

A W INSTALLATIONS LTD

HEALTH AND SAFETY POLICY AND PROCEDURES

INTRODUCTION

The Health and Safety at Work etc Act 1974 and other specific health and safety legislation, contains the most important provisions for organisations and employees.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of employees at work.
- To protect people other than employees at work against risks to their health and safety arising out of work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, either inadvertently or deliberately.
- To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

To assist us with our duty we have retained Peninsula Business Services Limited to provide us with information and guidance on how these provisions should be managed and recorded.

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GENERAL POLICY

Introduction

- General
- What the Law Requires

Health and Safety General Policy

INTRODUCTION

General

Businesses that are successful in achieving high standards have Health and Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

What the Law Requires

Unless we are exempt from certain provisions, our business has to comply with the requirement to have a written statement of General Policy on Health and Safety for the protection of our employees and others who may be affected by our work activities.

Our statement is important because it is our basic action plan on health and safety. To achieve this Health and Safety General Policy, along with the outlined procedures, a full appraisal of needs and requirements was undertaken in the form of inspections and assessments.

These Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to Policy implementation.

A full review is to be undertaken from time to time to ensure high standards and commitment are maintained.

A W INSTALLATIONS LTD

HEALTH AND SAFETY GENERAL POLICY

We at A W Installations Ltd recognise our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

A W Installations Ltd recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with A W Installations Ltd safety rules which are provided within the Employee Safety Handbook.

Signature **Date**

Position

ORGANISATION AND RESPONSIBILITIES

Introduction

Organisational Structure

Management Responsibilities

- Introduction
- Key Responsibilities
- Health and Safety Key Responsibilities List

Individual Responsibilities and Monitoring

- Organising
- Monitoring
- Individual Health and Safety Key Responsibility Booklets
- Monitoring Procedure
- Responsibility Monitoring Record Sheets

List of all Individual Health and Safety Key Responsibility Booklets Issued

INTRODUCTION

Legal provisions require that we, as the employer, identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of A W Installations Ltd have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

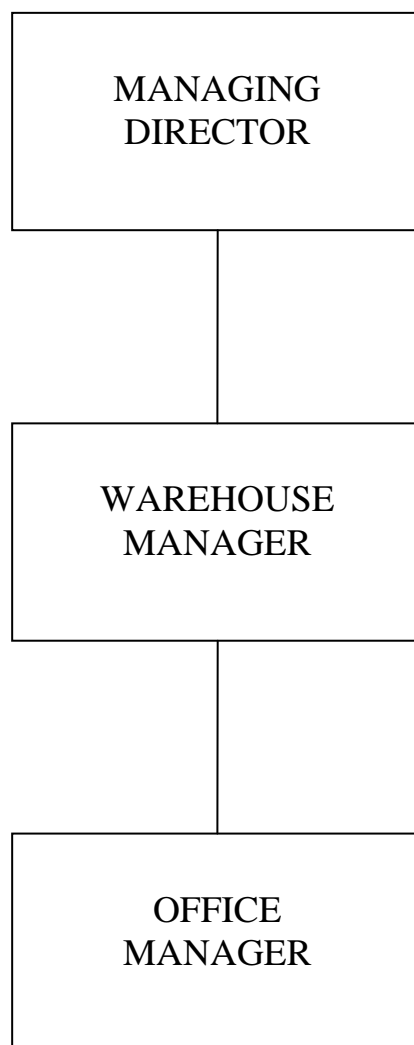
- Management also have a responsibility and duty to ensure that:
- Our employees are aware of and understand the Health and Safety General Policy.
- Our employees are aware of and understand the health and safety rules relating to their work.
- Our employees are adequately instructed, trained and supervised.
- Our employees are made aware of the hazards and risks associated with their work activities.
- Our employees are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

ORGANISATIONAL STRUCTURE

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has the responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

A W INSTALLATIONS LTD



MANAGEMENT RESPONSIBILITIES

Introduction

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual management responsibilities are allocated. These are deemed the most important responsibilities to be undertaken by Managers, for which they are held accountable and are issued with an individual Health and Safety Key Responsibility Booklet. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

Key Responsibilities

To ensure we fulfil the objectives outlined in the General Policy, the organisational structure indicates all who have key responsibilities for health and safety and are held accountable for what happens in their areas of control.

Health and Safety Responsibilities List

The **Managing Director's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure that the organisation Health and Safety Policy is developed and brought to the attention of all the employees.

I must encourage a positive health and safety culture within the organisation, so as to reduce the risk of injury or ill health to employees within the organisation.

I must ensure that the organisation has sufficient Employer's Liability Insurance cover and Public Liability Insurance cover for the extent of the business undertaking.

I must ensure that adequate funding is available to deal with health and safety issues that affect the organisation, its employees and others who might be affected.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all the necessary documentation is being completed.

I will ensure that I keep abreast of the legislative changes and ensure that I am familiar with any regulations that are applicable to this organisation.

ACHIEVED BY

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. The Health and Safety Policy will be communicated to all employees either individually or on a group basis.

