

Health and Safety Policy



**Unit 1 Rounceval Mews
Rounceval Street
Chipping Sodbury
Bristol**

BS37 6AS

STATEMENT OF GENERAL POLICY

Invek Services Limited (The Company) will operate its business in a manner which actively seeks to prevent or minimise the possibility of its operations causing harm to people, both employees and visitors.

As the health and safety Director, I am responsible for the overall implementation of the company Health and Safety Policy through the provision of adequate resource, organisation, planning, monitoring, auditing and review of the establishment's health and safety performance.

All members of the company will accept degrees of responsibility in order to provide a continuous improvement in health and safety performance. Effective control of health and safety is only achieved through adequate co-operation, co-ordination and communication at all levels on the premises.

As a minimum, the company will comply with all applicable health and safety legislation. We will strive to identify hazards and where these cannot be eliminated, assess and adequately control risks in order to prevent accidents and incidents.

Accidents and incidents are preventable and all personnel must work together towards this aim. Where accidents and incidents do occur we will maintain procedures to deal quickly and effectively with such occurrences.

All employees on the premises have a direct role to play in the continuous improvement in health and safety performance and appropriate information, instruction and training will be provided to enable employees to contribute to this improvement.

This policy will be reviewed annually to ensure it remains effective



.....
Safety Director

Date: 07 April 2018

ORGANISATION AND RESPONSIBILITIES

Kevin Pullen has overall responsibility for health and safety matters within the company. Duties and responsibilities will be delegated to managers, supervisors and employees to ensure the company remains compliant with all relevant legislation.

In order to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the company will ensure that a "Competent Person" is appointed to assist in undertaking the measures needed to comply with the requirements imposed by the relevant statutory provisions.

SAFETY HORIZON (SOUTH WEST) LTD. will act as the "Competent Person" for the company with relation to health and safety issues and the company will call on their services whenever professional advice is required. Their contact details are:

Safety Horizon (South West) Ltd
26 Curlew Place
Portishead
Bristol. BS20 7EN

Mark Stallard:

DIRECTOR REPOSNSIBILITIES

- Fully familiarise themselves with the company's internal policies/procedures and ensure they are implemented;
- Ensure risk assessments and safe working practices are in place for all site tasks;
- Ensure that adequate resources is provided at all times;
- Conduct themselves in a professional manner and set an example to employees;
- Ensure all machinery and equipment is satisfactorily maintained and safe to use;
- Ensure corrective action is taken regarding unsafe situations;
- Attend safety committee meetings when required;
- Ensure that all operatives are suitably trained.

MANAGER/SUPERVISOR RESPONSIBILITIES

- Fully familiarise themselves with the company's internal policies and procedures;
- Assist in the development of risk assessments and safe working practices;
- Ensure adequate supervision is available at all times;
- Conduct themselves in a professional manner and set an example to other employees;
- Ensure all machinery and equipment is satisfactorily maintained and safe to use;
- Ensure corrective action is taken regarding unsafe situations;
- Ensure all defects in their area of responsibility are promptly reported and rectified;
- Ensure good housekeeping standards within their area of responsibility;
- Attend safety committee meetings when required.

EMPLOYEE RESPONSIBILITIES

- Take reasonable care for the health and safety of themselves and other persons;
- Co-operate with their employer to comply with the requirements of health and safety;
- Not interfere with or misuse anything provided in the interests of health and safety;
- Observe and comply with safety rules at all times;
- Wear correct or suitable safety equipment and use relevant safety devices;
- Report all accidents and incidents to their supervisor;
- Perform their duties in a methodical and safe manner;
- Not to undertake tasks where they have not received formal training;
- Suggest potential improvements to health and safety within the company to their supervisor or through the safety committee.

ARRANGEMENTS/PROCEDURES

The following health and safety arrangements/procedures have been developed to provide all employees of the company with guidance on complying with all statutory legislation, eliminating accident and promoting good practice in the workplace.

These procedures are not a replacement for any risk assessment, method statement or any other specific risk that may be identified when undertaking activities for the company.

