



COOLAIR EQUIPMENT LIMITED

HEALTH AND SAFETY HANDBOOK

(SOUTHERN OFFICE)

OVERVIEW

Our health and safety management system provides us with the means to manage health and safety in an efficient and effective way. The system is contained in two folders:

Health and Safety General Policy (for use by the management team)

Safety Handbook (made available for employees to read)

These documents contain our plans, policies, organisation, arrangements and risk management tools.

General Policy, General Arrangements and Implementation of Policy

In this section we state our objectives for, and commitment to, managing health and safety. We also describe our general health and safety arrangements and indicate how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware of the duties that we have to create and maintain a safe working environment, this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

Arrangements

In this section we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring, Checking and Recording

The master documents for monitoring and checking are found at the back of the folder.

We have records for our fire precaution checks and training and other master documents and completed forms required by our policies and procedures. These and the other completed records are our proof that we have been diligent in carrying out our policy and complying with legal requirements.

Document Control

The issue status of pages in our documents is identified in the bottom left hand corner of each page. When updates or changes are required, only the pages requiring amendment will be changed with the issue status being increased by one. Each change is recorded in the Amendment Record found at the front of each manual.

The date on the Policy Statement reflects the date the policy was last reviewed.

COOLAIR EQUIPMENT LTD. HEALTH AND SAFETY HANDBOOK

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AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By
HS/1/1009	A		Inclusion of Environmental Policy	Oct 2009	SM
HS/2/0510	All		General Review	May 2010	SM/MJB
HS/3/0911	All		General Review – Changes required due to changes in personnel	Sept 2011	JJO
HS/3/0911	C	25	Removal of the incident control centre paragraph	March 2012	JO/IS
HS/4/0612	A B	7 13	Replace Nick Parker with John Otterson	June 12	SV/IS
HS/5/1212	All		Update to whole Handbook	Dec 12	IS
HS/5/1212	A	7	Entered Date on General Policy Statement	Dec 12	IS
HS/5/1212	B	13	Replaced Steven Waters with Steve Valentine	Dec 12	IS

AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By

SECTION A:

GENERAL POLICY, GENERAL ARRANGEMENTS AND IMPLEMENTATION

GENERAL POLICY STATEMENT

At our organisation 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 fulfil 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 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 are looking for your cooperation to enable us to fulfil 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 us.

Where applicable, equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. If you are required to operate any equipment you will be provided with appropriate training. Any other training and instruction 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.

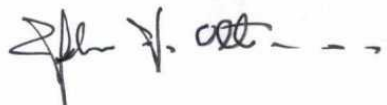
Any materials or equipment kept on site will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect all users of the premises. Suitable facilities for your welfare at work will be provided and maintained, as will arrangements to enable you to obtain first aid.

The signatory below has ultimate responsibility for health and safety within our organisation and will, if applicable, nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant procedures.

The Policy Holder 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. Any amendments will be brought to the attention of all persons that need to know.

Policy Holder:

Signed:



John Otterson
Managing Director

Date: December 2012

Review Date: December 2013

GENERAL ARRANGEMENTS

What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are posted throughout the premises, (see Fire Safety Arrangements in Section C).

You must report **ALL INCIDENTS**. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence, (see Incident Reporting Arrangements in Section C).

FIRST AID. The location of first aid boxes and the names of first aiders are displayed on notice boards.

We are responsible for the **INSTRUCTION** of employees in safe working methods and for ensuring that these methods are used. We are also responsible for initiating any steps necessary to improve unsafe conditions.

We will arrange for you to receive any **TRAINING** that you will need in order to work safely and avoid work-related ill health. This will include training in the operation of emergency procedures.

GOOD HOUSEKEEPING is an essential part of our safety programme and you must co-operate with us in maintaining suitable standards. A housekeeping campaign will be introduced with areas prioritised to achieve a gradual overall improvement which should be maintained. Where possible, waste removal should form part of the operators normal duties.

We are responsible for the **MAINTENANCE** of equipment, especially where there is a risk to your health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons.

Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable, (see Section E – Monitoring). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.

Where a risk assessment identifies that you need to use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to ensure your health and/or safety, we will provide suitable equipment. Wherever possible you will be consulted when equipment is being selected.

Safety procedures and rules for **CONTRACTORS** are outlined in Section B.

RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary.

IMPLEMENTATION OF POLICY

Our policies will be implemented by:

- taking health and safety into account when planning all business activities;
- providing and maintaining equipment and systems of work that are carefully designed and monitored;
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all incidents;
- ensuring that the responsibilities of employees and subcontractors with regard to health and safety are specified clearly in writing.

ENVIRONMENTAL POLICY

We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

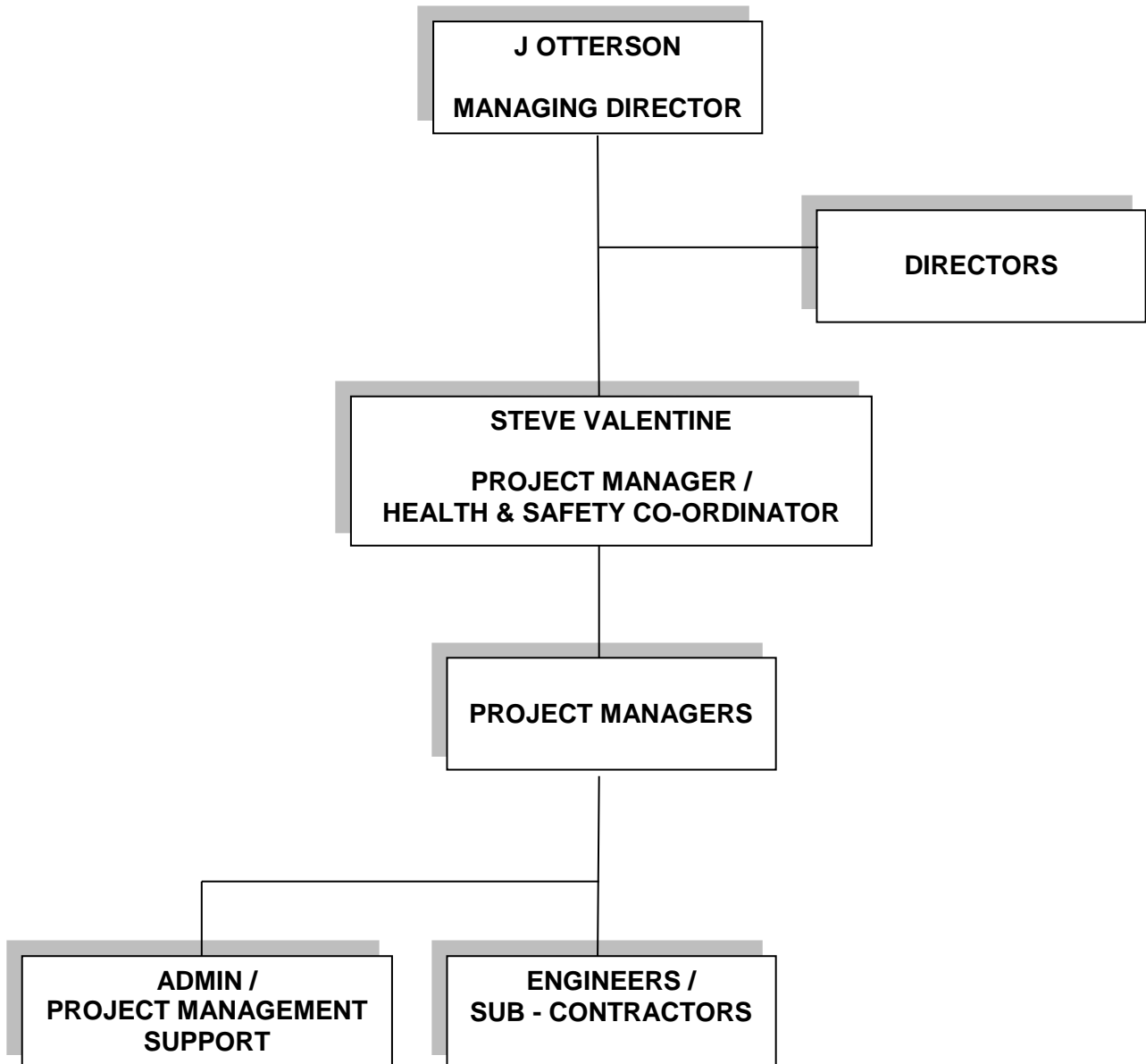
Our policy is to:-

- wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice;
- minimise our waste and then reuse or recycle as much of it as possible;
- minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable;
- operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- assess the environmental impact of any new processes or products we intend to introduce in advance;
- ensure that all employees understand our environmental policy and conform to the high standards it required;
- address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned;
- update our Environmental Policy annually in consultation with staff, associates and customers.