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. I will provide the necessary information, instruction and training for the tasks undertaken by our employees. (Contractors and visitors to our premises will also be included as necessary).

A copy of the Employer's Liability Insurance Certificate will be suitably displayed.

I will provide, as far as is reasonably practicable, sufficient financial resources to meet our statutory obligations.

I will ensure that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.

I will ensure with the help of Peninsula Business Services Limited that I am kept up to date with any legislative changes or industry specific requirements. I will as necessary utilise other professional bodies and equipment suppliers to assist in this regard.

Health and Safety Responsibilities List

The **Warehouse Manager's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I must ensure that all staff members under my control are made aware of the fire and emergency procedures for all the facilities under my control.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

I will ensure that any personal protective equipment provided affords necessary, suitable and sufficient protection, is correctly CE marked and is issued with the necessary information, instruction and training for its correct use and storage.

I will ensure that any Policy arrangements that are likely to affect contractors and visitors are effectively communicated.

I will ensure that all work equipment in use by my employees is statutorily inspected / tested as required.

I will ensure that all employees under my control are appropriately trained.

ACHIEVED BY

This will be achieved by ensuring an effective staff induction procedure. I will continually review the procedures and ensure the relevant records are completed and kept up to date.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

This will be achieved by following the accident investigation procedure contained within the Safety Records section. I will report as required any necessary notifications under the statutory reporting legislation.

This will be achieved by using the documentation in the Safety Records section of the health and safety system.

I will ensure that any contractor / visitor control procedures are brought to their attention during their introduction / induction to the premises. I will ensure, through the use of documentation as necessary, that contractors are monitored whilst working on site.

This will be achieved by ensuring that all statutory inspections are undertaken and the necessary documentation kept for reference.

This will be achieved by staff appraisals and regular discussions with fellow Managers and employees concerned.

Health and Safety Responsibilities List

The **Office Manager's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I must ensure that all staff members under my control are made aware of the fire and emergency procedures for all the facilities under my control.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

I will ensure that any personal protective equipment provided affords necessary, suitable and sufficient protection, is correctly CE marked and is issued with the necessary information, instruction and training for its correct use and storage.

I will ensure that any Policy arrangements that are likely to affect contractors and visitors are effectively communicated.

I will ensure that all employees under my control are appropriately trained.

ACHIEVED BY

This will be achieved by ensuring an effective staff induction procedure. I will continually review the procedures and ensure the relevant records are completed and kept up to date.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

This will be achieved by following the accident investigation procedure contained within the Safety Records section. I will report as required any necessary notifications under the statutory reporting legislation.

This will be achieved by using the documentation in the Safety Records section of the health and safety system.

I will ensure that any contractor / visitor control procedures are brought to their attention during their introduction / induction to the premises. I will ensure, through the use of documentation as necessary, that contractors are monitored whilst working on site.

This will be achieved by staff appraisals and regular discussions with fellow Managers and employees concerned.

The above key health and safety responsibilities have been identified, together with the way they are to be put into effect using appropriate techniques, e.g. records, checklists or assessment documentation. Health and safety responsibilities are further defined in a range of specific Individual Health and Safety Key Responsibility Booklets which contain a record sheet of the various aspects requiring inspection at stated intervals e.g. daily, weekly, monthly or annually.

INDIVIDUAL RESPONSIBILITIES AND MONITORING

Organising

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain this level at A W Installations Ltd we have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership of management is necessary to ensure a positive approach which is supportive of the health and safety of our employees and others that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, key management health and safety responsibilities have been identified to ensure the full implementation of the Policy.

Monitoring

To ensure the involvement of management, record sheets have been provided for each member of the management team with key health and safety responsibilities. A Health and Safety Key Responsibilities Booklet will be issued to everyone who has a specific role in managing health and safety within our organisation.

The record sheets reflect the specific responsibilities of each person and when they are to be carried out.

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in the Health and Safety General Policy.

To be effective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed. Additional individual record sheets, along with blank copies for additional requirements, are to be found in the health and safety stationery pack.

All record sheets are to be reviewed by the person with overall responsibility for health and safety in A W Installations Ltd.

Individual Health and Safety Key Responsibility Booklets

A full list of all the Individual Health and Safety Key Responsibility Booklets that have been issued is shown at the end of this section.

Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

A Responsibility Monitoring Record Sheet must be completed for every period noted at the top of the sheet e.g. monthly, quarterly etc.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked e.g., fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

Responsibility Monitoring Record Sheet

Position: Managing Director

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are effective means provided for communicating health and safety matters? (SR)			
Are provisions for dealing with fire and other emergencies being effectively maintained and monitored? (SR)			
Are all accidents investigated and reviewed, with any trends identified? (SR)			
Are you reviewing the risk assessment programme as required? (RAM)			
Is the necessary information and instruction being provided to employees? (SR)			
Are adequate finances provided for health and safety related matters? (SR)			
Is the Employers' Liability Insurance up to date?			
Have you ensured the organisations facilities are registered with the relevant Enforcement Authority? Form OSR 1 (Local Authority) or F9 (Health and Safety Executive). (SR)			
Are adequate control measures in place to protect contractors and visitors from risks to health and safety? (SR)			

Responsibility Monitoring Record Sheet

Position: Managing Director

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are contractor's activities effectively controlled? (SR)			
Are sufficient trained first aid personnel available? (SR)			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

Responsibility Monitoring Record Sheet

Position: Warehouse Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are adequate supplies of personal protective equipment and protective clothing available to employees? (SR)			
Do you provide the necessary support to enable management and employees to implement all aspects of the policy and procedures? (SR)			
Are you regularly reviewing first aid equipment provisions? (SR)			
Are weekly, visual inspections undertaken to ensure that fire appliances are located in their correct position?			
Is a daily, visual inspection undertaken to ensure any added security e.g. padlocks, bolts etc are removed from fire exits whenever there are persons on the premises?			
Is a weekly, visual inspection undertaken to ensure that all fire doors close properly so as to seal the area affording the 30 minute protection they are designed to give?			
Are practice emergency evacuations carried out every 6 months? (SR)			
Is the condition of fire exits within the production and storage areas checked and inspected daily? (SR)			

Responsibility Monitoring Record Sheet

Position: Warehouse Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are new and existing employees familiar with the provisions for first aid, as required? (SR)			
Are all identified hazards appropriately resolved?			
Is the Incident Contact Centre notified of any accident, as required? (SR)			
Are your insurers notified of accidents as required? (SR)			
Have new employees under your control been given instruction on emergency procedures, safe systems of work, welfare facilities, use of protective clothing and equipment, organisation and department rules, communication channels, information sources etc, as required? (SR)			
Are additional training requirements undertaken for existing staff, as required? (SR)			
Is effective consultation maintained with employees in areas under your control, as required?			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

Responsibility Monitoring Record Sheet

Position: Office Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are adequate supplies of personal protective equipment and protective clothing available to employees? (SR)			
Do you provide the necessary support to enable management and employees to implement all aspects of the policy and procedures? (SR)			
Are you regularly reviewing first aid equipment provisions? (SR)			
Are weekly, visual inspections undertaken to ensure that fire appliances are located in their correct position?			
Is a daily, visual inspection undertaken to ensure any added security e.g. padlocks, bolts etc are removed from fire exits whenever there are persons on the premises?			
Is a weekly, visual inspection undertaken to ensure that all fire doors close properly so as to seal the area affording the 30 minute protection they are designed to give?			
Are practice emergency evacuations carried out every 6 months? (SR)			
Is the condition of fire exits within the production and storage areas checked and inspected daily? (SR)			

Responsibility Monitoring Record Sheet

Position: Office Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are new and existing employees familiar with the provisions for first aid, as required? (SR)			
Are all identified hazards appropriately resolved?			
Is the Incident Contact Centre notified of any accident, as required? (SR)			
Are your insurers notified of accidents as required? (SR)			
Have new employees under your control been given instruction on emergency procedures, safe systems of work, welfare facilities, use of protective clothing and equipment, organisation and department rules, communication channels, information sources etc, as required? (SR)			
Are additional training requirements undertaken for existing staff, as required? (SR)			
Is effective consultation maintained with employees in areas under your control, as required?			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____

Date: _____

LIST OF ALL INDIVIDUAL HEALTH AND SAFETY KEY RESPONSIBILITY BOOKLETS ISSUED

POSITION

Managing Director

Warehouse Manager

Office Manager

SPECIFIC ARRANGEMENTS

Introduction

Specific Arrangements

- Accident and Incident Reporting
- Accident Investigation
- Consultation
- Electrical Safety
- Equipment Use
- Fire / Emergency Arrangements
- First Aid
- Hazard Reporting
- Occupational Health
- Purchasing
- Risk Assessment
- Training
- Welfare / Working Environment
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- Control of Contractors
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- Hand Tools
- Lifting Equipment
- Office Equipment
- Hazardous Substances
- Use of Chemicals
- Storage of Hazardous Substances
- Manual Handling
- WRULD
- Personal Protective Equipment
- Smoking
- Stress in the Workplace
- Transport
- Fork Lift Trucks
- Occupational Road Safety
- Violence
- Visitors
- Building Services
- Premises
- Slips, Trips and Falls

INTRODUCTION

We have a duty to provide measures to manage health and safety issues in our workplace. We will ensure that these measures are put into place and implemented by all relevant members of our workforce. We have also established the means whereby we can monitor the implementation of these measures.

This will typically involve:

- The identification of hazards in our workplace.
- Carrying out risk assessments.
- Implementing the control measures set out in the risk assessments.
- The provision of personal protective equipment to our employees, where hazards cannot be removed or otherwise controlled.
- The provision of training for our employees that is relevant to the tasks being carried out.
- The maintenance of our workplace.
- The provision of equipment and machinery that is suitable and appropriate for the work being undertaken.
- The maintenance of our machinery and equipment.
- Managing the activities of visitors and contractors.
- The provision of occupational health facilities as appropriate and where necessary.
- The maintenance of records.