Index

1. Accident reporting.....	5
2. Risk assessment leading to safe systems of work.....	8
3. Induction and training.....	9
4. Control of substances hazardous to health (COSHH).....	11
5. Control and management of contractors	12
6. Emergency procedures.....	12
7. Insurance.....	12
8. Young Persons	12
9. Personal Protective Equipment	12
10. Noise and Vibration.....	13
11. Portable Electric Tools.....	13
12. Alcohol and Drugs.....	13
13. Fire safety	13
14. First aid.....	14
15. Housekeeping.....	14
16. Manual handling	14
17. Electrical safety.....	15
18. Display screen equipment	15
19. Violence in the workplace	16
20. Working at height.....	16
21. Forklift truck/Lifting equipment.....	16
22. Asbestos	16
23. Lone working	16
24. Company vehicles.....	17
25. Gas safety.....	17
26. Maintenance of equipment.....	17
27. New and expectant mothers.....	18
28. Pressure systems.....	18
29. Snow and ice	18
30. Water management	19
31. Working with machinery and equipment.....	19
32. Induction confirmation.....	20

1. Accident reporting

What is covered within this procedure?

This procedure covers the following:

- The actions required if a near hit incident occurs;
- The actions required if an accident occurs where first aid treatment is administered;
- The action that should be taken if a lost time injury, major injury or fatal accident occurs;
- The key principles of accident investigation.

Who is responsible for these requirements?

The Company must ensure that all accidents and incidents are reported and investigated by a competent person. This extends to ensuring that suitable control measures are implemented as a result of the findings of any investigation.

Near hit reporting

Q. What is a near hit?

A. A near hit is by definition an accident. It indicates that a problem exists, and unless some positive action is implemented to correct that problem then it may escalate into something more serious.

Q. What action should I take if a near hit happens within my business?

A. Ensure there is no personal injury or damage. The incident should be formally recorded on a 'near hit form' and a thorough investigation undertaken to identify the underlying cause. Once this has been established, any required actions should be implemented as soon as possible.

Minor accident

Q. What is a minor accident?

A. It is an accident that results in a minor injury which may or may not require first aid treatment. It is not an accident which results in personnel being absent from work for any period of time (except when first aid is being administered).

Q. What action should I take if a minor accident happens within my business?

A. Ensure the injured party receives the appropriate treatment. All minor accidents must be formally recorded in the accident book (B1510). This should be followed up by a detailed accident investigation to establish the underlying cause and to determine what actions are required to avoid a recurrence.

Note: For more information, see the accident book section.

Lost time accidents/incidents: 7 days or less

Q. What is a lost time accident?

A. A lost time accident is where a person has an accident at work which results in him/her being absent for one or more days. This does **not** include the day of the accident.

Example 1: If a person received a cut to his hand on a Monday morning at 10:30am and subsequently did not return to work until Thursday, which would count as two lost working days.

Example 2: If a person received a cut to his hand on a Monday morning at 10:30am and subsequently went to hospital for treatment and returned to work the next day, it is **not** a lost time accident.

Q. What action should I take if a lost time accident happens within my business?

A. Firstly, deal with the injured person in an appropriate manner, this may involve an appointed First Aider or medical professionals. Secondly, ensure the incident is recorded in the accident book and the Managing Director has been contacted so he is aware of the incident. Thirdly, a detailed investigation should be undertaken by a competent person to identify the underlying cause and to recommend further action to avoid a recurrence.

Lost time accidents/incidents: 7 days or more

If the injured party has four or more days off work as a result of a work related injury then the HSE must be informed. In this instance weekends count.

Example 1: If a person received a cut to his hand on a Thursday morning at 10:30am and subsequently did not return to work until the following Thursday, that would count as seven lost working days and the incident would need to be reported to the HSE.

Example 2: If a person received a cut to his hand on a Thursday morning at 10:30am and subsequently went to hospital for treatment and returned to work on the following Wednesday, but he was fit to work from the Saturday, then it is not reportable.

YOU MUST KEEP A RECORD OF:

- Any accident. Occupational disease or dangerous occurrence which requires reporting under RIDDOR; and
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record in this will be enough.

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

Specified injury accident

Q. What is a major injury accident?

A. This is where a person suffers a serious injury whilst at work which results in one of the following:

- Any fracture other than fingers, thumbs or toes;
- Any amputation;
- Any injury to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to brain or internal organs;
- Severe burns which covers more than 10% of the body or causes significant damage to eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which leads to hyperthermia or heat-induced illness. Or anyone that requires resuscitation or admittance to hospital for more than 24 hours.

Q. What action should I take if a major accident happens within my business?

A. The following action should be taken:

- Activate the emergency procedure immediately;
- Notify the Director's immediately;
- If the injury is serious, notify the Health and Safety Executive immediately by on-line;
- The Company should record any witness statements as soon as possible and get them signed and dated;
- The Company should gather as much information about the accident and the injured person as possible, then place the information in a file in a logical order ready for the investigation;
- A competent person must undertake a detailed accident investigation;
- Complete an accident book entry.

