual and Procedures written for you will form the basis of your safety management system. This must be supported with training for your staff at the appropriate level and detail.

Identifying the relevant legislation and implementing safety systems is the first step to compliance – maintaining standards with regular checks and audits is also required. The enforcement agencies will expect compliance at all times and this is the best way to avoid accidents and incidents occurring.

Failure to comply with the law – regardless of whether there has been an accident or incident can result in enforcement action and fines, especially following the implementation of Fee for Intervention (FFI) in 2012 which allowed the HSE to charge for their visits when a breach is noted.

Copies of the key pieces of legislation (Acts and Regulations) are freely available on line and this is supported with more user friendly publications in the form of ‘approved codes of practice’ and ‘guidance notes’ from the Health and Safety Executive – (www.hse.gov.uk). We suggest you obtain copies in the first instance of the legislation of most relevance to you. These documents provide information on the fundamentals for establishing a sound health and safety management system and will also be reflected in your procedures in the safety manual.

A summary of the key legislation is provided below – for your information.

Using the information provided during the initial health and safety visit we have identified legislation that we consider is applicable to your business. The following list has been compiled to help draw your attention to this information and to your duties as an employer or as a nominated health and safety co-ordinator for your business.

- The Health and Safety at Work Act 1974
- Corporate Manslaughter and Corporate Homicide Act 2007
- Employers' Liability (Compulsory Insurance) Act 1969
- Management of Health and Safety at Work (Amendment) Regulations 2006
- The Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (Amendment) Regulations 2003
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Manual Handling Operations Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- The Personal Protective Equipment Regulations 2002
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Health and Safety Information for Employees (Amendment) Regulations 2009
- Health and Safety (Consultation with Employees) Regulations 1996 and Safety Representatives and Safety Committees Regulations 1977
- The Working at Height (Amendment) Regulations 2007
- The Lifting Operations and Lifting Equipment Regulations 1998
- Pressure Systems Safety Regulations 2000
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulation 2005

Management of Documentation

At Coolair Equipment Ltd The Safety Director is the person nominated to maintain and control this document and will ensure that all amendments are incorporated and that each revision or re-issue is recorded together with a dedicated Health and Safety Consultant from Wirehouse Employer Services, Gemma Walsh CMIOSH.

Issue Details

Issue Number	Reason For Issue / Re-Issue	Name	Date
1	Initial	Wirehouse ES Ltd	June '15
2	Revision	Wirehouse ES Ltd	Jan '16
3			

Amendment Details

Amendment Date	Reason For Amendment	Name	Date
1	Change of Consultant Name.	G. Walsh	27.04.2017
2			
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Chapter I - Policy



General Statement of Intent

At Coolair Equipment Ltd it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfill the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work. We have appointed Wirehouse-ES to assist us in these duties as our safety advisors under Reg.7 of the Management of Health and Safety at Work Regulations 1999.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. We require cooperation from all employees to enable us to fulfill our legal duties and the objectives of this policy. To promote co-operation, procedures for consulting you are built into the policy. It is your duty to follow the standards and procedures laid down by the Coolair Equipment Ltd.

Equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. You will be provided with appropriate training. Other training and instruction considered necessary to ensure that you know how to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given. Our own sites will be maintained in a safe manor and all site work undertaken for our customers will be properly managed and supervised. Suitable facilities for your welfare at work will be provided and maintained, as will arrangements to enable you to obtain first aid.

The Managing Director has ultimate responsibility for health and safety within our Business and will nominate a competent person to manage operations day to day. Other responsibilities for health and safety matters have been assigned as appropriate and are described in our 'Responsibilities' section. The Policyholder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended and communicated.

Policy Holder

Signed: John Otterson - Managing Director



Date: 1st August 2021



Chapter 2 - Responsibilities



Duties and Responsibilities

The main purpose of this section is to ensure that employees are aware of their legal responsibilities whilst at work, to confirm the health and safety management structure of our business and the appointments forming this structure and the duties and responsibilities allocated to respective employees.

General Responsibilities of All Employees

Coolair Equipment Ltd takes seriously the health, safety and welfare of its employees and anyone else that may be affected by our work activities. We expect full cooperation from our employees to help us maintain safe working environments. It is our aim to create a positive safety culture within our business and sustain high standards.

Employees empowered to organise, manage and supervise work activities must ensure that our safety policies and procedures are followed at all times. Activities must be completed without significant risk of harm or loss, risks will be assessed and measures introduced to enable this.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is deemed sufficient. Training needs will be assessed for all employees and the necessary training to enable you to work safely will be arranged.

You must refrain from using equipment likely to cause harm, for which you have had no training. If you notice any unsafe equipment, acts or situations you must take action and report this.

We have in place a system for periodic monitoring. The purpose of this task is to continually assess our performance with respect to health and safety. Employees have been nominated with specific monitoring responsibilities, from time to time you may be requested to provide assistance.

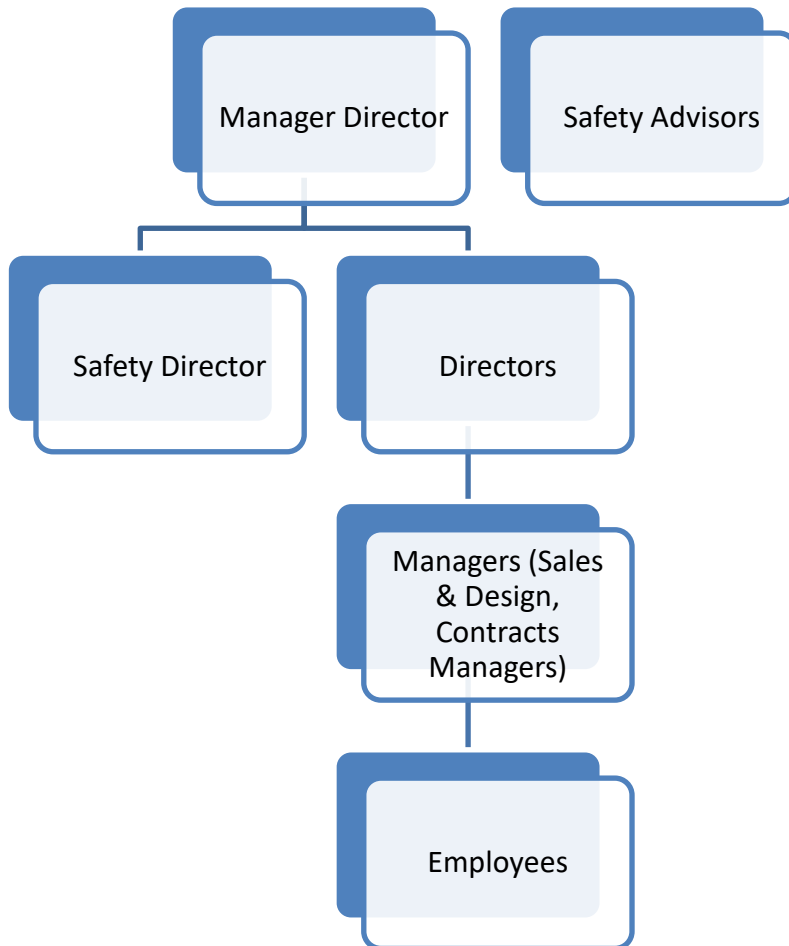
The Health and Safety at Work Act 1974 places duties on workers, Sections 7 and 8 refer specifically to the duties of employees, these are to:

- take reasonable care of your own health and safety and that of anyone else effected by what you do;
- cooperate with us, your employer, enabling us to comply with our statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare:

You must understand that failure to act and comply with legal duties may result with disciplinary action being taken against you, possibly by an enforcing authority.

Health and Safety Management Structure

This diagram is a representation of our management structure and organising strategy for health and safety responsibilities within our business.



The Managing Director and The Safety Director have ultimate responsibility for health & safety within Coolair Equipment Ltd. At anytime when an employee who is assigned with responsibilities is absent from work, please consult their next line manager and raise any concerns regarding health and safety.

The Managing Director

The Managing Director has the overall and final responsibility for safety, health, fire and welfare. However, contribution is needed by all employees, to achieve a safe working environment.

Responsibilities include the following:-

This list is not exhaustive

1st August 2021

- understanding the Health and Safety at Work Act and any other acts, legislation or approved codes of practice that apply to our business and ensuring these are observed,
- ensure that senior Managers and Supervisors are supported in their roles and that health and safety issues are discussed as part of operational business planning,
- ensuring all accidents and incidents are discussed within the team with a view to prevent re-occurrence,
- providing sufficient funds and resources for health, safety, fire, and welfare arrangements,
- ensuring that suitable insurance cover is provided for all statutory and general requirements within the business,
- monitoring and review processes for health and safety activities both on and off site are completed on a regular basis,
- setting a personal example for employees to follow.

Health & Safety Manager

Responsibilities include the following:-

This list is not exhaustive

- understanding the key health and safety legislation and procedures that apply to our Organisation and ensuring these are observed,
- implementing and maintaining health and safety policies and procedures to achieve our intentions for the prevention of harm or loss to employees and others affected by our activities,
- ensuring responsibilities within our Organisation are clearly understood, acknowledged and followed by all employees,
- support product Managers/Installers to help manage safety regimes in each key area of our activities,
- ensuring that assessments of risk are completed by competent persons, information is documented and communicated – including general and fire risks on site and for installation work,
- ensuring that assessments are reviewed regularly,
- ensuring that adequate controls have been identified and implemented following the identification of significant hazards,
- ensure that regular monitoring checks are completed for matters pertaining to health and safety,
- hazards or hazardous conditions are acted upon, recorded and reported,
- that disciplinary action is taken against an employee who willingly neglects any policy or procedure introduced in the interest of safety,
- ensure that personal protective equipment as outlined in assessments is available, worn and in good condition,
- ensuring all accidents and incidents are properly recorded and investigated with a view to prevent re-occurrence,
- setting a personal example for employees to follow,

Managers

Responsibilities include the following:-

This list is not exhaustive

- understanding the health and safety legislation and procedures that apply to your activities and ensuring these are observed,
- follow and enforce health and safety policies and procedures to achieve our intentions for the prevention of harm or loss to employees and others affected by our activities,
- ensuring that assessments of risk are observed, followed and assist in their amendment as and when required to improve safety conditions,
- consult with colleagues on improvements and changes to manage safely,
- ensuring that additional controls required for new equipment or tasks are highlighted to the Managing Director,
- ensuring that work and access equipment and machinery is serviced and maintained and any defects reported and attended to in a timely manner,
- assist with regular monitoring checks for matters pertaining to health and safety,
- hazards or hazardous conditions are acted upon, recorded and reported,
- that action is taken against an employee who willingly neglects any policy or procedure introduced in the interest of safety,
- ensuring all accidents and incidents are reported to the Managing Director,
- ensure that personal protective equipment as outlined in assessments is available, worn and in good condition,
- you must not intentionally interfere with or misuse any safety devices or arrangements introduced in the interest of health and safety,
- you must refrain from actions which are likely to cause harm to yourself or others,
- keeping any work equipment – including vehicles in good condition,
- setting a personal example for employees to follow,

Communication and Consultation

Health and safety arrangements, rules and procedures have been introduced to prevent accidents occurring thus protecting employees, patients and others against harm, however effective communication is vital to ensure these measures achieve their desired intentions.

We aim to consult with you and involve employees in the decision making process and development of our safety arrangements.

Health and Safety Policy

The Health and Safety Policy is accessible to all employees, it details and is an inherent part of the framework for our safety management systems. All employees should be familiar with the contents.

Employee Safety Handbook

The Employee Safety Handbook provides general safety information and makes reference to where further information can be obtained. It also provides details of our rules, procedures and arrangements. You must be familiar with the handbook content.

Policies and Procedures

We have devised our policies and procedures to ensure safe working practices are documented. Information relevant to each job or employee role will be communicated using our methods identified in this section.

Management

We have appointed various levels of management to implement, manage and assist with safety arrangements and procedures on a daily basis. Their duties include the communication of safety information to employees and others to ensure our policies, procedures and rules are being followed and standards are being maintained.

Posters and Notices

A health and safety law poster is displayed in the reception area providing basic information regarding duties at work.

Training

We will arrange the necessary training to ensure work is carried out without risk of harm. The Managers are responsible for identifying any shortfalls with competence and consequent training needs. We will use credible and competent training providers for delivery of any external training.

Communication with Others

It is inevitable that visitors or contractors will spend time at our site. It is our intention to communicate any rules or procedures relevant to their safety to these persons. This we will do either whilst making arrangements for their visit or on arrival.

More information on visitors and contractors can be found in the following section.



Chapter 3 - Arrangements



Arrangements

Arrangements are the systems we have introduced to deal with the fundamental health, safety, fire and welfare needs of Coolair Equipment Ltd. We have reviewed our work and considered what arrangements are necessary. Our arrangements have been introduced for the good and benefit of employees and others, and to comply with legislative requirements.

Details of our arrangements can be found in this section. We ask that you speak to your Manager if there is anything you do not understand or believe could be improved.

Assessing Risk

The Management of Health and Safety at Work Regulations stipulates the requirements for assessing risk; we aim to comply with these regulations and create and maintain a safe working environment. For example, issues around first aid cover, lone working, new and expectant mothers, aggression and violence, stress, drugs and alcohol and working at height are all addressed through assessment.

The Regulatory Reform Fire Safety Order requires that we assess fire risk at our premises or any workplace where our employees are required to work; we aim to comply with this legislation in the interests of fire safety.

The Control of Substances Hazardous to Health (COSHH) Regulations require us to recognise and assess the risk arising from exposure to hazardous substances and act to prevent harm being caused. Substances include hazardous chemicals but also bodily fluids, viruses and bacteria.

The Manual Handling Operations Regulations place duties on us to avoid, assess and reduce handling activities and this is a key risk area for us to manage.

Workplace equipment and access equipment are specifically detailed in the 'PUWER' and 'Working at Height' Regulations and require us to have effective management tools and servicing arrangements in place, backed up and supported by regular training.