The following information sets out the specific issues we need to manage and identifies the location of the instructions and working documents that relate to them.

We have allocated responsibilities to key personnel to ensure these tasks are carried out and the appropriate records maintained. These responsibilities and the monitoring record sheets have been provided to the personnel concerned.

Further information is also provided in the guidance notes issued by Peninsula Business Services Limited Health and Safety Department and their Health and Safety Advice Service.

ACCIDENT AND INCIDENT REPORTING (RIDDOR)

We understand our legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. We realise we must identify reportable injuries, deaths and dangerous occurrences and report in the appropriate manner. We have the facility to instigate control measures.

The measures will include:

- Identifying those accidents, diseases and incidents (near miss) that should be reported to the Enforcing Authority e.g. Health and Safety Executive or Local Authority (information can be found in the **guidance notes**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

ACCIDENT INVESTIGATION

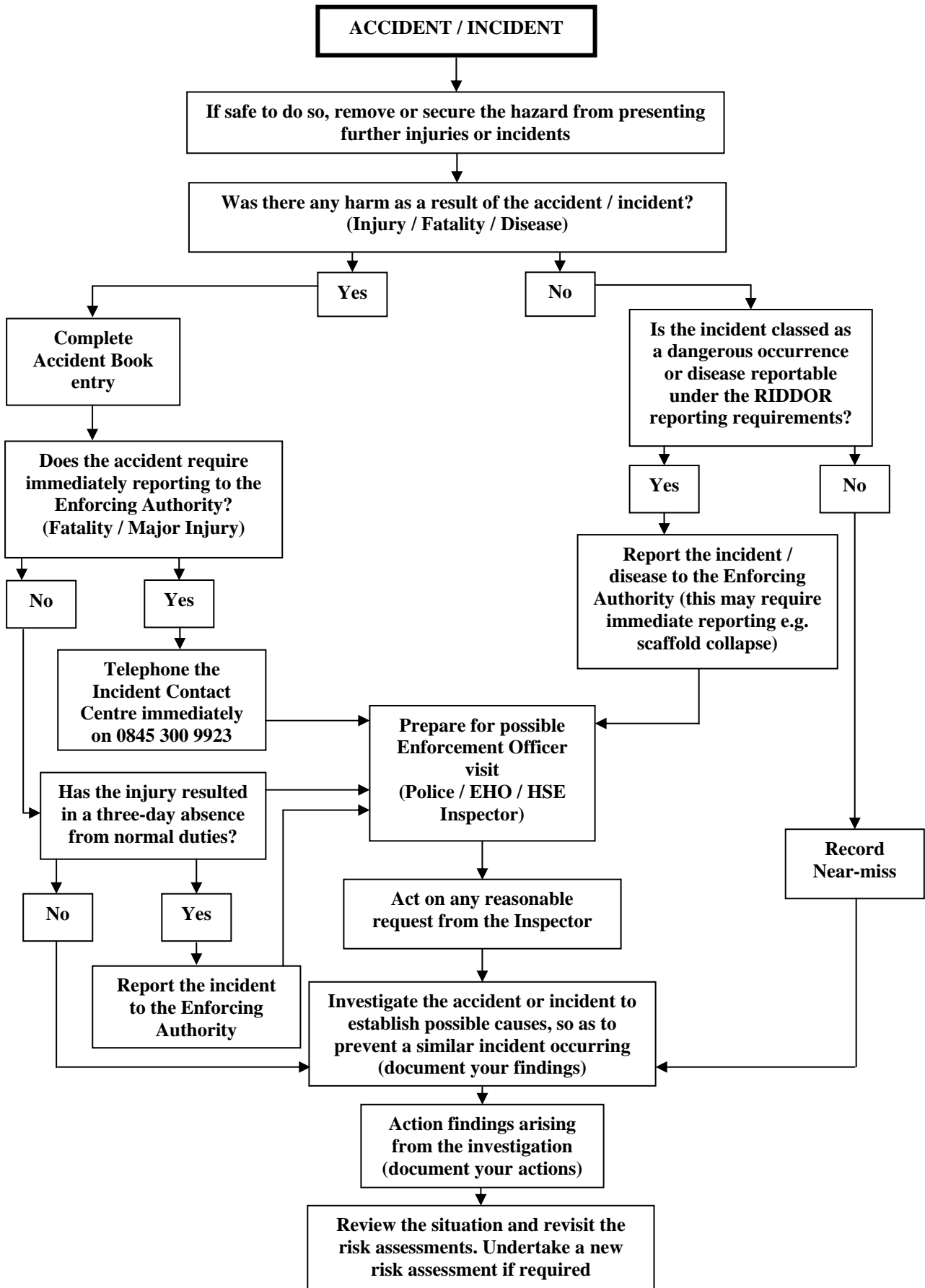
We recognise our duty to undertake accident and near miss investigations so that we can prevent re-occurrence of the same incidents. We have the facility to document our findings and instigate the necessary action and control measures.