SECTION B:

ORGANISATION AND RESPONSIBILITIES

HEALTH AND SAFETY MANAGEMENT STRUCTURE



INDIVIDUAL RESPONSIBILITIES

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

The organisation takes seriously the health, safety and welfare of all our employees and anyone that could be affected by our work activities. We have set high standards which are described in our policies, procedures and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the co-operation of all employees.

Employees who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. If you have specific monitoring responsibilities, these are described in Section E. In addition to any specific responsibilities, you should regularly carry out safety inspections of the working environment under your control in order to maintain standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. If you have any concerns about health and safety matters, you should tell your supervisor or use the consultation procedure described in Section C.

We may want you to be involved in our risk assessment programme. If so, we would ask you to co-operate with those leading the process.

We would remind you that employees have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

SPECIFIC RESPONSIBILITIES

MANAGING DIRECTOR

Responsibilities include:

- initiating Company Policy for the prevention of injury, damage and wastage;
- carrying out an annual review of the Company's Policy;
- appointing a senior manager to administer and implement the Company's Policy;
- arranging adequate funds and facilities to meet requirements of the Policy;
- ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained;
- ensuring that all levels of staff receive adequate and appropriate training;
- ensuring that disciplinary procedures are adequate to act against those who breach safety Policy or safe practices;
- making reasonable enquiries to ensure that subcontractors engaged to work on behalf of the Company and contractors engaged to work on the Company's premises are competent to do so;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

HEALTH & SAFETY CO-ORDINATOR

Responsibilities include:

- directing Managers that the Company Safety Policy is to be implemented at all times;
- ensuring co-operation between all parties in fulfilling the aims of the Safety Policy;
- recommending to the Board of Directors any changes to improve the safety performance of the Company;
- appointing, in writing, a safety supervisor for each contract, factory or other premises who will normally be the Project Manager;
- ensuring that any testing or examination is carried out on any article to comply with any Regulations;
- co-operation in releasing employees for training courses;
- ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained;
- carrying out risk assessments in those areas under their control to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- stipulating safe systems of work, so that all work both on or off the premises is carried out in accordance with Statutory requirements, codes of practice and Company rules;
- ensuring that employees are effectively instructed in safe systems of work and that records of instruction are kept;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

PROJECT MANAGERS

Responsibilities include:-

- familiarising themselves with the Company Health and Safety Policy;
- ensuring that staff are adequately trained in proper and safe working methods and are fully aware of any hazards in their Department;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- ensuring that all safety rules are observed and protective equipment is worn or used when appropriate;
- ensuring that all safety devices are fitted, properly adjusted and maintained;
- ensuring that all hazardous defects in the workplace are reported and subsequently rectified;
- completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible;
- ensuring that good housekeeping standards are maintained;
- carrying out risk assessments to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- stipulating safe systems of work, so that all work is carried out in accordance with Statutory and in-house regulations and codes of practice;
- ensuring that all employees are effectively instructed in safe systems of work and that records of instructions are kept;
- ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes;
- ensuring that all visitors are made aware and comply with all aspects of Health and Safety legislation;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

EMPLOYEES

Responsibilities include:

- being familiar with the Safety Policy and implement it at all times;
- developing a concern for safety personally and for others, particularly new employees;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with the Company in maintaining a safe working environment and make your contribution to reducing accidents;
- taking care of Company property entrusted to you, refrain from horseplay, the abuse of welfare facilities and the misuse of equipment;
- operating only items of plant and equipment for which you have been trained, deemed competent and authorised to use;
- using the correct tools and equipment for the job; Using the safety equipment and protective clothing (P;P;E;) which is made available and issued when required;
- keeping tools and equipment in good condition;
- reporting to your line manager any defects in plant or equipment; Ensuring that plant and equipment is in a safe and secure state when unattended;
- reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Project Manager;
- complying with any risk assessments which have been undertaken;
- obeying Company safety rules;
- setting a personal example.

SUMMARY OF RESPONSIBILITIES

OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

SPECIFIC RESPONSIBILITIES

Responsibility	Name
<u>Policy Implementation</u>	
Review:	Health & Safety Co-ordinator
Health and Safety Budget/Funding:	Managing Director
Insurance Provision:	Managing Director
Instruction in Safe Working Practices:	Project Managers
Training:	Project Managers
Health and Safety Inspections and Monitoring:	Northern Office - Miles Gorton Midlands Office – Neil Gibbard Southern Office – Mark Garstang
Person responsible for Safety Consultation:	Health & Safety Co-ordinator
Office Safety Inspections:	See H&S Inspections & Monitoring
Person responsible for Disciplinary Procedures:	Project Managers
Person responsible for issue of PPE:	Project Managers
<u>Equipment Maintenance and Inspection</u>	
Outside Services:	Project Managers
Fork Lift Trucks:	Health & Safety Co-ordinator
First Aid Provision:	Health & Safety Co-ordinator
<u>Fire</u>	
Equipment:	Health & Safety Co-ordinator
Evacuations:	Health & Safety Co-ordinator
Computer Equipment:	See H&S Inspections & Monitoring Inspection
Housekeeping:	Project Managers
Collection/Delivery Procedures:	Project Managers
Accident Reporting and Recording:	Project Managers
Accident Investigation:	Project Managers
Person responsible for dealing with Civil Claims:	Managing Director
Visitors (inc. Sub-contractors):	Project Managers
<u>Risk Assessments</u>	
General:	Project Managers
Hazardous Substances:	Project Managers
Manual Handling:	Project Managers
PPE:	Project Managers
DSE:	Project Managers
Noise:	Project Managers
Asbestos:	Project Managers

Responsibility	Name
Working at Heights:	Project Managers
Lone Working:	Project Managers
Vibration:	Project Managers
Pregnant Workers:	Health & Safety Co-ordinator
Young Persons:	Project Managers
<u>Services</u>	
Gas & Gas Equipment:	Health & Safety Co-ordinator
Electricity & Electrical Equipment:	Health & Safety Co-ordinator
Water Supply (Legionellosis):	Health & Safety Co-ordinator
Permit to Work:	Project Managers
Waste (inc. Hazardous Waste):	Project Managers/J Anderson

RESPONSIBILITIES OF CONTRACTORS

The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following:-

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and Method Statements or Safe Systems of Work they are required to comply with;
- areas where personal protective equipment (PPE) must be used;
- any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. Persons engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide us with Risk Assessments and Method Statements or Safe Systems of Work, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

Persons engaging contractors are responsible for obtaining contractors' Risk Assessments and Safe Systems of Work prior to the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with. We reserve the right to submit contractors' Risk Assessments and Method Statements to our external consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair. Persons engaging contractors are responsible for checking equipment brought onto our premises before the commencement of work and at regular intervals during the period of work.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person in the last 3 months.

We reserve the right to order off site any contractor not complying with the Safety Policy and/or Safe Systems of Work.

RULES FOR VISITORS

INTRODUCTION

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any person receiving a visitor should ensure that:-

- where applicable, the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor must be reported without delay. Injuries should be recorded in the Accident Book;
- the visitor reads and complies with the Fire Procedures.

PARKING

You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

RECEPTION AREA

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

SECURITY

You must not remove anything from the premises without permission.