We acknowledge and understand our duty to assess any situation or activity caused by us where potential for harm exists. Where significant risk is realised we will introduce appropriate control measures to either eliminate risk or reduce it to an acceptable level.

It is our intention to have robust policies and procedures in place to effectively manage risk, these will involve procedures referred to in the following section.

Work on a customer's site

Site work must be properly planned and organised. Our work outside of the office can range from installation to a quick visit involving access equipment.

The Manager in charge must ensure that;

- teams are properly inducted and trained for the work being completed
- the equipment used or hired is fit for purpose, serviced and maintained
- suitable risk and method statements are prepared before the work is completed
- staff receive the information in good time and in a way they can clearly understand
- site staff are supported, encouraged and competent to work independently and dynamically to manage risk
- there is good, clear communication between Managers, customers and others
- activities are periodically monitored and staff receive regular refresher training on specific hazards

Training

Training is essential to help achieve competence, we intend to identify all training needs within Coolair Equipment Ltd and manage this accordingly. It is vital that employees receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

At the time of induction and at periodic intervals thereafter managers must consider the training needs of employees and organise appropriate training. We will provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new starters will be subject to our induction process prior to starting work. The induction process is designed to help new employees understand the fundamental safety arrangements within our business. This will involve site familiarity, welfare, fire and general safety awareness training. Additional training sessions on the key mandatory disciplines will be completed and recorded. Tool box talks and specific job training for equipment and tasks will be assessed and completed. Shadowing and monitoring techniques will be used.

Following completion of initial induction training a training needs evaluation will be conducted appropriate to the job and activities each person is likely to participate in whilst at work. Training, instruction and supervision will then be organised to help safely integrate the employee into our workplace, client's premises and activities.

To help us manage training, the Directors and Managers will maintain records of training competencies. The records will be periodically reviewed to ensure competencies are achieved and maintained; this may involve refresher training for certain disciplines.

The Health and Safety Director and any person nominated must complete the training needs analysis and review this periodically. Some fundamental types of training are noted below to ensure a basic level of compliance and competence is considered in key areas of our work. Anyone undertaking training must themselves be 'competent' as defined in law – this means they are both experienced and qualified - aware of the legal requirements and best practice standards associated with the equipment or tasks being undertaken. External certification from an accredited body is therefore going to provide the best training and defence in Law – should you need to defend the training or competence of your employees following an incident or accident. Where training has been given

by an employee with no qualifications but some experience, you are far less likely to be able to demonstrate competence to insurers, customers or enforcement authorities.

The Health and Safety Director must decide, with assistance from Wirehouse, what training can be undertaken ‘in-house’ and what requires external delivery. Some areas are clear, for example the operating of powered access equipment has a clear requirement in law for training to be given – this is prescriptive and there are recognised IPAF (International Powered Access Federation) training courses. Other areas such as training on the type of fixings to use when installing signs is not regulated by prescriptive training but must still be completed by competent persons and be ‘fit for purpose’. Having experience, trade qualifications, or a relevant qualifications may be the best way to demonstrate competence in this instance.

Area of Training	Typical Accreditation Body
Use of ladders	http://ladderassociation.org.uk/
Scaffold towers – erection and use	http://www.citb.co.uk/training-courses/scaffolding-and-access/ Prefabricated Access Suppliers' & Manufacturers' Association Ltd (PASMA) http://www.pasma.co.uk/
Operating mobile access equipment – scissor lifts, static booms, mobile booms	International Powered Access Federation http://www.ipaf.org/en/training/courses/
Use of a harness	Covered in IPAF training or by a specialist trainer/supplier.
Asbestos awareness	UK Asbestos Training Association. http://www.ukata.org.uk/
Operating a bench saw or router.	None – but operator would need to be ‘authorised and approved’ and have ‘appropriate’ information on hazards and safe operation of the machine, instruction and training from a competent person.

Welfare and Working Environment

We aim to provide a safe working environment and to meet the welfare needs of all employees. To help us maintain the standards we strive to achieve, we expect employees to cooperate with us and follow our rules policies and procedures.

Lighting

Lighting will be periodically assessed in our work areas to ensure the correct amount of natural light or illumination is available for working activities or moving around our premises. Insufficient or too much lighting can have a detrimental effect on work, safety and health.

Emergency lighting or torches will be provided to facilitate the safe evacuation from the building in the event of an incident occurring.

Temperature and Ventilation

We understand it is important to maintain a reasonable working temperature and circulation of air. With a significant part of our work being undertaken in open or semi-covered units this is difficult to achieve. However we will utilise heaters and provide suitable rest areas for hot and cold drinks.

Sanitary Conveniences and Washing Facilities

We have considered the needs of employees and others and have provided a suitable quantity of toilets and washing facilities. Hot and cold water running water is provided in sanitary conveniences along with suitable hand drying means.

Rest Area

We have made arrangements for a suitable rest area for employees to take breaks. Within the rest area are facilities to make hot drinks. We request that in the interests of hygiene this area is kept clean and tidy.

Drinking Water

Sources for obtaining safe drinking water will be provided. These will be identified at the time of induction for new employees.

Safety Signs

Where deemed necessary and as a result of risk assessment we will display safety signs. These will conform to standards referred to by the current edition of The Health and Safety (Safety Signs and Signals) Regulations. You must speak to your manager if you are in any doubt regarding the meaning of any signage.

The following is an example of different types of signs:

Safe Condition

Used to identify first aid facilities, fire exits, escape routes etc.



Hazard Warning

Used to warn of significant potential hazard, electrical hazards etc.



Mandatory

Signage dictates what action must be followed, eg wearing of hearing protection, eye protection etc.



Prohibition

States what is not permitted, No Smoking, No Unauthorised Access etc.



Chemical Hazards

Hazardous chemicals are identified with orange symbols – for example ‘harmful’.



Workplace Housekeeping

Managers must consider housekeeping issues on a day to day basis and all employees have a general responsibility to keep the work areas tidy and report hazards.

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining corridors and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

Effective housekeeping is an on-going operation: it is not a hit-and-miss clean up done occasionally. Periodic "panic" clean ups are costly and ineffective in reducing accidents.

Adopt a “CLEAN AS YOU GO” policy

What is the purpose of workplace housekeeping?

Poor housekeeping can be a cause of accidents, such as:

- tripping over loose objects on floors, stairs and platforms
- being hit by falling objects
- slipping on greasy, wet or dirty surfaces
- striking against projecting, poorly stacked items or misplaced material
- cutting, puncturing, or slashing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- fewer tripping and slipping accidents in clutter-free and spill-free work areas
- decreased fire hazards

- lower worker exposures to hazardous substances (e.g. dusts, vapours)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventive maintenance
- less caretaker cleaning work
- improved morale
- improved productivity (tools and materials will be easy to find)

How do I plan a good housekeeping program?

A good housekeeping program plans and manages the orderly storage and movement of materials from point of entry to exit. It includes a material flow plan to ensure minimal handling. The plan also ensures that work areas are not used as storage areas by having workers move materials to and from work areas as needed. Part of the plan could include investing in extra bins and more frequent disposal.

The costs of this investment could be offset by the elimination of repeated handling of the same material and more effective use of the workers' time. Often, ineffective or insufficient storage planning results in materials being handled and stored in hazardous ways. Knowing the plant layout and the movement of materials throughout the workplace can help plan work procedures.

Worker training is an essential part of any good housekeeping program. Workers need to know how to work safely with the products they use. They also need to know how to protect other workers such as by posting signs (e.g., "Wet - Slippery Floor") and reporting any unusual conditions.

Housekeeping order is "maintained" not "achieved." Cleaning and organisation must be done regularly, not just at the end of the day. Integrating housekeeping into jobs can help ensure this is done. A good housekeeping program identifies and assigns responsibilities for the following:

- clean up during the shift
- day-to-day clean up
- waste disposal
- removal of unused materials
- inspection to ensure clean-up is complete

Do not forget out-of-the-way places such as shelves, basements, sheds, and boiler rooms that would otherwise be overlooked. The orderly arrangement of operations, tools, equipment and supplies is an important part of a good housekeeping program.

The final addition to any housekeeping program is inspection. It is the only way to check for deficiencies in the program so that changes can be made. The documents on workplace inspection checklists provide a general guide and examples of checklists for inspecting offices and manufacturing facilities.

Fire Safety

Fire causes a significant risk to our business, the safety of employees and others. We acknowledge our duties as described by the Regulatory Reform Fire Safety Order and intend to fully comply with our duties.

Our fire risk is continually assessed and a formal review arranged and documented at least annually. A Fire Risk Assessment will be completed for each work area and fire training will be undertaken by all employees.

The Health and Safety Director will ensure that fire procedures are documented for each activity location and explained to all persons involved.

Action will be taken to address the outcome and recommendations made as a result of any formal assessment. We must reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone as a result of a fire starting.

All employees have a duty to prevent fire, information and training will be provided to help employees understand fire safety precautions and our procedures.

Designated employees have been assigned duties to help manage our fire safety arrangements in each area. Our aim is to:-

- maintain good standards of housekeeping to minimise fire risk,
- provide fire safety training for employees,
- provide adequate and suitable fire information for visitors,
- provide and maintain a suitable means of detection,
- provide and maintain a suitable means of alarm system,
- establish fire and emergency fire evacuation instructions, communicate these to employees and others, and display instructions in suitable locations,
- appoint and train fire marshals to facilitate prompt evacuation,
- designate fire escape routes and exits,
- identify a suitable location for assembly following evacuation,
- provide and maintain suitable portable fire fighting equipment,
- keep records of inspections, tests, maintenance, evacuation drills and any other key fire safety issues applicable to our business,
- ensure visitors are informed of our fire safety arrangements,
- take into consideration the risk from and to other businesses adjacent to our building or place of work, and consult with such persons to reduce risk,

Our procedures for the inspection, testing and maintenance of any installed fire safety equipment can be found in the next section. Please note our procedures and take into consideration the needs of persons with disabilities, impaired senses or people unfamiliar with the layout of our buildings.

First Aid

The First Aid Regulations stipulates we must carry out an assessment of our first aid needs, this we have done to establish adequate and appropriate levels of cover for our workplace and activities.

Information will be provided at the time of induction regarding our first aid arrangements. The Health and Safety Director and Managers must ensure all employees understand our procedures.

In order to provide a suitable level of first aid we will:-

- nominate an employee to manage our first aid arrangements,
- nominate and train appointed persons,
- nominate and train sufficient persons to ensure employees receive immediate first aid attention,
- provide adequate and appropriate first aid equipment,
- display notices providing information regarding first aid including where and how to obtain help,

Where training has been organised for employees we understand the need for maintaining competencies and therefore refresher training will be arranged at appropriate and recommended intervals.

The employee nominated for management of our first aid arrangements, must ensure that:

- all facilities are clean,
- items well stocked,
- no equipment has passed its “use by” date,
- the accident book is kept up to date and is available.

Accident Reporting

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. Managers are to ensure all employees understand the basic requirements for accident and incident reporting and know how to report such an event and are encouraged and monitored to ensure this is done.

Accident Recording

Any employee injured whilst at work should report and record the event. An accident book (BI510) is kept and managed by the first aiders. Information referring to what needs reporting can be found at the start of the accident book. If you are in any doubt you must seek advice.

Each page is perforated enabling the record to be removed once completed. Enter all relevant details in the required boxes then remove the page and return it to the Health & Safety Manager.

Submission of Reports to the Incident Contact Centre

The Health & Safety Manager is responsible for complying with RIDDOR and reporting any relevant incidents to the Incident Contact Centre, usually within 10 days of the incident occurring. The list of reportable injuries, dangerous occurrences and diseases is lengthy and if any doubt exists regarding these procedures you must contact our health and safety service provider for advice.

All reports will be treated with strict confidence and their security managed accordingly. If disclosure is necessary to authorised parties, this we will monitor and control.

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE at www.hse.gov.uk/riddor/report.htm. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports - Health and Safety Executive
Redgrave Court - Merton Road
Bootle, Merseyside L20 7HS

Accident Investigation

It is our intention to prevent all accidents occurring however we must have systems in place to manage any such events. The Health and Safety Director and any designated Manager is nominated as the persons responsible for ensuring accident investigation is completed.

It is imperative the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that should be considered. Please note this list is by no means exhaustive.

- witness statements,
- photographs,
- sketches,
- CCTV data,
- damaged equipment,
- maintenance records,
- previous accident reports,

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence must be used and information evaluated in order to prevent reoccurrence.

The depth of the investigation will depend on the nature and severity of the accident. Where necessary other agencies will become involved with the investigation.

If you require advice or assistance with this task please contact our health and safety service provider Wirehouse Employer Services Limited.

Visitors

The control of visitors and contractors at our premises is essential. The warehouse areas are particularly hazardous and we must prevent any visitors wandering freely around the premises, if designated as areas restricted to staff only. We have in place a reliable system to prevent unauthorised persons entering the building.

It is vital that we know who is on our premises at any time and so visitors will be asked to sign a register to account for everyone at our premises, enabling us to confirm to the fire and rescue service that all persons have evacuated in an emergency situation such as a fire.

Accidents

All accidents must be reported and details recorded. Investigations must be arranged where necessary to help prevent a repeat similar occurrence.

Parking

It is important that visitors and contractors park their vehicles responsibly. Vehicles should not be parked making access difficult for emergency vehicles or others. No vehicle should be left obstructing pedestrian routes, emergency exits or other facilities designed to facilitate health, safety or fire arrangements.

Personal Protective Equipment

Equipment and clothing is required to be worn when on site – including hi-viz and safety shoes as a minimum. Pedestrians must keep to designated walkways and must be inducted by their host.

Contractors

We have a contracting vetting system in place and this must be followed. Customer site inductions should cover topics such as;

- fire safety arrangements,
- first aid facilities,
- welfare arrangements and facilities,
- details of our policies and procedures relative to any work taking place on our premises,
- any permit to work system in operation or required,
- site hazards

Safety standards must be reviewed regularly by the Health and Safety Director – as and where contractors fail to maintain standards, suitable action must be taken to redress this.