The measures will include:

- Identification of the cause of accidents / incidents.
- Investigating each occurrence to identify causes and control measures to prevent a re-occurrence (information can be found in the **guidance notes** and an **Accident / Incident Investigation** form can be found in the **Accidents, Incidents, Diseases and Dangerous Occurrences** section of the **Safety Records**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

REPORTING AND INVESTIGATION PROCEDURE



CONSULTATION

This is accomplished by consultation sessions between employees and management in the form of on the job talks and by pre-arranged formal meetings. Employees are encouraged to elect health and safety representation amongst themselves. We have the facility to instigate these consultation meetings.

- These meetings take place on a formal and informal basis.
- The content of the meetings is documented.

Responsibility for undertaking these meetings has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

Consultation takes place within A W Installations Ltd on a weekly / monthly basis in the form of toolbox talks / formal meetings.

ELECTRICAL SAFETY

We recognise we have a legal duty to control the use of electrical equipment in our facility; this equipment includes the main supply and any portable equipment. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that all electrical installations and wiring conforms to the established legal standards.
- Ensuring that all electrical supply isolation cabinets / circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.
- Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in house or undertaken by an external provider) have reached the necessary competency level.
- Ensuring that all suitable and sufficient control measures are put into place when required (e.g. lock out procedures and permits to work information can be found in the **guidance notes**). This will be established undertaking a risk assessment. This can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**.
- Maintenance and testing of fixed electrical installations and wiring (information and the maintenance / test records can be found in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).
- The identification, visual inspection and testing of portable electrical appliances (portable appliance testing (PAT), test records can be found in **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

EQUIPMENT USE

We own and use a significant amount of equipment in our facility and recognise due to the inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as guarding, applications and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the equipment provided is suitable and sufficient for the relevant task.
- Ensuring that equipment is subjected to planned maintenance (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that faulty or defective equipment is placed out of use and secured, until properly repaired by a competent person.
- Ensuring that only properly trained and competent persons use the equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

FIRE / EMERGENCY ARRANGEMENTS

We recognise due to the inherent dangers involved and our legal duty that there is a requirement to ensure the necessary fire precautions and emergency arrangements are put into place (e.g. evacuation, fire fighting equipment and major spillages). We have the facility to instigate control measures.

The measures will include:

- Identifying situations that require procedures to be put into place (information can be found in the **guidance notes**).
- Assessing the risks involved (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** and **Fire Risk Assessment** sections of the **Risk Assessments Manual**).
- Establishing procedures to deal with emergency situations, such as evacuation of the premises and the provision of fire fighting equipment (information can be found in the **guidance notes**).
- Liaising with the relevant emergency services (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training for all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The development and implementation of safe systems of work to combat emergency situations.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

FIRST AID

We recognise our duty of care and legal requirement for first aid provision in our facility and understand that we must ensure adequate arrangements are provided for dealing with emergency situations that require first aid. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place e.g. provision of First Aiders or ‘Appointed Persons’ (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that emergency procedures are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that all operatives are properly instructed and trained on the emergency procedures, personal protective equipment and other safety measures, e.g. ensuring that body fluids are cleaned up in the appropriate manner (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel.

HAZARD REPORTING

So as to encourage a proactive approach to health and safety within our organisation, we have implemented a hazard reporting procedure to enable employees to raise the awareness of hazardous situations which may cause harm. We have the facility to instigate control measures.

The measures will include:

- Establishing the means by which hazards that occur can be formally reported (information and **Hazard Log** forms can be found in the **Hazard Reporting** section of the **Safety Records**).
- Providing information and where necessary training to all personnel to enable them to identify hazards that occur and be able to report them.
- Ensuring that all hazards are brought to the attention of the line management concerned.
- Ensuring that hazards are promptly and properly dealt with.

Responsibility for reporting hazards rests with all employees. The responsibilities to ensure that satisfactory remedial action is undertaken rests with the line manager, who will undertake or delegate any remedial work, as is necessary, to ensure that the hazard is removed.

OCCUPATIONAL HEALTH

We recognise our duty to ensure the health and wellbeing of anyone who may be affected by our work activities. If our risk assessments deem it necessary, we will introduce procedures to monitor employees who are, or may be, exposed to health and wellbeing risks whilst carrying out their work activities. We recognise our employees may require referring for health screening as part of a health surveillance programme. In some instances (some chemical, biological and physical agents) this is a mandatory requirement. We have the facility to instigate control measures.

The measures will include:

- Hazards that have the potential to cause ill health to our employees, or anyone who may be affected by our work activities, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessments Manual**. These assessments will identify any occupational health issues that require controlling.
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. diseases, allergies or previous ill health conditions) that may affect their health and ability to undertake their normal work activities.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

PURCHASING

We recognise we have a specific obligation to ensure certain equipment and machinery meets a specified design standard. This includes machinery guarding and equipment such as personal protective equipment. We have the facility to instigate control measures.