HEALTH AND SAFETY

Do not enter any area until you have received the permission of an authorised representative.

Where indicated by your host or by the signs displayed, please use the protective clothing and equipment provided.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book.

FIRE

Please follow the Fire Procedure and Instructions.

If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and call points.

SMOKING

In order to comply with legal requirements, you are not allowed to smoke in any of our buildings.

SECTION C:

PROCEDURES

ACCIDENT/INCIDENT REPORTING PROCEDURE

We accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated (we have access to guidance on RIDDOR via ES Gateway).

INCIDENT RECORDING

Any person injured during the course of their work should record the injury in our Accident Book. The completed page of the book should then be removed and given to the person who is responsible for ensuring that completed reports are kept secure. The injured person may take a copy of the page from the Accident Book if they wish.

ACCIDENT INVESTIGATION

The person responsible will investigate all accidents and incidents. Incidents will be investigated by completing a copy of the Accident/Incident Report Form and measures necessary to prevent recurrence will be identified and implemented.

During the course of the accident investigation the person responsible for investigating accidents will ensure that all relevant risk assessments are reviewed in the light of the incident investigation and any necessary changes are made and communicated to the relevant employees

REPORTS TO THE ENFORCING AUTHORITY

The person nominated for investigating accidents/incidents is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If the person is not sure whether an incident should be reported NorthgateArinso Employer Services Advice Line can be contacted.

It is our policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Policy Holder in writing who will make our official response. This statement relates to both reportable and non-reportable accidents/ incidents.

ASBESTOS

A survey of our premises has been or will be undertaken. Please refer to the survey for areas that may contain asbestos-containing materials (ACM). There are no health risks to people working in the premises, so long as these presumed ACM remain 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 work on presumed ACM are reduced to the lowest reasonably practicable level we will operate the following procedures:-

- an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be maintained;
- the Asbestos Register will be brought to the attention of any person who needs to disturb or work on or near to a known or presumed ACM;
- before any work on or near to a known or presumed ACM is allowed to commence a risk assessment will be carried out and a method statement written. 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 a sample of the ACM to be taken and analysed;
- we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented;
- 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;
- an emergency procedure for dealing with accidental damage to ACMs will be written and brought to the attention of the persons that will be handling the damaged materials;
- we will check the condition of all ACMs regularly. Where necessary, the Asbestos Register will be amended.

Any employee observing damage to any ACM's should report this to the Policy Holder immediately.

COMMUNICATING WITH EMPLOYEES AND CONTRACTORS WHO DO NOT HAVE ENGLISH AS THEIR FIRST LANGUAGE

We recognise that there will be occasions when we employ workers or contractors who do not have English as their first language and that this may adversely affect the Health, Safety and Welfare of the employee, contractor and or others affected by their actions.

Where we employ a non-English speaking worker to undertake work for or on our behalf, an assessment will be completed to determine their level of understanding of the English Language and their ability to follow written / spoken instructions.

In many cases the level of understanding will be no different from other employees and no further action will be required.

In cases where there is a limited level of understanding of the English Language managers must ensure suitable additional controls are in place to ensure that the employee / contractor can undertake their duties without exposing themselves and or others to undue risk.

Managers should consider:-

Information, instruction, training and supervision

Does the employee / contractor understand the information, instruction and training they have received? Managers should ask additional questions to satisfy themselves that the employee / contractor fully understood.

It may be that additional supervision is required to ensure that the employee / contractor carries out their duties as intended.

Risks identified

Not understanding written or verbal instructions, e.g. how equipment works or warnings will increase the risk associated with workplace hazards. Managers must be clear about the increased level of risk when risk assessing works to undertaken by none English speaking employees / contractors.

Additional control measures to reduce the risk of accident, injury or illness may include:-

Buddy system

Where other employees share a common language it may be practicable to buddy the non-English speaking worker with a worker who has a good understanding of English.

The Buddy must be competent to undertake the task and be fully conversant with the risks so that they can pass on accurate information to the non-English speaker.

When selecting a Buddy care must be taken to select a person with a positive attitude towards Health and Safety to ensure that the correct information is passed on in a positive manner.

Guidance

The Health and Safety Executive have produced numerous guidance documents in various languages.

As these are also available in English the manager can be sure of the content and select the appropriate document to assist with the provision of Information Instruction and Training. These documents can be found on the HSE website www.hse.gov.uk/languages/index.htm.

In the absence of suitably translated guidance other formats, such as clear diagrams and pictograms can be used to provide safety critical and emergency information.

Inductions

Inductions are a key means of passing on information before anyone starts work.

Providing a welcome sheet or holding inductions in a variety of languages, where appropriate, can help ensure that non-English speakers understand the hazards present and control measure in place to minimise the level of risk associated with each hazard.

People unable to read or write should be encouraged to speak to management and further support must be provided.

Supervision

Increased supervision and training time will be necessary whenever employees are known to have difficulty understanding any instruction, information and training provided in English.

Where large numbers of workers, whose first language is not English, are employed the use of bi-lingual Supervisors may be a practicable solution.

Tool box talks

Such talks to operatives could overcome any literacy issues and, when required, an interpreter could be employed if English is not understood.

An employee with a good understanding of English and a common language may be able to translate during tool box talks.

The tool box talk should include a demonstration of correct working practices in addition to written and verbal instruction.

Training

When more in depth training is required it may be necessary to source a training provider who can deliver the training in a common language other than English.

Translations/translators

Health and Safety Policies and Procedures can be translated into required languages where employees are likely to have a long term lack of understanding or when there are large numbers of employees speaking a common language.

Simple translation of signs and simple instructions can be undertaken by bi-lingual employees.

More complex documents may need to be translated by specialist consultants to ensure the meaning of the document is not lost in translation.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM)

We acknowledge our duties under the current edition of the Construction Design and Management Regulations.

These regulations apply to construction projects and all parties associated with these, clients, designers, CDM co-ordinators, contractors, sub-contractors and site workers. CDM applies to every project although Part 3 of the regulations will only apply to notifiable projects. Additional projects are only notifiable if construction work is expected to last more than 30 working days or involve more than 500 person days. Domestic projects no longer need to be notified.

The CDM Regulations place duties on clients, CDM co-ordinators, designers and contractors to plan, co-ordinate and manage health and safety throughout all stages of a construction project. Construction project may also include the installation, commissioning and maintenance of services, gas, electric's, telecommunications etc.; site clearance, alterations, fitting out and renovation (this list is not exhaustive).

Any party who appoints a designer or contractor has to ensure that they are competent for the work they will undertake and will allocate adequate resources for health and safety. For our part we will ensure suitable and sufficient resources are available.

CONSULTATION WITH EMPLOYEES

We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult you on health and safety matters, particularly with regard to:

- any measures that may substantially affect your health and safety;
- our arrangements for obtaining the assistance of a competent person to help us manage health and safety;
- information about risks to your health and safety and preventative measures;
- the planning and organisation of any health and safety training that you will need in order to work safely;
- the health and safety consequences of the introduction of new technologies into the workplace.

We will be consulting you directly.

You will be provided with such information as is necessary to enable you to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:-

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- letters attached to payslips.

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of the person responsible for Consultation.

DISPLAY SCREEN EQUIPMENT (DSE)

The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

We accept that we have a duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health and safety of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete a DSE Self-Assessment Questionnaire. The person responsible for DSE will evaluate the Self-Assessment Questionnaires and appropriate action will be taken.

Any employee that works with DSE for more than two hours per day, when averaged over a four week period, will be classed as a "DSE User". All "DSE Users" will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will contribute to the cost of providing such appliances. If this applies to you, you should advise the person responsible for DSE of your requirements.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the person responsible for DSE immediately.

We have access to guidance on setting up workstations and to blank copies of the Self-Assessment Questionnaire via the ES Gateway service provided by NorthgateArinso Employer Services.