Vibration

We acknowledge our responsibilities and duties as stipulated by the Control of Vibration at Work Regulations and intend to comply with any duties that apply to us. As an employee you are required to follow the measures we adopt to ensure your health and safety.

When selecting new equipment we will consider amongst other things its intended purpose, frequency of use and vibration values. We understand that it is important to select equipment that

has low vibration magnitude values. Design, comfort of use and efficiency of the equipment must also lend itself to minimising the effects of vibration.

We will assess exposure to harm, this may simply involve using manufacturers safety data to evaluate exposure values. However in certain circumstances measurements may be necessary to calculate these values. The risk of harm will be assessed and vibration management procedures introduced.

Hazards

Vibration in the form of “hand-arm vibration” or “whole body vibration” can cause ill health. The onset may be slow and the symptoms unrecognised until serious problems occur. Often the resulting injuries are irreversible therefore you must understand the hazards and do all that is necessary to avoid excessive exposure.

At Coolair Equipment Ltd we will expect employees to use battery operated hand held drills for short periods of time. This exposure is minimal and employees will be issued with gloves to minimise the risk of exposure.

Training

As a responsible employer we will provide you with information and instruction to help limit the effects of vibration. You must understand all aspects of vibration hazards and know how to minimise the effects and risk of harm.

Training, where applicable will include correct use of tools, measures we adopt to control vibration, recognition of symptoms and what to do if you believe you are suffering the affects.

As an employee you have a duty to cooperate with us and follow our procedures for measurement and control of vibration.



Chapter 4 – Procedures



Procedures

We have considered the activities we expect employees to participate with whilst at work and environments where work takes place. To safeguard the health, safety and welfare of employees and others we have established our procedures.

Our procedures define safe working practices to avoid unnecessary risk and they must be followed at all times; some procedures apply to contractors. We are committed to continuous improvement and therefore if you have an idea that will improve safety then please let us know.

The Health and Safety Director, Directors and Managers must control situations to ensure risk of harm is eliminated or at least minimised.

Asbestos in our customer's premises

There are no health risks to people working in a premise, so long as any presumed asbestos containing materials (ACMs) remains in good condition and are not disturbed. However, if the materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed. To ensure that risks from ACMs are reduced to the lowest reasonably practicable level we will operate the following procedures:-

- we will not allow work on a known ACMs;
- an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be kept on our own properties;
- customers will be requested to supply information on their own premises – ie an asbestos survey or register;
- the Asbestos Register will be brought to the attention of any person who might disturb or work on or near to a known or presumed ACM;
- before any work near to a known or presumed ACM is allowed to commence a risk assessment will be carried out and a method statement written. We may refer the issue to our safety advisors. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for additional samples to be taken and analysed;
- the persons who will be doing the work will receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety;

Any employee observing damage to any suspected Asbestos Containing Materials should report this to a Manager or the Customer representative.

If during the course of your work you encounter a material that may contain asbestos and you were not informed about it before you started work, you should immediately stop work and take advice from your Manager. Work will not be allowed to recommence until the material has been identified and a safe system of work agreed.

Display Screen Equipment

We will take all reasonable steps to secure the health and safety of those who work with display screen equipment (DSE).

We acknowledge that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. We will seek to give information and training to enable a fuller understanding of these issues.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

We will,

- carry out an assessment, or provide information for self-assessment, of each workstation, taking into account the DSE, the furniture, the working environment and the worker;
- take all necessary measures to remedy any risks found as a result of the assessment;
- take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity;
- review software to ensure suitability for the task;
- arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced;
- contribute to any corrective appliances (glasses or contact lenses) where required specifically for working with DSE;
- advise you, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

PROCEDURES FOR DEALING WITH HEALTH AND SAFETY ISSUES

Where you raise a matter related to health and safety in the use of DSE, we will:-

- take all necessary steps to investigate the circumstances;
- take corrective measures where appropriate;
- advise you of actions taken.

Where a problem arises in the use of DSE, you must adopt the following procedures:-

- inform a responsible person immediately;
- in the case of an adverse health condition advise your own general practitioner.

INFORMATION AND TRAINING

We will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

The individual Manager is responsible for users of display screen equipment and will also provide appropriate training.

EYE AND EYESIGHT TESTS

Regular Eye and Eyesight Tests

You are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE and must be arranged through us.

Visual Discomfort - Where you experience visual difficulties and have reason to believe that these may be caused by work with DSE, we will offer an eye and eyesight test.

Costs of Testing - The costs of eye and eyesight tests will be met by us, provided that testing has been arranged through us. Where you obtain a test independently and without our knowledge, even if the test is specifically related to display screen use, we shall not be responsible for the costs incurred.

Supply of Glasses - here glasses are found necessary, specifically for the use of DSE, we will pay towards the cost of the corrective lens. If you prefer enhanced frames you will pay any balance of cost yourself. Evidence of purchase must be produced.

REST BREAKS

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, we will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. If you know that your DSE workload does not permit adequate breaks you should bring this to the attention of the person responsible for DSE assessments as listed in the Summary of Responsibilities section of our Safety Policy.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Communication of Risk Assessments

Completion of risk assessments and the information collated as a result of this process can only be of benefit if communicated to the people who are likely to be affected by the hazards.

We will communicate the findings of risk assessments using the following methods:

- induction - we will make employees aware of our hazards and control measures during the induction process,
- availability of information - copies of risk assessments are readily available for all employees to read,
- training - assessments and control measures to manage risk will be communicated as part of on going training,
- contractors and visitors - contractors and visitors will be made aware of any hazards they are likely to encounter whilst at our premises prior to commencing work,

Review

All risk assessments will be subject to periodic review, a formal review taking place at least annually. Any changes must be communicated to those affected. Managers and competent persons will be tasked with conducting the review.

Electrical Safety

Electricity can kill and the risk is often underestimated as it cannot be seen. It can cause burns, shock, fire and fatalities. We acknowledge our duties as described in the Electricity at Work Regulations and will take the necessary precautions to prevent any accidents or incidents occurring.

Fixed Installations

Fixed installations include wiring, electrical sockets, switches, isolation boxes, fuses etc. that are installed at our workplace. Damage to any fixed installation must be reported and a repair will be arranged with minimum delay. The completion of any electrical work must only be conducted by competent electrical engineers.

We will ensure fixed electrical installations are safe and will accomplish this by ensuring installations, modifications, maintenance, inspection and testing are completed following relevant procedures established by the Institute of Electrical Engineers (IEE) and their regulations.

We understand preventative maintenance is the key to help minimise accidents. We have in place an internal periodic monitoring system to identify electrical faults; all faults must be reported and the necessary action arranged for repair.

We will arrange for a competent electrical engineer to inspect and test our electrical installations at a period of every 5 years or less for commercial properties. Domestic properties require testing at least ten yearly intervals. Documentation must be kept to reflect the findings of this visit.

Portable Appliances

A portable appliance is generally any electrical equipment that has a plug. These must be treated with the same respect as fixed installations. Plugs can get damaged, wires and pins can become loose and leads can get split or flattened increasing the risk of a shock, burn or fire. Plugs that get hot, smell or spark should be put out of use and a repair arranged.

To ensure appliances are safe to use we will ensure;

- a register of all equipment is maintained – this must include any home working equipment, mobile phone chargers, extension leads and any personal items that are permitted to be used at work – e.g. radios
- periodic internal monitoring checks will be conducted that will include a review of electrical appliances
- all employees should visually check equipment periodically before use and report any defects
- portable appliance testing will be organised at appropriate intervals, the frequency of inspection and testing will depend on the equipment and the environment in which it is used
- all inspections, testing, maintenance and repairs will be conducted by a suitably competent person
- the use of extension leads will be monitored and ‘daisy chaining’ must be avoided

Any electrical or general contractor engaged to undertake work will be requested to prove competence and testing arrangements for their own equipment.

Under no circumstances must any employee undertake any electrical work, unless they are authorised and qualified to do so.

The Health and Safety Executive suggest a testing frequency for portable appliance in the guidance document HSG107 as follows;

Table 1 Suggested initial maintenance intervals

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated <input checked="" type="checkbox"/> (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Falls

Falls are often discussed along with slips and trips but they are very often much more serious - and potentially fatal. Falling from height, falling into an excavation or falling from a vehicle are some

common workplace accidents that can all be avoided by proper planning, assessments, training and supervision. You must remember that what you might fall onto is also an important consideration when considering the potential risk of completing a task at height. Even falls from vehicles and cabs should be considered as these are also a common cause of workplace injuries.

Before any work at height is undertaken it must be suitably assessed to either avoid doing it at all or to work out the best and safest way to complete it. This includes the use of ladders through to scaffolds and access equipment. You are encouraged to speak to our safety advisors when planning any height work or before engaging contractors to complete this work for us.

Installers working on unfamiliar sites or construction environments are particularly at risk and information on site hazards should be sought before starting work in the form of a site induction.

Fire Safety

Accountability

The Directors have ultimate responsibility for fire safety in our own buildings. Day to day responsibility for managing fire safety in our buildings is the responsibility of the Managers and will ensure assessments are 'suitable and sufficient'.

The Directors are responsible for ensuring any points identified as a result of completing the fire risk assessment are addressed. Our fire safety policy is prepared to ensure the safety of anyone at our premises.

Statutory Fire Safety Obligations

The Regulatory Reform Fire Safety Order places specific duties on our business. In the interest of fire safety we must comply with our duties.

Responsibility

All Managers must ensure our fire safety information is brought to the attention and observed by staff, contractors and visitors. Every member of staff must participate in fire safety training.

As an employee we rely on you to help maintain our fire safety standards. You must report any unsafe condition or damaged/missing equipment to your manager.

Our fire safety arrangements must be continuously assessed to ensure these are satisfactory. Anything likely to have an adverse effect on our fire safety arrangements must be reported and/or rectified immediately.

Contacts Engineers – if not offered a safety induction by our customers on the first visit, must request information on fire safety arrangements – including how to raise the alarm and what to do if they hear the alarm.

If you are in any doubt regarding your duties and responsibilities, please ask.

Automatic Fire Detection – (AFD)

The purpose of an audible alarm system is to warn all the occupants of a potential fire emergency. The simplest type of alarm is a shout, whistle or bell which is easy to arrange and low cost. The serious limitations of this are that it only works when someone is there to operate it, the alarm is only heard locally and the bell or whistle can be lost or removed.

The best alarm system that can be designed and installed will have;

- an electrical supply, independent of the building
- a battery back up on a trickle charge from the mains
- hard wired cables, protected from heat and potential damage
- call points to operate the alarm (red break glass boxes)
- an audible and visual signal, distinctive from any other sound in the building
- a central panel or indicator board

To classify the system as an automatic fire detection system (ADF) it will require smoke or heat detectors that activate the system independently of people using the manual call points, there providing the most reliable and earliest warning of a fire emergency to enable safe evacuation and to limit property damage.

The type of detector used in a building is extremely significant and you should take advice from a competent person – usually the alarm installer who will follow and interpret the main guidance as set out in BS5839. This will usually be a combination of different types of smoke and heat detectors.

The number, type and positioning of detectors as well as the number and location of sounders, how loud they must be and how far apart they are is all prescribed in the guidance.

You may need to consider additional sounders, strobe lights or vibrating alarms if you are responsible for permanent staff or vulnerable people who may not be notified by the existing alarms. If you receive visitors who have a disability you must make provision for their safe evacuation in an emergency. This could involve for example a pendant alarm or a buddy system.

Automatic systems must be installed where the fire detection system is intended to protect life – most commonly in offices, care settings, hotels etc. This system is categorised as type ‘L’ and graded LI-5, LI being total coverage in all parts of the building. An automatic system that is designed to protect property is categorised as type ‘P’ and is rated PI-2. Your system should be clearly identified and be suitable for the type of operation you have. The best advice is to consult your alarm installer to ensure this is achieved and you comply with all aspects of BS5839 which governs alarm installations.

Your system is likely to be zoned and staff must be trained to recognise the difference between and importance of fire zones. Dividing the building into zones aids the quick identification of a fire and although these will follow compartment walls they may not have to be in line with physical features of the building. There should be a list or map of the zones by the fire panel to help identify each area quickly and easily.

Alarm systems are either single-stage or two-stage systems. A single stage alarm will activate in the whole building as soon as a fire is detected. A two-stage system notifies of an alarm activation by an intermittent or local alarm, giving staff a chance to check the zone for a fire before either silencing or activating a full alarm. Fire training must reflect the type of alarm system you have and all staff must be trained to react in accordance with the type of alarm installed.

False Alarms

False alarms have an effect on how people behave and react to alarms and can pose a significant problem for wardens and those managing fire safety arrangements. All false alarms should be investigated and recorded. Common causes can be;

- insects
- steam
- cooking
- dust

- hot work
- smoking

If alarms are continually activated then you should consult with your alarm company to decide what action to take – including changing the type of detectors. The Fire and Rescue service can take action against you if multiple alarms calls are answered and of course you may cause the delay of the service to a real emergency elsewhere.

Testing

The testing of all parts of the AFD system is a legal requirement and will require a planned and preventative maintenance schedule. If the system is directly connected to an alarm service or centre then the testing sequence should be documented and staff will require training to undertake a test. This will include isolating the system or taking it ‘off-line’ for the duration of the test and reactivating it after the test is completed.

A suitable schedule of testing and maintenance would include;

Daily inspection
Check the fire panel is in normal operation
If there is a monitored direct line – this should be checked
Weekly inspection
Activate system from a call point in rotation (test each unit over 13 weeks)
Record the activation in the fire log
Visual inspection of batteries
Quarterly inspection – usually by service engineer
Sign off any defects, check batteries and connections
If applicable test secondary batteries
Check alarm functions and control panel
Check all call points and detector positions are unobstructed and unaffected by structural changes
Annual inspection – by qualified person
Repeat all quarterly tests
Operate each detector
Visual check of cables and fittings
Three yearly
Service test under Regulations for Electrical Installations
Following a fire
Test each detector that may have been affected by the fire

All these events should be recorded in the fire log.