Fatal accidents

Q. What action should I take if a fatal accident occurs within my business?

A. The following action should be taken:

- Activate the emergency procedure immediately;
- Notify all relevant personnel immediately;
- Notify the Health and Safety Executive immediately on-line;
- Ensure the scene of the incident is completely isolated;
- The responsible Director should record any witness statements as soon as possible and get them signed and dated;
- The Company should gather as much information about the accident and the injured person as possible, then place the information in a file in a logical order ready for the investigation;
- Support the emergency services and the HSE with any questions or queries they have about the incident;
- Complete an accident book entry.

Accident book entry

All accidents must be recorded in the accident book. The accident book needs to be accessible to all employees. The person who has suffered the injury must not complete an accident book entry without bringing it to the attention of The Company. It is good practice for the The Company to review the entry and comment on/countersign it.

The following accidents must be entered into the accident book:

- All accidents occurring on your site;
- An act of non-consensual violence;
- Motor accidents causing staff injury whilst on company business;
- Accidents involving staff whilst on business but not on your site.

Note: All accident book entries must be detached from the main book (B1510) and then kept under lock and key.

Investigation

Only trained and competent personnel can undertake an accident investigation. It is imperative that all personnel assist and support the investigation and its subsequent findings.

Always:

- Help and assist all investigative parties with the investigation;
- If required, prepare a detailed folder containing all relevant information concerning the incident and the persons involved (including witness statements);
- Follow the site's emergency procedure relating to accidents and incidents.

Never:

- Obstruct any person undertaking an investigation;
- Hide any evidence that may be crucial to the investigation;
- Ignore or 'turn a blind eye' to any accident, incident or unsafe act.

2. Risk assessment leading to safe systems of work

Why do we have to complete work activity risk assessments?

Risk assessments will identify the significant hazards and the control measures required to prevent accidents and ill health arising in the workplace. The Management of Health and Safety at Work Regulations 1999 place a duty on employers to undertake risk assessments.

When should risk assessments be carried out?

A specific risk assessment is required for any task to be performed or for any equipment to be used. Previously completed risk assessments must be reviewed to ensure they are still valid before they are used.

What does the responsible Director need to do?

The Company must ensure:

- Suitable and sufficient risk assessments are carried out at all of his/her sites;
- A list of all tasks requiring a risk assessment is compiled (task identification register).
Note: It is vital to involve key personnel on the site (foremen, fitters, electricians, operatives) when developing the list;
- Everyone involved in the task contributes to the risk assessment to ensure it is based on practical shared perception and that everyone is aware of the outcome of the assessments.

Specific risk assessment – It is the responsibility of The Company to ensure that a specific Risk Assessment is carried out whenever necessary. They must ensure that the Specific Risk Assessment is carried out by a competent person who has been trained to complete this task. The assessment must be pre-planned and must involve the key personnel performing the task.

Safe System of Work

The safe system of work must:

- Clearly state the task it covers;
- Highlight the major hazards;
- Detail the steps to safely complete the task (including means of isolation, who can undertake the task, how it is supervised, emergency controls, PPE requirements etc);
- Be provided to all employees who are to undertake the task.

All relevant staff must be made aware of the requirements of the safe system of work prior to the task being undertaken. A record of the issue of a safe system of work must be kept on an individual's training file.

When should risk assessments be reviewed?

The Company must review and repeat the above whenever there is a significant change to either the working method, equipment used or competence of the persons doing the job, or any other factor that may materially affect the existing assessment.

The risk assessment and safe system of work should be reviewed immediately the task has been undertaken to ensure they were successfully followed, but it is imperative that it is reviewed prior to the work being undertaken again. The Company must ensure that where work practices remain unchanged, all risk assessments are reviewed and, if necessary, revised at intervals not exceeding two years.

An initial and date at the bottom of the risk assessment form indicates a review has been completed. Note: 'Review' does not necessarily mean re-write; complete the review in a different colour pen to highlight any changes.

Risk Level Indicator						
Severity \ Likelihood		Rare	Unlikely	Possible	Likely	Almost certain
		1	2	3	4	5
Trivial injury or near hit	1	1	2	3	4	5
Minor injury or major near miss	2	2	4	6	8	10
Injury requiring medical treatment	3	3	6	9	12	15
Lost time injury	4	4	8	12	16	20
Major injury or death	5	5	10	15	20	25

Risk Rating	
High 15 - 25	High risk: Unacceptable - the task cannot start or must be stopped immediately. Inform senior management.
Moderate 6 - 14	Moderate risk: Caution - the task cannot start or must be stopped immediately. Consult with site management to seek authorisation.
Low 1 - 5	Low risk: Acceptable - the task may start or continue, monitor controls.