The measures will include:

- Ensuring that all products purchased for use in the workplace are suitable and sufficient for the purpose.
- Ensuring that relevant information, operating practices, safety information, storage information, disposal information etc is obtained from the suppliers / manufacturers.
- Ensuring that personal protective equipment meets the European Compliance standard (CE Marking).
- Ensuring that all hazardous substances are provided in the correct packaging, the correct labelling and material safety data sheets.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

RISK ASSESSMENTS

We understand the benefits of undertaking suitable and sufficient risk assessments. We also recognise we have a legal obligation to undertake risk assessments of all activities that pose a risk and are connected with our business undertaking. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (A full explanation of the risk assessment process and further guidance on specific assessment subjects, examples and working documents can be found in **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that the risk assessments are documented.
- Ensuring that the risk assessments are linked to the tasks.
- Ensuring that safe working practices are developed and implemented.
- Ensuring that the risk assessments are made available to the employees involved.
- Ensuring that those involved in risk assessment training are identified and recorded (training records can be found in the **Health and Safety Training** section of the **Safety Records Manual**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

TRAINING

We recognise the benefits of training within our organisation and the legal requirement to provide information, instruction and training. We have the facility to instigate control measures.

The measures will include:

- Identifying the tasks for which training must be provided to ensure that our employees achieve the necessary level of competence to carry them out.
- The provision of training in the use and / or maintenance of equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that the training provided is suitable and sufficient and carried out by competent persons. In some cases this requires approved certification.
- Ensuring that only properly trained and competent persons use the equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

WELFARE / WORKING ENVIRONMENT

We recognise our duty to provide a healthy working environment and suitable welfare facilities. These will include the provision of an adequately ventilated, well-lit workplace as well as sanitary conveniences and washing facilities. We have the facility to instigate control measures.

These measures will include:

- Ensuring an assessment is undertaken of the general workplace condition (information can be found in the **guidance notes**).
- Ensuring the workplace is adequately ventilated and temperature controlled where possible.
- Ensuring that the workplace lighting meets a satisfactory standard.
- Ensuring good housekeeping standards are maintained and waste is cleared on a regular basis, so as not to give rise to blocked access routes and possible slips, trips and falls etc.
- Ensuring that adequate sanitary conveniences, washing and changing facilities are provided as appropriate (information can be found in the guidance notes).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

ASBESTOS

We recognise we have a legal obligation to deal with asbestos in our facility due to inherent dangers involved. We realise we must identify areas within the facility that may contain asbestos so that we can prevent any inadvertent contact with the substance. We have the facility to instigate control measures.

The measures will include:

- Identification of asbestos in the workplace (information can be found in the **guidance notes**).
- Assessing the risks involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Removing asbestos if necessary (information can be found in the **guidance notes**).
- Establishing control measures (information can be found in the **guidance notes**).
- Training on control measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

CONTROL OF CONTRACTORS

We recognise we have a legal duty to control contractors who carry out tasks in our facility. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the contractor undertakes a risk assessment of the task to be done.
- Ensuring the contractor develops a method statement that meets our requirements.
- Ensuring that all maintenance work is carried out by suitably qualified and / or competent persons (contractors).
- Ensuring that contractors used to carry out work are suitably trained / qualified / competent to use the equipment that is required to carry out the work.
- Ensuring that all equipment provided and used by contractors is suitable for that use and is properly maintained.
- Ensuring that all work is carried out within the scope of a Permit to Work (information is available within the **guidance notes**).
- Assessing the risks involved and the control measures that are required to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that contractors wear the personal protective equipment that is required for the work being carried out and / or use of equipment.
- Providing information and instruction to all persons who may be affected by the work being carried out.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

DISPLAY SCREEN EQUIPMENT (DSE)

We recognise we have a legal duty to control work being carried out using DSE in our facility. We recognise that there are specific specifications we must adhere to when setting up DSE workstations. We must also identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the risks that may arise. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved (completed risk assessments can be found in the **Display Screen Equipment Assessment** section of the **Risk Assessments Manual**).
- Implementation of the control measures.
- Training on the use of display screen equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The provision of eye tests for DSE users (information can be found in the **guidance notes**).
- The provision of basic optical lenses where required.
- The provision of adequate natural breaks from the workstation.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

ABRASIVE WHEELS

We own and use abrasive wheels on our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as adequate guarding and information, instruction and training. We have the facility to instigate control measures.