Smoke Vents - although not part of the *alarm* system, if you have these they are connected to the alarm activation and will require servicing and checking on a regular basis.

Fixed Fire Fighting Systems – sprinkler systems will activate automatically in the event of a fire. If these are installed a separate procedure and maintenance schedule is required to cover this equipment.

Gas Safety

We acknowledge our duties as explained by the Gas Safety (Installation and Use) Regulations and the Provision and Use of Work Equipment Regulations and intend to satisfy all statutory duties placed on us. Faulty gas appliances, pipes or fittings have potential to cause fire or explosion. Poorly maintained equipment can cause harmful fumes with the potential to kill.

We aim to comply with these regulations by adopting the following procedures

- all gas appliances will only be serviced by a Gas Safe Registered engineer,
- we will periodically monitor the workplace to ensure there is no visible damage to gas pipework, fittings or appliances,
- if any employee smells gas or detects a leaking pipe they must report this to enable us to rectify any fault and eliminate any risk,
- we will ensure all gas equipment and operations involving any gas under pressure will be properly assessed for fire and explosion risks and that staff using the equipment are properly trained.

If you smell gas

- **don't panic,**
- **avoid using switches,**
- **avoid use of ignition devices or naked flames,**
- **open windows to ventilate the room if possible,**
- **shut off the gas at the meter,**
- **report the incident immediately,**
- **evacuate the building,**

GAS EMERGENCY CONTACT TELEPHONE NUMBER

0800 111 999

Hazardous Substances

A hazardous substance can present itself as a liquid, dust, fume, gas, powder, solid or as a bacteria, virus or bodily fluid. Injury or ill health can be caused through substances absorption through skin or eyes, ingestion, inhalation or skin puncture.

The Control of Substances Hazardous to Health (COSHH) Regulations, require that we assess and control exposure to hazardous substances defined in these regulations. (Some substances are covered by other regulations – such as medicines, asbestos and lead).

We acknowledge our duty and will assess the risk from exposure to employees or other persons to substances we use, store or create.

We will do this by adopting the following course of action;

- maintain a register of substances we use or create
- evaluate the risk to health of each substance
- decide what precautions are required to be implemented

- record assessments
- provide information and training to those who are or may be at risk
- decide when the assessment needs to be reviewed

When completing the risk assessment of the substance we will consider;

- the number of people affected
- the risk to health – especially consider pregnant and young persons
- how to prevent exposure
- how to reduce the frequency or duration of exposure
- what other steps might be required to achieve a suitable control of exposure – e.g. information, instruction, training, personal protective equipment

For man-made substances, the material safety data sheets (MSDS) will be filed with the substance register and used to complete the risk assessments. For other substances, such as bodily fluids, viruses, bacteria and dusts more detailed assessments or monitoring techniques may be required to establish the level of risk.

Some substances present a low risk if used in isolation, however if combined with other substances can create a significant hazard. Employees must read and understand safety information provided on the product packaging and on the safety data sheet.

We will ensure that anyone required to undertake assessments receives suitable training and instruction and is therefore competent.

In certain circumstances the risk assessment may determine that employees require expert advice and monitoring. This may include:

- sampling or personal monitoring to determine air quality
- health surveillance to establish any effects on personal health
- engineering controls such as ventilation systems

Wherever this is the case, a policy and procedure will be prepared and communicated to those involved.

The assessments must be reviewed regularly, the intervals between review must be commensurate with the potential for harm, e.g. less harmful products should be subject to a formal assessment every 2 years, others more often. Records connected with ill-health must be kept for 40 years. Following a standard hierarchy approach to control measures, personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls. Where it is used as a control measure – the type, design and BS EN standards should be recorded in the assessment.

Where we engage contractors, similar approaches to assessment and control of exposure should be expected, for example cleaners using their own chemicals would be responsible for completing their own risk assessments and arranging for safe storage if left on site.

Storage locations for hazardous substances should be 'suitable' and information on safe storage is obtained from the data sheet. Typically, chemicals should be kept with consideration to ventilation, temperature, spillage, security arrangements, away from food production and product and unauthorised persons – e.g. vulnerable adults and children.

Those using hazardous substances should be familiar with the symbols used to identify the types of hazard associated with the products. These are detailed below. Some substances can cause serious











skin problems – such as dermatitis. These should always be reported and investigated and may be reportable as occupational diseases under the RIDDOR regulations.

Substances should never be decanted into unmarked containers and they should be stored with suitable caps and lids.










Further information can be found on the HSE website or in 'COSHH Essentials' – INDG136

Safety data sheets

European symbols

			
Toxic	Very toxic	Harmful	Irritant
			
Highly flammable	Extremely flammable	Explosive	Dangerous to the environment
			
Oxidising	Corrosive		

New International symbols

Products you use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. S

These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet. Note: medicines, pesticides and cosmetic products have different legislation and don't have a safety data sheet. Ask the supplier how the product can be used safely.

Safety data sheets can be hard to understand, with little information on measures for control. However, to find out about health risks and emergency situations, concentrate on:

- Part 15 of the sheet, which tells you what the dangers are;
- Parts 4 to 8, which tell you about emergencies, storage and handling.

International symbols will replace the European symbols in 2009. Some of them are similar to the European symbols but there is no single word describing the hazard. Read the hazard statement on the packaging and the safety data sheet from the supplier.

Lone Working

Since you cannot be with them in an emergency, (they wouldn't be lone workers if you were) we must go as far as we can in helping employees to help themselves.

Consider protection as consisting of two components; prevention and response. Prevention is achieved by embedding ways in which employees avoid difficult situations in the first place. Response is there when protection fails. While prevention may reduce the number of occasions where a lone worker will get into a situation which will result in their harm, 'reduce' is not the same as 'eliminate', so there will always be a need for response services.

Response with prevention in isolation are still insufficient; adding training and management will result in a culture of safe working, in other words – protection.

Prevention - Prevention starts with a well thought out policy leading to sensible procedures which are developed in consultation with the lone working employees and the manager.

Response - Sooner or later prevention will fail and an employee will need a response; and it must be fast and effective.

Training - Training binds prevention and response together. Training should cover:

- Application of policies and procedures
- How to make best use of Lone Worker Response devices
- Awareness and how to avoid potentially dangerous situations
- How to manage dangerous situations
- The role of personal responsibility for personal safety

Management

Good management has to balance the needs of the organisation against the needs of the individual. Management must protect Coolair Equipment Ltd in law with its reputation and effectiveness intact, while protecting the individual employees out on their own in the community, other workplaces or in transit between them.

A manager with responsibility for protecting Lone Workers needs to consider many factors; among them:

- How best to achieve protection for both Coolair Equipment Ltd and Lone Workers without jeopardising the work they are employed to do?
- What can be done in-house and what can be outsourced?
- How will initial and follow-up training be delivered? In-house or outsourced?
- How will Lone Workers be motivated to always follow the procedures laid down for them, including use of Lone Worker Response services?
- What reports will help manage the contract and how will they be delivered?
- Regular reviews with Lone Workers

Prevention and Response without Training and Management will not be an effective policy because when it is most required to work – it will not keep people safe.

Prevention + Response + Training + Management = Protection

When putting the policy and risk assessment together pay particular consideration to:-

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario;
- vehicle and load hazards;
- personal protective equipment required;
- supervision and welfare;
- portable first aid kits;
- availability of first-aider;
- means of summoning help;
- means of raising alarm;
- fire fighting equipment;
- training and supervision;

Manual Handling

Activities involving manual handling can attribute to personal injury if the task is not carried out following simple basic principles. The term manual handling refers to an activity where human effort is needed to perform some of the following (this list is not exhaustive):

- Lifting
- Pushing
- Pulling
- Reaching
- Carrying

We recognise the potential for injury associated with manual handling tasks and where possible will introduce mechanical means for lifting or aids to help avoid excessive effort.

Where it is not possible to avoid manual handling we will assess the risk and provide you with manual handling training appropriate to the tasks you are required to perform whilst at work.

We understand that we all have different capabilities due to differences of strength, previous injuries, nature of the load etc. It is therefore important that if you believe a task is beyond your capability you must ask for help.

All staff will receive moving and handling training to enable them to work safely and we have and maintain a range of mechanical aids to help you lift and move objects safely.

Noise at Work

Noise at work can cause temporary or permanent hearing loss. People often experience temporary deafness after leaving a noisy place, but usually recover their hearing within a few hours. Permanent hearing damage can be caused immediately by sudden, loud, explosive noises, for example, from guns or cartridge-operated machines but hearing loss is usually gradual due to prolonged exposure to noise. People may only realise how deaf they have become when damage, caused over the years by noise, combines with hearing loss due to ageing. Hearing loss is not the only problem. People may develop tinnitus (ringing in the ears), a distressing condition which can lead to disturbed sleep.

The Control of Noise at Work Regulations lay down key limits to noise exposure. These are:

- lower exposure action values
 - daily or weekly exposure of 80 dB
 - peak sound pressure of 135 dB
- upper exposure action values
 - daily or weekly exposure of 85 dB
 - peak sound pressure of 137 dB.

The steps we are required to take depend largely on the level and type of noise exposure. For example, a noise exposure of just over 80 dB-A may only require basic controls and recommended hearing protection for certain tasks. Over 85 dB-A would require more rigorous controls and the establishment of a mandatory hearing protection zone with appropriate health surveillance.

Noise sources in excess of peak sound pressure values will need specific assessment by a competent person and specific controls.

The aim is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and visitors while they are at work, in relation to noise exposure, and to comply with all relevant legislation, including:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Personal Protective Equipment at Work Regulations 1992.

Employer Responsibilities

To ensure that we prevent or reduce risks to health and safety from exposure to noise at work and that our policy will be clearly understood throughout the company, we will:

- assess the risks to employees from noise at work
- take action to reduce noise exposure and, consequently, from risks arising from noise at work
- provide employees with hearing protection, where required, if noise exposure cannot be reduced by other methods
- make sure that the legal limits on noise exposure are not exceeded
- provide employees with information, instruction and training
- carry out health surveillance (*audiometry*) where levels indicate it is required
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- identify all operations within the business where there is a noise risk and who is likely to be affected
- carry out an initial noise survey
- ensure that the risks to employees from noise at work are assessed by a competent person, where we have identified a potential problem
- take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded
- provide employees with suitable hearing protection where noise exposure cannot be reduced enough by using noise control techniques
- provide our employees with adequate information, instruction and training in order to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided
- carry out health surveillance where the noise risk assessment has identified there is a risk to health
- review, and amend as necessary, the noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Occupational Health

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

A questionnaire will be completed upon induction and repeated as deemed necessary if issues are raised. External occupational health services will be engaged to support employees who are assessed as requiring specific help after initial screening. Particular attention will be paid to noise, vibration and respiratory issues.

Office Safety

The office areas do not contain the same hazards as the warehouse and external areas but there are issues to address to ensure everyone's safety working in the office. An office risk assessment has been completed and it will be communicated to staff.

The assessment addresses issues such as;

- Safe access including vehicle and pedestrian segregation
- Manual handling
- Display screen equipment
- Fire and electrical safety
- Chemicals
- Trips and falls
- Yard safety

Personal Protective Equipment

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide you with suitable PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that you will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You will be charged for equipment damaged through negligence or lost.

Areas where PPE must be used will be identified through the completion of risk assessments and the appropriate warning signage will be displayed. You are responsible for using PPE as directed.

PPE is issued by the Managers and you will be required to sign to acknowledge receipt. All PPE remains our property and must be returned on leaving.

If you experience problems using PPE you should bring this to the attention of your Supervisor immediately.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

Subcontractors engaged to work on our behalf and contractors engaged to work on our premises are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

We reserve the right to exclude from our premises any person not using the PPE needed to ensure their health and safety.

Risk Assessment

A *risk assessment* involves identifying the *hazards* present in the work place or arising out of any work activity and *evaluating* the extent of the *risk* involved to employees and others, taking into account the number and type of people exposed, the duration and frequency of the exposure and the effectiveness of existing precautions.

A *hazard* is something with a potential to cause harm – examples are provided below and they also include methods of work and the work environment.

A *risk* is the likelihood of harm from a hazard being realised. As noted, overall risk increases where more people are involved, those people are vulnerable, the frequency of the activity increases or the potential severity of harm is greater.

Assessments can involve a quantitative evaluation of risk using numbers, e.g 1-5 or 1-10, or a qualitative evaluation by using high, medium or low. Some situations simply record a hazard and a control measure. There is no one correct method as to how to document assessments.

The Management of Health and Safety Regulations require that risk assessments are '*suitable and sufficient*' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are *reasonably foreseeable*.

The key to completing an assessment is therefore to be thorough,

- ensure you are properly trained and experienced to understand the hazards and activity being assessed
- involve colleagues and people familiar with the task – it does not have to be completed by just one person

- familiarise yourself with the Company policy, legislation and guidance
- consider relevant inspections, audits and any historical accidents or incidents
- consider different times of the day and environmental conditions
- ensure that you consider all the potential hazards and all the ways that people might be harmed
- use the specified forms provided along with the preferred evaluation method for calculating risk

If you feel that you are out of your depth – ask for help.

Completing the Assessment

This guidance follows the Health and Safety Executive’s own information outlined in INDG163 Five Steps to Risk Assessment.

STEP 1 – Identify the Hazards

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious to you. Consider *all* the various tasks undertaken by the business and consider the different locations where they occur. The most significant hazardous activities may not be immediately identified – ask questions!

STEP 2 – Identify who may be harmed and how

List groups of people and individuals who may be affected by the hazards e.g.:

- | | |
|-------------------------------|------------------------|
| • employees | • visitors |
| • members of the public | • volunteers |
| • contractors on the premises | • unauthorised persons |

Pay particular attention to vulnerable persons, e.g. those with disabilities, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees, young persons under 18 years and children.