3. Induction and training

What does The Company need to do?

The Company must ensure:

- All employees and contractors are given relevant information on the risks to their health and safety and specify what control measures are in place to protect them;
- New employees and contractors are subjected to a health and safety induction prior to starting any activities in the workplace;
- Health and safety induction records are signed by all parties (to confirm their understanding) and then filed accordingly;
- A training needs analysis is conducted for all employees and will identify all aspects of health and safety training required;
- All identified training is carried out by competent persons;
- Training is kept under review.

What do employees and contractors need to do?

Employees and contractors must:

- Never undertake any activities or tasks until they have received a specific site health and safety induction;
- Sign and date the health and safety induction form to acknowledge they have received and understood the information that has been issued to them;
- Never undertake tasks they have not been trained for.

Induction training for employees and contractors

Health and safety induction training for employees and contractors must be carried out prior to starting any activity in the workplace. The topics that should be covered within an induction are:

- Company health and safety policy
- Specific workplace rules
- Emergency procedures (including fire, spillage and accident reporting)
- Relevant risk assessments and safe systems of work (including COSHH, manual handling)
- Personal protective equipment
- Inspection regime

Note: This list is by no means exhaustive and does not cover every topic that is applicable to the workplace. It is the duty of the responsible Director to identify which additional topics employees and contractors should be informed of.

Personal development training

In addition to the induction training, The Company must undertake a three stage approach to managing health and safety training within the workplace. The stages are:

1. Identify training needs
2. Arrange/Organise the training
3. Evaluate the effectiveness of the training

Stage 1 – Identifying training needs

To identify the training needs of employees, The Company should consider the following:

- The current role the employee is undertaking
- Changes to relevant legislation and industry standards
- A review of site specific risk assessments
- A review of accidents, incidents and near hits
- A review of employee training records
- Forecasting - looking at future developments

Stage 2 – Arranging/Organising the training

Source a suitable trainer(s) to deliver the training and decide whether the format will be:

- A formal presentation with case studies
- Workshop based training with practical demonstrations
- In a tool box talk format
- On the job training
- Distance learning

Stage 3 – Evaluating the effectiveness of the training

Once the training has taken place, evaluate the effectiveness of the training by reviewing:

- The content of the training (case studies, visual aids).
- How it was delivered?
- Was it well received by employees?
- Did it cover the main objectives?
- Have improvements been made in the workplace since the training was delivered?

4. Control of substances hazardous to health (COSHH)

Why do we have to complete COSHH assessments?

- To assess the risks to health from hazardous substances in your workplace;
- To help prevent accidents and ill health arising from your work activities; **and**
- Legislation requires you to carry out COSHH assessments and to record any significant findings.

How do I control exposure to hazardous substances?

Identify the appropriate control measures required to protect the health of the person exposed. The following hierarchy should be considered:

E = Elimination:	Remove the substance from the workplace.
R = Replacement or Reduction:	Use substances that are less hazardous or reduce the amount.
I = Isolation:	Introduce engineering controls that stop the exposure at source. Deny employee access to the substance.
C = Control:	Implement a safe system of work or follow industry 'good practice'. Supply information, instruction and training.

Wherever possible, the control measures should eliminate the requirement for use of personal protective equipment (PPE).

What do I need to tell my employees?

Provide information and training for the users to enable them to handle the substances safely. This can be achieved by utilising 'COSHH information sheets'; these are available as an addition to this procedure.

When should I review the assessment?

The assessment should be reviewed regularly (at least every 5 years). The assessment should be reviewed immediately if you suspect it is no longer valid after:

- The examination of engineering controls
- Monitoring exposure in the workplace
- Health surveillance or the confirmed case of occupation-induced disease

The assessment should be reviewed if there has been a significant change in the work you are doing such as:

- A change of the substances being used
- Plant modification, including engineering controls
- The process or methods of work
- The volume or rate of production

Do I need to undertake health surveillance?

You need to carry out health surveillance in the following circumstances:

- Where an employee is exposed to one of the substances listed in Schedule 6 of COSHH.
- Where employees are exposed to a substance linked to a particular disease or adverse health effect, there is a reasonable likelihood of it occurring, and it is possible to detect it.

Health screening records need to be held for 40 years. If a company ceases to trade, the records should be offered to the HSE for safekeeping.

5. Control and management of contractors

Before commencing any work, all contractors must be deemed competent. In order to establish this competency, the contractor must complete a questionnaire (with supporting documentation) and return it to the client who will then decide if the contractor will be added to an approved list.