The measures will include:

- Identification of the abrasive wheels in use in the facility.
- Assessing the risks involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Maintenance of abrasive wheels (information and maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that abrasive wheels kept in storage, are stored in the correct manner.
- Formal training on the use and setting of abrasive wheels (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

HAND TOOLS

We own and use several items of hand tools on our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as monitoring the condition, maintenance and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that hand tools, appropriate to the work being carried out, are provided.
- Maintaining the tools.
- Ensuring that faulty or defective tools are taken out of use and any repairs necessary are undertaken by a competent person (information can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of the tools and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

LIFTING EQUIPMENT

We own and use several items of lifting equipment and recognise due to inherent dangers involved and the statutory inspection requirements that there is a requirement to control the use of this equipment. We comply with the legislative requirements that apply to issues such as inspection / condition monitoring, correct storage and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that an inventory of all the lifting equipment is kept.
- Ensuring that the lifting equipment meets the design requirements for the task it is being used (information can be found in the **guidance notes**).
- Ensuring that a competent person correctly maintains the lifting equipment.
- Arranging inspection and examination by a competent person in accordance with the statutory requirements (information can be found in the **guidance notes**).
- Ensuring that faulty or defective equipment is discarded in the correct manner. This may require the equipment to be taken out of use to enable repairs to be undertaken by a competent person (information can be found in the **guidance notes**).
- Ensuring that, when appropriate, the Enforcing Authorities are informed in compliance with the regulatory requirements (forms for recording the issue can be found in the **Accidents, Incidents, Diseases or Dangerous Occurrences** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Formal training in the use of the lifting equipment and any personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

OFFICE EQUIPMENT

Our office has several items of electrical and mechanical equipment within it (e.g. printers, photo copiers, laminators and desk fans). We recognise due to the hazards associated with these items that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as condition monitoring and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that this equipment is only used by authorised personnel and is appropriate to the work being carried out (information can be found in the **guidance notes**).
- Maintaining the equipment so that its original design integrity is maintained.
- Ensuring that faulty or defective equipment is taken out of use and any repairs are undertaken by a competent person.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Training on the use of the equipment and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

HAZARDOUS SUBSTANCES

Our business requires contact with the use of hazardous substances. Due to the inherent dangers involved we recognise our duty to control the storage, handling and use of these substances. They may be purchased as a hazardous substance, produced as a result of our activities or exist in the form of microbiological hazards. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the purchased products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled to the recognised standard and are stored in the appropriate containers.
- Identifying the activities where hazardous products are generated as a result of the process and require control measures instigating. This will also include microbiological hazards (information is provided within the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

USE OF CHEMICALS

Due to the nature of our business we use and handle hazardous chemicals. Because of the inherent dangers involved we recognise our duty to control the storage, handling and use of these chemicals. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the purchased products used by employees and decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access the information on the associated hazards involved.
- Ensuring the hazardous chemicals are correctly labelled and stored in the appropriate containers (information is provided within the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use or contact (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

STORAGE OF HAZARDOUS SUBSTANCES

Our business undertaking requires us to store hazardous substances. Due to the inherent dangers involved we recognise our duty to control this storage, handling and transportation that is involved. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request from our suppliers a copy of the material safety data sheet (MSDS), this enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled in compliance with the current legislative standard and are stored in the appropriate containers this will include any microbiological hazards.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of handling (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.
- Ensuring that a spillage / release procedure is in place and all the necessary equipment to tackle the spillage / release is available.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

MANUAL HANDLING

Due to the nature of our business situations may arise whereby manual handling tasks become unavoidable. Where possible we discourage manual handling and provide suitable mechanised equipment. When an unavoidable situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Manual Handling Assessment** sections of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing and maintaining suitable and appropriate manual handling equipment (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on manual handling, the safe working practices, equipment and use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Implementing and monitoring the control measures.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

WORK RELATED UPPER LIMB DISORDERS (WRULD)

Although there are many forms of occupational health risk we recognise, due to the nature of our business, that situations may arise that may pose a significant risk of work related upper limb disorders. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Manual Handling Assessment** sections of the **Risk Assessments Manual**).
- Identifying the tasks that pose an occupational health risk.
- Assessing the risks involved and the control measures that need to be put into place. This may require a more detailed ergonomic assessment of the tasks involved. (information can be found in the **guidance notes**).#
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Due to the nature of our business situations may arise whereby the use of personal protective equipment becomes unavoidable. We realise that this should form the last resort as a control measure but this becomes the only viable option in many cases. When this situation arises we instigate control measures.

The measures will include:

- Providing suitable and sufficient personal protective equipment that meets European Standards (CE marking), (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use and maintenance of personal protective equipment and use of personal protective equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Providing appropriate storage for personal protective equipment (PPE) when it is not in use.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

SMOKING

We recognise that we have a duty to ensure non-smoking employees are protected from the inhalation of second-hand smoke (passive smoking). Therefore we do not allow smoking in our premises and instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures (a smoking policy can be found in the **guidance notes**).
- Providing information to all persons affected.
- Providing a non-smoking rest area for staff.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

STRESS IN THE WORKPLACE

Due to the nature of our business, it is foreseeable that situations may arise whereby workplace stress poses a significant health risk. We recognise our legal duty to ensure we control situations that are likely to heighten the risk of the condition. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures that have been identified.
- Ensuring that the workloads are not excessive.
- Ensuring that employees are provided with the necessary counselling and occupational health practitioner facilities when necessary (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

TRANSPORT

Due to the nature of our business transport is a major issue within our organisation. Due to the inherent dangers involved there is a requirement to control the pedestrian / vehicle interface. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all persons involved in our transport activities are appropriately trained and competent (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that all company transport is appropriately maintained and kept in a roadworthy condition (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that personnel involved in driving activities do so in accordance with relevant legislation (i.e. Road Traffic Act, Highway Code etc).
- Ensuring that safe working practices are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that our drivers do not use hand held mobile phones whilst they are driving (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

FORK LIFT TRUCKS

Our business requires us to use fork lift trucks. We recognise due to the inherent dangers involved with the day-to-day use of this work equipment, our legal duty to adequately manage the use and maintenance of this equipment. This includes the statutory inspection and training requirements. When this situation arises we instigate control measures.