Think about how they might be harmed, it is your duty to explain this to those exposed ‘in a way they can understand’. Consider different types of hazards;

- | | |
|------------------------------|--|
| • mechanical | • biological |
| • physical | • lifting and handling |
| • ergonomic | • electrical |
| • physiological | • environmental factors – noise, lighting, temperature, dust, vibration etc. |
| • transport | • the individual |
| • access | • organisational factors |
| • hazardous substances | |
| • fire, smoke and explosions | |
| • particles, fumes and dust | |

This list is not exhaustive but indicates the detail required. The last two factors are often both the most significant and most overlooked. The individual has a huge impact on the overall risk. You must consider their level of training, attitude, work rate and tendency to work in an unsafe manner. The organisation – i.e. Coolair Equipment Ltd arranges maintenance, levels of supervision, training, provides safety information and provides equipment. If this is poorly managed or not provided, risk will increase.

STEP 3 – Evaluate risk and decide on precautions

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more needs to be done. When evaluating the risk, consider the chance of harm occurring (i.e. the likelihood), the severity (or consequence), the number of people who could be affected and if relevant, the frequency of the activity.

Even after all precautions have been taken a *residual risk* is likely to remain. Ensure the precautions in place meet regulatory requirements, Company standards and best practice and that you have reduced the risk ‘as far as is reasonably practicable’.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting a hierarchical approach along the following principles:

- Eliminate the hazard
- Reduce the hazard
- Prevent contact with the hazard
- Introduce a safe system of work
- Increased supervision
- Provide personal protective equipment

STEP 4 – Record your findings and implement them

Once the level of risk has been determined and the controls have been agreed, an action plan should be drawn up with timescales for implementation of the control measures.

The assessment must be documented since these provide evidence that something has been done. Keep old assessments for future reference – (ideally 3 years). Line managers must communicate the findings to employees involved in activity and record this on a training matrix. Observe activities periodically to ensure that the control measures have been implemented and are being followed.

Remember that information on assessments may also be required to be given to contractors, new starters, to employees changing roles or as part of on-going or developmental training. Records must be kept.

STEP 5 – Review the assessment and update it if necessary

A review will be required following;

- the results of monitoring (e.g ill-health, accidents, audits) where results are adversely not as expected
- a change of process, work methods, shifts or materials
- a change of personnel
- changes in legislation or best practice
- introduction of new plant or machinery
- passage of time – as set out in the review schedule

As in step 4 – changes must be communicated and recorded.

A number of our work tasks, including those completed by our engineers will be required to be documented in a safe system or work or method statement. The risk assessments will be used to identify hazards and a step by step guide will be documented to enable the task to be undertaken safely with minimal risk.

Vehicles & Drivers

Operating or working on or under vehicles and moving around the site as a pedestrian is hazardous and can result in fatal accidents. It is therefore of paramount importance to follow the site rules and company policies when involved with vehicles.

Lorries, trailers, customer vehicles, forklifts and cars all pose a significant hazard to employees and visitors.

We will complete a risk assessment for vehicle movements and regularly review the controls in place to keep everyone safe. As an engineer you must not put yourself at risk and follow any site rules.

Segregated routes and designated parking areas will be identified and these must be used. Visitors and contractors must be properly inducted and have the hazards clearly explained to them. You must consider whether your visitor or contractor needs to be escorted and they must always wear the mandatory PPE set out in their induction.

Speed limits have been established and displayed and they must be adhered to in the yard. Our customers are likely to have similar controls.

You must not drive any vehicle without the express permission of a Manager or Director and only when suitably trained and insured to do so.

Drivers are responsible for ensuring that:-

- daily and weekly safety checks are completed;
- they are seated and using safety belts;
- visibility is clear all round;
- speed limits are adhered to at all times;
- road and weather conditions are taken into account and driving altered accordingly;
- the vehicle carries a first aid kit and fire extinguisher;
- the vehicle carries no more than the permitted number of passengers – employees only;
- smoking is not allowed;
- the Health and Safety Director is informed immediately about any driving convictions;
- they do not drive whilst under the influence of alcohol or drugs;
- they do not drive whilst taking medication that could affect their ability to drive safely.

Accidents

In the event of an accident, ensure that all persons involved are safe and comfortable. Call the appropriate emergency services if needed. Notify the Manager as soon as possible.

If questioned by a Third Party, accept no liability.

All damage, however slight must be reported to your Manager.

Parking Fines

You are responsible for parking safely. The company will not be responsible for parking fines. The responsibility rests solely with the driver of the vehicle, who will be liable for any fines occurred.

Speeding Fines

It is our Practice policy that all staff must drive within speed limits and road restrictions. Therefore we will not compensate staff for any speeding fines. Employees that are convicted of speeding fines whilst driving on Company business may be subject to discipline.

Vehicle lifting devices must be serviced and maintained and only operated by trained staff. Even simple, common items like jacks and props need to be maintained and regularly inspected. Anti-fall back devices must be fitted and used and toe traps should be regularly considered and avoided.

Any raised work platforms must be suitably railed and stable.

Work Equipment & Access Equipment

The term work equipment is used to describe machines, tools, installations or equipment used for completing work whether owned or on loan/hire. The term is broad and applies to any work equipment we use. Access equipment is also work equipment but usually requires specific controls, maintenance and training to enable its safe use.

We acknowledge our duties as stipulated in the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and intend to satisfy these duties by adopting the following procedures:

Selection

A needs analysis will be conducted before acquiring any work equipment taking into consideration many aspects including the task the equipment is required to perform, where it is to be used, anticipated volume of work, operators training needs, safety etc.

Equipment will only be sourced from reputable dealers. Safety devices fitted such as emergency stop buttons, guard's etc. must comply with current European standards for like machinery.

Assessment

A risk assessment will be conducted before use of any new work equipment commences. The outcome of the assessment will help determine if the equipment is safe for use or if additional control measures are required for user safety and for the safety of others.

Training

Training will be provided for employees and anyone else authorised to use our work equipment. Training and supervision will continue until such a time when a user is deemed competent and supervision is no longer needed.

All training will be overseen by the Directors and training records maintained.

Maintenance and Inspection

All work equipment is subject to wear and the possible occurrence of faults, it is therefore necessary we monitor and maintain equipment regularly. Manufacturer's recommendations will be followed

for maintenance and inspection frequencies unless the scope of our work dictates these need to be changed, we will if necessary introduce our own maintenance and inspection program and regime.

We will ensure any statutory inspections or examinations are completed on time.

We appreciate that preventative maintenance is better than equipment failure; consequently we rely on managers and users of our work equipment to follow the adopted maintenance and inspection regime we decide upon.

Some maintenance tasks will be beyond the capability of employees, this we understand and it is the responsibility of managers to identify such tasks and to appoint suitable contractors to conduct or assist with tasks.

We expect all work equipment users to conduct a before use check to confirm equipment is safe for use. If problems are identified these must be reported to ensure a repair is arranged. All faulty or damaged equipment must not be used until a suitable repair has been completed.

Records

To help manage maintenance, inspection and repair of our equipment we will record all events and maintain documentation to support this. Any work conducted by contractors must be included.

Safety

You must not use work equipment if:

- you have not received appropriate training,
- you are unfamiliar with the operation,
- the equipment is faulty or you identify a fault,
- there is insufficient room around the equipment to work safely,
- safety devices such as guard's are not in place or are damaged,
- you need PPE and none is available,

Working at Height

We recognise the dangers of working at height and acknowledge our duties as stipulated by the Working at Height Regulations. As an employee you must understand that working at height is one of the biggest causes of major injuries and fatalities every year. Therefore wherever possible we will avoid the need to work at height and where we have to – ensure it is properly risk assessed and follows a logical and prescribed hierarchical approach.

Hazards

There are many hazards involved with working at height, most of which are simple to avoid, they involve, in the office and warehouse amongst other things:

- Correct use of steps, ladders and 'step up' stools
- Do not climb on chairs, tables or racking
- Do not over reach when using equipment

Work on customer's premises is potentially much more hazardous and must be suitably assessed by a competent person. The 'hierarchical approach' is the step by step process of managing risk as set out in the HSE guidance. In summary, this involves;

- preventing falls by using safe and correct equipment
- reducing the distance and consequence of any potential fall
- providing good safe access to get to where you need to go

- checking the equipment – not ignoring defective or damaged kit
- not overloading or over reaching
- protecting the area below
- planning for emergencies or evacuations

Training

All employees required to work at height will undergo training applicable to the method selected for working at height and for the environment in which the work occurs. Training will be periodically repeated to help maintain skills and competence. Information relating to each task undertaken by us and along with a comprehensive list of associated hazards, general and common to the work location will be conveyed prior to the commencement of each activity.

Procedures

We understand that we must do all that is necessary to prevent anyone falling. Employees and others required to work at height must follow safe working practices. When working at height we will appoint a competent person to take charge, they will prepare a method statement and risk assessment for the work. Safety procedures must be understood by all workers involved and be in place prior to starting any work.

Working at height assessments and controls are also required where there is a risk a falls at ground level – eg on a loading bay, raised storage area or walkway. Before undertaking any significant work or activities in these areas, safety briefings will be required and suitable controls must be in place. Refer to the W@H assessment form and ask our safety consultants for help if required.

Work Related Stress

Coolair Equipment Ltd has a responsibility for the health, safety and welfare of its staff and recognises that their well-being is important to its success. The prevention and effective management of stress is the responsibility of the Directors who will require assistance from Managers.

We believe that all employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress symptoms.

This policy and procedure is an indication that we are committed to:

- Preventing in so far as practicable employee stress resulting from work practices, excessive workloads or interpersonal relationships within the workplace.
- Where work-related stress does occur, taking steps to minimise the impact of this stress on individuals.
- Providing training and support to help the Directors and employees understand and recognise the nature, causes and management of work-related stress, and to prevent or minimise work-related stress.

The Directors will continuously assess and monitor the work-related stress levels of their staff through:

- Formal and informal supervision of staff members
- Formal performance appraisal of staff members

- Formal and informal meetings / discussions with staff members
- Formal and informal performance / conduct / absence management
- Meetings / discussions with employees
- Investigation of comments / complaints from staff members
- Investigation of accidents, injuries, diseases, dangerous occurrences and other incidents

If the work-related stress levels of one or more staff members appear to be rising, the Directors will take appropriate action.

The Directors will provide reasonable support to all staff members who are absent from work due to work-related stress, in order to assist their return to work.

Staff members have responsibility for their own work-related stress levels, and should try to help themselves and their colleagues wherever possible. Staff are encouraged to make suggestions for reducing work-related stress.

Staff should discuss any problems with their Manager. If the manager is a cause for stress, staff members may contact a head office or an alternative senior person. Normally, staff members should try to resolve problems informally. If the result of an informal approach is unsatisfactory, staff members may raise the issue formally.

Staff should accept opportunities for counselling etc, when this is recommended.

Recognising the symptoms of stress in others:

- Increases in overall sickness absence, particularly frequent short term sickness absence
- Poor work performance: less output, lower quality, poor decision-making
- Changes in relationships at work: conflict between colleagues
- Changes in staff attitude and behaviour: loss of motivation or commitment, poor time-keeping, working longer hours but with diminishing effectiveness
- Lack of enthusiasm
- High accident rates

In yourself

- Tiredness, aching muscles, disturbed sleep
- Loss of appetite, indigestion, stomach problems
- Loss of sexual drive
- Dependence on alcohol or drugs, excessive smoking
- Headaches
- Inability to relax
- A sense of being out of control
- Difficulty retaining information
- Poor concentration and indecisiveness
- Worrying
- Increased irritability
- Increased incidence of frequent short term sickness absence
- Change in attitudes to work / colleagues
- Feeling anxious or depressed

Some of these symptoms may not be stress related but could indicate a more serious underlying condition. If the symptoms persist please consult your GP.

Work Related Violence

We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is:

“any incident in which a person is abused, threatened or assaulted in circumstances relating to work.”

We consider that work-related violence is unacceptable and our aim is to reduce to the lowest reasonably practicable level, the likelihood of you being exposed to violence and aggression while at work.

We will identify all activities where there is the potential for work-related violence and will ensure that the risk assessments for these activities consider the hazards of violence and aggression. This will include activities involving direct contact with members of the public or involving the handling of money and/or desirable goods.

Where you may be exposed to risks of work-related violence, we will inform you of the findings of the relevant risk assessments and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, you will be provided with such training. This will include, but will not be limited to:-

- how to identify potential incidents of violence before they happen;
- how to prevent incidents from developing;
- appropriate behaviour for providing non-confrontational services to public;
- actions to take in the event of a violent incident.

If you feel that you are losing control of a situation or that the other person is becoming aggressive, you should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If one of the Directors or Managers considers that it is the best way to calm a situation, an aggressive person will be asked to leave the premises.

If it is believed that an aggressor is in possession of an offensive weapon then the police will be called immediately (preferably unknown to the aggressor). You should not attempt to disarm an assailant unless personal injury is imminent. You should not pick up an object to use as a weapon except in self-defence.

Your safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. You are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded. This applies to incidents where there are no injuries as well as to those where injuries occur.

Younger Workers

We recognise our requirements under The Management of Health and Safety at Work and we will carry out a specific risk assessment for young persons (those under 18), taking into account:

- inexperience, lack of awareness of risks and immaturity of young people;
- the workplace and equipment;
- the nature and degree of exposure to harm;
- organisation of processes and activities;
- training and competence.



Chapter 5 – Employee Rules



Employee Rules

Your duties and responsibilities are explained in other parts of our health and safety policy, the intention of the following section is to communicate employee general rules. These apply to all employees that work with us.

In the interests of health and safety it is important that you cooperate with us and follow these rules. As an employee you are responsible for the safety of yourself and that of others. The Directors & Managers must ensure that rules have been communicated and are enforced. Ignorance or breach of any safety arrangements we have introduced may lead to disciplinary action up to and including summary dismissal for gross misconduct.