In brief:

- Identify contractors who could potentially undertake the works;
- Send the 'contractor questionnaire' (with covering letter) to the contractor for completion. Set a realistic date for the questionnaire to be returned;
- Once returned, review the completed questionnaire and supporting documentation and decide if more information is required;
- If the information is satisfactory, add the contractor to the approved list; **and**
- If the information is unsatisfactory, contact the contractor to determine whether or not he/she can provide the information within a specified time.

6. Emergency procedures

What is needed?

The Company must ensure that procedures are in place to cover the following eventualities:

- Accidents and incidents;
- Fire.

Other items to consider:

- The procedures must be regularly tested (at least annually).
- Contractors and visitors must be briefed on the procedures.
- Where the site is shared, consideration must be given to others.
- Employees must follow all emergency procedures.

7. Insurance

The company holds extensive insurance cover against any losses or claims in respect of Public Liability, Employers Liability and Motor. All certificates are available for viewing upon request.

8. Young Persons

The company will inform the main contractor of their intention to employ any person under the age of 18 years on any contract and will provide details of the young person's duties. No employee under the age of 18 shall be permitted to operate any plant or equipment unless they have received suitable training and are under direct supervision.

9. Personal Protective Equipment

The company shall ensure all employees are issued with all relevant personal protective equipment as determined by current regulations. All employees must sign to acknowledge they have been issued with all relevant PPE and agree to wear it.

A minimum provision on all sites will be protective footwear, safety helmets, gloves (heat resistant gauntlets for hot materials) and high visibility waistcoats with retro reflective strips. Eye protection must always be provided and worn when using abrasive wheels and cut-off discs, breaking hard materials, chisel work or working with liquids and powders. The use of ear defenders will be specified through a risk assessment.

10. Noise and Vibration

The company will comply and have due regard for any noise limits and permissible hours of working which may be imposed by the sub-contract or any impositions by the local authority Environmental Health Officer under the terms of a statutory notice. Ear defenders will be used in locations where noise levels are in excess of 80dBA leq as measured at operative's ear.

Work equipment that is capable of generating hand/arm vibration is to be suitably attenuated to ensure no operative is exposed to vibration levels in excess of permitted levels. For example, hand held pneumatic breakers are to be fitted with suitable anti-vibration handles or other protective devices.

11. Portable Electric Tools

All portable electric tools are to be of 110-volts or lower, be adequately earthed and regular maintenance and inspections carried out. Evidence of any test or inspection may be requested by the main contractor where deemed appropriate and we shall provide them within a reasonable time specified.

Electrical portable lighting shall be 110-volt or less unless specifically designed to be operated at higher voltages. Voltages above 110-volts are to be provided with RCD protection and all voltages to be protected by the use of correctly rated fuse breakers.

12. Alcohol and Drugs

No person shall:

- a) Report, or endeavour to report, for duty on any of the company sites having just consumed alcohol or under the influence of drugs.
- b) Report for duty in an unfit state due to use of alcohol or drug abuse.
- c) Be in possession of drugs whilst on duty.

Drugs, properly prescribed by a general practitioner for medical treatment, are permitted provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe manner. Failure to comply with this requirement will result in an immediate removal of the person from the workplace.

13. Fire safety

Fire and Evacuation

It is the responsibility of each individual employee to ensure that they become familiar, as soon as possible with the:

- Location of all fire exits in the vicinity of their place of work and where they lead to;
- Location of all break-glass call points;
- Location and types of fire fighting equipment in the building; and
- Location of the designated assembly points.

On hearing the alarm being raised for a fire:

- STOP what they are doing and ensure that anything they have been using is left in a safe condition;
- Evacuate the building using the nearest fire exit, closing all windows and doors behind them;
- Proceed to the designated assembly point;
- Remain at the assembly point until authorised to return to the building.

Discovering a fire:

- If possible sound the alarm by activating the nearest break-glass point.
- Do what they can to control the fire without putting themselves at risk.
- Evacuate to the designated assembly point.
- Inform the Senior Person present of the location of the fire and what, if anything, they have done.
- The Senior Person will conduct a roll call of employees and as far as reasonably practicable account for employees and visitors that may have been on the premises at the time.

Personnel should not attempt to re-enter the building until given the all clear by the fire brigade or Senior Person present.

14. First aid

In the event of an incident involving personal injury, a competent person, if available, is to be summoned and any necessary first aid given. The competent person will decide if the patient requires an ambulance and will accompany the patient to the hospital or treatment centre. If no first aid facilities are available the senior person is to take charge of the situation and decide on whether the emergency services are to be called or the person taken to the nearest casualty unit.