DRIVING COMPANY VEHICLES

To ensure the safety of drivers of company vehicles and others that could be affected by the use of vehicles we will operate the following procedures:

- All company vehicles are suitable for their intended purpose.
- All company vehicles will be serviced according to manufacturers' recommendations and service log books will be maintained.
- Where required, vehicles hold a current MOT test certificate and are presented for testing as legally required.
- A Weekly Vehicle Check sheet is completed for each vehicle under their control.
- We will ensure that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who have been authorised to do so.
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually.
- The company does not expect employees to take risks when driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic conditions.
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform the company immediately and must not drive until they have stopped taking the medication.
- Drivers are instructed to obey the Highway Code at all times.
- Drivers are instructed NOT to use a mobile phone while driving, unless it is hands-free.
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in charge of a company vehicle.
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence.
- Drivers are advised that on the morning following a night of heavy drinking their blood alcohol level may be above the legal limit. If a driver thinks that this is the case, he/she must not drive until they consider that their blood alcohol level is within the limit.

Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

ELECTRICAL SAFETY

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocutation can also cause burns and shorting of conductors can cause fire or explosion.

We acknowledge that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

Fixed (Permanent Installation)

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing any electrical equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regs.

LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.

Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

Portable Electrical Appliances

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register.

All persons using hand held electrical appliances are responsible for inspecting plugs and lead before use.

Any person finding an item of damaged equipment should bring this to the person responsible for Electrical attention immediately.

Portable electrical appliances will be inspected and tested at the recommended frequency as stipulated by current guidelines.

FIRE SAFETY

We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters and others outside. We are committed to doing all that it is reasonably practicable to do to prevent fire. Suitable fire precautions will be provided and maintained and employees will be instructed in fire procedures, including the actions to be taken in the event of fire.

We will:-

- assess the risks from fire at our premises and implement appropriate control measures;
- ensure that where we have a visitors book, all visitors sign the book on arrival, and again on departure;
- ensure good housekeeping to minimise the risk of fire;
- provide means of detection and giving warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, fire fighting equipment and installations;
- implement a procedure for the action to be taken in the event of a fire;
- train and instruct staff in fire safety, including the carrying out of fire drills;
- keep records of all fire safety matters;
- ensure that all visitors are made aware of the fire precautions and emergency arrangements;
- comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005;
- identify people with any disability or impairment who may require assistance in the event of a fire;
- identify and control high fire risk activities;
- appoint and train fire marshals;
- display the fire procedures in prominent positions;
- designate a fire assembly point.

FIRE AND EMERGENCY EVACUATION PROCEDURE

SOUTHERN OFFICE

ON DISCOVERING A FIRE

1. Any person discovering a fire should sound the alarm or shout **"FIRE: Get Out"**.
2. The person discovering the fire will telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number: 01622 762222
4. When connected to the Fire Service state:-

This is: Coolair Equipment Ltd.

Address: 10 Hollingworth Court
Turkey Mill
Ashford Road
Maidstone
Kent
ME14 5PP

Repeat the Telephone Number: 01622 762222 and state **"We have a fire"**.

5. Do not replace the receiver until this information has been correctly acknowledged.

ON HEARING THE ALARM

6. Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.
7. If safe to do so, close doors and windows behind you as you leave.
8. On arrival at the assembly point, give your name to the person taking the roll call.
9. If applicable, the Person nominated for Fire Evacuations will collect the Visitors Book on the way out if it is safe to do so, and hand it to the person taking the roll call.
10. **DO NOT** re-enter the building until told it is safe to do so by the Senior Fire Officer.

WALK - DO NOT RUN
DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT TAKE RISKS

FIRE INSPECTION AND MAINTENANCE PROCEDURES

We recognise that if employees do not know what to do in the event of a fire and/or if warning systems were to fail then lives could be put at risk. The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

ON INDUCTION

Ensure that all employees have been made aware of the fire procedure, including how to raise the alarm.

DAILY

Check that the "Power On" indicator on the Fire Alarm Control Panel is showing.

Check that the fault indicator is not showing or sounder operating.

Immediately notify any faults to a competent electrician and inform the senior person present.

WEEKLY

Each week choose a different call point and operate the fire alarm using the key provided.

Check that the sounders operate and that the appropriate zone is indicated on the Control Panel. This will require two persons.

Notify any fault immediately to a competent electrician and inform the senior person present.

MONTHLY

Check that the red indicators on emergency lights are showing.

Check that all fire exits open easily without the use of a key.

Check that fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

QUARTERLY

Test emergency lighting by switching off electrical power. All emergency lights should come on.

Remove mains supply to the Fire Alarm Control Panel and check that the battery is capable of supplying the alarm sounders.

Immediately notify any fault to a competent electrician.

TWICE YEARLY

Servicing and preventative maintenance will be carried out by a competent person with specialised knowledge of fire warning and automatic detection systems.

Conduct an unannounced practice Fire Drill by setting off the alarm.

Check and record the time taken for all persons present to reach the fire assembly point (this should be less than 2 minutes).

After the drill, hold briefing sessions with employees to discuss any lessons learned during the drill or any faults found.

ANNUALLY

We will arrange for competent persons to:-

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting and fire alarm battery discharge tests;
- we will record all inspections and tests on the Fire Log.

FIRE EVACUATION PROCEDURE

SITE WORK

Fire evacuation procedures will vary from site to site. Where the Client or Principal Contractor provides Site Induction, you must attend this. When working in some premises, you will be provided with a copy of the fire procedures. In all cases where you have been informed about the fire procedures, you must follow the instructions given.

Where such arrangements are in place, employees must sign in and out whenever they enter or leave a site.

If you are not informed about the fire procedures on a site, you must try to familiarise yourself with the site fire procedures and escape routes before commencing work.

DON'T BE IGNORANT

SIGN IN/OUT WHENEVER YOU ENTER OR LEAVE SITE

KNOW HOW TO RAISE THE ALARM

KNOW WHO IS RESPONSIBLE FOR CALLING THE FIRE BRIGADE

KNOW WHERE THE ESCAPE ROUTES AND EXITS ARE

GO TO THE ASSEMBLY POINT

REPORT TO THE PERSON TAKING THE ROLL CALL

DO NOT LEAVE SITE WITHOUT OBTAINING AUTHORISATION

If you discover a fire and there is no set fire procedure in operation:

- Warn others by sounding the alarm or raise the alarm verbally by shouting "FIRE: GET OUT!"
- Telephone the Fire Service. Give the number of the phone that you are using and the name and address of the site. Do not hang up until this has been repeated back to you correctly.
- Proceed to the fire assembly point and give your name to the person taking the roll call.

FIRST AID

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

We are responsible for assessing our first aid requirements and for ensuring that we employ sufficient trained First Aiders and/or Appointed Persons.

Signs stating the names of the First Aiders/ Appointed Persons and the locations of the first aid boxes will be displayed. The First Aiders/ Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and topped up as required.

Advice for First Aiders on Blood-Borne Viruses (BBV)

There are many blood-borne viruses (BBV), all of which should be considered as risks to human health. However, they are a risk only if a virus enters the blood stream of the recipient. BBV are transmitted from one person to another via unprotected sexual intercourse; blood-to-blood contact (e.g. injecting drug use); mother-to-baby transmission. BBV are not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis B virus (HBV) and Hepatitis C (HBC) virus are BBV. They cause liver disease. Symptoms range from flu-like in mild cases through to severe liver damage.

BBV can be transmitted where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals particularly where the blood or bodily fluids can enter through an open wound. The use by First Aiders of the simple precautions listed below eliminates the risk of transmission.

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When giving first aid wear disposable sterile surgical gloves.
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels.
- Do not use teeth when putting on/removing gloves.
- Pull off gloves so that they are inside out.

- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier.
- Hands must be washed with soap before and after applying dressings.
- Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- When spillages of blood or other bodily fluids (with the exception of urine) occur these must be cleaned up immediately using paper towels using a solution of one part bleach to ten parts water. **DO NOT** use bleach on urine spillages. Use soap and water.
- If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids they must be washed with clean cold water and medical advice sought.

OBTAINING FIRST AID

SOUTHERN OFFICE

In the event of an injury always obtain first aid.