General Work Procedures and Rules

You must:

- understand your responsibilities as an employee and comply with any rules and procedures that apply to you,
- not use equipment until we have provided you with the necessary training and authority for use,
- make full use of any guards and safety devices,
- not operate any equipment if under the influence of drugs or alcohol,
- not willingly cause damage to any work equipment,
- use any personal protective equipment we provide and deem necessary for specific tasks,
- use suitable footwear for your employment,
- not endanger your safety or the safety of others,
- help achieve and maintain high standards of housekeeping,
- not interfere with any safety arrangements or equipment we provide,
- observe the total no smoking policy,
- only use your mobile phone when it is safe to do so, you must not use mobile phones when operating machinery,
- not bring any personal electrical devices into work without the permission of your manager,
- report any faults or unsafe conditions,

Personal Health

You must:

- inform us of an injury, condition or illness that may affect your ability to conduct work safely or affect the safety of others,
- inform us if you are taking prescribed drugs or medicines that may affect your performance at work,
- report any incident, injury or ill health you believe has been caused at work,
- inform us of any illness or condition that you believe could be affected further as a result of our work,
- ensure any injuries or wounds receive appropriate attention,

Fire Safety - You must:

- be familiar with and follow our fire safety procedures,
- cooperate with us and participate with fire safety drills,
- not misuse or interfere with any portable fire fighting equipment or any other fire safety devices,
- not obstruct any escape routes or exits,

Drugs and Alcohol - You must:

- inform us if you have personal issues with drugs or alcohol,
- not under any circumstances attend work if you are experiencing the effects of alcohol or illegal drugs,
- not under any circumstances consume alcohol or use illegal drugs whilst at work,

Gross Misconduct

We expect employees to act responsibly at work and comply with our safety policies, rules and procedures. Failure to act responsibly may result with disciplinary action procedures being enforced ultimately leading to dismissal for acts of gross misconduct.

Examples of reasons for dismissal are as follows:

- failure to comply with risk assessments,
- wilfully causing damage to work equipment,
- wilfully interfering with safety devices or equipment including:
 - fire safety equipment,
 - removal of safety guards,
 - using company equipment without due care and attention, including driving at excessive speeds,
 - safety signs and instructions,
- smoking in no smoking areas,
- misuse of hazardous substances.
- act of abuse or violence.

Key Holders

When routinely unlocking and securing the building, or accessing the building out of hours, keyholders must consider their safety from the risk of violence – either from persons on site or following a break in, or where there could be a risk from live services, fire or damaged property.

Keyholders should not attempt to enter the building alone if;

- There are signs of a break in – i.e. forced entry, broken locks or glass
- The alarm is sounding – fire or intruder
- They otherwise suspect there may be someone else on site

The keyholder should delay entry until escorted by the police, service contractor or other member of staff. In all cases – proceed with caution.



Chapter 6 - Monitoring



Monitoring

We have in place active monitoring systems to ensure any statutory duties applicable to our organisation are complied with and to ensure our standards are being achieved. Monitoring activities will help us identify any issues that need attention. We have allocated tasks to managers to help us with monitoring however other employees may be requested to assist with this task. It is important that any monitoring activity reports accurately reflect the conditions apparent at the time of the review. Completed monitoring documentation assists us with our intentions for continuous improvement. Documented findings and consequent follow-up action help us prove to any visiting authority that we take safety seriously.

Monitoring Events

The following monitoring events have been established to help ensure we are achieving compliance with any legislation applicable to Coolair Equipment Ltd. We must also utilise the monitoring checks sheets to confirm we are achieving our intended standards and that employees are adhering to our rules policies and procedures. Any action raised as a result of completing monitoring must be addressed within a reasonable period. The Health and Safety Director should add to and amend this list as required.

Appointment	Activity	Frequency
Health & Safety Manager	Business Review and Health Check	At least annually
Health & Safety Manager	Fire and Office Assessments Key Risk and Method Statements for Working on Customers Premises Warehouse Task and Equipment Assessments	At least annually
Health & Safety Manager	DSE and COSHH Assessments	At least two-yearly
Health & Safety Manager	Customer Work Observations	At least six-monthly
Health & Safety Manager	General Inspection – All Areas	At least quarterly
Designated employee	Recorded Vehicle Checks	At least monthly
Designated employee	Driving Licences	Six-monthly
Designated Fire Warden	Upkeep of Fire Log	Weekly



Health & Safety Monitoring

Completed by:

Report Title: **Annual Business Review**

Date:

Health & Safety Policy

Yes / No

1. Has the health & safety policy been signed?
- has it been reviewed within the past 12 months and brought up to date?
 - is it effectively communicated?
 - are employees following our rules and procedures?

Insurance

2. Do we have employer's liability insurance?
- is a valid copy of the certificate available for employees to read?

Risk Assessment

3. Have risk assessments been completed for any activity where potential for harm is foreseen? including
- vehicle, equipment and height assessments
 - lifting equipment
 - general office assessment
 - display screen assessments
 - COSHH assessments
 - manual handling assessments
 - have all identified actions been addressed?
 - has all risk of harm been eliminated or minimised to a safe and acceptable level?
 - have risk assessments been effectively communicated to anyone likely to be effected ?
 - have all risk assessments been reviewed within the past 12 months and brought up to date?
 - Are we taking a proactive approach to managing stress in the workplace?

Fire Safety

Yes / No

4. Has a fire risk assessment been completed?
- have all actions been addressed?
 - has the assessment been reviewed in the past 12 months?

	Has the detection and alarm system been inspected tested and maintained within the last 12 months by a competent engineer?	
	Have all portable fire fighting equipment been inspected and maintained by a competent person, at least annually?	
	Is the fire log book being used and is it up to date reflecting all inspections, maintenance and tests that have occurred?	
	Do we have suitable numbers of trained wardens	
Accidents & Incidents		Yes / No
5.	Have any accidents occurred within the past 12 months? If yes, have these been reported, recorded and dealt with?	
Enforcing Authority Reports		Yes / No
6.	Have we been visited by any external authority? If yes, have we addressed, to a satisfactory standard any recommendations or comments made?	
Training		Yes / No
7.	Do we have suitably trained staff? <ul style="list-style-type: none"> • For fire safety – sufficient wardens • First aiders – sufficient cover • Access equipment 	
Maintenance Checks		Yes / No
8.	Have all the required service checks been completed? <ul style="list-style-type: none"> • Electrical testing of the fixed wire • Portable appliances • Emergency lighting • Extinguishers and alarm tests • Access equipment Have all the documents relating to services been filed?	
Signage		Yes / No
9.	Is suitable signage displayed? <ul style="list-style-type: none"> • In the yard – fire, speed, muster • By entrances and exits • By call points and extinguishers • Racking, lifting equipment 	

Comments and Action Plan

Ser	Comment and Action Required	Priority (high/med/low)	Person Responsible	Date Task Complete
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Comments:

Inspection Completed
by: _____
(Name) (Signature)

Date: _____

Quarterly Safety Checklist

Complete a tour of the whole building and take time to check the issues properly that you have been asked to verify. Take immediate action to rectify issues if you are able to and it is safe to do so. Record these actions and any others that cannot be addressed today.												
Jan Feb Mar Apr May Jun July Aug Sept Oct Nov Dec												
Date & Time			Person conducting tour									
No.	Questions										Y/N	
Fire Issues												
1	Are the fire extinguishers accessible, in the correct places and within the service date?											
2	Are combustible materials, waste materials and flammable substances being controlled – kept separate, chemicals stored safely, lids on etc? Rags, oils, packaging etc.											
3	Are fire doors unlocked?											
4	Are the fire routes clear and unobstructed?											
5	Do we have a two fire wardens and at least one working today?											
6	Is the no smoking policy being followed?											
Equipment Safety												
7	Are machines in good condition – guards in place, serviced and maintained?											
8	Are hand tools in good condition?											
9	Are defective items put out of use and being reported?											
10	Are electrical cables undamaged, free from taped repairs?											
11	Is PAT testing up to date – all items tested?											
12	Are extension cables uncoiled when used?											
13	Are knives and blades being used, stored and disposed of safely?											
14	Is access equipment being stored safely, logged and inspected regularly? Any defects noted?											
House-keeping												
15	Are the main work ways clear and tidy? Move items stored in the way, tidy cables.											
16	Are there any spills now – are these being cleared up regularly?											
17	Are bins emptied regularly and deliveries stored away?											
Chemicals												
18	Are we using any new chemicals? If so have they been assessed and added to the log?											
19	Are chemicals – tubs, drums, bottles etc stored sensibly, put away when not in use, sealed?											
Personal Protective Equipment												
20	Is everyone wearing the correct PPE? Goggles, gloves, shoes, ear protection?											
21	Is the PPE log being used? Note the date of the last entry. DD/MM/YY											
Health and Welfare												
22	Have we had any accidents in the last month? If so are they recorded and been investigated?											
23	Do any employees have any ailments relating to work – or that might affect their safety?											
24	Does anyone have any serious cuts or skin problems on their hands? Ask.											
25	Is the rest area and the fridge clean and tidy?											
26	Are hot and cold drinks available?											
27	Are the toilets clean?											
28	Is there hot and cold running water, soap, cleaning and barrier creams available?											
29	Do we have suitable hand drying facilities?											
30	Is the first aid box located in the correct place – contents full and in date?											
31	Is the general temperature in the unit acceptable?											
32	Are there any recurring issues from last month?											

Comments and Action Plan

No.	Comment and Action Required	Priority (high/med/low)	Person Responsible	Date Task Complete
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Comments:

Inspection
Completed by:

(Name)

(Signature)

Date:

Customer Premises Safety Checklist

Complete a site safety checklist before starting every installation.			
Date & Time		Supervisor	
Client Site Details		Employees present	Details of Work
Weather Conditions		Equipment Being Used	
No.	Questions		Y/N
	Documentation		
1	Have you got the RAMS for this job?		
2	Are they suitable and can you follow them?		
3	If there is any working at height – are you using the best and safest access equipment for this job?		
4	If they need to be amended make a note below and consider contacting the office if there is an impact on safety – do not take risks.		
	Client Liaison		
5	Have you discussed the work with the client?		
6	Do you need a site induction? – have you asked about fire and emergencies?		
	Training		
7	Is everyone (are you) properly trained for the tasks being completed?		
8	Is everyone (are you) confident to use the equipment? If not is the supervision OK?		
	Work Tasks		
9	Do you have the proper equipment to protect the work area?		
10	Are there any additional hazards – overhead wires, traffic, obstructions etc? Can you complete the work safely?		
11	Are the public protected?		
	Equipment		
12	Is all the equipment to be used in good condition, tested and defect free?		
	Asbestos		
13	Is there any asbestos material – wall coverings, soffits, cladding either identified or suspected? If so – there must be additional controls in place – call the office before you start work.		
14	Is there any other reason to stop the job going ahead safely?		
	Comments or amendments to the RAMS		
a			
b			
c			



Chapter 7 – Advice & Information

Health and Safety Advice

It is important that we can obtain advice, guidance and information regarding safety; a firm understanding of our duties and responsibilities will help us act accordingly and fulfil any statutory requirements we need to comply with.

Wirehouse Employer Services Limited

Wirehouse Employer Services Limited provides us with competent health and safety advice and support. They are our nominated health and safety service provider. They are not responsible for the day to day management of health and safety within our business, employees have been nominated and duties assigned to ensure we meet any statutory requirements imposed on us.

Services available to authorised employees include the following:

- Wirehouse Employer Services online – Employees with authorisation and access can logon to the Wirehouse webpages. Information available includes documentation and guidance on key safety issues such as risk assessment. In addition we can also gain access to an electronic copy of our safety policy.
- 24 Hour Advice Line – We have arranged for 24 hour support using the Wirehouse Employer Services Health & Safety Advice Line. A safety consultant will handle your call and respond to your query.

Please note this service is restricted to authorised employees only.

Health and Safety Executive

Health and safety advice, information and guidance are available from the Health and Safety Executive (HSE). A variety of safety regulations are available and can be downloaded from the HSE web site.

Internet access:

<http://www.hse.gov.uk/>

<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>

<http://www.hse.gov.uk/work-at-height/index.htm>



Chapter 8 - Forms





Health & Safety Induction

Name:		Date:	
-------	--	-------	--

Serial	Action	Key Points	Completed
1.	Tour of Workplace	A tour of the building and proposed area of work has been conducted	YES / NO
2.	Significant Hazards	During the tour information was passed on regarding significant hazards particular to the workplace Machines, chemicals, fumes, fire, work equipment, knives, waste products	YES / NO
3.	Fire Safety	Information was provided including: <ul style="list-style-type: none">• The alarm and sounding the alarm• Routes and exits• Fire fighting appliances• Assembly location• Role of the Marshals	YES / NO
4.	First Aid and Accident Reporting	Information was provided including: <ul style="list-style-type: none">• Location of first aid box• Where and how to summon help• Accident/incident reporting	YES / NO
5.	Welfare Facilities	Information was provided including: <ul style="list-style-type: none">• Location of toilets and hand wash facilities• Staff rest room and facilities, including tea/coffee making etc• Changing facilities	YES / NO

Induction information provided by:

The purpose of induction is to provide new employees or visitors with basic information regarding health, safety, fire and welfare facilities. Where necessary further information and training will be provided appropriate to your work ensuring we maintain a safe place of work.

Employee / Visitor name and signature:

Date:



Health & Safety Acceptance

Employee
Name:

Date:

Our Duty and Responsibility

At Coolair Equipment Ltd we fully accept our health and safety duties and responsibilities. We have in place an effective safety management system to protect employees, customers and others from harm. Any information, training, procedures or equipment needed to enable you to work safely will be provided.

Your Duty as an Employee

As an employee you have a duty:

- to take reasonable care of your own health and safety, and of actions that may affect the safety of others,
- to cooperate with us and the provisions we introduce to satisfy and comply with any statutory requirements applicable to our business,
- not to interfere, misuse or willingly interfere with any equipment we introduce for reasons of health and safety,
- wear personal protective equipment as instructed, look after items issued and report any defects,

You are responsible for you own acts and your omissions.