In the event of an injury occurring involving chemicals, the affected person is to be taken to the nearest shower or eye wash station or in the case of no shower being available, to the nearest source of running water. Contaminated clothing is to be removed and the chemicals washed away as quickly as possible. Medical assistance may be necessary. Any relevant Material Safety Data Sheets, samples of substances etc. should accompany the injured person to the hospital or medical treatment centre.

Details of any accidents at work should be recorded in the accident book. Information included should be the date and time of the accident, name of the casualty, the nature of the injury and description of any treatment given. An indication of whether the casualty had to take time off work as a result of the accident should also be given. First Aid boxes are located in the office and company vehicles.

15. Housekeeping

Always keep working areas, walkways, corridors, stairs etc. clear of materials and rubbish likely to cause a tripping hazard. Avoid accumulations of combustible materials such as paper and cardboard as this will increase the risk of fire.

Good housekeeping in canteen and toilet facilities is extremely important with regard to hygiene. Spillages likely to cause a slipping hazard should be cleaned up immediately, and if the area of the spillage is likely to remain a slip hazard until it dries then an appropriate sign warning of the danger should be displayed.

16. Manual handling

There is a duty under the Manual Handling Operations Regulations 1992 to assess the risks involved with manual handling operations and give adequate information and instruction in the hazards involved and safe lifting procedures to be adopted. The company will fully comply with its obligations under this legislation. A separate procedure has been developed for manual handling that accompanies this policy statement.

17. Electrical safety

Fixed Installation

- Ensure that the fixed electrical installation is tested and inspected, by a competent person, in accordance with the requirements of the current version of the Wiring Regulations (17th Edition).
- Ensure that any faults associated with the fixed electrical system are reported immediately and rectified as soon as possible.
- Limit work on electrical systems, including fault finding, etc. to suitably trained and authorised competent persons.
- Ensure that all employees are aware of the need to report any problems encountered in connection with electrical supplies, circuitry or switches.
- Isolate or remove from service any faulty electrical system or equipment.
- Provide emergency and first aid information with respect to the actions to be taken in the event of electric shock or burns.

Portable Electrical Equipment

- Create and maintain an inventory of all portable electrical appliances.
- Arrange for a competent person to inspect and test all items of portable electrical equipment at appropriate intervals, such as identified in the relevant risk assessment or determined by a competent person.
- Ensure that all portable electrical equipment brought onto the premises has been inspected by a competent person before use.
- Provide suitable instruction to employees in the hazards associated with electrical equipment and the need for visual examination before use.
- Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that employees are aware of the need to stop using portable electrical appliances if problems are encountered and report to any defects immediately.

18. Display screen equipment

A VDU User is anyone who regularly uses display screen equipment as a significant part of their normal work. Working with VDU equipment is not regarded as high risk but it can lead to muscular and other physical problems, eye fatigue and stress.

All work stations will be assessed to ensure they meet the requirements which are set out for display screen, keyboard, desk, chair, working environment and task design and software. The company will provide any necessary accessories or alterations to existing workstations which may be necessary to achieve compliance with the regulations. Workloads should be planned to incorporate sufficient breaks from screen work. All VDU Users will be entitled to one annual eye-test, the cost of which will be reimbursed by the company upon proof of payment.

In the event that the optician confirms in writing to the company that the VDU user requires glasses for VDU use only, the company will contribute towards the basic appliance of the glasses (i.e. pay towards the prescription). Any extra cost incurred for more expensive frames or lenses must be paid for by the individual concerned. Likewise, if the optician confirms in writing that VDU work has contributed to the deterioration of a VDU User's eyesight, the company will provide a pair of glasses as above. Again, any extra costs incurred for more expensive frames or lenses must be paid for by the individual.

Should either of these situations arise, please obtain a quotation from your optician and present it to the office manager who will advise what proportion of the cost will be met by the company. Once a VDU User has been provided with a pair of glasses at the company's expense, the company will only pay for future upgrading of lenses as recommended by the optician; the cost of replacement frames must be met by the individual.

19. Violence in the workplace

Any act of violence directed at staff in the workplace which results in a major injury is a reportable incident under RIDDOR, subject to disciplinary procedures and may result in the involvement of the police.

20. Working at height

All working at height will be undertaken after a risk assessment has been undertaken. A record of all ladders and step ladders must be kept. Three points of contact must be maintained at all times when using a ladder or a step ladder. Risk assessments will be carried out for all activities involving work at height.