FIRST AIDERS

JAYNE TRUSCOTT

APPOINTED PERSONS

ALLISON GILL

FIRST AID BOXES

**Kitchen
Office
Company Vehicles**

All injuries, however minor, should be recorded in the Accident Book.

FIRST AID ON SITE

AS PRINCIPAL CONTRACTOR

When we are the Principal Contractor for a CDM project we will:-

- assess the need for first aid at all stages of the project, taking into account the types of work to be conducted and any hazards requiring special first aid arrangements;
- ensure that first aid arrangements are described in the Construction Phase Health and Safety Plan;
- arrange for sufficient trained first aiders to be present on site whenever work is in progress or for Contractors to provide their own first aiders;
- arrange for adequate first aid facilities to be available whenever persons are on site;
- during site Induction, inform people how they can obtain first aid while working on site;
- display signs stating the names of first aiders and the locations of first aid facilities at suitable locations;
- ensure that first aid facilities and equipment are maintained in a satisfactory condition.

AS A CONTRACTOR

When you will be working on a site controlled by another organisation we will:-

- assess what types of first aid you might need, taking into account the work to be conducted and any hazards requiring special first aid arrangements;
- wherever possible, arrange for you to have access to first aiders and first aid facilities provided by the organisation controlling the site;
- where it is not possible for you to have access to first aid arrangements provided by the organisation controlling a site, ensure that our team includes trained first aiders, with suitable equipment;
- inform you about the first arrangements on the site;
- inform you about the accident reporting arrangements.

FORKLIFT TRUCKS

We use forklift trucks to move loads. We recognise that if these machines are not maintained in a safe condition and if operated in an unsafe manner, serious injuries can be caused. To reduce the risk of injuries the following will apply to the use of forklift trucks:-

- the forklift truck will be maintained on a service contract;
- daily Pre-Operational Check Sheets for all forklift trucks will be completed;
- an engineer appointed by our insurers will examine the chains on the forklift trucks every twelve months. We will keep records of the examinations;
- the forklift trucks will only be operated by persons who have been trained, certificated and authorised in writing;
- we will maintain a list of authorised operators and will ensure that the forklift trucks are only operated by these persons;
- operators are responsible for removing the ignition key when they leave their forklift truck unattended.

AUTHORISED OPERATORS

The following persons are authorised to operate the forklift trucks:-

GAS SAFETY

Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular we will ensure that:-

- any person engaged to work on our gas installation is registered with the Gas Safe Register™ and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- a Register of all gas appliances on our premises will be maintained;
- all gas appliances on our premises will be serviced and tested annually by a Gas Safe Register™ registered gas fitter.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.

ACTION IN THE EVENT OF AN EMERGENCY

If you think you smell gas:

DON'T turn electric appliances or switches on or off.

DON'T smoke.

DON'T use naked flames.

DO turn off the gas supply to the meter.

DO open doors and windows to get rid of the gas.

CALL the emergency number 0800 111 999.

IF IN DOUBT, EVACUATE

HAND-ARM VIBRATION (HAVS)

We recognise that regular exposure to continuous vibration from the work process has the potential to cause long term ill health to a range of occupational diseases collectively known as hand–arm vibration syndrome (HAVS).

It is our policy to:-

- assess the risks to health from exposure to continuous levels of vibration, and determine the control measures needed;
- introduce effective control measures to ensure levels of exposure to HAVS are eliminated or reduced as far as is reasonably practicable;
- record the assessments, and review them periodically or when changes occur;
- ensure that the most appropriate equipment is used for the job;
- ensure that those persons responsible for managing work likely to result in exposure to HAVS are adequately trained and competent;
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration;
- ensure no new equipment or processes are introduced into our work activities where there is a foreseeable risk of HAVS without a risk assessment and approval of the Policy Holder;
- maintain an inventory of all vibration equipment used that is likely to cause HAVS;
- monitor exposure of HAVS, and undertake appropriate health surveillance, where necessary;
- maintain tools to the manufacturer's specifications to avoid worsening vibration;
- use the vibration performance of equipment as a factor for consideration when purchasing new equipment.

HAZARDOUS SUBSTANCES

A hazardous substance is any substance, natural or man made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will:-

- maintain an up-to-date inventory of substances purchased for use by employees;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- identify work activities that produce hazardous substances;
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (i.e. record COSHH assessments);
- review our COSHH assessments every 2 years, or sooner if substances or activities change significantly;
- provide suitable precautions to eliminate or reduce the risks to exposed persons;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- give adequate information, instruction and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely.

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

You are responsible for using the controls identified in the COSHH assessments for substances you use or are exposed to. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health you should inform us immediately.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out COSHH assessments.

HAZARD REPORTING

We operate a hazard reporting system the purposes of which are to:-

- stimulate our employees' interest and involvement in health and safety matters;
- encourage employees to identify hazards and unsafe conditions in their work areas so that action can be taken to prevent incidents;
- maintain written records of actions taken to eliminate hazards and unsafe conditions;
- assist with the monitoring of the effectiveness of our procedures for managing health and safety.

Any employee who observes a hazard or unsafe condition that they are not able to take action to remove should record the details in Section 1 on a Hazard Notification Form. Forms should be handed to the Project Manager.

Where a Project Manager is able to take action to remove a hazard or unsafe condition, he will do so and will complete Section 2 of the Form, which will then be forwarded to the Health & Safety Co-ordinator. Where a Project Manager is not able to take suitable action, the Form will be sent to the Health & Safety Co-ordinator with the Comments box of Section 2 only completed. The Health & Safety Co-ordinator will complete the remainder of Section 2 when suitable action has been taken.

When suitable actions have been taken and the hazard or unsafe condition removed, the completed Form will be returned to the originator, with a copy being kept by the Health & Safety Co-ordinator.

A copy of the Hazard Notification Form can be found in Section H Forms.

HEALTH SURVEILLANCE

GENERAL STATEMENT

We acknowledge that some of our operations have the potential to cause work-related illnesses. Therefore, we will take all reasonably practicable steps to monitor your health. The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing.

Possible work related conditions arising from our activities include:-

- Hand-arm vibration syndrome (HAVS) resulting from the use of vibrating hand tools;
- noise induced hearing loss resulting from exposure to high noise levels from machinery;
- contact or allergic dermatitis resulting from exposure to some substances;
- work related upper limb disorders (WRULD) resulting from the use of computing equipment.

The steps that we will take to control the risks of employees developing work related work-related ill health are described below:-

INFORMATION AND TRAINING

We will give sufficient information, instruction and training to ensure full understanding of the hazards to health posed by the identified activities and the importance of the control measures provided. Information will also be given to others who may be affected, such as temporary staff and contractors.

OCCUPATIONAL HEALTH SERVICES

We will engage the services of a competent occupational health service provider to give advice and guidance in the area of health surveillance. The service provider will carry out regular health examinations of you and give guidance upon symptoms to be watched for so that any industrial illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse. Guidance will also be given on suitable control measures.

MANUAL HANDLING

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

You are responsible for using equipment provided to reduce risks from manual handling tasks. You will not be required to carry out a manual handling task that you consider is beyond your capability.

Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their Line Manager.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out manual handling assessments.

METHOD STATEMENTS

It is our intention to prevent injuries and ill health to employees and others affected by our activities. To do this we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks (see Risk Assessment Procedure). Based on these, safe systems of work will be prepared and used. The safe systems of work to be used on a particular site will be communicated to employees and Clients and/or Principal Contractors by the use of written Method Statements.

Where work is subcontracted, we will not allow the work to commence until we have received and approved a Method Statement from the subcontractor.

Each Method Statement may include, but will not be limited to, the following information:

- Name of site.
- Name of Client, CDM Co-ordinator, Principal Contractor and any subcontractors.
- Location of work.
- Details of work, including work sequence.
- Any special controls to be used.
- Supervisory arrangements.
- Competence of those carrying out the work.
- Emergency Procedures.
- First aid arrangements.
- Special personal protective equipment to be used.
- List of plant, equipment and authorised users.
- Method of agreeing variations from an original Method Statement, if necessary.
- Signature of the person preparing the Method Statement and date.

RESPONSIBILITIES

Responsibilities for writing Method Statements for work carried out by us are identified in the organisation and responsibilities section of this Policy.

We are responsible for obtaining and approving subcontractors' Method Statements.

We are responsible for bringing any significant findings of Method Statements to the attention of the persons concerned and for ensuring that procedures described in Method Statements are followed.

All employees and subcontractors are required to follow the Method Statements for the work they are carrying out.

NOISE

We acknowledge and accept our duty under the current edition of the Noise at Work Regulations to reduce risks to the hearing of our employees from noise encountered during work. The following procedures will be followed:-

- we will ensure that damage to your hearing from excessive noise resulting from work activities is prevented;
- the risk assessments of all operations carried out by us will identify areas where noise is a hazard when using tools or equipment;
- subcontractors are responsible for identifying in their risk assessments and method statements any work that will expose their employees and any other person to noise levels that could cause damage to hearing;
- where the reduction of high noise levels is not possible by other means the company will provide you with appropriate hearing protection and train you in its use;
- subcontractors are responsible for providing their employees with appropriate hearing protection, when required;
- you are responsible for using hearing protection as instructed in risk assessments and method statements;
- we are responsible for ensuring that other employees and subcontractors use hearing protection as instructed.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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 loss.

Areas where PPE must be used will be identified with the appropriate warning sign.

You are responsible for using PPE as directed.

Managers/supervisors are responsible for enforcing the use of PPE in areas under their control.

We will issue appropriate PPE 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 our attention 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.

Contractors 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.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments for the use of PPE.

RISK ASSESSMENT

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities. We recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Our aim is to:-

- identify significant hazards to health and safety;
- identify all persons at risk from the hazards identified;
- ensure that controls are sufficient to reduce risks to acceptable levels;
- where necessary to ensure that risks are controlled adequately, action further controls;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- record an individual risk assessment for each young person, (16-18years of age) employed;
- record an individual risk assessment for any employee that informs us that she is pregnant. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breast feeding after return to work.

All areas and work activities will be risk assessed.

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. Line Managers are responsible for bringing the significant findings of risk assessments to the attention of persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments.

SITE WASTE MANAGEMENT PLANS

New regulations to manage site waste for the construction industry

New regulations which came into force in April 2008 mean that any construction project in England costing over £300k (be it for new build, maintenance, alteration or installation/removal of services such as sewerage, water) will need a Site Waste Management Plan (SWMP).

A SWMP sets out how building materials, and resulting waste, is to be managed during the project.

The SWMP's purpose is to ensure that:-

- building materials are managed efficiently;
- waste is disposed of legally; and
- that material recycling, reuse and recovery is maximised.

It is the client's responsibility to ensure a SWMP is written, followed, and updated during the project. Although the plan needs to be written at the construction design stage, it is a requirement of the SWMP regulations to maintain it during the whole project. Therefore, the client (or principal contractor) is also responsible for updating the plan with the site day to day activity.

There will be two types of SWMP depending on the cost of the project.

1. A project costing between £300 - £500k will follow a basic template;
2. Anything over £500k will require a much greater level of detail.

The SWMP regulations are intended to be self regulated. The onus is on the client (or principal contractor) to ensure the SWMP meets its regulatory requirements. The client must also ensure all those involved in the project acts in accordance with the plan and current waste legislation.

Enforcement of these regulations is via fixed penalty notices or prosecution.

The following steps are adapted from the DTI voluntary code of practice. They provide a simple guide to help us prepare a Site Waste Management Plan and put it in place. Once you have built your plan, use the checklist in part three of this guide to make sure you've covered all areas.

Step one – make someone responsible for the SWMP Any number of individuals can be involved in the delivery of the plan, but someone must be appointed to take overall responsibility for the SWMP. Typically this will be the client in the pre-construction phase, but responsibility may transfer to the principal contractor when construction commences. However, at any time during the plan, just one person needs to be in charge and responsible for updating the plan. That person needs to be clear on their responsibilities and also have enough authority to ensure that others will co-operate.

Step two - waste identification Identify the types and quantities of waste that will be produced during the project. This will involve thinking through every stage of the project and working out in advance what materials will be used. Estimate how much waste will be produced and set realistic targets for how much of that waste will be able to be reused, recycled or disposed of. A simple way of getting this information together is to use a data sheet or table, see Section H - Forms. This should include the waste hierarchy on- and off-site options and an special arrangements you will need to make for hazardous wastes produced.

Step three - identifying your waste management options work out all the best options available for recycling and disposal of the site's various waste streams. Make sure you know where, when and what sort of materials can be reused, recycled or disposed of both on- and off-site. In basic terms you should make sure that:

- all waste is stored and disposed of responsibly;
- a record is kept of all waste disposed of or transferred through a system of signed Waste Transfer Notes (WTN).

Step four – identify where and how you will dispose of your waste. Make sure you know how and where your waste will be disposed of. If you are using contractors for waste disposal then you'll need to make sure they comply with all legal responsibilities. Waste is only handled or dealt with by individuals or businesses that are authorised to deal with it. Do they have a waste management licence?

SITE WELFARE ARRANGEMENTS

HEAD OFFICE

We accept our duty to provide persons working on our premises with suitable welfare facilities.

Welfare facilities, will be located away from any hazardous areas and will include, but will not be restricted to suitable and sufficient:-

- seating;
- tables;
- hot running water;
- hot drinks facilities;
- drinking water;
- food warming facilities;
- soap;
- disposal paper towels;
- cleaning equipment;
- rubbish bins;
- clothes drying/storage areas.

Welfare facilities will be provided in line with HSE guidance as described in INDG 293 Welfare at Work.

PROLONGED SITE WORK

We accepts our duty to provide persons working on site with suitable welfare facilities. Where the Company is appointed as a Contractor under CDM, we will make arrangements for our employees and Subcontractors to have access to welfare facilities provided by the Client / Principal Contractor.

Where the Company is responsible for the provision of welfare facilities we will establish what is required before work starts, taking into account the number of employees and Subcontractors concerned. We are responsible for ensuring that these facilities are then provided and maintained in a suitable condition.

Welfare facilities, will be located away from any hazardous areas and will include, but will not be restricted to suitable and sufficient:-

- seating;
- tables;
- hot running water;
- hot drinks facilities;
- drinking water;
- food warming facilities;
- soap;
- disposal paper towels;
- cleaning equipment;
- rubbish bins;
- clothes drying/storage areas.

Toilet facilities will comprise of plumbed in units wherever practicable, chemical units serviced weekly where not.

Welfare facilities will be provided in line with HSE guidance as described in CIS18 Provision of welfare facilities at fixed construction sites or CIS46 Provision of Welfare Facilities at Transient Construction Sites.

Where applicable the Site Manager is responsible for ensuring that welfare facilities are kept clean and tidy.

All employees will be informed of the arrangements made for the provision of welfare facilities on each job.

SHORT TERM SITE WORK

Whenever possible we will ensure that our employees have access to the customers / principal contractor's welfare facilities.

The use of facilities in third party private premises such as in cafes is not considered suitable as permanent alternative arrangements.

The use of such private facilities will only be considered in limited circumstances, e.g. where there is no alternative and the work is of no more than a week's duration.

When the use of facilities in private premises is to be considered we are responsible for obtaining permission, preferably in writing, from the proprietor in advance of the work commencing.

Employees will only be expected to use public toilets where it is impractical to return to facilities provided at the main base.

Examples of suitable Welfare Facilities to be considered include;-

Toilets

- fixed installation: on site, at their base location or at a satellite compound;
- portable installation on site;
- suitably designed vehicle incorporating a chemical toilet;
- fixed installation near site (includes public toilets);
- portable installation near site;
- pre-arranged use of private facilities.

Washing facilities

- hand basins/bowls as part of installations as above;
- hand-washing facilities made available within the work vehicle with a supply of clean hot and cold, or warm water (running water so far as is reasonably practicable);
- provision of non-alcoholic wet wipes as an interim measure or in addition to washing facilities.