The measures will include:

- Ensuring that any fork lift trucks are included in the lifting equipment inventory.
- Ensuring that fork lift trucks meet the design requirements for the task (information can be found in the **guidance notes**).
- Ensuring that a competent person correctly maintains the fork lift trucks.
- Ensuring that faulty or defective trucks are dealt with in the correct manner. This may require the fork lift truck to be taken out of use so as to enable repairs to be undertaken by a competent person (information can be found in the **guidance notes**).
- Ensuring that, when appropriate, the Enforcing Authorities are informed in compliance with the regulatory requirements (forms for recording the issue can be found in the **Accidents, Incidents, Diseases or Dangerous Occurrences** section of the **Safety Records**).
- Ensuring daily checks are undertaken and recorded before use.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Formal training in the use of the lifting equipment and any personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that adequate control measures are in place for the recharging of fuel cells (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

OCCUPATIONAL ROAD SAFETY

Due to the nature of our business we require our employees to drive on public roads. We recognise the associated hazards and the risks involved in the use of company vehicles, these include driving whilst tired and the use of mobile phones. To ensure we control these issues we have the facility to instigate control measures.

The measures will include:

- Ensuring that all our drivers hold a current, valid driving licence.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures required.
- Ensuring we provide our drivers with the necessary rules and procedural arrangements to deal with situations that may arise.
- Instructing our drivers not to use hand held mobile phones whilst driving.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

VIOLENCE

Due to the nature of our business, it is foreseeable that situations may arise whereby employees are exposed to a significant risk of abuse and violence. We recognise our legal duty to ensure we control situations that are likely to increase the risk of violence towards our employees. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring we provide adequate information, instruction and training to enable those that come into contact with the situations to deal with them (information can be found in the **guidance notes**).
- Implementing and monitoring the control measures that have been identified.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

VISITORS

Due to the nature of our business and the inherent dangers involved we realise our duty to control access to our facility by visitors. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and introduced by visitors and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all visitors read the safety and emergency rules that are relevant to them and sign the **Visitors Book** to say that they have done so.
- Ensuring that visitors are supervised at all times and are not allowed to wander around the premises by themselves.
- Ensuring that personal protective equipment is used where required.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

BUILDING SERVICES

We recognise our duty to ensure that the services (e.g. gas, electricity and water), provided for use within our facility are correctly installed and adequately maintained. We only use competent persons to install and maintain these facilities. To ensure we maintain control of these services we instigate control measures.

The measures will include:

- Identifying all the sources of supply.
- Ensuring that the supplies can be safely isolated and that procedures are in place to deal with emergency situations (information can be found in the **guidance notes**).
- Ensuring that only competent persons are allowed to undertake work on the supplies (information can be found in **guidance note 16 – Control of Contractors**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Liaising with the contractor / worker involved.
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

PREMISES

We recognise our duty to ensure that the structural integrity and decor of our premises meet the legal standards and they are maintained to the required standard. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

- Ensuring we monitor the premises to maintain standards (information can be found in the **guidance notes**).
- Ensuring that we only use competent persons to undertake work on our premises.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Liaising with the contractor / worker involved.
- Ensuring that safe working practices are developed and implemented, this will require contractors to provide adequate method statements.
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

SLIPS, TRIPS AND FALLS

We recognise our duty to ensure that the premises are maintained to an acceptable standard. This will involve good housekeeping and organisation. This is to ensure that situations do not arise that may cause slips, trips and falls on our premises. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

- Ensuring we monitor the premises and identify any actions necessary.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing information, instruction and training to all persons who might be affected within the facility.
- Providing signage to indicate the presence of the hazard.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

EMPLOYEE RESPONSIBILITIES, RULES AND PROCEDURES

Introduction

Employee Safety Handbook

INTRODUCTION

We recognise our duty to provide our employees with the necessary information, instruction and training as is required by health and safety legislation.

We provide our employees with an Employee Safety Handbook which informs them of their duty to ensure their own health and safety as well as those who may be affected by their actions, as is required by health and safety legislation.

The Employee Safety Handbook contains the following:

- The Health and Safety General Policy
- The management organisational structure
- The management responsibilities and monitoring procedures
- List of specific arrangements which affect the organisation
- Rules and regulations to which the employee must adhere

We believe our employees are an important asset to the organisation and we will ensure that health and safety standards are introduced and maintained.

A copy of the Employee Safety Handbook is provided within this Policy and establishes the employees' legal responsibilities and how to achieve them.