21. Forklift truck/Lifting equipment

Forklift trucks and lifting equipment used within the warehouse facility will be suitable for job. Periodic inspection and maintenance will be undertaken by a competent person (every six months). Any identified defects will be rectified immediately. The production assistant is responsible for carrying out daily checks on the forklift truck and recording the findings. Any concerns of observations must be brought to the attention of the Production Manager. Only trained and competent persons will operate a forklift truck.

Provide a fork lift truck, and associated battery charging equipment, that is safe and that is suitable for the tasks to be undertaken.

22. Asbestos

The following actions are required in relation to asbestos:

- Ensure that the location of all asbestos within the premises is known and identified clearly;
- Ensure that there is a Management Survey for all of the premises, or to complete Refurbishment and Demolition Survey for areas of the premises that will be subject to building works;
- Create an Asbestos Register;
- Make the Asbestos Register available to all tenants, clients, contractors and other interested parties;
- Monitor the condition of asbestos as appropriate to its location and risk;
- Assess the risk of exposure from asbestos and potentially asbestos containing materials;
- Prepare and implement a management plan to control these risks;
- Arrange for the removal and/or encapsulation (or other appropriate treatment) of asbestos if the condition indicates the need for action;
- Ensure that only competent contractors are allowed to carry out any work on asbestos, including its removal;
- Ensure that work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be carried out by a contractor licensed by HSE only;
- Category A, Asbestos Awareness Training: This is required for employees whose work will disturb the fabric of the building and may unforeseeably disturb asbestos. It does not train them to remove any amounts or types of asbestos.
- Category B, Non Licensed Asbestos Removal: This is required for employees whose work will foreseeably disturb asbestos. They are limited to removing Chrysotile (white) asbestos and some Grunerite (brown) asbestos. Guidance and advice will need to be followed before they remove any asbestos.
- Ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and advice sought.

23. Lone working

Any person working alone must be in contact with another member of staff on a regular basis. Emergency contact numbers must be issued to all employees.

24. Company vehicles

The following actions are required in relation to company vehicles:

- Restrict the use of company vehicles to authorised drivers.
- Provide adequate insurance for all drivers on company business.
- Provide vehicles that are suitable for the uses for which they are intended.
- Check all driver licenses annually and retain photocopies of the licenses.
- Ensure that all company vehicles are maintained in a safe, roadworthy condition. This will include completion of a driver checklist for each vehicle.
- Ensure that company vehicles are serviced in accordance with the manufacturer's recommendations.
- Provide additional driver skills training, as may be appropriate, including defensive driver training.
- Prohibit the use of mobile phones (either hand held or hands free) whilst driving.
- Provide suitable first aid facilities inside the vehicles.
- Review driver training needs on a regular basis. This will include any relevant, task specific training, such as may be necessary from loading/unloading of the vehicle, etc.

25. Gas safety

The following arrangements will be implemented with regards to gas safety:

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Identify the location of gas equipment, pipe work and isolation valves.
- Gas pipe work is to be labelled or painted "yellow ochre".
- Ensure that all gas appliances conform to appropriate standards.
- Ensure that all gas appliances and pipe work are installed, tested and maintained by a competent person and that appropriate records are kept.
- Create and implement an emergency plan to deal with gas leaks, fire or explosions.

26. Maintenance of equipment

The important role of maintenance in the management of health and safety is recognised, especially in relation to plant and machinery (PUWER). Maintenance activities may be undertaken by employees as well as by contractors. The importance of suitable records of maintenance is also recognised.

- Carry out routine maintenance to premises, plant and equipment to ensure that risks to health and safety are controlled and minimised.
- Ensure that maintenance is carried out by competent persons, whether employees or contractors at appropriate intervals. Where appropriate, manufacturers' guidelines will be followed.
- Operate a planned preventive maintenance scheme where this is appropriate. This will include maintenance of all safety related features of plant and equipment.
- Ensure that maintenance activities are carried out in such a way as to avoid significant risks to the health and safety of those undertaking the maintenance activity and of others who may be affected by the maintenance activity.
- Operating conditions such as the working environment, intensity and frequency of use do not affect equipment safety to such an extent as to create an increased risk to health and safety.
- Agree specific maintenance (and statutory examination) responsibilities with companies that are involved in long term leasing of work equipment.

27. New and expectant mothers

It is recognised that some work activities may adversely affect the health of employees who are pregnant or are recent mothers, their unborn children and their babies. The importance of risk assessment to protect such persons is also recognised.