Rest areas

- fixed installation on site, at their base location, or at a satellite compound;
- mobile installations on site;
- work vehicle which is readily available and has sufficient seating;
- facilities which are conveniently accessible to the worksite (includes private facilities).

Drinking water

- fixed installation on site, at their base location, or at a compound;
- suitable container of drinking water, adequately labelled, on the vehicle;
- boiling water for hot drinks in a flask.

Area for changing

- fixed installation on site, at their base location, or at a compound;
- on vehicle if appropriate.

All employees will be informed of the arrangements made for the provision of welfare facilities on each job.

SUBCONTRACTING

When necessary we will sub-let parts of contracts for which we have been engaged. Where this is the case, we accept that we are responsible for ensuring that a subcontractor:-

- is competent to carry out the work for which they may be engaged;
- is provided with all the information they require to plan for the health, safety and welfare of their employees and anyone that could be affected by their work;
- carries out any work in a manner that protects the health and safety of all who maybe affected by the work.

To achieve the above, no subcontractor will be allowed to commence work on our behalf until a Pre-Qualification Questionnaire has been completed and approved and a signed acknowledgement of agreement to the terms and conditions of the "Code of Practice for Contractors and Subcontractors" has been received. Copies of the subcontractors Health and Safety Policy and Employer's Liability and Public Liability insurance certificates must also be provided.

The Policy Holder is responsible for approving subcontractors.

A subcontractor may not sub-let part of the work for which he has been engaged without written permission of the Policy Holder.

Subcontractors are responsible for providing risk assessments and method statements for the work for which they are engaged. Where work involves the use of hazardous substances, COSHH assessments must be accompanied by suppliers' material safety data sheets (MSDS) and copies of any atmospheric monitoring carried out as required by any COSHH assessment must also be supplied.

Subcontractors are responsible for providing evidence that persons working for them are suitably qualified and have received health and safety training.

When required to do so, subcontractors must release their employees to attend Site Induction and Tool box Talks. The subcontractor is also responsible for ensuring that all persons under his control are aware of the following:-

- Site Fire Procedures
- Site First Aid Arrangements
- Site Rules
- Welfare Arrangements

Subcontractors must ensure that all equipment used when working on behalf of the company is fit for the intended purpose and in a good state of repair and that persons that will use it have received suitable training. Where equipment is subject to statutory inspection, copies of the most recent examination certificates must be provided. This applies to equipment owned by the subcontractor and equipment obtained on hire.

Mobile plant and ride-on equipment must be immobilised when not in use. Operators of such equipment must hold a current Plant Operator's Certificate. We reserve the right to inspect equipment being used by subcontractors and will halt the use of equipment we consider unsafe, until the equipment is made safe.

Where a subcontractor will be using highly flammable liquids, liquefied petroleum gasses (LPG) or compressed gas cylinders they are responsible for providing safe storage for these when they are not in use.

Subcontractors are responsible for providing, maintaining and enforcing the use of any personal protective equipment (PPE) needed by persons working for them. Where the use of specialist equipment such as harnesses, fall arrest equipment and self-contained breathing apparatus is required, the subcontractor is responsible for providing copies of training certificates for all persons that will use such equipment.

Unless agreed in writing beforehand, subcontractors are responsible for ensuring that persons working for them have access to suitable first aid arrangements.

Unless agreed in writing beforehand, subcontractors are responsible for making arrangements for the safe disposal of any waste arising from their work, in accordance with current legislative requirements.

We reserve the right to order off site any subcontractor:-

- not complying with the requirements of this Health and Safety Policy;
- not complying with the risk assessments and method statements for the work;
- not complying with Site Safety Rules;
- not wearing the required personal protective equipment;
- working in a manner considered to put the health and safety of any person at risk.

All subcontractors engaged by us must comply with the policies and procedures contained in our Health and Safety General Policy.

We reserve the right to submit copies of subcontractors' documents to our external Health and Safety Advisors for evaluation.

TRAINING

We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health. The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

Our arrangements for the selection and recruitment of employees are described in our Employment Procedures Manual.

All new starters will receive Induction on their first day. This will cover, but will not be limited to, the following:-

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- arrangements for consulting employees on health and safety;
- arrangements for raising health and safety concerns;
- accident and incident reporting;
- our Health and Safety Rules.

Following Induction, you will receive instruction about the tasks that you will be required to perform. At this stage a skills evaluation will be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed.

Project Managers are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to their attention so that suitable training can be arranged.

We are responsible for ensuring that suitable training records are kept.

WORK EQUIPMENT

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

We will select work equipment taking into account the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used. The selection of work equipment will take account of the following:-

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements for the type of equipment;
- the location where it is to be used;
- the persons that will be required to operate it;
- maintenance requirements;
- hazards associated with its use and maintenance.

Where specific hazards are identified, use of equipment will be restricted to those employees given the task of using it. You will be provided with any information, instruction and training that you need to use work equipment safely.

We are responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

We are responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

If any equipment is obtained on hire, the person hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

You are responsible for using machines and equipment in accordance with your training.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

You must not use damaged equipment. If you find damaged equipment do not use it and inform us immediately.

WORKING AT HEIGHT

All reasonable steps shall be taken by us to provide a safe working environment for employees required to carry out their trade or professional skills at height.

We shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

You and any other person involved in the work activity shall co-operate in the implementation of this Policy.

We will, in consultation with employees and their representatives:-

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary equipment to allow safe access to and egress from the place of work;
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace;
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue;
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible;
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so;
- appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

We will prepare a safety method statement, incorporating the results of any risk assessments made for work at height to be followed by all involved in such work.

Where it is not possible to follow the safety method statement:-

- no further work should be undertaken;
- a responsible person should be informed;
- alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

We shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height.

We shall ensure that those responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

SECTION D:

FURTHER GUIDANCE

GUIDANCE NOTES

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of:-

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

NorthgateArinso Employer Services, our health and safety consultants have provided us with access to Guidance Notes that will assist us in the preparation of safe systems of work. If you would like to consult the Guidance Notes, you should contact the Policy Holder.

Acknowledgement by NorthgateArinso Employer Services

Some of our Guidance Notes contain information reproduced with the kind permission of the Health and Safety Executive (HSE).

Warning from NorthgateArinso Employer Services

Some of our Guidance Notes contain references to BS/EN numbers. These numbers change when a standard to which they refer is updated or replaced. Therefore, if you will be relying on compliance with a BS/EN standard as a means of fulfilling your health and safety duties, we recommend that you check with BSI (www.bsi-global.com) that the BS/EN numbers quoted are still current.

SECTION E:

MONITORING

MONITORING PROCEDURES

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

Name	Area/Activity	Frequency
Managing Director	Policy	Annually
Health & Safety Co-ordinator	All aspects of Safety	Quarterly
Project Managers	Risk Assessments	As Required

MONITORING - YEAR PLANNER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

- ☐ Fire Extinguishers Serviced
- ☐ Fire Drills
- ☐ Fire Alarm Tests
- ☐ Emergency Lighting Tests
- ☐ Fire Alarm and Emergency Lighting Battery Tests
- ☐ Annual Review of Safety Policy
- ☐ Review Risk Assessments
- ☐ Portable appliance Testing

- ☐ Gas Appliances Servicing
- ☐ Statutory Examinations of Lifting Equipment
- ☐ Statutory Examinations of Air Receivers etc
- ☐ Racking Examinations
- ☐ Monitoring Inspections (as per H & S General Policy)
- ☐ Review of Training Needs and Records
- ☐ Employer's Liability Insurance
- ☐ First Aid Provision

SECTION F: RULES COVERING HEALTH AND SAFETY AT WORK

EMPLOYEE RULES - GENERAL

1. WORKING PRACTICES

You must:-

- report to management immediately any fault or damage to equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all articles etc. to their designated safe storage area when not in use.

You must not:-

- use equipment unless you have been trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

You must:-

- make proper use of any equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

3. PROTECTIVE CLOTHING AND EQUIPMENT

You must:-

- use all items of protective clothing and or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:-

- misuse or wilfully damage any item of protective clothing or equipment provided.