Employee Acceptance

I have read the health and safety policy and safety handbook as provided to me. I fully understand my responsibilities and duties at work. By signing this form I am confirming acceptance of my duties and responsibilities assigned to me. I acknowledge all rules, safe working procedures and policies and intend to comply with these during my employment.

Employee name and signature: _____

Date: _____

**Please ensure this form is completed and returned to
the Health & Safety Manager**



Training Record

Enter details of dates when training was completed

Name	Induction & Handbook	Fire Safety	Vehicle Safety	Site Safety	Work Equipment Machinery	Working at Height	Ladder Safety	Moving & Handling	Noise	Chemical Safety	Risk & Method Statements	Display Screen Working



Individual Training Record

Employee Name: _____

Date Record Opened: _____

Employee Number: _____

Department: _____

Date	Training Completed	Provided By	Supervisor's Confirmation

Training Courses Needed / Desired		
Course	Needed	Desired



Group Training Record

Topic Covered _____ Date: _____

Issues Discussed _____

Name	Sign	Provided By



Accident Reporting

Name of Person Completing this form:

Accident Details

Date and time of accident:

Location:

A brief description of the activity:

Injured Persons Details

Name and Employee Reference Number:

Home Address:

Contact Telephone Number:

Nature of Injury:

RIDDOR reportable?

Yes / No

Has it been reported?

Yes / No / NA

Explain How the Accident Occurred:

Training and Competence

Were risk assessments prepared for this activity?

Yes / No

Were they effectively communicated?

Yes / No

Were safe procedures being followed?

Yes / No

Has an investigation taken place?

Yes / No

Have procedures been reviewed to prevent reoccurrence?

Yes / No

Comments:

Details of person completing
this statement:

Name:

Signature:

Date:

Supplement for Vehicle Related Accidents

Other Vehicle Details

Make:		Registration:	
Model:		Colour:	

Other Driver Details

Name:	
Address:	
Contact Number:	
Insurance Company Name:	
Insurance Policy Number:	

Conditions *(tick any boxes which apply)*

Was the weather		Was the traffic		Visibility	
Dry		Busy		Darkness	
Wet		Moderate		Light	
Sunny		Light		Clear	
Foggy		N/A			
Ice/ Snow					

Witnesses and Witness Statement

Name:	
Occupation:	
Address:	
Contact Details:	

A brief account of the accident:

Details of person completing
this statement and vehicle
supplement:

Name:

Signature:

Date:



Vehicle Check

Vehicle Type: _____

Vehicle
Registration: _____

Instructions

- Read and complete all applicable sections using the legend
- Inform manager/supervisor of faults
- Sign and date the form when completed and pass on to the Directors

Legend:

- S Serviceable / Acceptable
- X Fault Exists
- ✖ Fault Found and Rectified

Item	Condition	Item	Condition
Fluids		Controls	
All fluid at correct levels;		Wipers	
Coolant		Horn	
Oil		Heaters / demisters	
Brake Fluid		Window controls	
Clutch		Door locks	
Screen Wash			
Any visible leaks?		Miscellaneous	
		Seat belts	
Lights		Screen and window panels	
Lights clean and functioning;		Number plates present and clean	
Side and Tail		Tax disk present and valid	
Main beam		High visibility vest in vehicle	
Brake		Tyre changing tools and equipment	
Fog (incl driving lamps)			
Indicators			
		Tyres	
Function Test		Sufficient wear remaining	
Brakes		Overall condition	
Steering		Pressures checked	
		Spare tyre	
Bodywork			
LH Side / RH Side		Vehicle Lift (where applicable)	
Front / Rear		Is the vehicle lift safe for use?	
		Has the mandatory 6 monthly inspection been completed?	

Fault / Work Required	Date Rectified	Name of Person Clearing Fault
<p>Comments:</p> <p><i>Include next scheduled date for lifting equipment examination (where applicable): _____</i></p>		

Details of person (driver)
completing this statement:

Name:

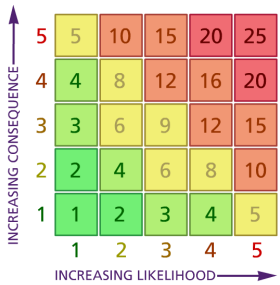
Signature:

Date:

Note:

If you are in any doubt regarding the condition of any item checked or believe there is a problem with the vehicle then please seek advice.

Risk Assessment Form



Likelihood

1 – Very Unlikely

2 – Unlikely

3 – Fairly Likely

4 – Likely

5 – Very Likely

Consequences

1 – Insignificant

2 – Minor

3 – Moderate

4 – Major

5 – Catastrophic

Rating

1 – 4 Acceptable

5 - 9 Adequate

10 – 16 Tolerable

17 – 25 Unacceptable



Assessor's Name:	Activity/Item/Area:	Date:
------------------	---------------------	-------

Hazard or Hazardous Activity	Who might be harmed & how	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R

Signature:	Date:	Monitor Date:	Review Date:
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Workplace:

Date:

TASK/OPERATION:

Operating Procedure Developed by:

Approved By:









Date:

Review Completed by:

Approved By:

Date:

Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks Of each Step	Standard Operating Procedure (How to do it)	Personal Protective Equipment needed

<p>1. Eye Protection</p>	<p>2. Breathing Protection</p>	<p>3. Head Protection</p>	<p>4. Hearing Protection</p>	<p>5. Hand Protection</p>	<p>6. Foot Protection</p>	<p>7. Protective Clothing</p>	<p>8. Face Protection</p>
							

YOUNG PERSON ASSESSMENT FORM

Young person's name:	
Job title:	
Description of duties:	
Date of assessment:	
Name of assessor:	

ASSESSMENT:

1. Will any aspect of the work	YES	NO
<ul style="list-style-type: none">• Be beyond the person's physical capability?		
<ul style="list-style-type: none">• Be beyond the person's psychological capability?		
<ul style="list-style-type: none">• Involve harmful exposure to radiation?		
<ul style="list-style-type: none">• Involves risks to health from noise, vibration or extreme heat or cold?		
<ul style="list-style-type: none">• Involve harmful exposure to any agent that can chronically affect health, including those with toxic or carcinogenic effects or those that could cause genetic damage?		

2. Supervision	YES	NO
Are arrangements in place to ensure that the young person works under proper supervision by a competent person?		

3. Are any additional precautions required to take account of	YES	NO
<ul style="list-style-type: none">• The person's lack of experience, immaturity and lack of awareness of potential risks?		
<ul style="list-style-type: none">• Any personal factors that may increase the risk of injury?		
<ul style="list-style-type: none">• The nature and layout of the work area?		
<ul style="list-style-type: none">• The types of equipment used and work activities to be undertaken?		
<ul style="list-style-type: none">• Exposure to harmful substances?		

4. Has information and instruction been provided to the young person on:	YES	NO
• Personal responsibilities.		
• The importance of good housekeeping.		
• Areas that are out of bounds and the reasons why they are out of bounds.		
• The location of welfare facilities.		
• The arrangements for first aid facilities, the locations of the facilities and how to contact a first aider.		
• The fire evacuation procedure.		
• The dangers of horseplay.		
• Location of health and safety information and key health and safety personnel.		
• Accident reporting procedure.		
• Particular hazards associated with the work area.		
• Safe working practices to be followed at all times.		
• The correct equipment to use for moving and handling loads and the correct equipment to use for moving and handling loads.		
• Those items of machinery and equipment that must not be operated and explanation as to why.		
• Those items of equipment that may only be used after specific training or under close supervision.		
• The importance of reporting equipment faults and the procedure for doing so.		
• The substances that are in use within the workplace, their storage arrangements and the safety precautions to be followed when handling them.		
• The PPE that is provided, how it is to be worn and the arrangements for changing, cleaning, maintenance and storage.		
• The safety equipment provided, what it is for and how it is used.		

5. Information for parents	YES	NO
Where a child is employed, have the findings of the risk assessment and details of the protective measures to be taken been communicated to their parents or guardians?		

6. Work experience placements	YES	NO
For children and young persons on work experience and other relevant schemes, has this risk assessment been completed in conjunction with a work placement assessment carried out by the school or college.		

For all hazards and issues that are identified as requiring action above (i.e. 'yes' answer given to sections 1 or 3, or 'no' to any other section) then following table must be completed. Once the remedial action has been put in place, the 'Completed by and date' column should be filled in.

ACTIONS:

Issue / hazard	Action required	Responsible person	Completed by (date)
1.			
2.			
3.			
4.			
Arrangements for supervision:			

Signature of assessor		Date:	
Signature of employee		Date:	

Note: A "young person" is someone who is not yet 18 years old and a "child" is someone who is not over school leaving age (approximately 16 years). Children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age (approximately 16 years) require a permit to work, which is issued by the Education and Welfare Officer of the local authority.

Contractor Appraisal Questionnaire

Please return the completed Questionnaire to Coolair Equipment Ltd

1. General Information			
Organisation Name and Address:			
Nature of Work Undertaken:			
Contact 1:	Contact 2:		
Job Title:	Job Title:		
Tel:	Tel:		
Fax:	Fax:		
Mobile:	Mobile:		
Email:	Email:		
2. Documentation - Please provide the following information			
2.1	A copy of your Health and Safety Policy Statement.	<input type="checkbox"/>	
2.2	Information on your organisation for Health and Safety. Include first aid, fire and emergency details.	<input type="checkbox"/>	
2.3	A copy of your Insurance Certificates (EL & PL) and any industry accreditations.	<input type="checkbox"/>	
3. Health and Safety Information			
3.1	Are you able to enclose <i>specific</i> Risk Assessments for the work that you undertake?	Yes	No
3.2	Are you able to enclose Method Statements that detail your safe systems of work?	Yes	No
3.3	Do you usually work with a Permit to Work Systems?	Yes	No
3.4	Do you have a documented system for reporting accidents / incidents?	Yes	No
3.5	Have there been any reportable accidents or incidents within the past 3 years?	Yes	No
	(if Yes please provide information)	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Have you been subject to any notices or prosecution under Health and Safety Legislation within the last 5 years?	Yes	No
	(If Yes please provide information)	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Is Health and Safety training provided for your employees who will work on the site? Please outline this for employees working on our site.	Yes	No
3.8	What supervision or monitoring will you provide for the work to be carried out on the site?	Yes	No
3.9	Is there any other information you require or any special precautions our staff need to take when you work on our site?	Yes	No

Health and Safety - Contractor Information - Record Sheet

Contractor's Name & Service	Date Information Sent Out	Details of Information Returned	Date Accepted	Reviewed	Reviewed



Health & Safety Information for Contractors

Working for Coolair Equipment Ltd

(New contractors or different employees visiting our site are required to read, agree and sign the attached)

Health and safety regulation requires information to be given to contractors working on our site. Ensure that the *relevant* information has been communicated to them – either written or verbally and that they sign indicating that this exchange has taken place and has been understood. You may wish to refer to our procedures or risk assessments. Retain this information for our records.

- Explain parking arrangements
- Explain our emergency and evacuation procedures
- Enforce no smoking
- Check that they have complied with our Contract Appraisal Questionnaire
- Check whether a risk assessment is required
- Detail welfare facilities
- Explain key site hazards – eg Warehouse equipment, noise,

Health & Safety Confirmation for Contractors

Working for Coolair Equipment Ltd

I confirm that I have received and understood the safety information given to me as part of the contractor information procedure.

I am aware of my own responsibility to work safely and responsibly when undertaking my work and not to expose myself or others to unacceptable risks. I will leave the site in a safe condition.

If I am unsure about undertaking any part of the work on site, I will seek information from the site contact.

Name.....

Signed for

Company.....

Date.....

This form to be retained for reference in the site records

Work Equipment Register

Date.....

Significant Non-electrical – e.g. ladders, podiums, towers, sack trucks, etc.

Description	Location	ID Number	Initial

Guidance on ladder checks

- General condition sound (clean, dry, free from wet paint, oil, mud etc).
- No cracks. Not painted.
- No rungs missing or loose.
- Bracing in good condition (stepladders).
- No stiles damaged or bent.
- No warping or splitting (wood).
- Footpads present and securely fixed.
- No rungs bent (metal).
- Caps/rubber fittings in good condition.
- No corrosion (metal).
- No sharp edges or dents (metal).
- Slip-resistant rubber or plastic feet present.

Defective ladders and stepladders should be taken out of use and labeled “Do Not Use” until they have been repaired. If they cannot be repaired, they should be disposed of and replaced by class I industrial type to BS 2037: 1994 (metal) or BS 1129: 1990 (wooden).

Guidance sack trucks, trolleys etc

- Check the wheels – not loose, pins in place
- Tyres – not damaged, properly inflated
- Handles – grips in place, not damaged
- No sharp edges
- No damaged to supports

Undertake a quarterly visual safety inspection on all the items listed on the non-electrical work equipment register.

Note any defects or missing items – bring these to the attention of the Managing Director.

Refer to the PAT register for electrical equipment.

Medical Questionnaire

Surname:			
Forenames:			
Vacancy reference number:			
Address:			
Appointment applied for:		National insurance number:	
Name and address of own doctor:		National Health Service number:	

Please answer all the following questions by circling the appropriate word: if the answer is yes, circle yes; if it is no, circle no.

