



# HEALTH AND SAFETY POLICY

Fastsource Limited  
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West Yorkshire  
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Accredited Contractor  
[www.chas.gov.uk](http://www.chas.gov.uk)

## REVIEW AND AMENDMENTS RECORD

Review of the safety management system and policy will take place periodically and at least annually. We will communicate any changes to the staff affected and implement any new arrangements or requirements.

<b>Date of Review</b>	<b>Brief Description of Changes</b>
<b>November 2009</b>	<b>New Policy provided and issued</b>
<b>April 2014</b>	<b>Policy reviewed, revised &amp; amended</b>
<b>May 2015</b>	<b>Annual Review and Update</b>
<b>July 2016</b>	<b>Annual Review and Update</b>
<b>September 2017</b>	<b>Annual Review, Update &amp; Issue of new H&amp;S File</b>

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# **FASTSOURCE LTD.**

## **HEALTH AND SAFETY POLICY STATEMENT**

The Health and Safety at Work Act 1974 requires the employer to prepare, and as often as may be appropriate revise, a written statement of the general policy with respect to the health and safety at work of employees.

The Company acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the Health, Safety and Welfare of all its employees and others affected by our undertakings. This statement and manual will be brought to the attention of all employees and formally reviewed at least once every twelve months. Any revisions or new legislation / regulations will be effectively communicated to all relevant persons.

The Company will take steps, so far as is reasonably practicable, to meet its statutory health and safety responsibilities, paying particular attention to:-

- The provision and maintenance of all buildings, plant and work equipment.
- The provision of adequate facilities to enable the safe handling, storage and transportation of articles and substances related to our work activities.
- The provision of sufficient information, instruction, training and supervision to enable the Company's employees to avoid hazardous situations and contribute positively to their own health and safety at work.
- The provision of safe access and egress to and from the workplace.
- The provision and maintenance of a healthy working environment including the adequacy of welfare facilities.
- The inclusion of health and safety into the planning, organisation, controlling, monitoring and review arrangements of our management systems.
- The use of suitable and sufficient risk assessment techniques to assess the health and safety risks applicable to our employees and others who may be affected by our work activities.

The Company regards the promotion of health and safety measures as an integral part of our framework. To achieve this aim, both Management and Employees will actively work together to comply with the following goals:-

- Accidents and incidents at work will be minimised through the promotion of high safety standards.
- Continuous liaison and communication between Management and Employees to facilitate the safety review process.



- Risk assessments of health and safety issues will be applied to all existing work activities and also when planning new work processes or activities.

**Signed** \_\_\_\_\_  
**Title**        **Company Director**  
**Company**   **Fastsource Ltd.**  
**Date**        15-1-18

## ORGANISATION AND RESPONSIBILITIES

Overall and ultimate responsibility for health and safety within the Company rests with the Managing Director and Company Directors. It is the responsibility of everyone in our organisation to co-operate in providing and maintaining a safe working environment.

## **RESPONSIBILITIES**

Health and Safety matters are a management responsibility that rank equally with responsibilities in other areas of the business. Prime responsibility will therefore rest with the Managing Director, Mr Keith Blasket snr.

To assist in implementing this policy, certain duties have been delegated to individual members of staff to ensure that we are managing health and safety effectively.

## **MANAGING DIRECTOR**

The Managing Director accepts that health, safety and welfare at work are matters of vital concern to management and employees. He is ultimately responsible for ensuring that all reasonably practicable steps are taken to:

- Provide a healthy and safe working environment.
- Implement healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- Train employees to work efficiently and safely with a clear understanding of hazards and the necessary preventive measures.
- Provide adequate arrangements for communication and consultation between management and employees on health and safety matters.

He will ensure that Company Directors:

- Understand and implement the company's Health and Safety Manual.
- Are aware of their safety responsibilities and follow recognised procedures where these are laid down.
- Undertake periodic checks to ensure that procedures are being followed.