4. FIRE PROCEDURES

You must:-

- comply with the emergency procedures;
- report any use of fire fighting equipment.

You must not:-

- obstruct any fire escape route, fire fighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

5. VEHICLES

You must not:-

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

6. MACHINERY

You must not:-

- operate machinery for which you have not been trained;
- interfere with any aspects of the machine provided for your safety such as guards, emergency stop controls etc.;
- operate machinery whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate machinery that is faulty or not operating correctly.

You must:-

- wear any Personal Protective Equipment (PPE) that has been issued to you for use on the machine;
- inform Management immediately of any fault or damage to equipment;
- comply with any risk assessment or safe working procedure provided for the machine.

7. ACCIDENTS/INCIDENTS

You must:-

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all incidents as soon as it is practicable;
- notify any incident in which damage is caused to property or equipment.

8. SHOES

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

Safety footwear must be worn where appropriate.

9. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

10. WORK AREAS

You must:-

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return tools and equipment to the correct storage area.

11. RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- seriously overloading any item of lifting equipment;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

SECTION G: EMPLOYEE RECOGNITION

HEALTH AND SAFETY EMPLOYEE RECOGNITION

We accept our responsibilities to ensure your health and safety. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our Health and Safety General Policy and Safety Handbook. Where more specific guidance is required, this is contained in our safe systems of work. You will receive instruction in the safe systems of work that relate to the tasks that you perform.

As an employee of Coolair Equipment Ltd., I have read the Safety Handbook and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this handbook may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

Date.....

PLEASE RETURN COMPLETED FORMS TO THE PERSON RESPONSIBLE FOR
SAFETY CONSULTATION.

SECTION H: FORMS

ACCIDENT/INCIDENT REPORT

1. Address

2. Contact

3. Injured person's
Surname

Forenames

4. Injured person's
Address

5. Nat Ins No.

Age

Clock No

6. Normal Occupation

7. Occupation at time of accident

8. Exact location of accident

9. Date and time of accident

10. Date and time of ceasing work

11. State precise nature of injury

(If eye or limb state left or right)

12. Who was the accident reported to?

Date

Time

13. Entry made in Accident Book BI 510 on

14. Enforcing Authority informed by telephone

Date

Time

15. Report sent to Enforcing Authority on

16. Was first aid given on site?

17. Did the injured person go to hospital?

Give name of hospital

18. Was the injured person authorised to be at the place of the accident for the purpose of his/her work

19. How was the accident caused?

20. Give a full description of what happened

21. State what the injured person was doing at the time

22. Where falls of persons from heights or into excavations or holes are involved, state distance of fall in metres

metres

23. See the reverse of this form for a sketch

24. What action has been taken to prevent recurrence?

25. Was machinery involved?

26. Give name of machine _____

27. Was it working at the time of the accident? _____

28. Names and addresses of witnesses to the accident. Obtain witnesses wherever possible. Attach statement from each witness.

a. _____

b. _____

c. _____

This form was completed by:

Name _____ Signed _____ Date _____

RETURN COMPLETED FORM BY THE QUICKEST MEANS POSSIBLE TO THE HEALTH AND SAFETY CO-ORDINATOR

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS SUBSTANCE INVENTORY

Name of Substance	Form	Pack Size	Use	Supplier	Data Sheet on file?	Assessment Complete	Date

EMPLOYEE TRAINING RECORD

Machinery/Equipment Process/Activities	Training given (describe)	Given by	Date deemed Competent	Employer's signature	Employee's signature	Date

FIRE LOG

FIRE ALARM TESTS				FIRE ALARM TESTS				SERVICING OF FIRE APPLIANCES	
Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Signature of Company
					EMERGENCY	LIGHTING	TESTS	FIRE	DRILLS
								Date	Evacuation Time

[illegible]

LIFT TRUCK CHECKLIST

Lift Truck: Identification No: Week

	Daily/ Weekly	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Battery level/fuel								
Engine Oil								
Fuel connections (LPG)								
Coolant levels								
Tyre condition								
Footbrake/parking brake								
Emergency brake								
Steering controls								
Transmission								
Hydraulic oil levels								
Hydraulic connections/ Hoses								
General fluid leaks								
Forks								
Attachments								
Carriage/mast								
Lifting Chains								
Overhead/roll-over guard								
Safety switches								
Horn/warning devices								
Lights								
Control functions								
Seat restraints operative								
Operator's initials								
Satisfactory =	Fault identified (safe) = ~			Fault identified (unsafe) = ~				

[illegible]

RESPIRATORY PROTECTIVE EQUIPMENT INSPECTION RECORD

Equipment Details

Equipment Type: Manufacturer:

Description: Identification No:

Date of examination	
Name of examiner	
Signature of examiner	
Condition of Equipment:	
Visual examination	
Straps	
Facepieces	
Filters	
Valves	
Condition of Other Parts	
Including external lines and filters	
Defects Found	
Mask	
Filters/Canisters:	
Oxygen or Air Apparatus	
Pressure of oxygen/air	
Airline-fed Apparatus	
Volume flow of supplied air	
Other Information	

TESTING AND INSPECTION OF GAS APPLIANCES

DESCRIPTION OF APPLIANCE: _____

DEPARTMENT: _____ IDENTIFICATION NO. _____

THE TESTING OF THE APPLIANCE MUST BE CARRIED OUT BY A COMPETENT PERSON TO PREVENT DANGER AND INJURY, E.G. GAS SAFE™ REGISTERED ENGINEER.

TEST DATE	TESTED BY	RESULT OF TEST – PASS OR FAIL & REMOVED FROM USE	DATE RETURNED TO USE

TESTING AND INSPECTION OF PORTABLE ELECTRICAL APPLIANCES

DESCRIPTION OF APPLIANCE: _____

DEPARTMENT: _____ IDENTIFICATION NO. _____

THE TESTING OF THE APPLIANCE MUST BE CARRIED OUT BY A COMPETENT PERSON TO PREVENT DANGER AND INJURY, E.G. QUALIFIED ELECTRICIAN.

TEST DATE	TESTED BY	RESULT OF TEST – PASS OR FAIL & REMOVED FROM USE	DATE RETURNED TO USE

A LIMITED INSPECTION OF THE APPLIANCE FOR SIGNS OF DAMAGE OR DETERIORATION TO CASING, PLUG, OR CONNECTING LEAD MAY BE CARRIED OUT BY A PERSON WHO HAS BEEN INSTRUCTED IN THESE REQUIREMENTS, AND OF THE POTENTIAL DANGERS AND SAFETY PROCEDURES.

INSPECTION DATE	INSPECTED BY	RESULT OF INSPECTION PASS OR FAIL & REMOVED FROM USE	DATE RETURNED TO USE

VISITORS' RECORDS

Date	Arrival Time	Name	Vehicle Reg No.	Badge No.	Visiting	Signature Confirming Reading of Visitors' Rules	Departure Time

WEEKLY CHECKLIST FOR CARS AND VANS

Date:	Driver:
Make:	Model:
Reg. No.:	Odometer reading:

	Record any defects, faults or damage or state satisfactory
Fuel/Oil Leaks	
Brakes	
Tyres	
Wheels	
Steering	
Lights	
Indicators	
Wipers	
Washers	
Horn	
Mirrors	
Bodywork	

Oil Level	
Coolant Level	
Screen Wash Level	
Tyre Pressures	
First aid kit	
Hi Vis vest	
Hazard warning triangle	

If No Defects Found (please tick)	Driver's Signature:
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Action To Be Taken:
Manager's Signature:

WORK EQUIPMENT INSPECTION RECORD

Equipment type:.....

Equipment name:

Equipment identification no:Info:.....

Location:

Inspection date:/...../..... Job No:.....

Inspected by:..... Signed:

Position/title:

Inspection details: Visual / fundamental check Dismantle / testing

Defects found :.....

.....

.....

Reported to:Date:/...../.....

Action taken:

.....

.....

Next recommended inspection date:/...../.....

Other information:

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