	Questions		
1	Do you have any physical or mental impairment that could be classed as a disability under the Equality Act 2010?	Yes	No
2	Have you ever received compensation or a disability pension?	Yes	No
3	Have you ever had to give up any previous job for medical reasons?	Yes	No
4	Have you been off work continuously for more than a month during the last five years?	Yes	No
5	Have you ever had any operations requiring hospital admission for five or more days?	Yes	No
6	Is your eyesight normal (with glasses if worn)?	Yes	No
7	Is your hearing normal?	Yes	No

8	(a) Do you regularly take tablets or medicine? (b) If so, what do you take?	Yes	No
9	Have you ever had any of the following?		
	Diabetes	Yes	No
	Tuberculosis	Yes	No
	Angina	Yes	No
	Any other heart trouble	Yes	No
	Raised blood pressure	Yes	No
	Respiratory problems	Yes	No
	Peptic, gastric or duodenal ulcer	Yes	No
	Indigestion for more than one week	Yes	No
	Back trouble, lumbago, sciatica, 'slipped disc'	Yes	No
	Epilepsy, recurring blackout or fits	Yes	No
	Hand-Arm Vibration Syndrome	Yes	No
	Vibration White Finger	Yes	No
	Whole Body Vibration	Yes	No
10	Have you ever had any of the following during the past five years?		
	Bronchitis, asthma, pneumonia	Yes	No
	Dermatitis, eczema or any other skin trouble	Yes	No
11	Do you suffer from any of the following?		

	Migraine or severe recurring headaches	Yes	No
	Anxiety, depression or any other nervous complaint	Yes	No
	Fainting attacks or giddiness	Yes	No
	Ear trouble, discharging or infected ear	Yes	No
	Kidney trouble or urinary infection		
12	If you have circled any answers as Yes for questions 1 to 11, please give very brief details below:		
13	Have you ever had any other serious illness? If yes, please give very brief details below.	Yes	No
14	Have you consulted a doctor about your health during the past 12 months? If yes, please give very brief details below.	Yes	No

I am willing to undergo a medical examination if required and I declare that the information I have given on this form is correct to the best of my knowledge. I agree that a doctor chosen by us may consult my own doctor about any of the information given on this form. I declare that the information given in this form is to the best of my knowledge complete and correct.

I understand that any false, incomplete or misleading statements will lead to the implementation of the disciplinary procedure which may result in my dismissal.

Signature:

For the purposes of compliance with the Data Protection Act 1998, I hereby give my consent to Coolair Equipment Ltd processing the data supplied in this questionnaire for the purpose of recruitment and selection.

Signature

Safe Operating Procedure Register (SOP)

Description	Activity/Location	ID Number	Date issued	Reviewed



Substance Register

Chemicals, liquids, gases, fumes, dust, viruses and bacteria are all substances that may cause harm. This register will be reviewed at least annually to ensure we are aware of the substances on site and to enable us to identify which may be hazardous and require further assessments and controls to be in place (as per COSHH Regulations).

No.	Substance	Used for	Approx. Amount Held on Site	Hazardous	
				Yes	No
1					
2					
3					
4					
5					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Created MM/YY Reviewed MM/YY Reviewed MM/YY



COSHH Risk Assessment No:



Product:

Common Trade Names.

Describe the activity or work process.
(Include how long and how often this is carried out and the quantity of substance used)

Location of process being carried out?

Identify the persons at risk:

Employees
(including trainees)

Contractors

Customers/Public
(including visitors)

Classification *(state the category of danger)*



Very Toxic



Irritant



Extremely Flammable



Toxic



Very Harmful



Highly Flammable



Corrosive



Biological



Flammable



Harmful



Oxidising



Environmental

Hazard Type

Gas

Vapour

Mist

Fume

Dust

Liquid

Solid

Other (State).....

Route of Exposure

Inhalation

Skin

Eyes

Ingestion

Other

(State).....

Workplace Exposure Limits (WELs) *please indicate n/a where not applicable*

Long-term exposure level (8hrTWA):









Short-term exposure level (15 mins): N/A

State the Risks to Health from Identified Hazards

Control Measures: (for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.

Is health surveillance or monitoring required? Yes No

Personal Protective Equipment (state type and standard)

 <input type="checkbox"/> Dust mask	<input type="checkbox"/>	 <input type="checkbox"/> Visor	<input type="checkbox"/>
 <input type="checkbox"/> Respirator	<input type="checkbox"/>	 <input type="checkbox"/> Goggles	<input type="checkbox"/>
 <input type="checkbox"/> Gloves	<input type="checkbox"/>	 <input type="checkbox"/> Overalls	<input type="checkbox"/>
 <input type="checkbox"/> Footwear	<input type="checkbox"/>	 <input type="checkbox"/> Other	<input type="checkbox"/>

First Aid Measures

Storage

Disposal of Substances & Contaminated Containers

Hazardous Waste Skip Return to Depot Return to Supplier Other
 (If Other Please State)

Is exposure adequately controlled? Yes No

Risk Rating Following Control Measures

High Medium Low

Assessed by:	Date:	Review Date:
---------------------	--------------	---------------------

NEW AND EXPECTANT MOTHERS (NEM) RISK ASSESSMENT CHECKLIST

Important Notes:

- This assessment should be completed by both the pregnant woman and a supervisor. It should be signed by both to indicate that the answer to each question and the suggested control measures are agreed.
- The assessment may need to be reviewed more than once as the pregnancy or return to work develops. It should always be reviewed at the request of the New and Expectant Mother.
- The assessment should clearly state what control measures are already in place and indicate the new control measures required – confirmation regarding the implementation of new control measures should be given in the comments section.

Assessment for (name of NEM)				
Assessment prepared by	Name of Supervisor	Signature		
Date of Assessment				
Is this the first NEM assessment for this pregnancy?				Y / N
Has the NEM named above taken part in this assessment	Y / N			Signature of NEM
1 - Movement and posture	Yes	No	n/a	Control Measures
Does your job involve awkward twisting or stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the woman have to stand for periods of, for example more than two-three hours without a break?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does she have to sit for periods of more than two-three hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there space restrictions (for example, working behind a desk)? If yes, will these cause more restricted movement as the pregnancy develops?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 - Manual Handling	Yes	No	n/a	Control Measures
Does the job involve twisting, stooping or stretching to lift objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the job involve the lifting, pushing or pulling of heavy loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the job involve rapid repetitive lifting (even of lighter objects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the job involve lifting objects that are difficult to grasp or awkward to hold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 - Protective equipment and uniforms	Yes	No	n/a	Control Measures
If the woman needs to wear protective aprons/overalls etc., are they provided in suitable sizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If uniforms are obligatory are they provided in maternity sizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the materials used comfortable for all pregnant women to wear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4 - Hazardous substances – infection risks & chemicals	Yes	No	n/a	Control Measures
Are there any infection risks in the work? For example: Clearing up spilled body fluids/disposing of used syringes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work with raw meats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes to either of the above, are hygiene precautions adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any chemicals used at work known to be of risk to women of child bearing age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes to above, are pregnant workers kept away from work that could increase exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 - Working Time	Yes	No	n/a	Control Measures
Is the woman expected to work long hours or overtime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does she have some flexibility or choice over her working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the work involve very early starts or late finishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the work involve night work between the hours of, for example, 11pm to 7am?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 - Work-related stress	Yes	No	n/a	Control Measures
Are there tasks which are known to be particularly stressful, for example dealing with irate customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are colleagues and supervisors supportive toward the pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the woman aware of what to do if she feels she is being bullied or victimised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual risk assessment taken into account any concerns the woman has about her own pregnancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 - Extremes of cold or heat	Yes	No	n/a	Control Measures
Does the work involve exposure to temperatures that are uncomfortably cold (below 16°C) or hot (above 27°C)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If protective clothing is provided against the cold is it suitable for the pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker exposed to cold draughts even when the average temperature is acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there arrangements for sufficient breaks and access to hot/cold drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8 - Work at heights	Yes	No	n/a	Control Measures
Does the work involve a lot of climbing up and down steps or ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the work involve carrying items up or down stairs / ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a mobile platform is used to access higher levels, is there enough room for a pregnant worker to use it safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 - Work-related violence	Yes	No	n/a	Control Measures
Is the job one which is perceived to have a high risk of violence (for example security work, single staffing in a petrol station)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there always support at hand to help any staff who may be threatened or abused by customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are managers and supervisors aware of the extra risks posed by violence to pregnant women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 - Welfare issues	Yes	No	n/a	Control Measures
Is there somewhere quiet for pregnant workers to rest or lie down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are new or expectant mothers provided easy access to toilets and allowed sufficient breaks, where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a clean, private area to express breast milk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there somewhere safe for them to store expressed milk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments (please include confirmation regarding new control measures implemented):				

Signed – employee.....Date.....

Signed – manager.....Date.....

Review Date(3 months max.)

Incident Log

Date		Time	
Supervisor		Employee	
Brief description of what happened			
Why did this occur?			
Immediate action Taken			
Follow up action taken			

Pass this form to the office

Logged as incident number -

What further action is required to ensure this does not happen again?			
Any training – toolbox talks required?- Detail	Y/N		
Risk assessment reviewed?	Y/N	Date;	
All actions completed?	Sign; PM.	Date;	

PERSONAL PROTECTIVE EQUIPMENT LOG

Issued to;	Item	Date Issued	Issued By	Employee Sign

I agree to wear/use the above items in those areas designated and wherever instructed by my Manager/Supervisor. I also accept responsibility for any loss or damage to the equipment and to report any defects to my manager/supervisor.

The above items remain the property of the Organisation and must not be removed from the premises without permission.

Hot work

INTRODUCTION

The following work (other than authorised Production Operations) is subject to a Hot Work Permit:-

Control

1. Oxy-Acetylene or Oxy-Propane cutting.
2. Welding-Operations of all types.
3. Brazing/Soldering.
4. Electrically powered hammers, drills, saws and lights and Pneumatic Hammers/Drills - (in circumstances where highly flammable vapours may be present).
5. Propane or Butane gas/aerosol torches.
6. Any grinding equipment in areas where highly flammable vapours may be present.
7. Any other operation producing heat, sparks or flames, where there is a risk of fire or explosion.

The person issuing the permit is responsible for ensuring that the Hot Work Permit conditions are adhered to.

HOT WORK PERMIT
(VALID ON DAY OF ISSUE ONLY)

COMPANY NAME

1. DATE:

2. PERMISSION GRANTED TO:

3. NATURE OF WORK:

4. TYPE OF EQUIPMENT USED (SEE LIST ON REVERSE)

5. EXACT LOCATION:

6. BETWEEN:AM/PM and AM/PM

7. SPECIAL CONDITION

.....

(Please tick appropriate box)

YES NO

YES NO

The above location has been examined

A person will be standing by with an extinguisher/hose reel/blanket whilst operation is in progress

There are no combustible liquids, vapours, gases or dust

Person(s) in 2 (above) have had the nearest telephone/alarm pointed out and been told what to do in the event of a fire

All combustible material has either been removed or suitably protected against heat and sparks

Signature of person issuing permit

Person carrying out the work must sign:

"I understand the condition of this permit"

.....

Date:

CANCELLATION OF CERTIFICATE

The work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation and one hour later no smouldering fires were discovered.

Signed:
(Person issuing the Permit).

Working at Heights

Hazard Identification Checklist

This checklist is provided to help you identify any hazards and risks within this risk area. **IT IS NOT A RISK ASSESSMENT** and it is by no means an exhaustive list of all the potential hazards and risks.

Please answer all of the following questions.

All identified significant hazards should be transferred to the appropriate risk assessment form

Workplace / WAH Location:	
Date Of Assessment:	
Name Of Assessor:	
Job Title:	

	Yes	No	N/A	Comments
1. Is working at heights avoidable? (consider alternatives, e.g. supply only)				
2. If staff have to work at heights, is appropriate access equipment is available?				
3. Have you considered if staff should be working on a scaffold or platform rather than ladders or steps?				
4. Will there be any risk of asbestos dust, disturbance or settlement?				
5. Do any services (e.g. gas, electricity) need to be isolated before work commences?				
6. Is there any risk from overhead cables?				
7. Will there be any reason to vacate the building or area as a result of the work activity?				

	Yes	No	N/A	Comments
8. Is there a risk to any other premises users as a result of the task?				
9. Is there a risk from / to passing people or traffic movements?				
10. Do other premises users need to be informed of the work?				
11. Is there a need for an emergency/contingency /rescue plan?				
12. Is there a need to vacate adjacent rooms?				
13. Is there a risk of fall from ground level? e.g. into a cellar				
14. Are steps and ladders of commercial standard rather than of domestic quality?				
15. Have all staff who work at height read ' <i>indg 402 Safe use of Ladders and Stepladders</i> ' document before commencing?				
16. Have staff who are required to work at height been appropriately trained?				
17. Have staff been informed of the requirement to visually inspect access equipment before use?				
18. Do staff have the appropriate physical capabilities to work at height safely?				
19. Is access equipment inspected, maintained and monitored on a periodic basis?				

	Yes	No	N/A	Comments
20. Do staff understand their own responsibilities to report defects, comply with instructions and follow agreed procedures?				
21. Have warning signs / cones /barriers around access equipment been considered?				
22. Are there risks from weather conditions?				
23. Are there risks from materials when working at heights? e.g. heavy awkward materials				
24. Is there a risk from the use of tools/electricity (trailing cables, falling tools etc.)?				
25. Are there any additional risks from PPE? Do operatives require harnesses – are they trained in their use and certificated at least annually?				
26. Is there a risk from passing vehicles?				
27. Is traffic control required?				
28. If staff work in areas that exposes them to falls from heights are appropriate precautions required? e.g. harnesses/restraint systems				
29. Will the work cause a potential risk from a fragile roof surface? e.g. working near rooflights				
30. Are warning signs displayed on buildings with fragile roof surfaces?				

	Yes	No	N/A	Comments
31. If you have fragile roof surfaces, are any further precautions required to prevent unauthorised access by the public?				
32. Does the fire alarm test need to be considered for when working at heights?				
33. Should the work at height be undertaken out of normal hour?				
34. Are there risks from lone working?				
35. Is the amount of supervision adequate?				
36. Have you considered if the work should be undertaken by specialists?				

Additional Comments

NOISE ACTIVITIES REGISTER

Person Conducting Survey..... Date..... Meter ID..... Calibration Date.....

REF	LOCATION - 1M FROM MACHINE	NUMBER OF EMPLOYEES AFFECTED	COMMENTS	ESTIMATED RUNNING TIME HRS/DAY	A FREQ	C FREQ