## **COMPANY DIRECTORS**

The Company Directors Keith Blasket, Nikki Blasket and Jean Blasket are responsible for:

- Being familiar with the company's Health and Safety Manual.
- Ensuring that employees under their control understand and implement the company's Health and Safety Manual.
- Ensuring that adequate supervision is available at all times, particularly where young or inexperienced workers are involved or new processes are being introduced.
- Ensuring that risk assessments are undertaken for all hazardous work activities.
- Ensuring that safe systems of work are operated within their area of responsibility and that systems of work dealing with complex or hazardous operations are recorded and readily available.
- Ensuring that health and safety issues are always considered at the planning stage of all projects to minimise risks during the project, commissioning, and operating of the completed project.
- Ensuring that regular site inspections are undertaken for the purpose of checking compliance with agreed standards.
- Ensuring that employees comply with relevant health and safety legislation and follow approved procedures and systems of work.
- Assisting employees in resolving any health, safety or welfare problems referred to them.
- Ensuring that details of all accidents resulting in injury are properly recorded, investigated and, if necessary, reported to the appropriate authority.
- Ensuring that employees receive appropriate training or instruction for the tasks they are expected to undertake.
- Ensuring that information regarding health and safety matters is communicated to employees under their control.

## COMPANY SECRETARY

The Company Secretary, Jean Blasket is responsible for:



- Evaluating possible loss or damage to company property or assets, and risks to the public arising from the company's activities.
- Ensuring that all liability is covered by insurance and advising the Managing Director the extent to which risks are acceptable, whether insured or not.
- Reviewing insurance and loss record periodically and advising the Managing Director when action is necessary to correct adverse trends.
- Ensuring current copies of Employers Liability Insurance Certificates are distributed to all locations for display on notice boards.

## **MANAGERS / SUPERVISORS**

Works Managers and Supervisors, Andrew Burley, Simon Astley, Mark Kaye and Jonathan Cave are, in addition to any duties set out in this document or elsewhere, responsible for:

- Being familiar with the company's Health and Safety Manual.
- Demonstrating personal involvement and support to ensure the company's Health and Safety Manual is effective and maintained.
- Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
- Ensuring employees under their control are aware of action to be taken in the case of fire, accident or illness.
- Ensuring that good standards of housekeeping are maintained.
- Ensuring that all safety devices are correctly fitted, adjusted and maintained in good working order.
- Ensuring employees under their control are adequately trained and fully aware of the hazards associated with any task to which they are deployed.
- Ensuring employees under their control use the specified personal protective equipment and it is maintained in good order.
- Monitoring standards of health and safety in their section and ensuring that safe systems of work are being properly followed.
- Initiating disciplinary procedures should any employee disregard the safety rules.
- Reporting and investigating all accidents in their area and taking action as necessary to prevent a recurrence.



- Communicating any health, safety and welfare issues to employees under their control.

## EMPLOYEES

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following the Company's safety rules, they will be helping to comply with our legal duties and contributing to the safe running of our workplace.

All employees of Fastsource Ltd. as a term of their Contract of Employment must comply with the duties placed upon them under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee and/or an attitude of non co-operation may lead to disciplinary action.

Health and Safety breaches, which endanger the life of any person, or which create a risk of injury will be classified as gross misconduct making the employee liable to dismissal.

All employees have the responsibility for:

- Taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their acts or omissions.
- Co-operating with management to enable them to fulfil their statutory duty.
- Observing all relevant Company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work.
- Not being under the influence of any alcohol, illegal or prescribed drugs that impair their ability to work in a safe manner.
- Using the personal protective equipment, clothing or safeguards provided.
- Ensuring that personal protective equipment is stored correctly and kept in good condition.
- Immediately reporting any conditions or practices appearing likely to jeopardise health or safety.

- Ensuring they only operate machinery or use equipment where they have received appropriate training and are authorised to do so, using all necessary guards and safety devices.
- Ensuring that any damaged work equipment is reported immediately and removed from service until it is repaired.
- Conducting themselves in an orderly manner while on company business and being alert for obstacles and other hazards, and refraining from any form of horseplay.
- Reporting all accidents, whether or not any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others.
- Maintaining a good standard of housekeeping at the place of work.

## **ARRANGEMENTS**

# **ACCIDENT/INCIDENT REPORTING AND RECORDING**

It is our policy to:

- Record all injuries in the approved Accident Book and instruct employees on the procedure to be followed.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents (including those involving non-employees) detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.

The company accident / incident reporting procedures gives more information on the actions to be taken in the event of an accident.

## COMMUNICATION AND CONSULTATION

The Company acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on health and safety matters. In particular the company will consult on:

- Introducing any new measures in the workplace that may affect the Employee's health and safety e.g. new equipment, new work procedures.
- Informing employees of the Company's competent persons.
- Providing health and safety information as required by other legislation
- The planning and organisation of health and safety training.
- Any health and safety consequences of the introduction of new technologies into the workplace.

Consultation will be carried out directly with employees, either individually, or in groups. Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:

- Conversations with individuals.
- Staff meetings.



- Information displayed on notice boards.
- Internal publications and memos.

Where the company employs or sub-contracts foreign nationals or non-English speaking staff, the non-english speaking policy and procedure will be implemented.

We will also ensure the following are prominently displayed:-

- The 'Health and Safety Law - What You Should Know' poster.
- Our current Certificate of Employers' Liability Insurance.
- Our Health and Safety Policy Statement.

## **CONSTRUCTION DESIGN AND MANAGEMENT**

The company acknowledges its responsibilities as a 'Contractor' or 'Principal Contractor' under CDM. We recognise that we have a key part to play in ensuring that the site is a safe and healthy place to work.

When working as a 'Contractor' on projects, the company will ensure that:

- We plan, manage, supervise and monitor our work to ensure employees under our control are safe.
- Anyone we employ is competent and adequately resourced to address the health and safety aspects of their activities.
- Sufficient time is allocated and notified to sub-contractors to allow them to plan and prepare before starting their work on site.
- We provide workers with relevant health and safety information including adjacent contractor operations, site-specific induction and reporting arrangements in case of problems or emergency.
- We cooperate with the principal contractor, principal designer and others working on the project.
- Inform the principal contractor about risks generated by our work.
- Provide details to the principal contractor of any sub-contractor whom we engage to complete works.
- Comply with reasonable directions from the principal contractor and rules included in the health and safety plan.

- Inform the principal contractor of any identified problems with the plan or risks identified during our works that may not be adequately managed.
- Inform the principal contractor of any accidents or dangerous occurrences notifiable under RIDDOR.
- Provide information for inclusion in the health and safety plan and ultimately within the health and safety file where appropriate.

When acting as 'Principal Contractors' on projects, we will ensure that:

- Clients are aware of their duties, that a principal designer has been appointed and that the project has been notified to the HSE if required.
- The construction phase is appropriately planned, managed and monitored, with adequate resources and competent site management.
- Sub-contractors are provided with relevant health and safety information and sufficient time to allow them to plan and prepare to carry out their work safely and without risk.
- There is coordination and cooperation between contractors.
- The construction phase health and safety plan is prepared before work commences, developed in conjunction with designers and contractors, implemented and updated as work progresses.
- Contractors and designers employed are competent and adequately resourced.
- Adequate welfare arrangements are available for the duration of construction works.
- All reasonable steps are taken to prevent unauthorised access to site.
- Site rules are prepared and enforced.
- The principal designer is involved in design decisions of either temporary or permanent nature throughout the construction phase.
- The relevant information for inclusion in the health and safety file is provided in the agreed format.
- All workers on the site have received appropriate health and safety induction, information and training.
- The workforce is consulted on health and safety matters.
- The HSE project notification is displayed.

## CONTRACTORS - APPOINTMENT AND MANAGEMENT

The company will implement a robust selection and control procedure to manage the use of contractors within our activities.

It is our policy to:

- Assess, as far as is reasonably practicable, the competence of Contractors prior to finalising contractual agreements.
- Whenever possible, use Contractors that are members of a trade association relevant to their work.
- Request Health and Safety information and Insurance details from the Contractor that is relevant to their activities. This will include risk assessments and method statements for work entailing significant risk.
- Establish rules and guidelines for Contractors activities including the prohibitions relating to the use of any of the Company's facilities, plant or equipment unless authorised.
- Provide information on our activities that may present a hazard to Contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Agree routes to and from the work sites and welfare facility access.
- Stop Contractors working immediately if their work appears unsafe, and ensure staff report any concerns to a Manager immediately.



## CONTROL OF ASBESTOS

The Company acknowledges its obligations under The Control of Asbestos Regulations 2012 and it is our policy to:-

- Take reasonable steps to identify asbestos containing materials in premises and check their condition.
- Presume materials contain asbestos unless there is strong evidence to suppose they do not.
- Keep an up to date written record of the location and condition of the asbestos containing materials.
- Assess the risk of exposure to asbestos containing materials.
- Prepare and implement a plan to manage the risk.
- Provide appropriate asbestos awareness training for our demolition / excavation staff.

Prior to commencing work at any site, details of asbestos within the location of the proposed works must be ascertained from the client and communicated to all persons so that a safe system of work may be developed.

If asbestos is discovered or damaged at any time, the senior person present will:-

- Stop the work immediately;
- Clear all persons from the immediate vicinity and ensure the area is safe;
- Minimise the spread of contamination to other areas;
- Notify the Client and Managing Director for further instructions.

On no account will the Company undertake works which may result in employees or others being exposed to or, coming into contact with unprotected or disturbed asbestos.

## CONTROL OF NOISE AT WORK

The Company recognises its obligations under the Noise at Work Regulations and aims to ensure that the risks associated with employee exposure to noise are reduced to the lowest extent practicable. It is our policy to:

- Ensure noise generating plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather noise emissions information from plant and machinery manufacturers and suppliers to establish generated levels.

- Undertake regular noise assessments, and compare those with the exposure action values and limits assigned under the Regulations.
- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated noise levels.
- Define zones / activities where hearing protection is required.
- Provide employees with adequate hearing protection and instruct them in its use and maintenance where elevated noise levels are recognised and cannot be reduced or eliminated via engineering methods.
- Ensure employees are provided with appropriate health surveillance where required.
- Ensure that noise emissions are considered at the purchasing of any new plant and equipment.

**Employees will be made aware that:-**

- They can request hearing protection in areas where the noise level is between 80 – 85 dB (A) but that the wearing of hearing protection is not compulsory.
- They have a duty to wear hearing protection in areas where the noise level is at or exceeds 85 dB (A).

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Company acknowledges its obligations to control exposure to hazardous substances and prevent ill health by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The Company will take appropriate measures to protect employees and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of the Company. It is our policy to:

- Ensure that detailed assessments are undertaken of all substances used that have hazardous properties, to identify possible harmful effects and the control measures required.
- Maintain an inventory of all substances used and of assessments undertaken, and keep up to date manufacturer's safety data sheets, where appropriate.



- Ensure employees are aware of the risks to health identified in the assessments and are aware of the precautions necessary to reduce or eliminate any potential risks to health.
- Ensure no new substances are introduced into our work activities before an assessment of the risk is carried out.
- Monitor exposure to hazardous substances, and undertake appropriate forms of health surveillance, where necessary.
- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances, and fulfil our legal duties in relation to statutory examinations, where required.

Wherever risks to health are identified, the Company will adopt the most effective precautions available in accordance with the 'hierarchy of control measures' defined within the regulations.

## **CONTROL OF VIBRATION AT WORK**

The Company recognises its obligations under the Vibration at Work Regulations and aims to ensure that the risks associated with employee exposure to vibration are reduced to the lowest extent practicable. It is our policy to:

- Ensure vibration generating tools, plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather vibration emissions information from tools, plant and machinery manufacturers and suppliers to establish generated levels.
- Undertake regular vibration assessments, and ensure that vibration levels are considered at the purchasing of any new tools, plant and equipment.
- Take all reasonably practice measures to reduce or eliminate employee's exposure to vibration.
- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated vibration levels.
- Ensure employees are provided with appropriate health surveillance where required.



## DISPLAY SCREEN EQUIPMENT (DSE)

The Company acknowledges its obligations under The Health and Safety (Display Screen Equipment) Regulations 1992 to assess Employee's workstations and reduce risks associated with DSE use. It is our policy to:

- Carry out a specific risk assessment of each workstation, taking into account the DSE, the work station, the working environment and the user.
- Identify 'Users' of DSE as defined under the DSE Regulations.
- Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.
- Advise employees of the findings of the assessment on their own workstation.
- Advise "Users" of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at the Company's expense, when they are required specifically for using DSE.
- Provide information and training for employees on the risks to health from using DSE and how to avoid them.

## FIRE SAFETY

This policy statement sets out what Management and employees must do to ensure, so far as reasonably practicable, that satisfactory fire precautions are achieved and maintained, and that the Company complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005. It is our policy to:

- Assess the risks from fire at our premises and sites, and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, fire fighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.

- Train and instruct employees in fire safety including the carrying out of fire drills.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.

When working at client's sites, all employees will ensure they are aware of, and comply with the requirements of the client's fire safety arrangements and emergency procedures. This will usually be communicated to the workforce via site induction or tool box talks. All employees have a responsibility to ensure they do not, by their acts or omissions, create or increase the risk of fire occurring.

## **IN THE EVENT OF DISCOVERING A FIRE**

**On discovering a Fire** - Raise the alarm by shouting or sounding the air horn.

**Evacuation** - On hearing the fire alarm leave the area via nearest safe exits and assemble in the designated area which is:-

Adjacent to the main entrance gates.

If possible close all doors and windows as you leave but do not attempt to collect personal belongings.

**Roll Call** - The designated Fire Marshall or senior person on duty will carry out a roll call of those present. This will include visitors, contactors and guests by use of the visitors log book.

**Alerting Emergency Services** - The Fire Marshall or senior person on duty will ensure the emergency services are telephoned to request the Fire and Rescue Service, stating the company, address, department and apparent nature of the fire.

**Re-Occupation** - The senior person on duty will decide if the building may be re-occupied. If the Fire Service has been called this may only be sanctioned with agreement from Fire Officer.

**Fire Fighting** - Ensure you know the location of the nearest portable fire extinguisher. Only attempt to tackle a fire if you have been trained in how to use the equipment and if it is safe to do so, do not put yourself in danger.

## **FIRST AID AT WORK**

The company recognises its obligations under the Health and Safety (First-Aid) Regulations 1981 and realises that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of



our employees, we may reduce the immediate impact of any accident. It is our policy to:

- Appoint and train sufficient numbers of first aid personnel to undertake duties of 'Appointed Persons' and/or qualified 'First-Aiders'.
- Provide and maintain suitable and sufficient first-aid equipment.
- Ensure that first-aid equipment and personnel are readily available.
- Provide additional training for first-aid personnel as necessary to take into account any specific hazards.
- Communicate the arrangements made for First Aid to all employees.

First Aid provision has been made by Fastsource Ltd. and the following personnel and equipment are available:

<b>Persons/Equipment</b>	<b>Name/ Location</b>
First Aider/Appointed Persons	Simon Astley – Site works
First Aider/Appointed Persons	Ben Hodgkin - Workshop
First Aider/Appointed Persons	Jeanette Pickering - Office
First Aid Kit	Office and workshop
Accident Book	Office

The Company will ensure that all 'First Aid' containers are routinely inspected by a competent person and that the contents are regularly re-stocked.

## HAZARD REPORTING

Where employees have concerns regarding their own health, safety or welfare they shall, in the first instance, raise the matter with their immediate Manager or Supervisor. Where appropriate the Hazard Report Form system may be used to confirm the concerns or action to be taken. It is our policy to:

- Have an effective system for the reporting of hazards found by employees in their workplace.
- Ensure all reported hazards are dealt with expediently and efficiently.
- Check that appropriate action has been taken following receipt of a hazard report.
- Train employees to verbally report the following circumstances immediately:
  - Discovery of a fire.
  - Ineffective, defective or missing guards.
  - Damaged or ineffective personal protective equipment or clothing.



- Faulty equipment that cannot be operated safely.
- Insufficient training or information to carry out their work safely.
- Spillage of a hazardous substance.
- Accidents, incidents or potential dangerous occurrences.

## **HEALTH SURVEILLANCE**

The company will, in circumstances where the type of work, or the risks encountered, warrant it, ensure that employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety. The appropriate level, frequency and method of health surveillance will be determined by the risk assessment process. In certain circumstances this may require the assistance of a qualified medical practitioner. The company will ensure that for all health surveillance undertaken, a health record is retained and maintained throughout an employee's employment.

## **LONE WORKING**

The Company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

An assessment of the risks of working alone will be carried out and a safe system of work produced in which particular consideration will be given to:-

- The remoteness or isolation of workplaces.
- The health and suitability of the lone worker.
- Means of regular communication.
- The hazards and risk involved in the work.

## **INFORMATION AND TRAINING**

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised which will include the required ability of employees for undertaking lone working, provision of first aid, suitability of equipment, communication procedures and

awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to Management.

## **MANUAL HANDLING OPERATIONS**

The Company acknowledges its obligations under the Manual Handling Regulations and it is our policy to:

- Avoid, so far as is reasonably practicable, the need for employees to carry out any manual handling tasks that involve a risk of being injured.
- Carry out an assessment of any manual handling tasks which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries so far as is reasonably practicable.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform and train employees as appropriate.

## **MONITORING, EVALUATION AND REVIEW**

The Company recognises the importance of monitoring, evaluating and reviewing its safety management processes to ensure that performance standards and specified objectives are met. It is the policy of the company to carry out a formal review of the policy and the safety management system at least annually. This review will consider data from both active and re-active sources.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The Company acknowledges its obligations under the PPE Regulations and seeks to ensure that where the risks cannot be controlled by other means, personal protective equipment (PPE) is correctly selected and used. It is our policy to:

- Provide PPE free of charge where a risk assessment concludes that personal protective equipment is required.
- Ensure all PPE will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide PPE that conforms to relevant European standards and is 'CE' marked.



- Provide employees using PPE with relevant information and training enabling them to make proper effective use of PPE.
- Supervise and monitor employees to ensure the PPE is being used correctly.
- Keep a record of all PPE issued.

It is the responsibility of an employee to use, store and maintain PPE in accordance with the training provided, and to report any loss or defect immediately.

## **RISK ASSESSMENT**

The company acknowledges that the identification, evaluation, assessment and reduction or control of risk in the workplace is essential. It is our policy to:

- Identify those hazards arising out of our activities by ensuring all aspects of our work are reviewed, including routine and non-routine activities.
- Appoint a Competent Person or persons to carry out suitable and sufficient risk assessments of our activities.
- Identify, prioritise and implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.

## **INSTRUCTION, INFORMATION & TRAINING**

Adequate training and instruction are essential to ensure that employees are able to work efficiently and safely. The company will take account of employees' capabilities, level of training, knowledge and experience when allocating work, and decide the level of competence needed to carry out a job safely. It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
  - Induction training for all new employees.
  - Information on our Health and Safety policies and procedures.



- Work activity training relevant to the Employee, including the use of any equipment.
- Refresher training where necessary.
- Consider employee training needs before introducing new machinery or processes.

## **WELFARE AND WORKPLACE**

We recognise that a safe and healthy work environment is not only a legal requirement under The Workplace (Health, Safety and Welfare) Regulations 1992, but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives. It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.
- Ensure the workplace, its equipment, services and facilities are appropriately maintained.
- Provide and maintain adequate welfare facilities:

## **WORK AT HEIGHT**

The Company recognises its obligations under the Work at Height Regulations and it is our policy to ensure that:

- Activities entailing work at height are avoided wherever possible.
- The risks from work at height are assessed, and appropriate work equipment is selected and used.
- All work at height is properly planned, organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- Where working at height cannot be avoided that we follow the hierarchy for managing risks by using work equipment or other measures to prevent falls,

giving preference to collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses).

- Where the risk of a fall cannot be eliminated, that we use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Appropriate measures are taken to prevent materials and equipment being used or stored at height falling or collapsing.
- Appropriate plans are devised for emergencies and rescue where identified by the risk assessment process.
- All those involved in work at height are competent and have been trained in the use of the equipment identified for that work (or, if being trained, is supervised by a competent person). Supervision will be provided proportionate to the competence of those undertaking the work and the level of risk identified in the assessment.
- All equipment for work at height is regularly inspected and maintained to ensure that it is safe to use and where appropriate, marked to indicate when the next inspection is due.

## WORK EQUIPMENT

The Company recognises that work equipment can present hazards and risks to all our employees, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised. The Company shall ensure that all work equipment is installed, maintained and used according to the requirements of The Health and Safety at Work Act 1974, The Electricity at Work Regulations 1989, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and other relevant legislation. It is our policy to:

- Undertake risk assessments of all work equipment in order to identify hazards arising from its operation, and establish the control measures necessary to minimise the risk.
- Ensure that work equipment we provide for employees is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, examined, inspected and tested as required, and retain appropriate records.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, instruction, training and supervision where appropriate to all employees who use work equipment.
- Ensure that all work equipment is CE marked where relevant.



- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards including all necessary markings and warnings.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop and emergency stop controls, are provided where necessary, are suitable for the equipment and location and are safe.
- Provide suitable means of isolating work equipment from sources of energy.
- Ensure that all hired-in work equipment is obtained from reputable firms only and is provided with any relevant certification and documentation concerning its safe operation.

The company will ensure that all guards and any other safety devices fitted to work equipment are routinely checked and kept in working order..

Appropriate preventative maintenance will be carried out for all work equipment in accordance with manufacturer's instructions. Records of all maintenance and servicing will be retained.

Work equipment requiring statutory 'thorough examinations' such as lifting equipment and pressure systems will be thoroughly examined by a competent person at regular intervals specified in law or according to an examination scheme drawn up by a competent person. Comprehensive records of all inspection reports will be retained.

## **WORK RELATED DRIVING**

With reference to the driving of company vehicles on the road and on site, it is our policy to:

- Maintain all Company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants, and other road and site users at all times.
- Ensure that employees who drive vehicles in the course of their work comply with traffic legislation and demonstrate safe, efficient driving habits at all times.
- Ensure that employees are trained, competent and authorised to drive and operate company vehicles in the course of their work.