- Identify those activities that may put female employees of child-bearing age, or pregnant workers or their unborn children or breast-fed babies at risk.
- Carry out 'pregnant worker' risk assessments on the activities carried out by female staff of child-bearing age.
- Introduce appropriate control measures, where necessary should be by the risk assessment, to protect against these risks.
- Bring the results of the 'pregnant worker' assessments to the attention of relevant staff.
- Ensure female employees are aware of the need to report pregnancy to Management as soon as it is known, and that this information will be held in confidence.
- Carry out a detailed assessment of an individual's work activities and conditions when we have been notified that they are pregnant, have given birth within the previous six months or are breast-feeding.

28. Pressure systems

It is recognised that there are safety risks associated with pressurized systems. Failure of the system in use may lead to significant injury or to property damage.

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Install pressure systems in positions where, in the event of failure of the system, the risks of injury and of property damage are minimised.
- Install such equipment to minimise the effects of noise on employees.
- Have the safe working pressure (SWP) determined and marked clearly on the air receiver and other pressurised sections of the system.
- Have a written scheme of inspection and thorough examination produced by a competent person, where this is required by legislation and keep this written scheme available for inspection.
- Ensure that inspection and thorough examinations are carried out, by a competent person, at the intervals prescribed in the written scheme of inspection and thorough examination.
- Ensure that all components of the pressurised systems are checked and maintained in accordance with the manufacturer's recommendations.
- Carry out any repairs and modifications that are required following inspection and test, maintenance or are otherwise reported.
- Provide relevant employees with suitable and sufficient instruction and training on the safe operation of pressure systems and emergency procedures.
- Retain all relevant records i.e. manufacturers' safety information, written schemes, examinations reports, modifications and examination postponements at the location of the pressure system to which it refers.

29. Snow and ice

The following arrangements will be implemented with regards to working in snow and ice:

- Clear snow and ice from roads and pathways on our premises.
- Avoid making pathways more dangerous by allowing them to refreeze.
- Clear snow and ice from steep slopes and steps.
- Prioritise important and well used routes over lesser used routes.
- Clear a route 1m wide on pathways.
- Apply grit or salt to keep roads and pathways from freezing.
- Checks made at appropriate intervals to ensure that roads and pathways remain clear where temperatures remain below freezing.
- Consider the needs of employees and visitors, in particular disabled and elderly visitors.
- Ensure that adequate equipment is available to clear snow and ice.

30. Water management

Water hygiene is an important aspect of running our business. The provision of safe water at the appropriate temperature is recognised. The health risks from Legionella are understood within the organisation.

- Arrange for a Water Hygiene Risk Assessment to be carried out by a competent person for each of our hotel premises.
- Implement the recommendations of the Water Hygiene Risk Assessment.
- Monitor and record water temperatures regularly.
- Flush infrequently used outlets on a regular basis and to keep suitable records.
- To arrange cleaning and disinfection of water storage tanks, as appropriate.

31. Working with machinery and equipment

The following arrangements will be implemented with regards to work equipment and machinery:

- Ensure that all work equipment is maintained, inspected, tested and subject to thorough examination as and when required by specific legislation.
- Ensure that suitable records are maintained of maintenance, inspection, test and statutory examination of work equipment.
- Carry out regular, recorded inspections of all machinery guarding and other safety devices.
- Complete specific assessments of the risks arising from work equipment, as required by the Provision and Use of Work Equipment Regulations.
- Implement and enforce such control measures as are determined by the assessments of risk.
- Provide information, instruction, training and supervision, where appropriate, to relevant employees.
- Ensure that all work equipment is CE marked as appropriate and that suitable and sufficient documentation is obtained from the manufacturers and suppliers.
- Prevent or control access to the dangerous parts of machinery and other work equipment.
- Ensure that all controls, including emergency controls, conform to the requirements of the Provision and Use of Work Equipment Regulations.
- Provide suitable means of isolating the work equipment from electricity (and other sources of energy) where appropriate.

32. Induction confirmation

Please complete the following table and list all persons receiving a health and safety induction. Once the induction is completed all persons must sign to acknowledge their understanding.

Name Kevin Pullen	Date 07/04/18	Signature 

Complete the table below by ticking the appropriate box:

Explained: procedure was communicated to the person(s);

Document received: procedure was communicated and the relevant document was issued;

N/A: the subject does not apply to this site or any of the activities that may be carried out.

Subject	Explained	Document received	N/A
Health and safety policy	yes		
Task specific risk assessments	yes		
COSHH assessments	Yes		
Manual handling assessments	yes		
Personal Protective Equipment	yes		

Comments: