HEALTH AND SAFETY POLICY

MW Fire Ltd

- Health and Safety Statement of Intent
- Health and Safety Management system
- Organisation and Managerial Responsibilities
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- Distributing Safety Information
- Arrangements for the Operational Framework
- Inspections and Assessments
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Health and Safety Administration
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HEALTH AND SAFETY POLICY

INTRODUCTION

MW Fire Limited (n.b. hereinafter referred to as 'the Company') is committed to ensuring the safety of its employees, subcontractors, clients and customers, visitors, members of the public, and anyone else who may be affected by our business operations.

Work will be conducted to British industry standards and in accordance with The Health and Safety at Work etc. Act 1974; The Management of Health & Safety Regulations 1999; and all other pertaining legislation, regulations, and codes of practice, so far as is reasonably practicable.

The Company will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow workers to perform their job safely, i.e. without risk to health. Employees will be consulted on health and safety matters at various levels, for example, at the monthly management meetings. Additions, updates and changes to health and safety policy, methods and systems, will be communicated to employees and sub-contractors, and also when new and unfamiliar equipment or methods of working are introduced in the workplace.

The dissemination of health and safety information includes a broad spectrum of work related topics. The general activities at work will be assessed and suitable equipment and risk controls selected. Information relation to employees will be confidential and treated under Data Protection 2018 or UK GDPR guidance, and be kept securely for five years, or in the case of health surveillance for forty years.

This Health and Safety Policy is based on the previous versions that were provided by third party providers of health and safety services. It has been revised extensively over time and now forms a bespoke backbone of the Company's health and safety commitment and strategy. This policy, as all other policies, will be reviewed yearly and compared with amended legislation, new regulations, and evolving industry guidance (i.e. ACOP). The effective date of this policy is given in the head of page 1, i.e. this page.

Marshall Walker
Managing Director
MW Fire Ltd

Elizabeth Walker
HR Manager
MW Fire Ltd

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Health and Safety Policy version 1 Citation version	2019
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1.0 P01 HEALTH AND SAFETY STATEMENT OF INTENT

As a responsible employer MW Fire Limited recognises and accepts the legal duties to ensure, so far as is reasonably practicable, the health, safety, and welfare of our employees whilst at work. This Statement of Intent is reviewed annually along with all Company policies and other associated controlled documents.

We acknowledge our responsibility towards the health and safety of members of the public, contractors, and visitors who could be affected by our actions or omissions and it is therefore our policy to ensure :

- the provision and maintenance of vehicles, plant, machinery, equipment and safe systems of work, are without risk to health;
- the provision and maintenance of arrangements for the handling, storage, transport, use and disposal of articles and substances, are safe and without risks to health;
- the provision of information, instruction, training and supervision as is necessary to secure the health, safety and welfare of all employees whilst at work, is implemented and communicated.

We will ensure that there are effective channels for communication within the Company structure and that responsibilities for health and safety are rightly assigned and fulfilled in order to promote all aspects for a safe working environment. This will include the provision of adequate welfare facilities. Suitable and sufficient risk assessments will be undertaken considering all areas of work and the control measures put in place as necessary, so that the working environment remains safe without risk to health.

While the Company will ensure a reasonable level of health, safety and welfare for its employees and subcontractors, we also recognise that to achieve the aims set out in this statement, the assistance and co-operation of employees and subcontractors where applicable, is essential to achieve these goals and therefore it is a requirement for every individual at work to :

- protect the health and safety of themselves and other persons who might be affected by their acts or omissions and co-operate with supervisory staff to enable health and safety requirements to be met;
- be competent in their role working in industrial, commercial and domestic settings and in selecting and using the correct and appropriate equipment;
- not misuse or intentionally damage or deface any item provided in the interests of health and safety.

Marshall Walker
Managing Director
MW Fire Ltd

Elizabeth Walker
HR Manager
MW Fire Ltd

2.0 HEALTH AND SAFETY MANAGEMENT SYSTEM

The Management of Health and Safety at Work Regulations 1999, (Regulation 5), requires the company to have suitable arrangements in place for health and safety, which should be integrated within an existing management system as far as possible to ensure compliance and effective control of relevant Health & Safety legislation, as it applies to the business.

The Health and Safety at Work etc. Act 1974, requires a relevant and up to date written Health and Safety Policy.

In compliance with the legal framework, the Company is effectively discharging its statutory duties with the implementation of safe systems of working, and in meeting the requirement of Section 2 (HASAWA) to hold this policy document; a copy of which, along with an associated employee handbook outlining the health and safety arrangements and organisational structure, are held at the Company's places of business.

2.1 Design and Implementation of Health and Safety

The Company is aware that in order to ensure this health and safety policy is maintained effectively; it is essential for all references and information to be accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the management of health and safety responsibilities, then a nominated person will advise on the updates necessary to this policy and disseminate that new information.

The health and safety policy and hence management system, require ongoing monitoring and a yearly review to keep up to date with legislation. In this regard, Health & Safety Administration sits at the heart of operations.

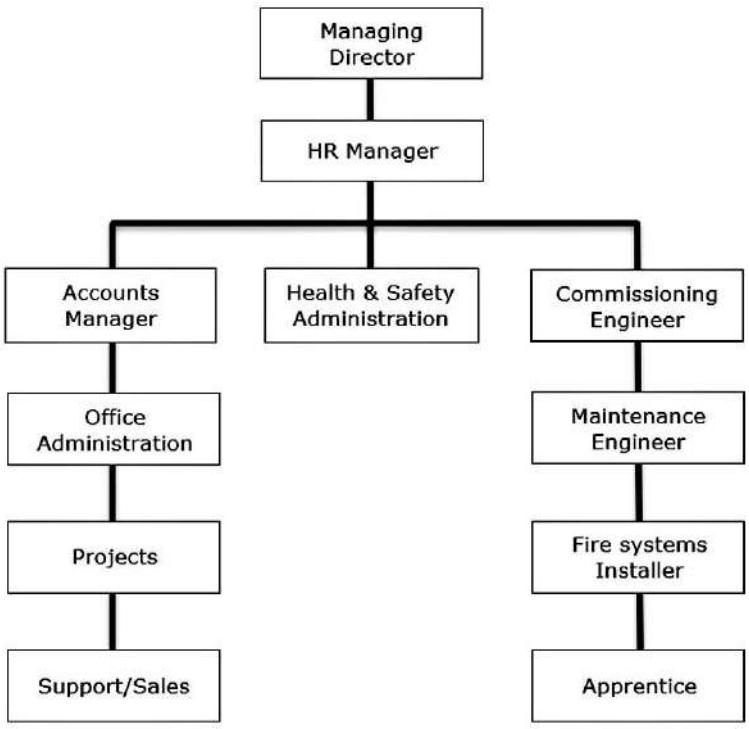


Diagram: Company management structure chart.

A significant part of an effective health and safety policy is the contribution from employees and subcontractors, who undertake Company work day-to-day. This is highly encouraged so the policy can reflect the reality on the shop floor. Items in this policy that may be inadequate or require further consideration, should be addressed to supervisory staff in the first instance, or taken up with office administration or Health and Safety Administration.

Employees and subcontractors have statutory duties to co-operate with the Company Health and Safety Policy and additionally in all matters concerning the health, safety and welfare of themselves and any other persons who may be affected by their acts or omissions whilst they are at work.

Why a health and safety policy is needed

Section 2(3) of the Health & Safety at Work etc. Act 1974, states:

"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy."

2.2 Integration of the policy and management system

This health and safety policy can be used as part of an effective Health and Safety Management System to ensure compliance with the law, health and safety guidelines, and codes of practice.

1. *Yearly Inspection*: The Company's Health and Safety Administration will inspect any physical and procedural weaknesses, typically reviewed in January, to identify any areas that need to be revised to comply with current regulations.

2. *Company Organisation Review*: As part of the yearly review, the Company management structure chart will be updated to reflect where responsibilities have changed.

3. *Company Policies and Health and Safety Documentation*: The Company commits to adhering to the policy statements including the control measures highlighted in risk assessments and the integrated safe working practices.

This health, safety and welfare policy revolves around six major components of health and safety regulations that support the **Health and Safety at Work etc. Act 1974**. These are:

- Workplace (Health, Safety, and Welfare) Regulations 1992
- Display Screen Equipment Regulations 1992 (DSE)
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (PPE)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Management of Health and Safety at Work Regulations 1999

2.3 Serious or Imminent Danger and Danger Areas

This section addresses Regulation 8 of the Management of Health & Safety at Work Regulations 1999, in relation to procedures for serious and imminent danger and for danger areas.

Regulation 8(1)a, requires appropriate procedures to be followed in the event of a person finding themselves in immediate danger, or for persons working in dangerous areas. Regulation 8(1)b requires the nomination of a person to implement these procedures, and Regulation 8(3) defines the competency level of the nominated person as:

"A person shall be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them properly to implement the evacuation procedures."

Danger areas are define in Regulation 8(1)c as:

"An area which it is necessary to restrict access to on grounds of health and safety unless the employee concerned has received adequate health and safety instruction"

In relation to the first part; no employee or subcontractor will be asked to work in dangerous conditions without due regard to health and safety. The **Human Resources Manager** as the nominated person, will ensure that new employees, during the induction process, are informed of the procedures for dealing with imminent danger and the location of firefighting equipment and call points. Namely, 1) they should stop any work and remove themselves to a safe area, and 2) in the event of a fire, they should leave the building by the escape route.

Managers and supervisors will not undertake work or instruct others where there is a risk of imminent danger without the correct levels of training, safe systems of work in place, and the risk assessed appropriate PPE having been issued.

An emergency can occur instantly, requiring persons to act without waiting for instruction, e.g. in a fire. All employees on arrival at new sites, including company offices, must familiarise themselves with the site's emergency procedures; knowing the locations of call points , firefighting equipment, escape routes and muster point. Under no circumstances should work activities take priority over safety considerations.

2.4 Disciplinary Rules

Health and safety is a critical factor to be taken in to account at all levels. To enable the Company to control it, a number of rules have been established. Failure to comply with these rules may result in disciplinary action being taken.

Employees may be dismissed for gross misconduct if, after investigation the company believes that the acted in any of the following ways: -

- Deliberately breaking any written safety rules.
- Removed or misused any piece or item of equipment, label, sign, or warning device that is provided by the Company (or its clients) for protection and safety.

- Found to be smoking in the workplace or in a Company vehicle.
- Failed to follow the established procedures for the use of lifting equipment in accordance with reasonable expectations from their professional training qualification.
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes, etc.
- Undertook any action that could interfere with an accident investigation.

Employee responsibilities: -

- To take care of the basic health and safety of themselves and others around them.
- To co-operate with the employer in health and safety matters and concerns.
- To not misuse or interfere with anything provided for health, safety and welfare.
- To report any identified hazards to the employer.
- To comply with clearly indicated and specific safety rules.
- To wear safety clothing or equipment as provided and required by a risk assessment.
- To conduct themselves in manner that does not create a potential risk of injury or danger to themselves or to anyone else.

Similarly, for employees there is a grievance process to resolve issues. Disciplinaries and grievances will be handled by administrative staff that have been appropriately trained.

The grievance procedure involves: -

- An employee should submit their grievance in writing to the Human Resources Manager or to the Managing Director if the complaint is in connection to the HR manager.
- A meeting will take place to discuss the issues raised in the grievance.
- A decision will be made and communicated to the employee.
- If the employee remains aggrieved they can appeal to the Managing Director in writing.
- The Managing Director's decision will be the Company's final arbitration.

2.5 Record Keeping

Section 388 of the Companies Act sets out the document retention period. Section 388(4) (a) and (b) requires that these documents are retained for a period of three years for

private companies and six years for public companies.

The Company will keep records of various assessments and inspections. These will be kept securely as well as confidential information for employees that will be treated in accordance with UK data protection legislation.

Such records will include: -

- Equipment Inspections
- COSHH Assessments
- Risk Assessments
- Staff Training and Induction Records
- Method Statements and Safe systems of work.
- Accident Book records

2.6 Complaints Procedure

The internal complaints handling procedures will receive complaints by any means and transpose to digital form for record keeping. Complaints will be held on Company records for five years. The Company will acknowledge the receipt of a complaint, consider it carefully, investigate further if necessary, and provide an appropriate and timely response.
A complaint can come from any part of the customer journey, or from employees about their working conditions. Some will be relating to safety, health and welfare, (e.g. no drinking water in canteen).

A complaint: -

- Will be accepted from employees, subcontractors, clients, members of the public.
- Can be made by any reasonable means (letter, telephone, e-mail or in person).
- Will be acknowledged in written form (i.e. letter or email).
- Will be investigated if further information is deemed necessary to make a decision.

The Company will: -

- Ensure that the person charged with handling the complaint will not be part of the complaint itself.
- The person charged with responding to complaints will have access to company resources and including being able to discuss the matter in confidence with the Managing Director.
- Will make the Company's complaints procedure available to you.

- Offer redress or recompense where appropriate.
- Handle a complaint in a timely manner. This means acknowledgement of the complaint, further responses, and a final decision shall be done in as short a time as is possible.
- Be transparent in its handling of a complaint, this means providing updates and information about any delays or difficulties in arriving at a definite decision.
- Give the reason for any notification of a further delay and indicate when a final decision might be reasonably expected.

To request a copy of the complaints procedure or initiate a complaint contact the office:

- Email: admin@mwfire.co.uk
- Telephone: 01296 393 293
- Website: www.mwfire.co.uk

2.7 Reporting Procedures

This arrangement provides guidance for the reporting and subsequent investigation of incidents, accidents, and near misses. An accident is an unplanned event that results in personal injury or damage to plant. A 'near miss' is any incident or accident which did not result in an injury.

It is the policy of the Company that all incidents, accidents, and near misses be reported and recorded so there is a record of the event, that can be investigated and used to review existing risk assessments and safe systems of working.

The Company will ensure that: -

- all reported accidents and incidents occurring on the premises or associated with business activities are recorded.
- appropriate first aid procedures are followed in the event of an accident.
- employees are adequately trained to perform Basic First Aid in the workplace.
- the Health and Safety Executive (HSE) are notified on the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm of any accident, dangerous occurrence and/or instance of work related ill-health that falls under these regulations.
- the risk assessments will be reviewed and, if necessary, further control measures will be introduced.

Reporting an incident or accident

To help in reducing accident occurrences employees and subcontractors must report them immediately when they happen. After the immediate concerns have been dealt with (e.g. first aid or going to hospital) an entry should be made in the accident book. Separate entries should be made for each injured person. It may be that the accident book of the

Principal Contractor is used to record the incident, in which case the Company should be provided with a copy and preferably the incident also recorded in the Company's accident book.

Wherever possible the injured person should be present when the entry is being recorded in the accident book and when the incident/accident report form is being completed. Records will be kept for a period of five years.

Employee responsibility:
An employee involved in, or aware of an incident/accident must follow the accident reporting procedure and inform the employer, either orally or in writing as soon as possible after the incident or accident occurs.

Hazard Reporting (See also Appendix A)

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

To reduce the likelihood of injury, reasonable steps are taken to address the identified hazards and reduce the risks to an acceptable level. This is done with risk assessments and training. The main objective of reporting and conducting investigations is to identify the underlying or common causes that are responsible, and prevent future occurrences.

Near Misses

These are hazardous incidents with the potential to cause an injury, e.g. employee tripped over a trailing cable but no injury occurred. Near misses are by far the greatest occurrence and largely go unreported. But, it is important to report near misses so that any trends can be identified before an accident inevitably happens.

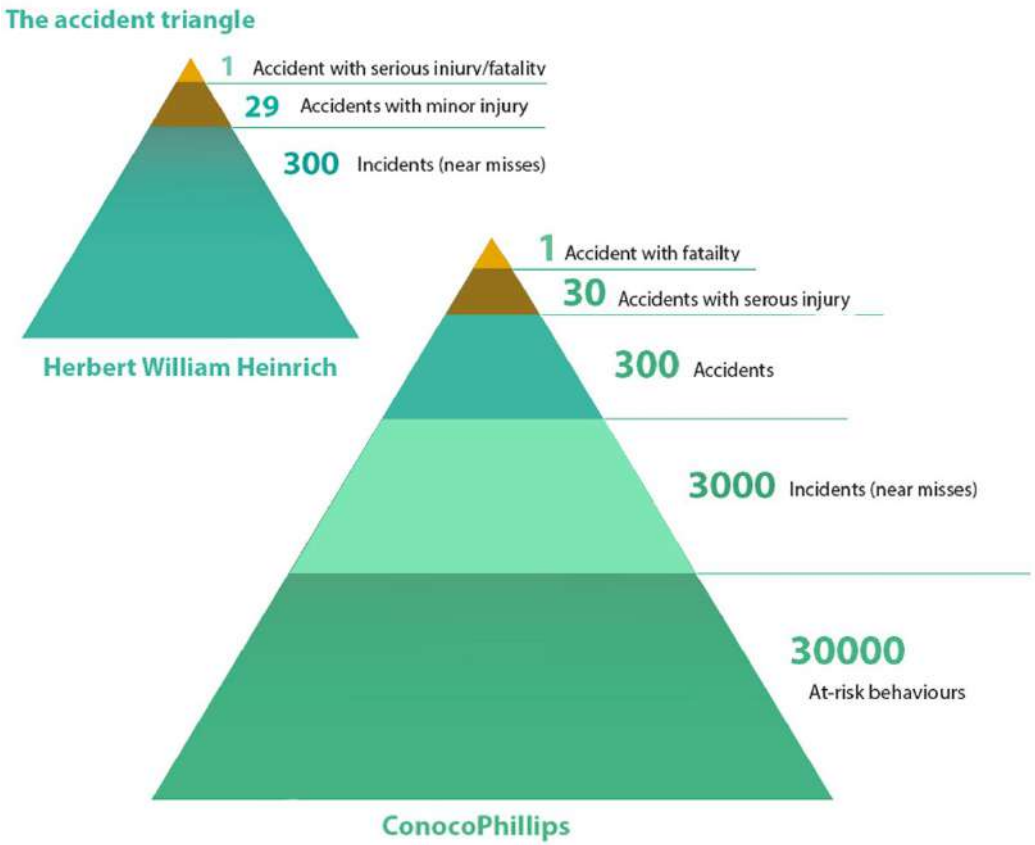
The *Accident Triangle* demonstrates that for every serious injury or death at the capstone, there are at least 30 times more accidents and 300 near misses that have occurred. This ratio of 1-29-300 is known as Heinrich's Law. It was designed by Herbert W. Heinrich in the USA in the 1930s.

Use of the triangle is a statistical tool and the underlying message it represents for occupational safety is that it forms 55% of a business's KPIs (Key Performance Indicators). This model is used to predict the 'average' or 'likelihood' of accidents happening and shows that a single serious injury or death, is just the tip of the iceberg.

Most near misses are unreported so this model fails in accuracy. The reporting of near misses is perhaps the most important factor so that a true picture of a company's activity can be arrived at. The *Accident Triangle* was improved in 2003 by ConocoPhillips (an American oil exploration company with 10,000 employees). It includes a massive layer below incidents/near misses, of workers that exemplify at-risk behaviour (i.e. acts that increase the risk of disease or injury, which can subsequently lead to death).

This demonstrates that even eliminating all near miss incidents does not prevent accidents because there are always people who behave in such ways that an incident/near miss and

accident will happen at some point. However, it's likely that in having identified and corrected some minor issues, it would have made an impact on overall safety performance.



RIDDOR

It is the responsibility of the Company to notify the Health & Safety Executive (HSE) about any occurrence for which notification is required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The following dangerous occurrences must be reported: -

- Injuries where the injured person has been away from work, unable to perform their normal work duties for more than seven consecutive days. This must be reported to the HSE using the appropriate forms within fifteen days of the accident.
- Injuries to members of the public on Company premises and any taken to hospital.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Death at work.

The following occupational diseases must be reported: -

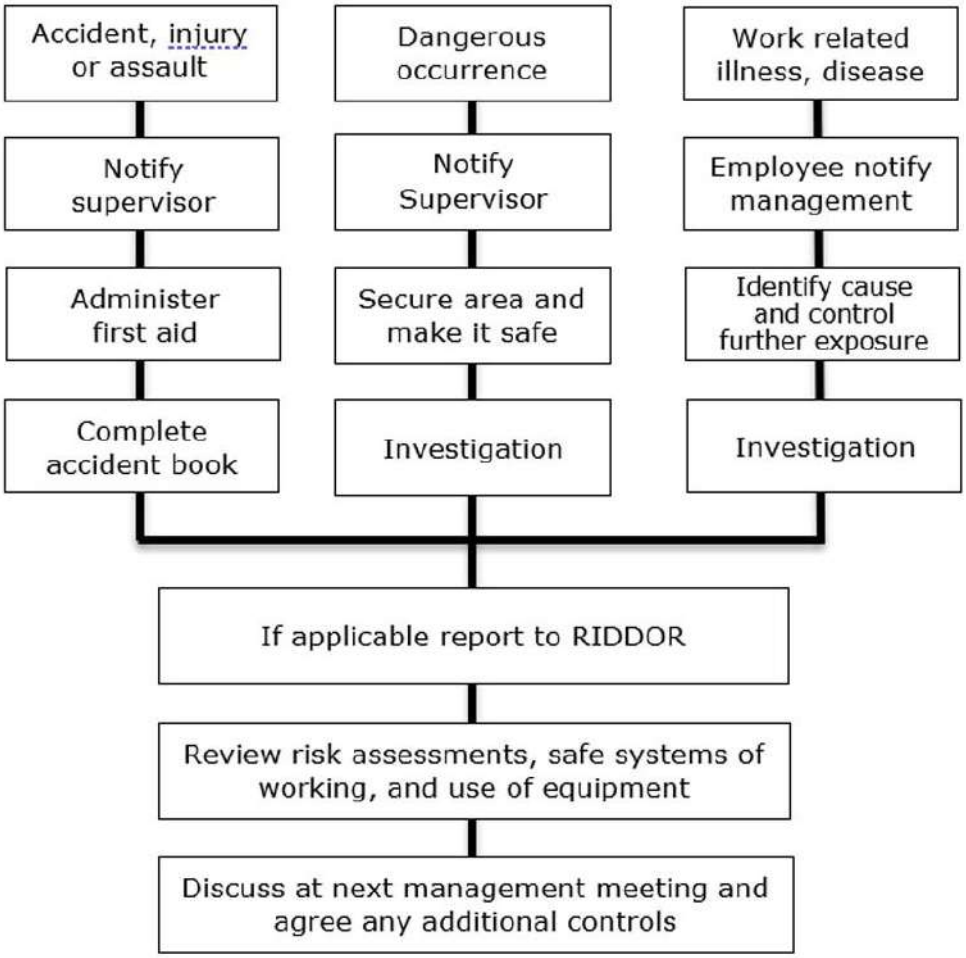
- Occupational dermatitis.
- Carpal tunnel syndrome.

- Severe cramp of the hand or forearm.
- Hand arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to occupational exposure to a biological agent.

The following dangerous occurrences must be reported: -
(A dangerous occurrence is when something happened that did not result in an injury, but could have done.)

- The collapse, overturning or failure of load bearing parts of lifting equipment.
- Plant or equipment coming into contact with overhead lines.
- Electrical short circuit or overload causing fire or explosion.
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

Accident/Incident Flowchart



Investigations

All accidents resulting in more than a minor injury, or where the minor injury might have resulted in serious injury, will be investigated by the Company. It may be necessary for the Company to call on the assistance of external health and safety services for this.

All relevant questions must be completed for every accident resulting in personal injury. Care should be taken when stating the nature of the injury unless a medical certificate has been submitted. In some cases the details in the accident book will constitute an investigation.

The risk assessments will be reviewed and, if necessary, further control measures will be introduced.

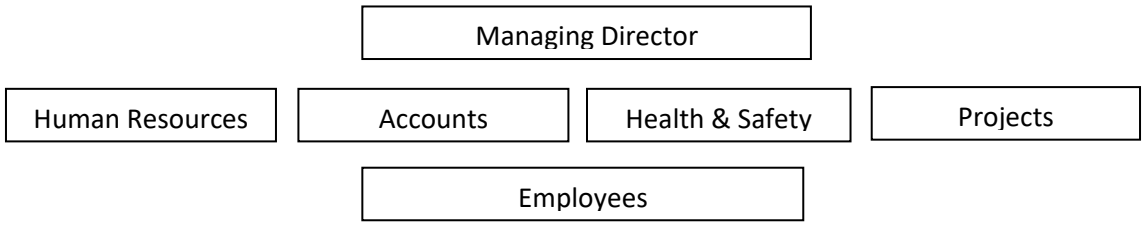
3.0 ORGANISATION AND MANAGERIAL RESPONSIBILITIES

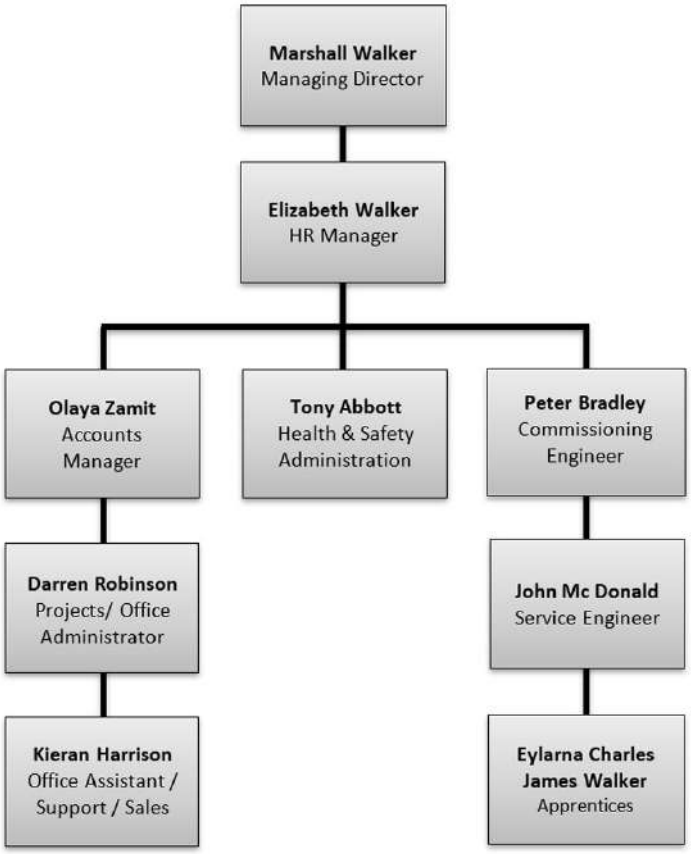
The company is owned and managed by MARSHALL WALKER who is directly responsible for Health and Safety matters within the Company and to ensure the Company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of ELIZABETH WALKER who holds the position of HUMAN RESOURCES MANAGER and who is responsible for ensuring that the Company's Health & Safety Policy and associated procedures are implemented by all personnel.

Day to day management of operations are the responsibility of the divisions of resources: Accounts ; Office Administration ; Health & Safety Administration ; Customer Support ; Projects ; Sales. On the customer facing side, the fire engineers represent the Company and on the construction site, the Project Manager represents the Company. In certain areas, approved subcontractors are contracted to undergo work on behalf of the Company.

3.1 Company Structure





Safety management nominated responsibilities

- The Managing Director
- The Human Resources Manager
- Health & Safety Administration
- Direct Employees
- Indirect Subcontractors and self-employed

Office Monitoring

- Waste collections and hazardous waste disposal
- Electrical and boiler inspections
- Fire Alarm System service
- Welfare arrangements
- Office lighting
- PAT testing of electrical equipment
- Subcontractor assessments (Approved contractors)
- Project and Client liaison
- CAD drawings
- Project folder compilation
- Scheduling of work for fire engineers (SimPro)
- First aid provision
- Fire safety and emergency plans

Site Administration

- Client liaison (Health & Safety site meetings)
- Site safety induction training
- Safe systems of working
- RAMS
- Specific risk assessments
- Equipment management (stepladders)
- Elevated platform management (MEWPs)
- Ongoing basic training (toolbox talks etc.)
- COSHH
- Personal Protective Equipment
- Electrical safety (safe isolation)
- Testing of electrical and fire system circuits
- Hand Arm Vibration evaluation

Health and Safety Administration

- Arrange training:
  - Asbestos Awareness ; Basic First Aid ; Manual handling
- Assess risks:
  - Access and egress ; Fire ; Noise ; Access equipment
- Implement safe systems:
  - Working at height ; Confined spaces
- Provide evidence of conformities and compliance

The following main safety functions have been identified and designated resources to carry out those functions:

Role	Responsible Department
Generic Risk Assessments	Supervisor on site Health and Safety
Specific single task Risk Assessments	Supervisor on site
Method Statements	Supervisor on site Health and Safety
COSHH Assessments	Health and Safety
Fire Risk Assessments	Managing Director
Emergency Procedures	Managing Director
All Health and Safety functions office/CDM	Health and Safety
Office Welfare Arrangements	Human Resources
Health surveillance	Human Resources
Accident Reporting and Investigation	Human Resources Manager Health and Safety Managing Director
Equipment Inspections & Records	Supervisor on site Health and Safety
First Aid Arrangements	Human Resources
Manual Handling / Asbestos Awareness	Health and Safety
Health and Safety Training	Health and Safety Human Resources
Subcontractor Assessments	Health and Safety Human Resources
Driving licence checks	Human Resources
Vehicle Fleet Management	Human Resources
Finances	Accounts

3.2 Managing Director commitment

The Managing Director will ensure that: -

- the main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- all levels of management fully understand the arrangements for the implementation of the Company's Health and Safety Policy.
- sufficient funds are made available for the requirements of health, safety and welfare provisions.
- all employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- the organisational structure is appropriate in order to manage health and safety and that the same standards are applied to health and safety as to other management areas.
- health and safety is integrated in to the Company's management systems.
- regular health and safety audits and inspections are carried out.
- adequate health and safety training is provided for all employees.
- qualified first aid personnel and facilities are provided.
- accidents and near miss incidents are investigated and recorded on the incident record form or accident book and control measures are implemented to prevent a recurrence.
- arrangements for fire safety are in place.
- suitable and sufficient personal protective equipment is provided for employees.
- health and safety issues raised by employees are recorded and investigated.
- faulty work equipment is immediately taken out of service until repaired or replaced.
- regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of work equipment and services.
- a system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the Company.
- welfare facilities are adequate.
- safe access and egress are provided and maintained in all areas.
- relevant statutory signs and notices are provided and displayed in prominent positions.
- relevant basic training (e.g. manual handling) is undertaken and reviewed regularly.

- only suitably trained and competent persons operate raising platforms, electrical equipment or specialist tools.
- no employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- health and safety is a key topic on the agenda at all Company meetings.
- policies are reviewed yearly and the review date updated accordingly.

3.3 Human Resources commitment

The Human Resources Manager will ensure that: -

- records and statistics of all accidents and incidents that occur within the Company are recorded.
- accidents/incidents where applicable, are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- the importance of reporting and recording all accidents / incidents in the accident book is known to staff.
- the right to work in the UK is checked.
- the guidance given in Company policies is followed (e.g. Modern Day Slavery).

3.4 Health and Safety Administration commitment

The Health & Safety Co-ordinator will ensure that: -

- management are advised of the implications arising from health and safety legislation and codes of practice and their application to the Company's activities.
- health and safety audits, and office welfare audits are carried out in accordance with the Company's monitoring procedures at a timely interval as specified (i.e. at least once yearly).
- Paperwork is in place for the yearly review of the accreditation bodies (e.g. SafeContractor).
- this policy is reviewed for compliance with the objectives for health and safety.
- paperwork where necessary is sent to the Client to update their PQQ files.
- the maintenance of work equipment is recorded where PUWER applies.
- the inspection of elevating work equipment is recorded where LOLER applies.
- the testing and calibration of electrical instruments is done yearly.
- safe systems of work are reviewed after an incident/accident, and at least once yearly.

- risk assessments are compiled within the workplace.
- generic RAMS are assessed for individual sites and reviewed and updated at least twice yearly.
- all health and safety issues raised by employees are recorded and investigated.
- all health and safety accidents are fully investigated and a report provided of the findings.
- control measures on RAMS and accident reports are implemented and randomly checked, to prevent an accident or a recurrence.
- subcontractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- sufficient knowledge is developed in order to fulfil the role of a 'competent person' as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- the training needs of all employees is identified and suitable training is provided and recorded on the training matrix.
- skillscards (e.g. ECS) and essential licences (e.g. Driving Licence), are checked at least once yearly.
- employees and other relevant persons (e.g. self-employed) are always aware of the location of first aid facilities.
- employees and other relevant persons (e.g. self-employed) are always aware of the fire exits and the fire evacuation procedure pertaining to the premises they are working in.

3.5 Policies and Practices

Employers have a duty of care to all employees, part-time workers, apprentices, and sub-contractors, who use work equipment provided by the Company, as well as having obligations to the general public who may come in to close proximity to where work is being done.

Policy Documentation

The Company has a number of written policy documents that lay out in detail the responsibilities the Company accepts and in large part these concern the management of people and attitudes to the environment. Policies are available on request from the office and can be downloaded from the company website.

Some of the policies, relevant to health and safety include:

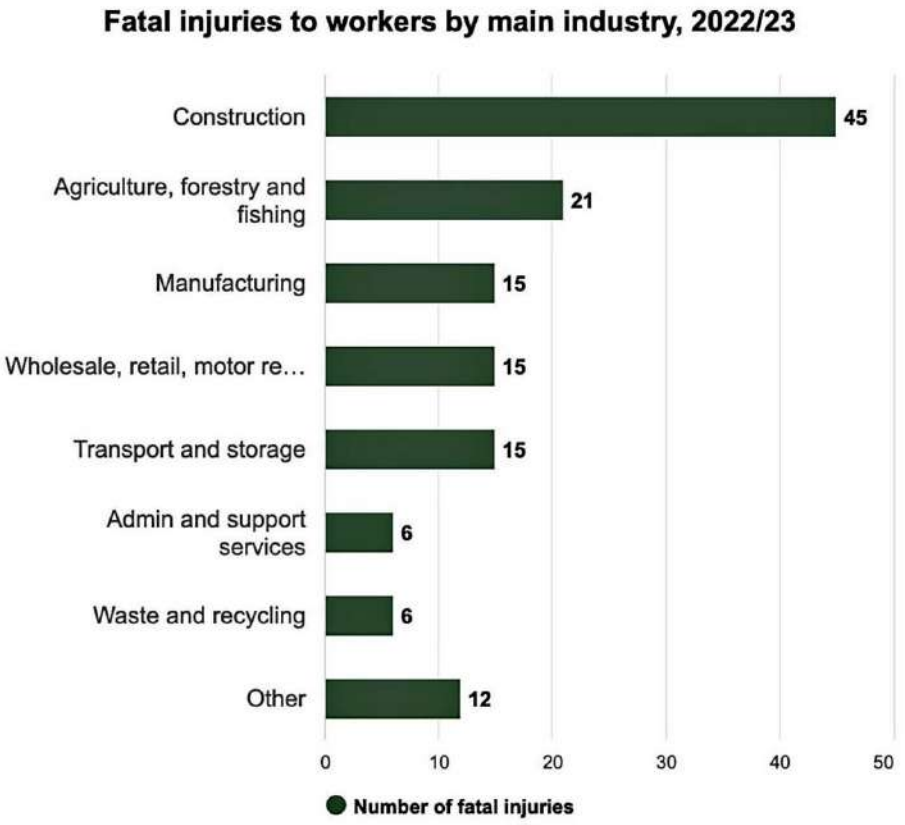
- P02 Health and Safety Policy (i.e. this document)
- P03 Asbestos Policy
- P04 Environmental Policy
- P06 Modern Day Slavery Policy

- P07 Corporate Social Responsibility Policy (CSR)
- P09 Equality and Diversity Policy
- P13 Risk Assessments Statement
- P14 Driving at Work Policy
- P15 Electrical Safety Policy
- P16 Welfare Policy

Safe Working Practices (See also Appendix B)

Safe working practices are a set of procedures, rules, and processes designed to ensure the health and safety of people in the workplace. In construction, they play a vital role in protecting employees, contractors and the public from injuries, illnesses, and accidents in the workplace.

The highest number of fatalities at work happen in the construction industry. For this reason, safe working practices are at the heart of the Construction (Design and Management) Regulations 2015 (CDM) — the set of health and safety regulations covering the management of health, safety and welfare for all construction projects.



Safe working practices are critical in construction as it can be a high-risk industry due to the nature of the work being done, typically involving a wide range of potentially hazardous activities such as working at height, manual handling of heavy objects, the use of machinery, handling hazardous substances, working in confined spaces, and exposure to noise, dust, and vibration.

The Company will keep a concerted focus on the main topics for safe working: -

- Keep up to date with legislation and implement regulations.
- Provide a safe working environment for all (e.g. workspaces, site safety).
- Conduct regular safety training.
- Provide welfare facilities in its buildings, (e.g. adequate lighting and washroom facilities).
- Handle waste disposal responsibly, including any hazardous waste.
- Design procedures that must be followed, to reduce the risk of accidents and injuries.
- Provide PPE where deemed a requirement in a risk assessment.

Subcontractors are required to: -

- Practice the proper use and maintenance of tools and other equipment.
- Have proper training on the correct use of any tools, to avoid accidents or injuries.
- Have control of environmental factors that could pose a risk to workers.
- Ensure they have sufficient task lighting should site lighting be inadequate.
- Employ good housekeeping; keep the area tidy and free from trip hazards.
- Ensure they are properly protected with PPE from site hazards such as dust.
- Ensure their work area is sufficiently ventilated.
- Monitor weather conditions when working outside to ensure they are not exposed to extreme conditions during inclement weather.
- Abide by all safe working practices including policies and procedures designed to protect their health and safety.

3.6 Employer Overall Responsibility

The Company will ensure that: -

- all risks to a worker's health and safety are assessed, and present the significant findings to the attention of all concerned.
- provide health surveillance to employees where it is deemed necessary.
- provide a safe place of work with adequate facilities and safe access and egress.
- provide employees and other workers who have little understanding of English with adequate supervision.
- provide adequate training and information to all workers.
- assess the competency of workers for the task they have been given.

- provide safe plant and equipment that is suitably maintained.
- train workers to use any equipment and tools provided for their use.
- provisions are made for items and substances to be handled and stored in a proper manner.
- competent persons are appointed, in order to comply with health and safety law.
- a complaints procedure is available and a grievance procedure is available.

3.7 Employee Overall Responsibility

The Health and Safety at Work etc. Act 1974, details **TWO** main sections which employees are required to comply with. These are: -

1) Every employee has a duty of care under HASAWA Section 7, to take reasonable care of themselves and any other persons who may be affected by their acts or omissions at work. HASAWA Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life-saving equipment, signs or firefighting equipment.

Employees are obliged to: -

- always follow safe working procedures and comply with the Health and Safety Policy.
- only perform work that they are qualified to undertake.
- always store materials and equipment in a safe manner.
- never block emergency escape routes.
- wear suitable clothing and personal protective equipment for the task being undertaken.
- inform the Company of any accident or health and safety concern.
- apprise themselves of the relevant RAMS for the task being undertaken.

2) Employees have a duty to assist and co-operate with the Company and any other person to ensure all aspects of health and safety legislation are adhered to.

The Management of Health and Safety at Work Regulations require all employees to: -

- utilise all items that are provided for safety.
- comply with all safety instructions.
- report to management anything that they may consider to be of any danger.
- advise management of any areas where protection arrangements require reviewing.

3.8 Independent Contractor Overall Responsibility

All workers, irrelevant of their status as employee or self-employed, sole trader or limited company, will be made aware of the Company's Health and Safety Policy and safe systems of work for the work they have been given.

The Golden Rule:

Anyone appointed to work on a project must have the skills, knowledge and experience to carry out their assigned task.

The Independent Contractor will: -

- be conversant with the general principles, responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation covering the way work is being performed for the various tasks and assignments they have undertaken.
- comply with all instructions given by the Company in relation to safe working on site and work being done on behalf of the Company as an Independent Contractor.
- co-operate with the Company to ensure a high standard of health and safety on all contracts with which they are involved.
- carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- comply with signing in and out procedures.
- co-operate with the Company to ensure compliance with all the Company's Health & Safety policies and procedures.
- refrain from intentional or reckless interference with equipment or systems provided in the interest of health, safety and the environment.
- co-operate with management on accident prevention.
- maintain good standards of housekeeping within Company and Client premises.
- report any incident, near-miss or accident to the Company.
- report any defects in equipment without delay and not attempt to repair something which they have not been authorised and specifically trained to do.
- ensure that no potentially hazardous item or substance is brought on to site or used without the prior knowledge and authority of the Company.
- wear any item of Personal Protective Equipment that has been assessed to be necessary for the task undertaken or which is deemed mandatory workwear by the Client managing the premises being worked in. It is a legal requirement that any equipment supplied for safety must be used, and when it is not in use, must be properly cleaned, stored and maintained.
- undergo any health, safety, environmental and operational training deemed necessary by the Company.

- undergo any basic site training deemed necessary by the Company before starting work, for example, to have in place Asbestos Awareness training.
- observe the site specific rules of the Principal Contractor. This may necessitate additional training that has come about during the course of the contract. It is important to understand that many sites will be operating under CDM regulations (Construction (Design and Management) Regulations 2015) which were developed to help prevent construction accidents and fatalities.

Subcontractors should be mindful that the Principal Contractor is obliged to have a health and safety file for their construction project, and their stipulation for new required training, for example for confined spaces working, may well be a necessary control measure from an updated risk assessment of their project file.

3.9 Subcontractors

A subcontractor is anyone who is undertaking work on the Company's behalf but is not a direct employee. Subcontractors may undertake installation, maintenance, and servicing. The Company will ensure that competent persons are used and subcontractors selected through an approved process that shall be reviewed at least once yearly, and this is typically done in January. The approved subcontractor process establishes whether they have a health and safety policy and if not they are required to comply with this document when working on behalf of the Company.

Subcontractor responsibilities. They must: -

- accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract.
- provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work.
- agree risk assessments and any method statements with the Company before work commences.
- inform the Company of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place.
- undertake electrical work and have appropriate access equipment that is in line with the appropriate regulations (e.g. BS7671, LOLER).
- ensure plant and tools brought on site are fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).
- make available for inspection, test certificates issued by a competent person for equipment, such as the supplier's equipment inspection for lifting equipment.
- report incidents and accidents to the Company immediately so that these can be recorded in the accident book and an investigation began if needed.

4.0 PREMISES COMPLIANCE MANAGEMENT

4.1 Offices

The Building Regulations 2010 is a statutory instrument for setting standards for building work, that provides for the safety, health, and welfare of people in and about new buildings and amendments to existing buildings. They also set standards for accessibility, water use and energy use. Under UK legislation, both employers and employees working in buildings have duties to ensure that the workplace remains safe for staff and visitors alike.

Under section 77 of the Building Act 1984 the local authority can apply to the magistrates courts for an order to be served on the owner of a building to have the danger removed. Through this legislation, the Local Authority can request that suitable work be carried out to remove any danger.

The following list are of points that must be implemented under the regulations.

An employer must: -

- Make sure there is good ventilated for clean and fresh air.
- Keep temperatures at a comfortable level (a minimum of 13 degrees Celcius where the work involves physical activity; 16 degrees for more sedentary offices - there's no maximum limit.
- Provide lighting so employees can work and move about safely.
- Keep the workplace and equipment clean.
- Make sure that areas are big enough to allow easy movement (at least 11 cubic metres per person).
- Provide workstations to suit the work, and keep them in good working order.
- Ensure floors, walkways, stairs, roadways are safe to use.
- Store things so they're unlikely to cause injury.
- Have openable windows, doors and gates with safety devices if needed.
- Provide suitable washing facilities and clean drinking water.
- If necessary, provide somewhere for employees to get changed and to store their own clothes.
- Set aside areas for rest breaks and to eat meals, including suitable facilities for pregnant women and nursing mothers.
- Let employees take appropriate rest breaks and holiday entitlement.
- Make sure that employees who work alone, or off-site, can do so safely.

Glazing

The Health and Safety at Work etc. Act 1974, does not specifically mention glazing, but the introduction of the Workplace (Health, Safety and Welfare) Regulations 1992, did include requirements for glazing, for which the duty to comply falls to the employer. However,

people other than employers may be duty holders under the regulations if they have control of a workplace to any extent, which could be either shared or communal areas.

Associated hazards: -

- Cuts and lacerations from exposed edges or broken glass panels.
- Physical injuries (muscle strain, back problems) due to manual handling issues. Glass is a heavy material (typically 2.5 tonnes per cubic metre).
- Crush injuries from falling glass stacks.
- Eye injuries from small flying glass particles.

Employer responsibilities: -

- An assessment will be made in respect of all window or other translucent surface in a wall, partition, gate or door to establish whether there is a risk of anyone being hurt if people or objects come in to contact with it, or it breaks.
- Ensuring that where there is the potential for an individual to fall through the window at height, measures are implemented to prevent people or objects coming into contact with the glazing.

Safety Signs

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms). Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. signs for fire exits and fire-fighting equipment. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign. Blue signs are mandatory wear.

Fire Doors

All doors within the premises must be maintained so that employees and visitors can utilise them without risk of injury.

The Company will ensure that: -

- All doors are designed so that employees and visitors can use them safely.
- A general workplace risk assessment will be undertaken which will consider safe access/egress within the premises.
- Fire doors will be marked with suitable signs e.g., Fire door – keep closed.
- Fire exit doors will be marked with suitable signs e.g. Fire Exit.

Lighting

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of employees will create a work environment that is welcoming, energising and productive.

Associated hazards: -

- Physical injuries (eyes discomfort, visual fatigue, headaches).
- Slipping/falling over.
- Electrical hazards.
- Poor housekeeping.

The following recommended standards may be adopted by the Company: -

- Take precautions against glare (i.e. direct sunlight, unshaded light-bulbs etc).
- Ensure that supplementary lighting is provided, if necessary.
- Local lighting at individual workstations - 200-500 lux.
- Staircases and storerooms or cellars - 300 lux.

LUX LEVEL	EFFECT
0.4-2	Dark
3.10	Dusky
11-50	Gloomy
51-100	Dim
101-200	Satisfactory
201-400	Good
401-600	Bright
600+	Glaring

Electricity (see also Appendix C)

The safe installation, use of and maintenance of the electrical system in office premises can be an underrated aspect of office safety because electricity is taken for granted. For the electrical installer it is a matter of law that systems are designed, installed and maintained to stringent regulations. For the premises duty holders and users such as a company, they have a duty of care to ensure the safety and maintenance of office electrical installations.

Associated hazards:

- Contact with live parts, causing shock and burns.
- Faults that could cause fires.
- Fire or explosion where electricity could be the source of ignition.

Employer responsibilities with regard to the fixed office installation:
(Measures to help create a safe working environment by minimising the risks associated with electrical installations.)

- Conduct inspections of electrical installations to identify potential problems.
- Only qualified personnel should perform electrical work.
- Electrical systems must be properly grounded to prevent electric shock.
- The electrical system should use the required protective devices, tested accordingly.
- Compliance with relevant standards such as those set by the IET – BS7671 and for fire circuits, BSI – BS5839-1.

The Company will: -

- Ensure the electrical installation and any equipment have been installed and are being maintained in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended).
- Incorporate the locations of any isolation points in to the emergency procedures so employees know how to cut the power.
- Have regard to the design, construction and selection of electrical equipment when purchasing such equipment for use in the workplace.
- Ensure that employees do not carry out electrical work unless they are industry trained.
- PAT test electrical appliances at set intervals (e.g. once yearly). (*See also 2.8*)

Employee responsibilities to: -

- co-operate with arrangements for electrical safety in the workplace.
- use any safety equipment provided (e.g. UV shield for computer screen).
- not endanger themselves or others (e.g. leaving chemical bottles open a kitchen).
- report hazardous concerns (e.g. must know the hazard reporting procedure).
- follow any training and guidance for preventing injury in the workplace.

4.2 Fire

The Company will ensure that: -

- office workers understand the action to be taken in the event of a fire on the premises, and essentially the location of the assembly point.
- a fire logbook is kept up to date with all relevant records relating to fire safety and kept local for the local authority fire brigade.

- fire alarm and associated equipment is tested at regular intervals and recorded in the fire logbook.
- firefighting equipment is maintained as per manufacturer's guidelines and records kept.
- any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- a fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- all hazardous chemicals are recorded and records kept locally for the fire brigade.
- escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

Emergency Lighting

Emergency lighting (sometimes called 'escape lighting' or simply 'EM lighting') may be needed to illuminate an escape route in an emergency evacuation, should the normal lighting fail. Under the Regulatory Reform (Fire Safety) Order 2005, premises must have installed emergency lighting in their premises by law. BS EN 1838 specifies escape and standby lighting requirements for businesses in the event of a power failure.

Standby lighting is not the same as emergency lighting and there's no legal requirement for it. Standby lighting would be a second source connected to a UPS (Uninterruptible Power Supply) which kicks in on mains failure allowing time for the normal lighting to be restored. Emergency lighting on the other hand, are dedicated circuits to illuminate the escape route, e.g. fire escapes, emergency exits, and fire points, e.g. call points, fire extinguishers, fire telephone. Emergency lighting should kick in within five seconds of the mains power failure.

Monthly tests:

BS EN 50172 / BS5266-8 state that all emergency lighting systems must be tested monthly. The monthly test need only be a functional test; to turn the emergency light switch to confirm that the emergency lighting has kicked in.

Additionally, BS5499 covers all safety warning signs, including fire safety signs and is compatible with the Health and Safety (Safety Signs and Signals) Regulations 1996, which state that emergency lighting and emergency signage must not only be present, but be clean.

Once yearly test:

A functional test is performed to confirm that emergency lighting stays on for the test duration. This involves isolating the mains power for three hours, during which time the charged battery in each emergency unit will remain lit at 1 Lux brightness.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises. All doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside.

Access routes must always be kept unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum width), Employees must observe any line markers to indicate routes which must be kept clear in order to provide effective emergency evacuation.

Waste or packing materials should not be allowed to accumulate. No combustible materials should be kept in closed rooms and stairwells should be kept clear of combustible materials at all times.

Fire Drill (See also Appendix D)

The Company has an obligation for ensuring the health, safety and welfare of all employees and others who may have access to their premises. This means all persons are protected from the risks of fire with fire prevention and evacuation measures. In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

The Company will ensure that: -

- a fire risk assessment for each premises is in place and regularly reviewed.
- a fire logbook is kept up-to-date, and is kept local to the fire panel.
- a fire evacuation drill is carried out at least once yearly and recorded in the fire logbook.
- the fire alarm is regularly tested and a record kept in the fire logbook.
- firefighting equipment is tested on a regular basis and records kept.
- emergency lighting and emergency exit lights are tested and records kept.
- employees receive induction before commencing work, that will include the arrangements in place for an orderly evacuation.
- all hazardous chemicals, gases and other hazardous materials are recorded.
- escape routes and doors are not obstructed.

The Company does not expect that employees should fight fires, however, extinguishing action can be undertaken if it is safe to do so but ensuring that under no circumstances should a closed room be opened to fight a fire – i.e. a closed door stays closed.

Basic actions in an emergency fire situation: -

- Activate the nearest alarm call point.
- Call for the fire brigade on 999.

- Give distinct details to the fire brigade such as the premises address, and do not hang up until the emergency services have confirmed those details and tell you to hang up.
- Everybody will evacuate the building by the nearest available safe exit and proceed to the designated fire assembly point.
- The senior person present will account for everyone at the assembly point.
- Do not re-enter the building until told to do so by the fire stewards in charge

Fire risk assessment

This will be carried out by the competent person in all areas occupied by the Company. The significant findings of the assessment will be communicated to the relevant persons together with any necessary instruction and training. The assessments will consider the following:

- Sources of ignition and fuel, and any extra sources of oxygen over and above what is present in the air.
- The risk of a fire starting and the effect of the fire on people.
- The control measures to remove or reduce the risk of fire starting.

4.3 Fire Emergency Procedures

The Regulatory Reform (Fire Safety) Order 2005, requires employers to conduct fire risk assessments and take action to lower workplace fire risk. This includes conducting fire drills to ensure that employees are prepared for a fire emergency. Training of what to do for fire drills and emergencies will be given at new staff inductions, including for any temporary workers that are working on the premises.

Fire procedures (variations may apply depending on Company offices or Client sites):

- If a fire is discovered immediately operate the nearest alarm call point.
- The person discovering a fire will:
  - call the fire brigade immediately by: -
  - call the fire brigade by dialling 999,
  - be clear, e.g. “We have a fire at MW Fire Limited” and provide the address and telephone number.
  - do not terminate the call until the fire brigade has confirmed the details.
- If trained to do so, attack the fire with the appliances provided if there is no personal risk.

What to do if the fire alarm is raised: -

- Evacuate the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices and induction meeting.

- Do not stop to collect personal belongings.
- Life safety shall override all other considerations, such as saving property and extinguishing the fire.
- The senior person present will take charge of the evacuation and ensure that everybody is accounted for.
- Do not re-enter the building until told to do so by the Senior Fire Officer.

4.4 Portable Appliance Testing (PAT)

Portable equipment is not part of a fixed installation but when used is connected to a fixed installation by means of a flexible cable, plug and socket. It includes equipment that is hand held or hand operated when connected to the supply.

All portable electrical appliances will be tested in accordance with regulations, at intervals, 'as may be necessary to prevent danger'. For offices this means once yearly and for a construction site the Principal Contractor usually asks for quarterly PAT testing. Items that have undergone electrical testing are marked with a PAT sticker that states the next due test date. The results of PAT inspections will be recorded and form part of the office maintenance pack held by the Company.

For site based operatives, regardless PAT, they hold a responsibility to perform a pre-use inspection on any equipment they use. A suspected defect must be immediately reported to supervisory staff and defected items be removed from service. Supervisors should ensure that all equipment is suitable for the task. Under no circumstances can makeshift or temporary electrical repairs be made on any electrical fixed or portable equipment.

Associated hazards: -

- Shock or burns.
- Uncontrolled start up of equipment.
- Fire or explosion.

Employer responsibilities:

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work.
- Ensure that trained and competent persons undertake the work.
- For equipment connected to power sources either use double insulated or earthed cables and ensure cables are protected against damage.
- Ensure users visually check equipment before use.
- Regularly undertake inspections of the equipment.
- Remove from use and arrange for replacement or repair of any appliance that fails an inspection.

- Where required by risk assessment, provide additional precautions (e.g. suitably robust cable protection, use of residual current devices (RCD), 110v reduced voltage equipment, etc.)
- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

Employee responsibilities:

- Visually check the equipment before use examining for signs of faults, overheating or damage, including the lead and plug, casing and guarding.
- Immediately stop work if a fault is found.
- Report defects to the supervisor and do not attempt to repair unless trained.
- Take care of equipment that has been provided.
- Disconnect the equipment from the supply before making any adjustments.

5.0 DISTRIBUTING SAFETY INFORMATION

Information regarding health and safety law is provided in a number of ways: -

- In the employee handbook.
- On the Company website News section and when logged in, the MWF Training courses can be accessed.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the premises. It has the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. and names of responsible persons within the Company.
- The Company receives the monthly newsletter from the HSE (Health and Safety Executive), the contents of which are incorporated in to training modules such as toolbox talks.
- Various training is available through the memberships with accreditation bodies, e.g. Fundamentals fire courses from the FIA (Fire Industry Association). The Company also has channels to suppliers with who we are partners, such as Honeywell and Hyfire, which offer training, webinars or invigilated examinations.
- The Company regularly obtains material from third parties which it incorporates in email distribution such as environmental and sustainability components through membership of SSCS (Supply Chain Sustainability School) which is beneficial to office staff. Information more relevant to site operatives is obtained from online publications such as HSM (Health and Safety Magazine) and its partner FSM (Fire Safety Magazine), which provide online training webinars that are CPD accredited and IFSM (Institute of Fire Safety Managers) and FireQual certified, respectively.

Health and safety will be on the agenda of all management meetings. Items that may be included are : -

- Review of accident statistics, near misses and trends.
- New legislation.
- Compliance with the objectives of the health and safety plan.
- Occupational health issues.
- Introduction of new equipment or technology.
- Result of health and safety audits.
- Review of significant findings identified.
- Review of training needs.

Consultation

The Company appreciates that employees are often the best people to understand risks in the workplace. Consultation happens at every level within the Company and there is a dedicated person handling Health and Safety Administration who can be approached. Employees were asked for their opinions and contributions towards this Health and Safety Policy during the review process.

5.1 Health & Safety Training

The Company will provide such initial and re-training as is necessary to ensure the health and safety of all employees, subcontractors and others that may be involved with the company's course of work. Employees receive induction when they start, to ensure they get the information and support to perform their role. Training is ongoing and the employee will receive further training appropriate to their duties and responsibilities.

New Employees (See also Appendix E)

Those providing induction training will be competent to do so. Trainers will be able to give new employees a practical demonstration of the working environment and answer any questions. New employees are known to be more likely to have accidents, this is why health and safety forms the core part of the induction programme.

A training record will be maintained by the Company, namely on the Training Matrix DBMS.

Key points covered in induction training are: -

- Discussion of the Company's overall health and safety policy, relevant regulations, and how a violation can be subject to disciplinary action.
- Fire safety, evacuation and other emergency procedures.
- Welfare and amenity provision.
- Instruction on any equipment they will be using (e.g. photocopier).
- Display screen equipment (DSE).
- Location of first aiders and first aid materials.
- Who can provide assistance when needed.
- Manual handling (MH).
- Injuries, however minor, must be reported and recorded.

Subcontractors (See also Appendix F)

As independent Contractors, (e.g. self-employed, limited company), the subcontractor has an obligation to ensure the health and safety and training of its own workers. However, as much of the work done on behalf of the Company will be on sites alongside employees of the Company, much of the day-to-day training, such as toolbox talks, shall be given across the board to all operatives. Likewise training given shall be recorded on the training matrix. Although a site induction is mandatory for CDM sites, the Company may require its own.

5.2 Working at Height Training

A site supervisor or the competent responsible person in charge of work being done that necessitates raising access equipment, should have a level of competency in line with the CITB Site Supervision Safety Training Scheme (SSSTS).

This is because working at height requires that level of competency to be able to deliver guidance to workers who themselves will be IPAF trained in the use of various MEWP (Mobile Elevating Work Platform) types.

Asbestos Awareness: Anyone that is working at height is liable to disturb asbestos during the course of their work but it is most likely that that any asbestos would have been already discovered during the asbestos survey and removed. However, because of the possibility of coming across undiscovered asbestos and disturbing it, all operatives should be able to recognise it. This means recognising asbestos, and the wearing of face masks when working on the ceiling are the first things to address with workers.

Familiarisation Training: A supervisor should understand the distinctions between types of elevating platforms. For example, a PAV (Push Around Verticals) is a suitable substitute for a stepladder, particular where the use of stepladders is not allowed. Many workers do not realise that what they know as a 'Peco' is actually classed as a PAV, which in turn requires familiarisation training. Consider the following points, needed to familiarisation a worker with a PAV:

PAV - Push Around Verticals to BS 8620:2016 – Familiarisation Training

- How to operate the central wheel to raise and lower the platform.
- Explain the safety features: e.g. the platform needs to be fully lowered for the gate to open; brakes are automatically applied when the platform is raised, even slightly.
- The need to place the PAV on flat and even surfaces.
- The requirement not to stand on the edges of the platform or stand on the mid-bars or use something to stand on, like a cable drum, to gain extra height.
- The need to keep the platform clean of items and building materials.
- Working on the ceiling will requires additional PPE when drilling, such as dust extraction equipment and a suitable face mask.
- The fact that one Peco Lift is designed to raise one person only.

A Peco Lift PAV to BS 8620:2016

The Peco is a common site on construction sites and a popular replacement for working off the steps of a stepladder for lengthy periods.

They are elevated by simply rotating the handle which requires no battery or electric power. It's small carbon footprint and simplicity to use provides a purely mechanical solution that does not involve erecting, or other means of assembling.

5.3 Mobile Access Equipment

Push Around Verticals: A PAV does not require PAL/IPAF training, but is still classed as raising equipment (a platform) to facilitate working at height, and therefore familiarisation training is necessary to comply with regulations. Familiarisation training is not about formal qualification or getting a certificate, but instead something that is being shown by example, at the place of work.

PAVs need to be visually checked before daily use, like all equipment under PUWER:

- Check the wheels turn okay, as they often get clogged.
- Check the foot brakes work when applied (one often gets stuck in the on position).
- Check that the gate opens is in good working order.

If possible secure the PAV with a padlocked chain around the gate to prevent non-trained persons from using it. Equipment security is part of looking after access equipment, to prevent use by untrained and unauthorised persons.

Mobile Towers: Towers should be erected by a competent person who has PASMA (Pre-fabricated Access Suppliers and Manufacturers Association) training, and be used only in accordance with the manufacturer's instructions. The basics should be perceptible at a glance: platforms are level; handrails are situated appropriately; out-riggers are attached.

A visible tag system on the mobile tower scaffold (which can be updated each time a check is carried out) should be used to supplement inspection records. The tag should include the name of the person who inspected the tower, and the name of the company that owns or hires it. The tag insert can be removed to clearly indicate when a tower is not safe to use (e.g. during erection and dismantling).

Podiums: This is the item of access equipment that sits between a stepladder and a PAV and its use needs serious consideration before deciding to use a stepladder. Like for a PAV, familiarisation training is required. There are three main types of podium according to how high the podium is required to reach: MK1, MK2 and MK3.

The currently recognised standards for a podium is BS 8620 which concerns low-level work platforms that are for single-person use, give side protection, and have a single platform no higher than 2.5m.

Familiarisation training includes:

- How to erect and collapse the podium.
- The need for an identifying scaff-tag to be attached.

- The need for the user manual to be attached.
- How to safely climb on and get off of a podium.
- The requirement to have the gate closed at all times when working from a podium.
- The need to regularly check that wheels and brakes are in good working order.
- The requirement for mid and top rails (or sidebars) not to exceed a certain height.
- The need on some sites for outriggers to be permanently attached.
- The need to secure the equipment with a chain and padlock across the gate to prevent unauthorised and use by untrained persons.

MEWPs: Some MEWP (Mobile Elevating Work Platform) equipment can be pushed around like a PAV. A common type is mechanised and moves along on battery power. The mechanised MEWP therefore needs a dedicated overnight charging point.

1) Operators of push around MEWPs should have undertaken IPAF PAV training (if they don't already hold a Static or Mobile Vertical (1a or 3a) PAL card).

2) Otherwise operators should have a card to the standards of CPCS (Construction Plant Certification Scheme), NPORS (National Plant Operators Registration Scheme) or IPAF (International Powered Access Association).

Anti-entrapment devices should be fitted to all telescopic boom MEWPs unless it can be clearly demonstrated by risk assessment that there is no risk of entrapment (e.g. working near windows on a building with no overhanging elements).

The risk assessment should include a check that MEWP charging requirements are compatible with the site, and these should be mentioned in the RAMS.

Fall Arrest and Fall Restraint - explained

The main aim for reducing risk from working at height is to assess which safety equipment will work well together to prevent or arrest a person falling in fall hazard situations.

There are two main approaches which often get confused when they are equally referred to as components of a 'fall arrest system'. A better terminology is to include both restraint and arrest methods under the descriptor 'Fall Protection System' (FPS).

1) **Fall Restraint**: to prevent a fall by anchoring oneself to the equipment.

   The important point to remember is that the restraint method (i.e. use of an anchorage system) does not require a rescue plan like a Fall Arrest system does. Yet, in the hierarchy of controls, Fall Restraint is preferred over Fall Arrest.

2) **Fall Arrest**: To arrest a falling person and prevent injury.

   The goal is to stop falling by limiting the forces on the body before a person hits the surface. This may be an obvious explanation, but it can be tricky to implement a Fall

Arrest plan, with restrictions such as vehicles, racking or machinery below, that reduce the available height to have the fall arrested safely.

Note: Although there is no requirement for a harness to be worn for scissor type MEWPs and no rescue plan requirement for Fall Restraint - these components should always be considered as part of the risk assessment process; and in any case, work on an elevating platform does require a plan to account for the eventuality of being stuck on faulty equipment, at height.

Safety Net Training: Where the risk assessment requires the use of a fall arrest system, operatives involved in the erection of safety nets should have a Fall Arrest Safety Equipment Training (FASET) Safety Net Rigger card. Familiarisation training will be required for workers that will be using the access equipment.

In all instances requiring qualification, evidence should be obtained (e.g. copy of the card) and held on record, unless there is already documented evidence of experience with that particular type of lifting equipment already held on file by the office.

A safety harness is a type of fall protection equipment that employers must provide for work with certain MEWP types (e.g. a harness is not required to use a scissor type MEWP).

There are no legal requirements for the height a safety harness is required, only that it should be implemented in any work environment where there is a risk of falling from a height of two metres or higher and that workers are trained and competent in its use.

Pre-use inspection is required, and PPE regulations require a minimum of monthly inspections which should be recorded on the harness itself.

6.0 ARRANGEMENTS FOR THE OPERATIONAL FRAMEWORK

6.1 Environmental Protection

The Company has a policy to comply with the Environmental Protection Act 1990, associated statutory legislation and Approved Codes of Practice (ACOP). It applies to employees who are bound to co-operate by its terms and to make a positive contribution to environmental protection. Employees should familiarise themselves with the policy and its guidance.

6.2 Waste Management

The Company recognises the importance of complying with legal requirements for handling waste responsibly, reducing the amount of waste sent to landfill, and reusing and recycling when able to do so. Waste management includes attention to the following:

- Unwanted materials, substances, broken equipment arising from our office or business activities.
- Building materials.
- Discarded or broken equipment plant and access equipment, e.g. old stepladder.
- Hazardous waste (e.g. Unused COSHH chemicals, disposal of fire extinguishers).

Associated hazards: -

- Build up of combustibles presenting a fire hazard.
- Possible health hazard due to exposed food or sharp objects.

Construction**:** The Company will identify the potential waste disposal requirements of a project and make adequate provision to ensure waste is suitably managed. Many construction projects where CDM regulations apply, use separate waste receptacles for general waste, COSHH chemicals, electrical (WEEE), and building materials such as gypsum board.

Commercial: The Company is registered as a waste carrier in accordance with the Controlled Waste Regulations. Where contracted carriers are used to remove waste, it will be established that the contractor is suitably registered and the method of disposal.

Environmental: The Company is committed to providing relevant training and promoting environmental awareness to employees. Training resources include membership of SSCS (Supply Chain Sustainability School) which has many training modules available on environmental and sustainability topics.

The Company will: -

- ensure that waste management is performed in accordance with legislative requirements, upholding our duty of care.
- minimise waste generation at source and facilitate repair, reuse and recycling for the disposal of waste, when possible, safely and responsibly.

- ensure the safe handling and storage of waste on the Client site.
- provide appropriate training for staff on waste management issues (e.g. not to climb in to skips and other waste receptacles).
- prevent environmental damage and minimise nuisance factors such as noise and air pollution.
- cooperate with site rules, as applicable, where Building Services or the Principal Contractor is responsible for waste disposal.
- maintain copies of waste transfer notes for a minimum of five years.
- provide to any enquirer, evidence of environmental performance.

6.3 Purchasing Policy

The Health and Safety at Work etc. Act 1974 imposes duties on the Company and its suppliers which affects purchasing decisions including the use of subcontractors for out-sourced activities. It includes the purchase of new or hired equipment, maintenance services and goods, and is not limited to such legislation as The Supply of Machinery (Safety) Regulations 2008 (as amended); PUWER 1998 or COSHH 2002.

When purchasing or hiring plant, the Company will ensure it has received the relevant manufacturer's instructions to use it safely along with any certificates of compliance (usually associated with the hiring of a MEWP). All users of the equipment will receive suitable training and instruction before being allowed to use new and hired equipment.

Electrical accessories, will meet UK or EU supply Directives and be CE or UKCA. Where product purchasing is significant, (e.g. Notifier, Hyfire) the supplier's code of ethics will be established to determine the environmental impact of their manufacturing process and the materials they have used in production.

6.4 Young Persons

The definition of a young person is:

"Anyone that is over the minimum school leaving age and is under 18 years old."

Young persons are particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity, and inexperience.

The responsible person will: -

- assess risks to young workers.
- take into account their inexperience, lack of awareness and immaturity.
- prohibit certain activities where high risks are identified.
- not allow a young person to operate machinery or equipment without proper supervision and training.
- provide training to ensure competence before allowing any unsupervised activity to be undertaken.

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999, which includes young persons on job experience. There are limits for hours of work, rest from work and annual holidays, provided in the Working Time (Amendment) Regulations 2002, concerning; particularly Regulation 5A which states: "A young worker's working time shall not exceed eight hours a day or 40 hours a week."

6.5 New and Expectant Mothers

The phrase 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding - the term 'given birth' is defined as delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

The Company recognises that pregnant workers are more vulnerable to injury and as such will carry out a specific risk assessment when a worker notifies them of a pregnancy. Such assessments will be ongoing and consider the worker's duties, working conditions and hours. Where it is deemed that a risk is present, suitable controls will be introduced to minimise that risk.

The Company will: -

- carry out a risk assessment to identify any actions that need to be addressed or controls implemented to ensure a safe working environment for new or expectant mothers.
- ensure that all practical measures will be taken to minimise exposure to chemicals and other potentially harmful agents.
- arrange for frequent rest breaks to be taken by the new or expectant mother.
- provide appropriate facilities for expectant and breastfeeding mothers to rest.
- take positive and supportive attitudes to employees returning to work and breastfeeding.
- wherever possible, allow appropriate flexibility in working hours and regular breaks.
- ensure there is a clean, private area available with a dedicated refrigerator.

New or expectant mothers should advise the Company as soon as pregnancy is confirmed. They will be expected to co-operate with the safety measures put in place for them. To make full use of privacy provisions, mothers must notify the Company in writing that they intend to breastfeed.

If the appropriate measures taken prove to be inefficient and the Company considers that there is an unacceptable reproductive risk to a new or expectant mother, the Company will take reasonably steps to find alternative employment but if a satisfactory alternative employment cannot be found, the Company will consider the employee to be medically suspended from employment in accordance with the terms of the Employment Rights Act 1996.

Pregnancy and/or maternity leave is one of the protected characteristics under the Equality Act 2010, which makes it unlawful to discriminate against anyone because they have one or more of the nine protected characteristics.

6.6 Driver Approval and Competence

Up to a third of road traffic accidents involve somebody who is at work at the time, making work-related road accidents the biggest single safety issue for most UK businesses. The Company's policy is to only employ drivers who are competent.

A driver may only operate a company vehicle if they: -

- have held a full UK licence for a minimum of two years.
- hold the correct licence for the type of vehicle being operated.
- do not have any prosecution pending.
- have not been disqualified from driving for drink and/or drug offences in the last five years.
- are fit for driving duties.

Driving Licence

Drivers must inform the Company immediately they become aware of any pending prosecution for any driving offence as well as become medically unfit to drive or develop a condition that may lead a driver to being unfit for driving duties.

Drivers are asked to provide their driving licence number, national insurance number and the Post Code registered that appears on the driving licence, in order that a once yearly check can be made at DVLC through GOV.UK, on applicable vehicle licences and any penalty points registered. Drivers will be asked to provide a code from GOV.UK/DVLC for this purpose. The downloaded licence report will be stored on the Company's confidential information management system with SimPro.

Driver Discipline

The Company will endeavour to manage its vehicle fleet with the following disciplines:

- Checks on the validity of driving licences.
- Issuing drivers with the Company's vehicle guidelines.
- Ensuring fleet insurance is in place.
- Ensuring drivers understand how to do vehicle checks before use and record findings.
- Deal with drivers who display excessive annual mileage and a poor accident record.
- Drivers will be instructed what to do in the event of a breakdown or vehicle accident.
- Drivers will understand the terms of an issued fuel card.
- Drivers will be instructed on how to use the GPS system.

Note: Privately owned vehicles should not be used for work purposes without having business use insured in place, and an MOT certificate if the car is over three years old.

Driver responsibilities: -

- Drivers must follow advice and instruction provided by the Company.
- Drivers must have a valid driving licence for the class of vehicle they are driving.
- Drivers must ensure the vehicle is mechanically safe, this is done with daily inspections before use.
- Drivers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- Drivers will not be under the influence of alcohol or drugs.
- Drivers must stop after a vehicle accident and exchange contact details. Do not discuss issue with the third party at the scene. Take notes and make drawings only.
- Drivers must provide evidence of their valid driving licence on request and declare any driving convictions when they are given.
- Drivers must inform the Company of any medical condition or medication that might affect their ability to drive.

6.7 Smoking

There is a general ban on smoking in all workplaces and Company vehicles in compliance with the Health Act 2006. Smoking is prohibited throughout all sites unless designated smoking zones have been provided. Passive smoking is known to cause lung cancer and heart disease in non-smokers and causes discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma.

Associated hazards from carcinogens (smoking): -

- Serious health risks including stroke, cancer, and heart disease.
- Fire damage with risks to those working in and around the premises.

The Company will:

- Display 'no-smoking' signs at entrances to their premises and in vehicles.
- Communicate information and instruction to employees and subcontractors.
- Monitor and review to ensure compliance.

The Employee and Subcontractor will:

- Comply with verbal and written instruction given by the company, to enable compliance with the requirements for non-smoking when on company premises or in company vehicles.
- Adhere to the rules for smoking at Client sites and construction sites.

6.8 **Access and Egress** (See also Appendix G)

The Health and Safety at Work, etc. Act 1974 requires safe access and egress to every workplace. Access means the safe movement of persons, equipment, and vehicles in and around buildings. Egress refers to the safe exit, especially in emergency situations.
Associated hazards: -

- Slips, trips and falls.
- Falling objects.
- Vehicle movement.
- Uneven/obstructed floor.
- Trailing cables.
- Unsuitable/insufficient lighting.

The Company will ensure: -

- Pedestrian safety as far as possible.
- Items do not impede safe access and egress.
- Suitable covers are in place over openings in the floor.
- Stairways, passageways and working areas are well lit.

6.9 **Electrical Work**

The safe management of electrical installations and equipment is essential in our line of work and it is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care.

The type of electrical installation that the Company does, is extra low voltage. This type of work is governed largely by fire regulations such as BS 3859-1:2017 fire detection and alarm systems for buildings. However, all electrical installations under 1000 volts fall under the scope of the BS7671 wiring regulations.

All electrical work will be carried out by competent person holding the appropriate qualification. Only competent persons are permitted to work on electrical equipment and systems including changing of main fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations 1989. Live working is NOT permitted under any circumstances.

Associated hazards: -

- Contact with live parts, causing shock and burns.
- Faults that could cause fires.
- Fire or explosion where electricity could be the source of ignition.

The Company will: -

- Ensure that electrical installations and equipment are installed and maintained in accordance with BS7671 the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended).
- Identify the point of isolation before any work commences on the system circuits.
- Have regard to the design, construction, and selection of electrical equipment.
- Implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Ensure that measuring instruments are suitable and calibrated for electrical testing.

Employees have a responsibility to: -

- Co-operate with management arrangements for electrical safety in the workplace.
- Use the protective and safety equipment provided.
- Not endanger themselves or others.
- Report hazardous or dangerous operations.
- Follow the training and guidance provided to prevent injury to themselves and others.
- Comply with safety rules and use work permits/lock out procedures as applicable.
- Not bring private electrical equipment on to company premises without prior authorisation from management.

6.10 **First Aid** (See also Appendix H)

An appointed person will be responsible for maintaining the first aid kit at the Company office and ensuring an accident book is present. The provision of adequate first aid cover is essential and can save lives and prevent minor injuries becoming major ones.

Associated hazards: -

- Bodily injuries: blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls.
- Illnesses: asthma, diabetes, epilepsy, etc.

A first aid kit will be allocated to each company vehicle, the contents of which a driver will be asked to check at appropriate intervals. While there is no legal responsibility for an employer to provide for non-employees, the duty of care extends to everyone and therefore in determining the level of first aid care needed for a workplace, it shall be calculated with the number of persons that could be working for the Company at a place at any one time.

The Company will: -

- Conduct a first aid risk assessment for each office premises and identify the level of first aid cover required and the training needed.
- Ensure employees are made aware of the first aid arrangements for each workplace including in vehicles and on third party premises.
- Provide training and refresher training for Appointed Persons.

Appointed persons are responsible for: -

- Calling for medical assistance.
- Keeping first aid signs up to date and legible.
- Ensuring first aid kits are checked regularly and contents are in date.

First Aiders will be appointed in the workplace as called for by the workplace risk assessment. This means that a certificated First Aid at Work or Emergency First Aid at Work qualified worker will be available to administer first aid within their limited capabilities.

First Aid Kit

Look for British Standard BS8599-1:2019. A first aid kit does not have to meet this standard but at least it will guarantee it contains al basic components for the office. The actual contents should be based on a first aid assessment.

As a guide, a basic first aid kit might contain: -

- a leaflet with general guidance on first aid.
- individually wrapped sterile plasters of assorted sizes, large and medium-sized wound dressings, wrapped bandages, and eye pads.
- sterile wipes and eye wash.
- safety pins, scissors, disposable gloves, resuscitation face mask.

The BS8599 compliant range of small, medium and large workplace first aid kits.	S	M	L
HSE medium dressings 12x12cm	2	4	6
HSE large dressings 18x18cm	2	3	4
Sterile eyewash 500ml	2	4	10
Adhesive dressings	40	60	100
Alcohol free wipes	20	30	40
Microporous tape	1	2	3
Powder free nitrite gloves (pair)	6	9	12
Finger dressing	2	3	4
Burns gel dressing 10x10cm	1	2	2
Bandages 7.5x4.5cm	1	2	2

7.0 INSPECTIONS AND ASSESSMENTS

There is a legal requirement to monitor and review health and safety arrangements. This process s can assess the effectiveness of how risks are being controlled in order to improve them. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents, and recommendations by manufacturers of equipment being used at work.

The Company will carry out various inspections and assessments, ranging from once yearly office PAT testing to random PPE inspections. These activities will be recorded and kept as evidence of pro-active health and safety implementations.

Self-auditing needs to be a comprehensive process in order to fully reflect the efforts on welfare facilities, and the effectiveness of statutory implementations such as the fire plan in place. The audit aims to ensure necessary systems are in place and identify any corrective action that may be needed to maintain the desired level of health and safety in the workplace. Some monitoring sheets used for self-auditing are:

Topic	Location	Details to monitor (not exhaustive)
Fire	Office	firefighting appliances, emergency lighting, signage
Welfare	Office	facilities, lighting, workspaces, ventilation
Access and egress	Office and on-site	access routes, lighting levels, cable tidy
Office monitoring	Office	washrooms, office waste, documentation
First aid	Office and on-site	location of, adequate provision of
Workstation assessment	Office	lighting, furniture, space, seating
Housekeeping	On-site	work tidy, cable tidy
Work at height	On-site	are operatives working safely at height
Inductions	On-site	are operatives being inducted properly
PPE	On-site	are operatives wearing the correct safety wear
HAVS	On-site	measuring repetitive trigger exposure
Hazardous substances	Office and on-site	for chemical storage in kitchens and site stores
Noise	On-site	are operatives being exposed to inordinate noise levels
Manual handling	Office and on-site	Are workers lifting safely according to their capacity

External auditing may be needed when impartiality or speciality is required. For example an audit of the electrical system should be performed by a competent person in that field. The Company may seek the assistance of an external Health and Safety Advisor when such audits are needed.

Accreditation auditing is done once yearly by trade bodies like the BSI (British Standards Institute). These are largely based on the documentation supplied to them, which is in itself the evidence gathered from self-auditing.

Monitoring includes: -

- Checking compliance of the components contained within the Company's Health and Safety Policy.
- Checking control measures stated in risk assessments and safe systems of work are being applied.
- Inspecting workplace locations and activities (in the office and on-site).
- Inspecting and testing of work equipment.
- Checking of calibration certificates for measuring instruments.
- Checking that access equipment is being inspected (from stepladders to MEWPs).
- Checking the competence of workers.
- Checking training records are up to date (i.e. the training matrix is current).
- Checking the wellbeing and health of workers.
- Checking the qualifications and credentials of workers (e.g. validity of driving licence).

In addition, a review must be made of the responsibilities for doing things, which tasks have been given to which person or department. Monitoring will include checking that Employer, Employee, Subcontractor responsibilities are being met.

Checking the employer responsibilities: -

- Have there been any recorded incidents or accidents. Has a known injury been recorded in the accident book. Has a vehicle accident been recorded on a vehicle accident form?
- Have the general yearly scheduled inspections been done, such as a vehicle fleet audit, engineer audits, work equipment audits, policy documents reviews, etc.?
- Have employee details been reviewed, such as their driving licence or skillscard expiry date?
- Has employee health been considered; fitness to work, e.g. eye tests, effects of noise and vibration, etc., as required by risk assessment?
- Has competency been re-assessed to ensure they are working safely and are following the requirements of the employee handbook and other guidelines (e.g. ACOP)?
- Have all risk assessments been reviewed, following a significant change in tasks, premises layout, equipment – and at least once yearly?
- Have records of site inspections been returned to the office for filing of evidence?

- Have training needs been identified or updated?
- Have the necessary remedial actions been taken to safeguard the health and safety of employees, contractors, public or visitors, where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions were identified by inspections or other sources?
- Has the health and safety management system as it stands, been evaluated for its effectiveness for the main elements of; planning, organisation, control and monitoring - to ensure that the system remains legally compliant and effective?

Checking the employee responsibilities:

- Is equipment and PPE in good condition before use. Is it being checked daily?
- Are all employees co-operating with the management's arrangements for health and safety?
- Are all employees following the training and instruction in accordance to their qualifications (e.g. are IPAF workers doing proper equipment checks)?
- Do employees understand the requirement to report any hazards or defects, including near misses, immediately?

Determining Competency:

The employer needs to ensure that employees are competent to safely carry out their work. While the definition of 'competent' is wide and varied, some factors can be used to demonstrate competency; knowledge, experience and qualifications. The Company will look at these three headers to determine the overall level of competency.

Knowledge comes in many forms including specific knowledge of the fire industry, what is expected and the risks associated with it.

Experience adds to the knowledge as the employee is more likely to understand they need to follow a specific safe system of work if they have had experience of similar situations.

Qualifications increase the competency of an employee. Often, knowledge and experience alone are not sufficient and a formal qualification is required to perform a task.

7.1 Risk Assessment

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

The Company will prepare generic risk assessments covering the common risks that may be encountered during the course of Company's business. Risk assessments will consider the health and safety of employees, subcontractors and others that may be affected.

Associated hazards: -

- Working conditions and processes.
- Manual handling activities.
- Working at height activities
- Work-related stress.
- Long working hours.
- Workstations and posture.
- Common hazards e.g. slips and trips.

Employees and subcontractors must:

- Apply the control measures identified in the risk assessment.
- Co-operate with management arrangements in respect of risk assessments.
- Report any uncontrolled hazards to the supervisor.
- Follow any additional instruction, training and guidance given by the Company.

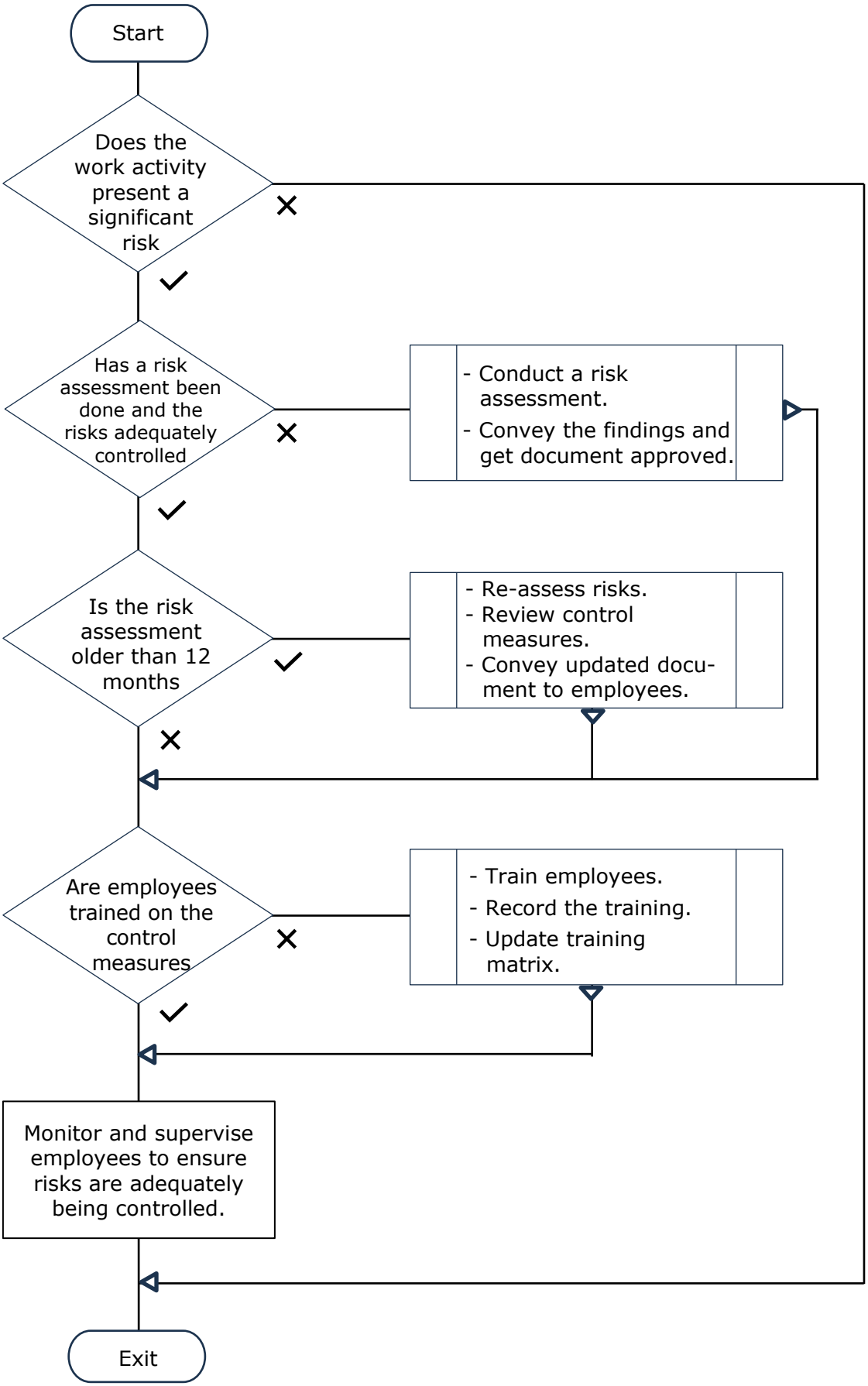
The Company will: -

- Ensure employees constructing risk assessments are competent to do so, having undergone suitable training in the risk assessment process.
- Identify all hazards with the potential to cause harm to employees and others who may be affected during the course of the Company undertaking its work.
- Evaluate the probability and severity of potential injury or damage.
- Identify the options for eliminating, reducing or controlling the identified risks.
- Provide employees with any additional training identified within the risk assessment process as being a necessary control measure.
- Review risk assessments where there has been a significant change in work activities or at least once yearly.
- Identify the employees and others (e.g. other trades, public) who may be especially at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work activity.
- Provide employees and others that may be affected, with the results of the risk assessment that includes the recommended control measures.

The five point method for planning a risk assessment of a work activity

Step 1 – Identify the hazards	**1)** Is there anything that could reasonably be expected to cause harm? **2)** Consult with employees. What do they think? **3)** Question any sealed off areas and uneven surfaces. **4)** Check overhead for potentially hazardous working at height issues.
Step 2 – Decide who might be harmed and how.	Consider the potential for slips, trips and falls: **1)** Employees. Include new workers, apprentices, and young persons. **2)** Subcontractors **3)** Other trades **4)** visitors, cleaners etc. **5)** Members of the public.
Step 3 – Evaluate the risks and decide on the appropriate precautions.	**1)** Decide on the appropriate precaution to eliminate or reduce the risks. **2)** Can exposure to dangerous environments be reduced, such as nearby chemicals, wood dust?
Step 4 – Compile the risk assessment, record it, and implement it.	**1)** Will segregation equipment help, e.g. barriers? **2)** Can alternative access be given, e.g. introduce pedestrian walkways? **3)** Will certain PPE help. **4)** Will standby equipment help, e.g. spill kit, extinguisher.
Step 5 – Review your risk assessment and update if necessary.	Ensure all workers have received and understood the risk assessment and are clear of their responsibilities in complying with the control measures.

RISK ASSESSMENT FLOWCHART



7.2 The Method Statement

Following the completion of a risk assessment, the Company may deem it necessary to make a method statement to further control the work activity. A method statement sets out how a particular process will be carried out and describes in detail the steps necessary to do the work safely and in the correct order. The risk assessment will have identified the associated risks whereas the method statement allows management to communicate clearly with employees and the Client, ensuring that everyone is on the same page and aware of the risks involved before work begins.

Risk assessments make up the basis of a method statement, and therefore, should always be done first. The method statement will detail how the job is to be carried out safely. The two documents presented together are referred to as RAMS – Risk Assessment / Method Statement. RAMS are submitted to the Principal Contractor and workers are presented with the RAMS at site induction.

A method statement is not a legal requirement, but it is especially important to design one for every activity in construction and in with particular attention of thoroughness to high-risk work activities.

Associated hazards: -

- Typical construction site issues (e.g. access & egress).
- The use of chemicals (e.g. galvanising spray, cutting compound, solvents).
- Potential exposure to hazardous dusts (e.g. asbestos, silica, wood cutting).
- Lifting operations (e.g. LOLER).
- Working at height (e.g. IPAF)

The Method Statement will include:

- Working systems and controls to be used.
- Arrangements for access (e.g. to fragile surfaces, permanently locked rooms, at height).
- Methods for safeguarding existing structures.
- Arrangements for the safety of members of the public.
- Plant and equipment to be used.
- Health protection (e.g. local exhaust ventilation, respiratory protection).
- Procedures to ensure compliance with relevant legislation (e.g. Control of Noise at Work Regulations 2005).
- Training needs.

The four point method for planning a method statement

Step 1 – Project description.	**1)** The project reference with start and end dates. **2)** Site address and any specific location for the work. **3)** Client or Principal Contractor responsible for the site. **4)** Brief one line description of the work being done. **5)** Permissions/work permits required. **6)** List of worker's names and roles, including any self-employed persons that will be involved doing the work.
Step 2 – Hazards and safety measures.	This could be a checklist for documentation and PPE that is required to be in place when work commences. **1)** Give a brief overview of how the work is relevant to the method statement. **2)** Give a brief overview of the steps needed to complete the work. **3)** Explain the supervisory arrangements and how each person will contribute to doing the work safely. **4)** Detail health and safety concerns: occupational health topics like nearby asbestos or chemicals storage. **5)** List each item of PPE required for every person.
Step 3 – Site details and emergency procedures.	**1)** Identify any dangerous equipment and details of a safety plan, e.g. (the use of a MEWP). **2)** Detail the health and safety contacts onsite for first aid. **3)** Be as specific as possible in outlining the scope of work and the area where the work will happen, so that control measures can set limits and boundaries. **4)** Steps to follow should there be an emergency situation.
Step 4 – Step-by-step process for carrying out the work correctly.	If further explanation is necessary to adequately outline the work activity, include more details here: **1)** Provide instructions for specific equipment, such as if a harness will be used and you want to include a checklist reminder on the safety points for wearing the harness properly. **2)** A list of steps should be only as detailed as required to explain how the activity is done safely.

The employee and subcontractor must:

- Carry out work in accordance with the method statement.
- Co-operate with management's arrangements in respect of method statements.
- Report any uncontrolled hazards to the supervisor.
- Follow any additional instruction, training and guidance given by the Company.

When designing a method statement from scratch, there are four sections to consider. These include an overview of the work involved, the identifies hazards and controls (from the risk assessment), details of the site and emergency procedures, and if needed a final section of step-by-step instructions of how to perform the work in sequential order of necessary steps.

7.3 **Manual Handling** (See also Appendix I)

The Manual Handling Operations Regulations 1992 define manual handling as "any transporting or supporting of a load by hand or bodily force". It's a simple statement but holds so many possible ramifications for the human body when at work, which may include injury from lifting, pushing, pulling, carrying, etc. Under the regulations, the meaning of a 'load' is broad and applies to objects, animals, and people. If these activities are not performed safely then there is a risk of injury.

Manual handling injuries account for over a third of all workplace accidents and can have some very serious implications for the employer as well as the injured person. Once someone's back has been weakened by injury it is often a recurring problem for the rest of that person's life. Employers are required to apply appropriate control measures to reduce and eliminate where possible, the risk of injury from manual handling.

The Manual Handling Regulations set out three main steps that should be followed:

1. Avoid the need for manual handling where possible
2. If manual handling cannot be avoided, assess the risks involved
3. Reduce the risk of injury

The employer's duty is to consider whether manual handling is needed at all where mechanical means might be used instead. Employees also have responsibilities to understand the measures that are in place (e.g. risk assessment, safe system of work) and to make full and proper use of anything provided by the employer to reduce the risk of manual handling injury, e.g. lifting equipment, training given for correct lifting method.

Associated hazards: -

- Sprains, strains.
- Hernias.
- Damage to the joints, ligaments, muscles and vertebrae.
- Slips, trips and falls.

In many cases manual handling operations will involve some twisting, i.e. moving the upper body while keeping the feet static. The combination of twisting and lifting or twisting and stooping while lifting, are particularly stressful on the back. This type of action should be assessed and addressed in the risk assessment. There are other factors that need to be taken in to account, such as; the frequency or repetitiveness of the task; the range of movement; whether the load is held against the body; whether the load is carried further than 10 metres without resting. There is no distance limit over which a load is pushed or pulled so long as there are adequate opportunities for resting.

The Company will: -

- Identify manual handling operations that may present a risk of injury.
- Introduce measures to eliminate certain manual handling operations, for example, by using trolleys to move cable reels from a loading bay to stores, rather than hand rolling the drums to store manually.
- Ensure supervisors employ good working practices for employees and subcontractors operating under their control.
- Investigate any manual handling incidents that result in musculoskeletal injury and review the risk assessment as part of that process.
- Ensure that operatives involved in manual handling activities are suitable for the work they are required to undertake.
- Ensure operatives are trained in basic manual handling.

Employee Responsibilities: -

- Follow the safe system of work designed by the employer without any deviation without good reason.
- Not to undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided and for which training has been given.
- Report any fault with mechanical equipment.
- Assist and co-operate with the process of a risk assessment.
- Attend training sessions as required for manual handling and any lifting equipment made available.
- Report all accidents, injuries and near misses involving handling activities.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Not undertake any manual handling operation that they believe is unsafe.
- Recommend any improvements to the safe system of work and unsafe items that need the be reviewed or re-assessed.

8.0 OFFICE CONSIDERATIONS

The Workplace (Health, Safety, and Welfare) Regulations 1992, cover almost all basic issues and apply to most workplaces, however, some workplaces are exempt (e.g. construction sites, ships, and below ground at a mine). The regulations stipulate that those in control of non-domestic properties have a duty to protect everyone that use their premises.

For offices, the main requirements are for the provision of adequate welfare facilities and fire prevention and escape planning. There must be adequate lighting, heating, and ventilation in the workplace. The workplace should be kept in a clean condition including staff areas and facilities (e.g. toilets, locker rooms, kitchens). And all escape routes and fire doors must be kept clear and in operational order (e.g. fire exit doors not chained).

8.1 Office Housekeeping

Poor standards of housekeeping are a common cause of injury at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated hazards: -

- Fire - Cluttered pedestrian gangways.
- Slipping, tripping/falling over.
- Poor cleanliness - Dirty equipment.

The Company will: -

- Carry out a risk assessment in relation to housekeeping and take necessary corrective actions.
- Implement steps for the maintenance of the premises.
- Train employees to be aware of their responsibilities for ensuring that hazards are not created from their actions.

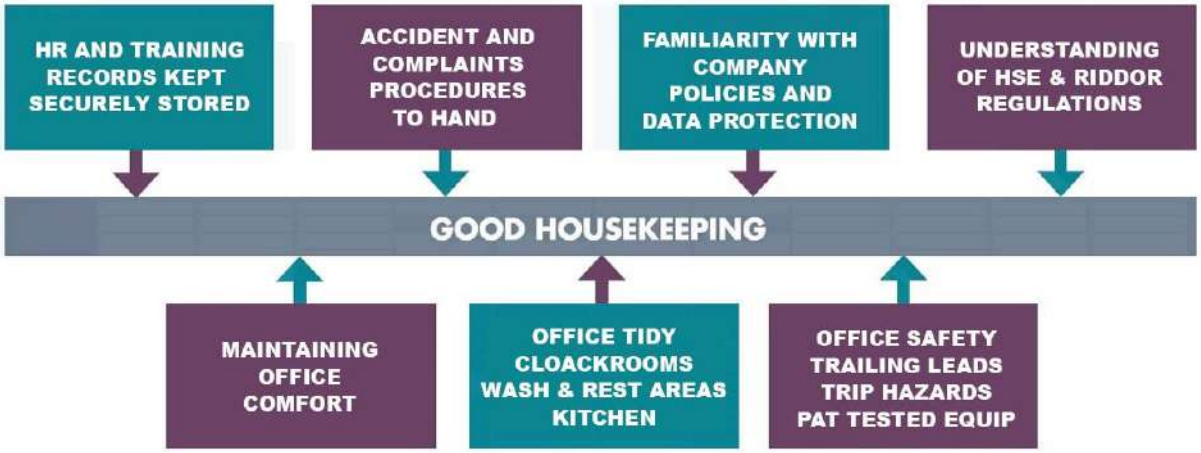
Quite often the office environment suffers with cluttered paperwork when employees do not understand how to file things appropriately, or perhaps have not received training in handling confidential material and in the company's policies and procedures for handling documents, which can even lead to piles of unnecessary printing.

Handling of paperwork and documentation

Paperwork refers to the various processing of information, for example when an accident form is completed and returned to the office, it will need to be digitally transposed. Documentation is a single piece of written, printed, or electronic matter that provides information or evidence, like a policy document.

Office based employees will be:

- trained in the requirements of the Data Protection Act 2018 and applicable GDPR.
- familiar with the Company's various forms and sheets (e.g. PPE issue form).
- familiar with Company policies and safe systems of work.



8.2 Display Screen Equipment (See also Appendix J)

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) apply to employees who use visual computer equipment daily, for continuous periods of an hour or more. It is not only the screen that is applicable, but in terms of an overall assessment it would encompass the work station conditions; i.e. the office conditions, the furniture, etc. A user is an employee who is required to use DSE equipment for a significant part of their working day.

Computer monitors can be referred to in several ways: -

- **DSE** Display Screen Equipment (all displays: e.g. monitors, tablets, mobiles, CCTV)
- **VDU** Visual Display Unit (typically a computer output display device, i.e. monitor)
- **LCD** Liquid-Crystal Display (flat screens do not emit light directly but use a backlight)
- **CRT** Cathode Ray Tube (an older type of monitor that uses a vacuum tube)

DSE issues are recognised to be major causes of ill health potentially causing a range of physical and psychological health issues (e.g. eyestrain, blurred vision, headaches, and musculoskeletal problems like Work-Related Upper Limb Disorders (WRULD) and Repetitive Strain Injury (RSI).

These are the most commonly reported problems experienced with the use of DSE: -

- Dry or irritated eyes

- Blurred vision
- Difficulty in refocusing from one distance to another
- Strained or tired eyes
- Headaches, neck and shoulder problems
- Sensitivity to bright lights

Common problems users encounter at their workstation are the result of a combination of badly thought out factors such as inadequate equipment, poor working conditions, the wrong type of chair, sun glare on the screen, wrong screen settings, etc. Most issues can be prevented, like those related to bad posture, where a complaint of discomfort would be a good indicator. Similarly, could a chair be adjusted to the optimum height ; could a screen that's too close be moved backwards ; would a user benefit from an eye test.

Example 1: *A user with a CRT is complaining of headaches*.

CRTs produce an electron beam that strikes a phosphorescent surface and this process emits x-rays. Because of this, CRT monitors are bad for your eyes so the best way to avoid these dangers would be to replace the CRT with a modern LCD screen.

Example 2: *A user with a modern LCD is complaining of headaches.*

Liquid crystals do not emit light directly but instead use a backlight or reflector to produce images. If the user has spectacles, perhaps they are no longer suited to prolonged working with DSE. The best course of action may be for an eye examination where 'blue' light glasses might be the solution to screen-related vision problems.

Associated hazards: -

- A range of musculoskeletal injuries.
- Repetitive Strain Injury (RSI).
- Work related upper limb disorders (WRULD).
- Visual fatigue.
- Physical stress.

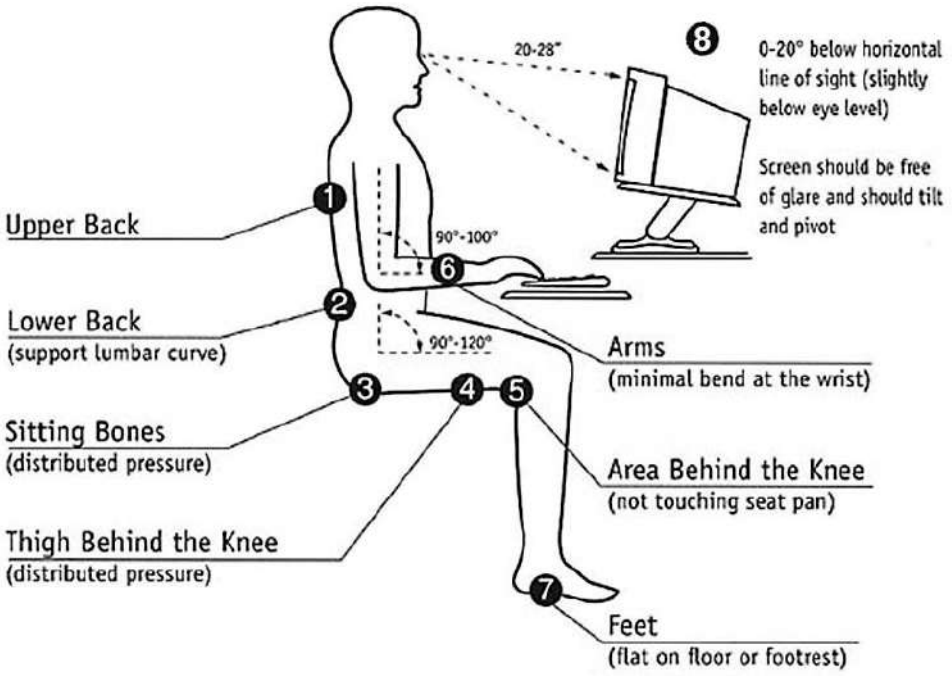
The DSE regulations require employers to: -

- Identify DSE users that may be affected by the prolonged use of display equipment.
- Perform a risk assessment on the use of DSE within the company.
- Provide suitable work equipment and risk assess every workstation.
- Ensure that regular breaks are taken from looking at the screen. This can involve performing another task at the desk or elsewhere. The length of a break depends on the risk assessment but in general a break should be taken from continuous working on a screen, between every thirty minutes to an hour.

- Reduce the risk associated with DSE use to the lowest reasonably practicable level.
- Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity.
- Provide suitable equipment and make suitable adjustments depending on the individual employee's needs.
- Contribute towards corrective glasses, where users require these solely and specifically for working with DSE.

8.3 Posture at the Workstation

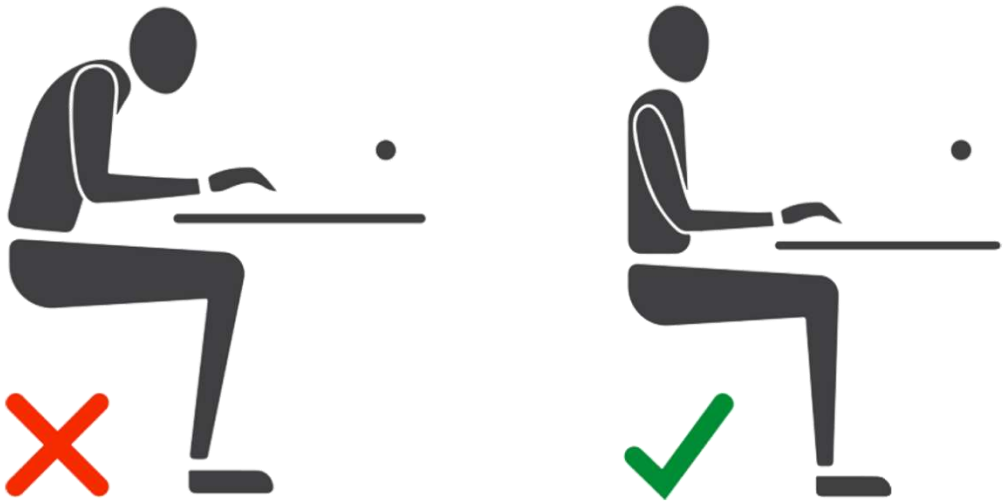
Knowing how to sit properly at your desk while at work could help to either prevent future issues or provide relief. Sitting properly can be somewhat difficult at first, but you will feel the difference over time.



1	Seat back adjustability.
2	Good lumbar support. Use cushion to provide additional back support)
3	Seat height adjustment.
4	No excess pressure on underside of thighs and backs of knees.
5	No discomfort on back of knee rubbing on seat. Gap of 2-3 cm between front of seat bottom and back of knee.
6	Forearms approx. horizontal. Minimal extension, flexion or deviation of wrists. Space in front of keyboard to support hands/wrists during pauses in keying.
7	Foot rest, if needed. Space for postural change, no obstacles under desk.
8	Screen height and angle should allow comfortable head position. Top of screen level with eyes.

An often overlooked stressor is bad posture at the workstation. When working on display screen equipment (DSE), breaks should be taken at least every hour during which an alternative task can be done for at least five minutes. Without breaks the body slumps in the chair and leans towards the screen or sideways across the arms of the chair, forming bad posture habits.

Prolonged bad posture can be corrected when some consideration is given to fatigue in arms and shoulders. Often the cause is a chair that has not been set to the optimum height for the individual. DSE workstations are known to cause problems with neck, shoulder, back, and arm pain; a simple precaution of adjusting the chair and the aches and pains would go away. The height should be adjusted so feet rest flat on the floor thighs are parallel to the floor – a footrest could be the solution.



Practice the correct way to sit at the workstation to alleviate idle stress on the body.

The use of DSE is also associated with fatigue and eye strain. The Health and Safety (Display Screen Equipment) Regulations 2002, reduce the effects of regularly using DSE, but there are a few simple things that will help to prevent DSE workstation discomforts and longer term health issues which inhibit blood circulation and place undue stress on the body.

Common sense approach to posture: -

- Take short 1-2 minutes stretch breaks every 30 minutes. After each hour of work move away from the screen and work on something else for at least 5 minutes.
- Try to move away from the workstation during lunch breaks, don't eat your sandwiches at your desk.
- Avoid eye fatigue by resting the eyes periodically. Do this by looking away from the screen and refocusing on something in the middle distance.
- Massage the eyes by covering them with your palms for 10-15 seconds and gently pressing or rubbing. Keep back straight and arms flat on the desk
- Set the chair to the optimum height. If there is no way to adjust the chair, ask for an adjustable chair to be provided for you.

8.4 Welfare (See also Appendix K)

The provision of welfare in the workplace applies to all areas including the common parts of shared buildings, private roads and paths on industrial estates, business parks and temporary worksites. As well as for employees, welfare provisions are also provided for persons who may visit the premises on an infrequent basis e.g. visitors and subcontractors.

Personal responsibility should be taken for clearing waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately so that attention and repair can be provided in good time.

Disabled:

Certain rules apply for the provision of disabled facilities, which depends on the size and use of the premises, and which are covered by the Equality Act 2010; the entry door must be at least 900mm wide for example to account for wheelchair access.

Office: (See also Appendix L)

Toilet and washing facilities are provided within the building and it is the Company's duty to maintain them and keep them clean. Due to restriction of space it may not always be possible to provide a canteen or muster area; in this regard employees are required to make their own arrangements for lunch, outside of the office, although this would be a rare and temporary eventuality.

CDM: (i.e. construction sites)

Welfare facilities provided for construction projects shall be implemented as per schedule 2 of the CDM Regulations. A list of these requirements are specified and are the responsibility of the Principal Contractor.

The Company's responsibilities include:

- Ventilation.
- Indoor temperature and the impact of working in hot and cold environments.
- Lighting.
- The safe and frequent removal of waste and the cleaning of the workplace.
- The provision of suitable workstations and seating for the activity being undertaken.
- Sanitary conveniences and washing facilities.
- Accommodation for clothing and changing facilities.

9.0 HUMAN RESOURCES CONSIDERATIONS

9.1 Occupational Health

Eye Examination

Under DSE regulations, the employer must provide users with an eye test if they ask for it. It is up to the employer how to provide the test; they could let the user arrange it with reimbursement to follow. If it is established that the user needs glasses solely because of DSE usage, then the employer must pay for those glasses.

User responsibilities:

The user should not to be exposed to DSE health risks. The Company will make reasonable adjustments and provide any training that may be required. A user experiencing any discomfort should bring it to the attention of management and they need to:

- inform the Company in confidence if a health problem arises through using DSE.
- work in accordance with advice and any guidance given by the Company.
- be familiar with the contents of the DSE risk assessment.
- request in writing for an eye test where DSE related issues are suspected.

9.2 **Health Surveillance** (See Appendix M)

Health surveillance is conducted by observation, communication and systematically watching for early signs of work-related ill health. Should the Company become concerned over the wellbeing of an employee it may arrange for a referral to an occupational health advisor.

Because some health issues can manifest many years after exposure, health surveillance records are kept for up to forty years. The record will give a comprehensive picture of the jobs and dates that involved exposure to hazardous substances, and which brought about the need for a health surveillance check.

Some hazardous substances require health surveillance as a condition of use, but this is not the case for any materials the Company uses. At work it's the simply things that are effective; e.g. examining hands for any skin damage, perhaps related to the PPE gloves. Employees are encouraged to monitor themselves and report any concerns. Health issues will be treated in a personal and confidential manner by Human Resources.

Associated hazards: -

- Noise.
- Whole body or hand-arm vibration.
- Solvents, fumes, dusts, biological agents and other hazardous substances.
- Dermatitis.
- Asthma.
- Asbestos, lead or work in compressed air.

The Company will: -

- Carry out risk assessment within the workplace and communicate the findings to employees.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that new health surveillance is a part of the Company's health programme.
- Provide relevant information and training (e.g. how to guard against silica dust).
- Update personnel files with health related records.
- Ensure that employees are considered for health surveillance.
- Ensure that sickness absence is monitored and employees are referred to senior management if the reason for absence is thought to be work-related.
- Provide personal protective equipment where required.
- Monitor and review the effectiveness of health surveillance arrangements in place.

9.3 Dress Code

The Equality Act 2010 (reviewed 2017) does not set out specific examples of practices that are unlawful and such matters like discrimination or human rights, relating to company uniform, are for internal processes and courts to decide. This section is only concerned with the health and safety implications of items of clothing and bodily concerns.

- In this guidance male and female employees are treated equally, e.g. rules for long hair apply to both sexes. This guidance applies to all employees and subcontractors working on behalf of the Company.
- Your appearance reflects on yourself and the Company but more important, the primarily concern is one of safety and for portraying professionalism in the workplace. Please abide by the following guidelines:
- The wearing of PPE when required is mandatory. PPE should remain intact and be kept clean and should not have anything added (e.g. stickers) or anything written on it.
- Clothes must be work-appropriate. i.e. clothes that are typical in workouts and outdoor activities are not suitable for the office.
- Clothes should project professionalism. A casual look is great, but holes in jeans may be 'too casual'.
- All clothes must be clean and in good repair (no discernible rips or holes).
- There is no place for clothes with offensive or inappropriate designs or stamps.

Long Nails

The main concern for long nails in the cosmetic and food industries is that they harbour bacteria. For working with fire alarm systems on client premises and construction sites, the issues are very different. In the office, long nails can interfere with typing and cause health problems with the wrists. In a vehicle they could interfere with driving and be the cause of an accident. And in construction, long nails can interfere with the safe working of tools and be prone to catching and breaking off and consequently incur time off work.

Long Hair

The risk is that hair could become entangled in electrical machinery like a drill or other rotary tool. Long hair must be tied back with adequate room for a hard hat to be worn properly. For office based staff, long hair should be appropriately attended to, and look smart and attentively groomed.

Dress Code Violations

Managers or supervisor are expected to inform employees when they are violating the dress code for maintaining safety. Employees in violation of these rules are expected to correct the issue immediately. This may include having to leave work to change clothes. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

9.4 Alcohol and Drugs

It is forbidden for employees and those acting on behalf of the Company to enter places of work, to drive a vehicle, use or operate plant and equipment, in an unfit state due to the influence of alcohol or illegal drugs.

The effects of drinking and drug abuse reduces performance and can increase the rate of absence. In jobs where safety is paramount, such as the electrical industry, any form of drug or alcohol related problem is a very serious matter and in some circumstances may be a criminal offence.

Disciplinary action will be taken for anyone caught in the possession of alcohol or illegal drugs on Company premises, in Company vehicles or on Client premises. Employees taking medicines or prescribed drugs that may affect their ability to carry out their work duties or cause drowsiness, have a responsibility to inform the Company.

Associated hazards: -

- Impairment of co-ordination.
- Inability to drive or use equipment safely.
- Lack of awareness, judgment, or sense of danger.

Disciplinary procedures

If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in line with disciplinary or capability procedures. Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

The Company responsibilities:

- Seek to eliminate the risk posed to the health and safety of employees.
- Recognise that drug and alcohol problems are medical conditions that may be treatable.
- Treat all information in the strictest of confidence.

The Employee responsibilities:

- Not to attend work whilst under the influence of alcohol or drugs.
- To seek help voluntarily if they understand they have an alcohol or drug related problem.
- Inform the Company if they are aware that a colleague has an alcohol or drug related problem and may be hesitant in coming forward.

A potential problem with drugs and alcohol in the workplace is best dealt with sooner than later. A colleague may need support and assistance, but the priority is to move them out of harm's way, which is a duty placed on us all in the interests of health and safety.

9.5 Diabetes

According to Gov.UK, it is estimated that 3.8 million people have diabetes, that being 8.6% of the UK population. Diabetes can lead to serious complications such as blindness, heart disease, kidney failure and stroke. The level of treatment will vary greatly and the affected person may carry a medical card or bracelet identifying their circumstances for emergency situations. They may also carry an insulin pen to manage the condition at work or kept on them in case of an emergency elsewhere.

Recognising diabetes

Someone who is diabetic may not wish to reveal their condition to others, which creates a predicament for the employer of how to manage the employee while at the same time maintaining their dignity. However, workplace adjustments can only be made if the individual is willing to let the employer know about the condition and accept the need for support from the Company and work colleagues.

It may be imperative in some situations for a worker to know if their colleague has a condition like diabetes so that if a problem arises, that worker will know how to best assist the affected person. This may be the simplest thing, like calling for the supervisor or reaching for the diabetic pen.

Symptoms associated with diabetes: -

- Weakness, hunger, coldness, sweatiness, clammy skin.
- Palpitations and muscle tremors.
- Actions where the casualty may seem confused and displaying seemingly drunk behaviour.

- Looking, belligerent or becoming violent.
- A strong pulse.
- Deteriorating level of response.
- Shallow breathing.

The Company will:

- Assess the appropriate control measures to manage the risk.
- Meet the cost of making reasonable adjustments.
- Allow employees affected by diabetes to check on blood sugar levels throughout the day.
- Provide information to employees about hypoglaecemia and how to recognise the onset of an hypoglaecemic attack.
- Allow special leave for eye examinations and other diabetic healthcare.

9.6 Epilepsy

There are different types of seizures that last from seconds to minutes. In simple terms, seizures are caused by an excessive surge of electrical activity in the brain. Epilepsy is a neurological disorder in which a person has two or more seizures that occur more than 24 hours apart.
Epilepsy is a lifelong condition that can be managed well with medicines called anti-epileptic drugs (AEDs). Approximately 625,800 people in the UK have a form of epilepsy – that's around 1 in 107 people. During a seizure they might lose awareness or even consciousness.

Similar to diabetes, each person's experience will be a unique one. And likewise, an epileptic may not wish to disclose their health condition. But, there are legal requirements to inform the employer about such matters, otherwise it places other employees at risk, if an emergency should happen in the presence and an unknowing employee.

Associated hazards: -

- Working at height or underground or near open water.
- Working with machinery or driving.
- Working near live electrical panels.

Symptoms associated with epilepsy: -

- Sudden 'switching off'.
- Staring blankly ahead.
- Slight and localised twitching or jerking of the lips, eyelids, head or limbs.
- Odd impulsive movements like lip smacking, chewing, or making noises.

The Company will:

- Assess the appropriate control measures to manage the risk.
- Meet the cost of making reasonable adjustments.
- Provide information to employees about seizures and how to recognise the onset of an epileptic fit.
- Allow special leave for epileptic healthcare.

9.7 Blood Borne Viruses

There is a potential risk of employees coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). This could be a person in the office receiving a cut to their finger when in the kitchen, or an operative on a construction sites receiving a minor cut while cutting metal. In both situations the blood could have a negative effect.

To reduce the risks from BBV the Company will: -

- provide basic training to employees about the potential dangers of exposure to cuts, contact with clinical dressings, and needlestick injuries.
- Ensure first aid kits contain disposable gloves to protect against possible contamination.
- Allowing the use of syringes within the workplace only for medical reasons.
- Take suitable precautions to accommodate an employee that has been affected or infected with BBV and other employees who may be working alongside them.

9.8 Stress and Mental Health

The Human Resources department is responsible for addressing all work-related illnesses such as stress, including mental health issues. The HSE defines stress as both the physical and mental wellbeing of all persons employed by a company. There is a stigma associated with mental health that means many people affected by it, will not seek help, in fact only 12% of employees facing mental health issues will confide in their employer.

Physical stress

The body utilises certain levels of stress to optimise performance but work related stress is a level of stress above normal levels, which tends to cause problems with overall health. There is a distinction to be made between short term (acute) and long term (chronic) stress.

Short term stress (e.g. drilling a hole in to the ceiling) may ache your arm, as muscles tense for a while and then suddenly release when the stressor is gone. Stress related problems of short duration often resolve themselves but when done on a regular basis (e.g. drilling at work) the activity should be risk assessed, e.g. HAVS assessment, which would look to minimise the time duration spent drilling continuously, for each day.

Long term stress can develop long term problems with prolonged tension; first with headaches and later with chronic pains. Stress is also cumulative, which means that the overall long term chronic problem may come from the accumulation of several minor irritations lasting months to years and environmental stressors like noise, temperature, overcrowding or humidity, which can take a toll on physical health.

Mental Health

Work related stressors like deadlines, pressure to perform better, bullying and racial or sexist remarks, can negatively affect mental health. It is unclear whether there are potential benefits of screening programmes for mental health and as such HR would defer to an occupational health advisor rather than attempt to offer advise directly.

According to the World Health Organisation, almost 60% of the world population is in work with 15% of working-age adults estimated to have a mental disorder. Over 50% of employees do not feel that their mental health is a big enough priority – yet, 40% of employees take time off work as a result of mental health which is a main cause of absenteeism.

Risks to mental health at work include: -

- feeling of being under-skilled for work.
- lack of control over job design or workload.
- unsafe or poor physical working conditions.
- violence, harassment, discrimination and exclusion.
- unclear job role.

There are still things the employer can do in relation to examining the environment and conditions at work that could be having a negative impact, and looking to control any identified psychosocial risks. Employees should approach the Company management to raise any concerns. All conversations will be treated with the strictest confidentiality.

9.9 Violence and Aggression at Work

The HSE definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Employees whose job requires them to deal with the public can be more at risk from violence. The Company recognises the inherent difficulties in managing violence and aggression at work when that workplace could be on a construction site with other trades on-site. Steps will be taken to minimise the risks and to support employees who report actual or threatening behaviour.

Associated hazards: -

- Physical and verbal attacks.
- Low morale and depression.
- Stress-related illness.

The Company will: -

- Record all physical and verbal threats to staff.
- Classify incidents in accordance with the HSE guidelines, using headings such as place, time, type of incident, potential severity, who was involved, etc.
- Report the matter to the Police at the employee's request.
- Pro-actively present behavioural training such as 'Dignity at Work'.

What constitutes as work-related violence and aggression?

- Threats
- Antisocial behaviour
- Intention to injure or harm another individual, perhaps through spitting, punching, pushing etc.
- Verbal and emotional abuse, perhaps through bullying, intimidation, stalking, verbal abuse etc.
- A lack of respect
- Physical or sexual assault
- Sexual abuse
- Using or threatening to use a weapon.

There is not a dedicated violence and aggression act, instead these behavioural traits are controlled with the Health and Safety at Work etc. Act 1974, which places a duty on employers to ensure the health, safety, and welfare of workers, which includes protecting them from work-related violence. In addition, the Management of Health and Safety at Work Regulations 1999, require employers to assess the health and safety risks to workers, including the risk of work-related violence.

Lone workers may be at greater risk of encountering violence and aggression due to the lack of nearby support to help if things go wrong. For example, fire engineers attend call outs alone, at any time of the day or night. It is imperative that they follow basic common sense safety rules such as to make sure their mobile phone is fully charged before a call out, to carry an identity card, to know who to call in an emergency, and to have received some training in handling potentially awkward situations that could lead to things getting out of hand.

Vulnerable workers include young workers, new workers, workers with disabilities, older workers. They are also at great risk of receiving negative treatment, which in many situations could come from their work colleagues and be interpreted as bullying. The employer has specific duties to protect workers from work-related violence and aggression. This includes verbal abuse as well as physical attacks and this protection extends to contractors and self-employed.

10.0 SITE CONSIDERATIONS

Some of the following health and safety considerations apply for the office as well as on a construction site, for example asbestos awareness is expected for all employees and subcontractors because identifying the possibility of asbestos is important for all premises. These topics appear under site based considerations because they are most relevant to operatives installing fire systems.

10.1 Dust

Asbestos

Asbestos is an extremely hazardous substance and must be treated with the utmost care. When working on site, operatives will assume any suspected material is asbestos until it has been assessed. No drilling, breaking or cutting shall be done to material suspected of containing asbestos. Suspicion of Asbestos Containing Materials (ACMs) will be reported to supervisory staff immediately and work will be stopped. The Company will not under any circumstances work within close proximity of actual or suspected ACMs. Only Health and Safety Executive (HSE) Licensed Contractors or specialists that have been trained to work with asbestos should investigate the material further.

The Company Responsibilities: -

- Before commencing any works, establish from those in charge of the premises, e.g. owner, occupier, principal contractor - the location of all identified ACMs.
- If there has been no asbestos assessment, request from those in charge of the premises to arrange for an asbestos survey, and to include the analysis of samples.
- Where the presence of ACMs is suspected in domestic premises, ensure sample materials are taken and tested by competent persons prior to commencing work.
- Ensure everyone has Asbestos Awareness training before commencing work.
- Ensure site supervisors know what to do when ACMs are encountered.

Employee Responsibilities: -

- Stop work if there is a suspicion that asbestos is present.
- Report any asbestos exposure or damage to ACMs.
- Follow instruction and training given to prevent injury or ill health.

The Company's asbestos policy (P03) aims to provide a comprehensive safe management system for asbestos. Basic Asbestos Awareness and refresher courses are available to all members of staff once yearly.

Wood

Operatives do not need to work with hardwood, except for the purpose of cutting through it to run cables. The greater risk is exposure from other trades that are working with

hardwood (e.g. installing wood panelling in a hotel room). Hardwood dust can cause respiratory illness and even cancer. A dust extraction and filtration systems should be used when cutting hardwood. All wood dusts have a workplace exposure limit of 5mg/m3 (i.e. 5 milligrams of dust per cubic meter).

Silica

Silica dust should be treated the same as for wood dust except that it is potentially a lot more serious and may prove to be more deadly than asbestos has been, as a serious occupational health disease. It is a long term lung disease called silicosis which is caused by inhaling large amounts of crystalline silica dust over many years.

10.2 Working at Height (WAH) (See also Appendix N)

The nature of fire alarm installation means that working at height is the norm, and not a method that can be limited or avoided. It is important for The Work at Height Regulations 2005 to be well understood by employees and subcontractors, and to an extent the Company can offer a Client advice on what is and is not possible.

Associated hazards: -

- Falls from equipment and structures.
- Falling objects.

Almost all site operatives hold PASMA or IPAF qualifications and supervisory staff have SSSTS. The Company will ensure that the majority of site operatives maintain these qualifications for working at height.

Falls from height are the biggest cause of workplace deaths and one of the main causes of major injury. At height means if a person could be injured falling, even if it is at or below ground level. The regulations place duties on employers, the self-employed and any person who controls the work of others, who become by definition, 'Duty Holders'.

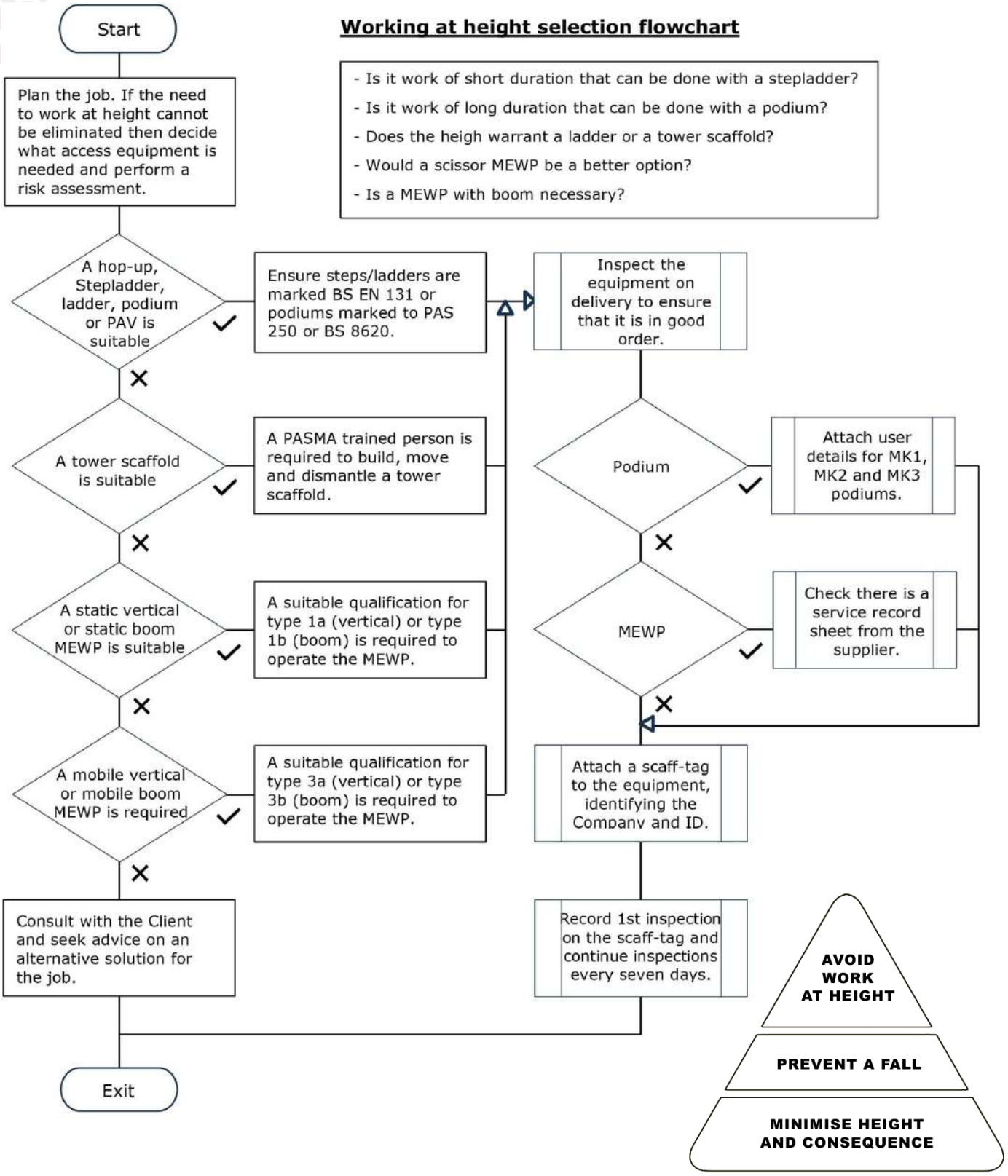
Employer (Duty Holder) responsibilities: -

- Avoid working at height where possible.
- Put in place controls to prevent someone falling.
- Ensure all work at height is planned and risk assessed.
- Ensure operatives are trained and competent.
- Ensure access equipment is properly inspected.
- Ensure the risks from fragile surfaces and objects are properly controlled.

Employee responsibilities: -

- Follow training for working at height. E.g. PASMA, IPAF training.
- Only use access equipment belonging to the Company or that has been approved by the Principal Contractor and risk assessed.

- Make use of PPE provided for the task.
- Follow safe systems of work.
- Report any accidents, incidents and near misses to the employer.



The main points for using access equipment:

- Stepladders and ladders are to be kitemarked to Class 1 standard and should meet BS EN 131 or BS 1129.
- Podium platforms must conform to PAS 250 or preferably BS 8620.
- Mobile towers are to be assembled by PASMA trained persons in accordance with manufacturer's instructions.
- MEWPS should be operated by PAL (IPAF) trained personnel.

Approved Access Equipment

The Company uses a range of access equipment from a hop-up to Class 3B IPAF platforms. No other type of access equipment may be used by operatives without prior authorisation based on a risk assessment and the required training in place. All items should have a scaff-tag attached, be inspected before use, and have an inspection recorded weekly.

Item	Type	Details
	Hop-up	- Hazards include uneven surfaces and weak support for load bearing points. - Despite its small size, a hop-up is still a risk for working at height and still requires the usual scaff-tag and inspections.
	Stepladders and Ladders	- Select the right ladder for the job. - Familiarity training is required for working with steps and ladders safely. - Three point of contact a at all times. - Do not stand on step if knee will be above the top step.
	Podium Towers	- Use in place of steps wherever possible. - There are three main sizes, referred to as the MK1, MK2 and MK3. - Outriggers are required to be attached and many sites will enforce their use at all times.. Gates should be locked when not in use to prevent unauthorised use by untrained users.

	Tower Scaffold	- Outriggers are required. People working from a tower do not need PASMA but those building it and moving it so. - Do not climb on the outside. - Use toe-boards when working height is above 2 metres. - Ensure hand rails are securely in place.
	Push Along Vertical (PAV)	- A PAV is a MEWP without any drive that provide low-level access and are considerably safer than ladders and cheaper than powered access platforms. - A PAL card with 1a type is enough to work with a PAV. Otherwise, familiarisation training is required.
	Mobile Elevating Work Platform (MEWP)	- A PAL card is required to operate the types of powered MEWP. - A safety harness is not required for scissor lift types of MEWP, but if there is a danger of falling from the work platform, after other controls have been implemented, then a safety harness or other form of fall arrest PPE is required.

These documents are required to be situated on a powered MEWP:

- the Operators Manual.
- the supplier's certificate of the last mechanical service which should be within the last 12 months.
- blank IPAF pre-start inspection sheets.
- a rescue plan.

10.3 Personal Protective Equipment (PPE) (See also Appendix O)

It is a strange component of health and safety logic that PPE should be used 'as a last resort' and that only used when the risk presented by a work activity cannot be adequately controlled by other means. This can be a bone of contention when discussed at events like IOSH or SSSTS training, because it's difficult to envisage an activity that would not require the use of some form of PPE, and its use therefore, is predominantly mandatory.

PPE should not be considered as the 'lesser' option, but rather as an integral part of personal protection for every situation. Using PPE is only one element in a complete risk control programme that uses a variety of strategies to maintain a safe and healthy environment. It's important to understand that PPE does not reduce the hazard itself nor does it guarantee total protection.

This section will cover:

- Aspects of PPE
- Legal duties for PPE
- Standards of PPE
- Selection of PPE
- Compatibility of PPE
- Fit testing and training of PPE

Aspects of PPE

The infinite definition of 'work' means that the challenges for special clothing and other types of protection available for controlling the risks of injury whilst working, is always a balancing act between the likelihood of a worst-case scenario happening and the PPE that is available to control it.

PPE can be classified in broad terms, e.g. eye protection; head protection; face protection; fall arrest; protection from heat; exposure protection, and so on. These categories can be subdivided further, such as for eye protection which has three main subdivisions; safety glasses, goggles, and shields.

Associated hazards:

- Bodily injuries: - blows, impact, crushing, stabs, cuts, grazes, scalds.
- Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi.
- Falls from height.
- Noise and vibration.
- Slipping/falling over.
- Electrical hazards.

Legal Duties for PPE

Employers have legal duties for the provision and use of personal protective equipment (PPE) in the workplace. Not only do they have to provide basic PPE but they have to actively monitor its use and ensure employees understand how to use it correctly. These duties are provided for, in the Personal Protective Equipment at Work Regulations 1992, (aka PPER 1992).

PPER 1992 defines PPE as:

"All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person's health or safety, and any addition or accessory designed to meet that objective."

Where PPE is necessary in a risk assessment, it must be provided free of charge, and must be worn at all times when the task is being performed. The worker has a legal obligation to use provided PPE correctly. Supervisory staff have a responsibility to monitor and record that PPE is in place, this could be with random PPE checks during a walkaround.

On a construction site the site rules must be complied with, which generally means wearing a hard hat, hard boots, hi-viz, and safety gloves. The obligation to wear eye protection and a face mask is task specific, e.g. when drilling in to a concrete ceiling, an appropriately graded face mask (e.g. FFP3) and safety spectacles (UKCA or CE) would be required.

Only brand-free or Company branded PPE is allowed. The Company will provide a hi-viz and a hard hat for every employee. Subcontractors are expected to obtain brand-free PPE.

Under PPER 1992, employees are required to: -

- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely and properly maintain it.
- Make use of all PPE that has been issued to them, safely and appropriately.
- Inspect all PPE before use to ensure that it is clean and in good condition.
- Report any defective PPE to the employer.
- Report any discomfort from wearing PPE (e.g. it does not fit due to wrong size).
- Report any suspected ill health experienced as a consequence of wearing PPE.

Standards of PPE

It is the responsibility of the operative to keep their PPE clean and in good condition, which is also a legal obligation. PPE clothing adorned with stickers is not permitted. Writing done with a sharpie pen is not permitted – If a name or label needs to be attached to a hard hat or hi-viz then it must be done on the inside.

PPE issue: A subcontractor can ask for an item of brand-free or Company branded PPE to be provided but this may be charged back to them. Employee and any subcontractor PPE issue, will be signed for in order to prove that PPE has been provided to them.

Shorts and cut down trousers: - are not permitted because exposed legs are more easily injured and in this regard appropriate trousers should be worn that can withstand the rigours of their designated tasks.

Hight visibility vests: Cut down or defaced hi-vis vests are not permitted. Non-company branded items are not permitted.

Supervisors are tasked with implementing the correct PPE and random checking is one method used to monitor this. Workers found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include permanent removal from the site.

PPE must be manufactured to recognise current industry safety standards. Since 1995 this was the CE mark. The equivalent UKCA mark will take over from December 2024.

PPE	Name	Standard	Classification
	Hard Hat	BS EN 397:2012 +A : 2012	Industrial safety helmets
	High Visibility Vest	BS EN 471:2003 +A1 : 2007	High visibility clothing
	Hard Boots	BS EN ISO 20346:2004	Protective footwear
	Safety Gloves	BS EN 420:2003 +A1 : 2009	Gloves protection general requirements
	Safety Glasses	BS EN 166:2002	Personal eye protection
	Face Masks	FFP3 BS EN 149:2001	Filtering half masks to protect against particles
	Ear Defenders	BS EN 352-1:2002 BS EN 352-2:2002	Earmuffs Earplugs
	Fall restraints	BS EN 361:2002	Full body harnesses
	Respiratory protective equipment (RPE)	BS EN 405:2001 +A1:2009	Valve combined filtering half mask

Selection of PPE

It is recognised that the use of PPE itself does not pose any risks to health, but some employees may have issues with it, for example dermatitis caused by the wearing of certain gloves containing powder, which is a condition that exhibits irritation of the skin in the form of intense itchiness and swelling. Selection of PPE therefore, should consider the quality, grade and cost of items, against any detrimental effects that may arise.

Example 1: Provision of hi-viz vests:

The employer keeps a batch of hi-viz vests for issue when required. They are all size XXL to cover all sizes. A worker asks for a size Small and is given XXL. With the vest flopping about, the worker now carries the risk of it being caught in something. To compensate, the worker ties it at the back, so not wearing it properly. Is this the fault of the employer or worker? The better option would have been for the employer to have Small, Medium, Large and XXL in stock. The legal obligation for both employer and employee is for PPE to be work correctly and used properly.

The selection of the correct PPE is often arrived at during the risk assessment process. It must be appropriate to the existing conditions at the workplace and fit the worker adequately well.

Certain equipment may need to be specific such as using a safety harness for working with certain types of raising platform equipment or because it is the best fall arrest option for the task, regardless of whether the type of platform requires its use (such as a scissor lift which does not require use of a harness). Other items may need the modified version such as a safety helmet with a visor attached, that can be dropped down when cutting on a chop-saw.

The wearing of lung protection (RPE) e.g. dust/vapour masks is mandatory when undertaking 'at risk' tasks as described in a risk assessment. For installation of a fire alarm system, this would apply to drilling in to concrete, especially when above the head, or spraying solvent based coatings like galvanising spray (a blend of acrylic resins, zinc pigments and thickening agents in a mixture of solvents). This is because these activities create particles that should not be ingested.

Example 2: Work will include cutting Unistrut with a chop-saw:

A more rugged type of eye protection should be considered, such as appropriate goggles which can be sited at the chop saw location with a warning sign that they should be used at all times when cutting. However, the risk assessment might reasonably assume that the whole face should be protected from sparks and hot mild steel shrapnel, and therefore a face shield might be the appropriate choice of PPE.

Example 3: Work will include the spraying of chemicals:

Spectacles might allow chemical particles to get in from the sides and a face shield would certainly do so. Goggles would be the appropriate type of PPE but they should be chemical resistant goggles in order to be truly effective as eye protection.

A stipulation of selection is that the worker should be able to work freely without additional risks caused by the PPE. This may well be obvious, but as demonstrated in Example 1 it can be an overlooked aspect of safety management. There is a difference between providing bespoke PPE and well-fitting PPE. Well fitting means the right size, but not specifically the ideal fit, e.g. a worker with size 10 feet may well manage with a pair of size 11 boots, but certainly could not be expected to work unhindered, wearing size 14 boots.

Example 4: Well fitting PPE:

A real-life example of a Principal Contractor that insisted eye protection (the 5th point PPE item) was work all the time, not just when drilling etc. A worker who used goggles for

cutting metal, complained that they fogged up after a few minutes which left him essentially blind. Instead of the PC investigating what they could do for the worker, such as recommending a face shield for cutting and prescription safety glasses for normal working, the worker was offered no advice and compelled to wear his goggles or be removed from site. Unfortunately, during the course of his normal duties, the worker failed to see warnings of a floor hazard and fell through an opening which resulted in permanent paralysis of the lower body.

Understand the nature of the hazards from the risk assessment – are they: -

- respiratory issues (concerning hazardous dusts or fibres, gas or solvent vapours.
- Noise related – consider the level, frequency and duration of exposure.
- Visual issues – consider the potential for eye injury from flying particles, dust irritation or chemical splash.
- Face and head issues – where the potential exists of falling objects from above.
- Fall related – where a fall from height is inordinately possible due to the circumstances.

First the risk assessment should determine the level of protection required, i.e. the class of PPE required to reduce exposure to safe levels or prevent injury as stipulated by national regulations. The next step is for the correct selection of PPE type that will be adequate and suitable.

As has been discussed so far, when a PPE clothing item is not worn or fitted correctly, or interferes with the ability to perform the task, or is merely uncomfortable, then it's likely that it will be worn incorrectly, and quite possibly create a hazard to that worker.

Another aspect to consider is when multiple PPE items are working together. PPE selected must be compatible with each other. Head worn PPE requires the greatest attention to ensure that head protection, respiratory, eye and hearing protection does not compromise each other. In situations where multiple head worn PPE is required then choosing an integrated PPE solution is probably the best option to consider.

In summary, a 'one-size fits all' approach will not be a good principle to deploy and may result in unsuitable PPE being provided – the consequence of which is that it may not be worn and therefore the worker is not adequately protected. The impact on the worker will depend on their medical health which needs to be considered when selecting PPE.

Compatibility of PPE

Just as it is important as selecting the correct PPE, it's also vital that PPE items fit a worker correctly in order to provide adequate protection levels. One question to ask when selecting PP is whether it is working together.

In most workplaces there is a requirement to wear more than one type of PPE at any one time. As most standards are geared to testing of a single item, there is no effective measure of how well they will perform alongside other PPE items. This is an underestimated part of PPE implementation, which is currently left to the discretion of the wearer or site supervisor. But, it has become increasingly evident that understanding the benefits of PPE compatibility can enhance workplace safety.

In general, the overall effectiveness of PPE relies on the ability of multiple items to work together without compromising the wearer's protection throughout their entire shift. To ensure optimal safety, it is essential to select and wear compatible PPE that does not compromise the effectiveness of other items.

Example 5: A disposable particulate respirator which relies on the ability to achieve an adequate seal to the wearer's face may be rendered ineffective if a pair of safety goggles causes the seal to lift away from the nose and cheekbones.

Example 6: A pair of safety glasses which sit too high on the wearer's face when RPE is worn, may reduce the level of eye protection offered. Eyewear with thick side arms worn with ear muffs can also reduce the attenuation offered by the hearing protection.

Compatible PPE should generally be more comfortable when worn correctly than incompatible PPE and wearers of comfortable items are less likely to readjust them or to remove them altogether. If PPE items are being frequently adjusted, this could cause a distraction on the task in hand potentially leading to an accident.

The legal requirement for employers is:

- When selecting PPE employers must ensure it is suitable. (e.g. for weather, atmospheric conditions and noise levels)
- For the wearer to be comfortable in PPE which does not affect the ability to do their job.
- For PPE to be compatible, both with the wearer and any other PPE worn.
- In accordance with the PPE Use Directive 89/656/EEC, the selected PPE should control exposure adequately to the hazardous substances to which the wearer is exposed, or is liable to be exposed, throughout the time it is used.
- In accordance with the PPE Use Directive 89/656/EEC, where the presence of more than one risk to health or safety makes it necessary to wear or use simultaneously more than one item of PPE, such equipment is compatible and continues to be effective against the risk.

*There are **six** different types of PPE*: -

- Respiratory protection
- Eye and face protection
- Head protection
- Hand and arm protection
- Foot and leg protection
- Body protection.

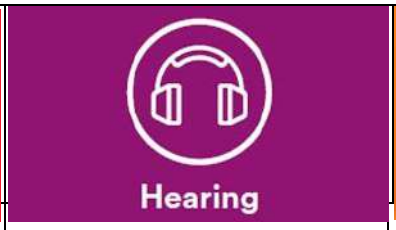
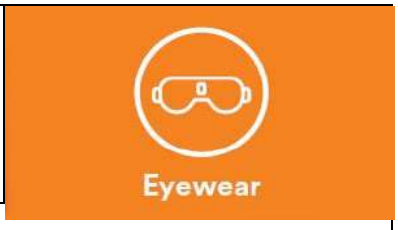
1. Determine what PPE is required for a task (in a risk assessment)
2. Select appropriate type of PPE
3. Determine compatibility of combined PPE for effectiveness
4. Issue PPE and any training required to use it.

Example 6: The 3M SecureFit range of items are designed to work together, such that common head protection items have been designed to fit together without compromising protection:

Fit Testing and training of PPE

Sometimes Fit Testing is referred to as Fit Validation. It's a method to assess the quality of fit for a given item of PPE to a wearer. This can assess if it is an ideal fit or how well it fits and therefore how much protection is will provide. Fit is also a form of training, as for example, a respirator with incorrectly adjusted nose clip or poorly adjusted straps, or a wearer with facial hair or stubble can result in a reduction in the level of protection.

There are three types of PPE that have a recognised fit validation method:

		
RPE applicable to all tight-fitting filtering respirators ranging from disposable particulate respirators to full facepiece respirators fitted with filters, turbo units or used with breathing apparatus.	Applicable to a wide range of hearing protection devices ranging from disposable earplugs to reusable earmuffs.	Applicable to a wide range of safety glasses, goggles and visors, checking for gaps around the orbital region of the eye as well as the wearer's field of view.

In the absence of a face fit test, there are steps to assess the fit, if the PPE item is available in various sizes. A brief trial period can also be arranged for wearer's to decide which item fits them better. To reiterate, the item of PPE does not need to be an ideal fit, but it does need to be fit the wearer comfortably for the duration of the working period and does not require individual adjustment that could increase risk of injury or accident.

Respiratory, hearing and eye fit validation can be carried out as a best practice exercise or as part of a written health and safety management programme. In this regard, the Company relies on the decisions taken by site supervisory staff as they are best placed to know what is required and necessary for that site.

There are many factors that can affect how well PPE fits, including:

- The size and shape of the individual.
- The level of training the wearer has received.
- The wearer's motivation and attitude to work.
- The extent to which the item is being worn effectively.
- Whether there is facial hair that can affect the seal.
- Facial jewellery.
- Other equipment or clothing.

The supervisor should include the following elements in training of PPE:

- Training should include the following elements, where applicable:
- PPE requirements according to the Company's P02 Health and Safety Policy.
- Why the PPE is needed to comply with legal requirements.
- The hazards and risks and effects from exposure associated with the tasks.
- What PPE is being provided and its limitations.
- How to wear, check or use PPE correctly.
- When and why fit testing is required, if relevant.
- How to wear and check the PPE correctly
- The importance of keeping PPE clean
- The maintenance required of any PPE equipment.
- How to report any problems that arise.
- Employee and employer responsibilities.
- Any manufacturer user instructions.
- What pre-use checks are required and how to conduct them.

10.4 Lone Working

Lone working can be anyone who works on their own without direct contact or supervision. Some employees and subcontractors do work alone, such as fire engineers that attend sites to service the fire alarm. These activities will be risk assessed and the operatives instructed on the control measures to employ.

The Company will: -

- Identify workers with medical conditions which may make them unsuitable for working alone.
- Ensure workers are trained to understand what lone working is.
- Ensure operatives have enough information about the place they are working.
- Ensure means of communication are in place between worker and the office.
- Provide out of hours telephone number to summon help if needed.
- Request that incidents relating to lone working be reported to the office.

The employee will have with them: -

- Forms to record incidents.
- A mobile phone.
- Out of hours telephone number to summon help.
- An identity card.

10.5 Vibrating Tools (HAVS) (See also Appendix P)

Anyone who is frequently exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury, which is one of the more common forms of HAVS (Hand-Arm Vibration Syndrome).

Associated hazards: -

- Damage to blood cells and reduced circulation.
- Nerve damage to fingers and hands.
- Loss of manual dexterity, grip, strength.

The Company will: -

- Keep records of risk assessments and health surveillance.
- Ensure employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk.
- Review the vibration risk assessment.
- Ensure all tools are maintained through PUWER management.
- Encourage reporting of equipment faults and remove defective equipment from use.

Employee responsibilities: -

- Be on guard for tingling and numbness in the fingers.
- Watch for and report if fingers go white or are very painful.
- Report any loss of manual dexterity.
- Report any loss of strength in the affected parts.
- Use low vibration equipment when possible.
- Ensure that consumable blades, drill bits, etc. are not worn.
- Avoid over gripping tools.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

The Company will ensure that employees are not subjected to excessive vibration through power tools. This will be done with HAVS assessment and in providing employees with information about HAVS and training where necessary.

Occasional exposure to vibration is unlikely to cause ill health. Regular exposure to hand arm vibration can lead to permanent health effects. Hand arm vibration is vibration transmitted into workers' hands and arms. It can be caused by hand held power tools such as drills, angle grinders and cutting tools. Employees are not exposing themselves to

excessive levels of vibration, as long as the timescales as shown in the Ready Reckoner below, are not exceeded.

The likely vibration emission levels for a drill can be obtained from the equipment manufacturer's user manual. These levels must then be taken in to account with the length of time the equipment will normally be used for, and the type of work activity it is expected to do during the day.

For HAVS there are prescribed legal Exposure Action Values (EAV) and Exposure Limit Values (ELV) where: -

EAV is the amount of daily exposure (8 hours) to vibration which if reached or exceeded, employers are required to take action to reduce the risk.

Exposure Action Value (EAV) is 2.5 m/s2 A (8) or 100 points (e.g. 2.5 metres per second squared over an 8 hour working period).

ELV is the maximum amount of vibration an employee may be exposed to in any single day (8 hours).

Exposure Limit Value (ELV) is 5.0 m/s2 A (8) or 400 points (e.g. 5.0 metres per second squared over an 8 hour working period).

Vibration magnitude m/s²	15m	30m	1h	2h	3h	4h	5h	6h	8h	10h
40	800									
30	450	900								
25	315	625	1250							
20	200	400	800							
19	180	360	720	1450						
18	160	325	650	1300						
17	145	290	580	1150						
16	130	255	510	1000						
15	115	225	450	900	1350					
14	98	195	390	785	1200					
13	85	170	340	675	1000	1350				
12	72	145	290	575	865	1150	1450			
11	61	120	240	485	725	970	1200	1450		
10	50	100	200	400	600	800	1000	1200		
9	41	81	160	325	485	650	810	970	1300	
8	32	64	130	255	385	510	640	770	1000	1200
7	25	49	98	195	295	390	490	590	785	865
6	18	36	72	145	215	290	360	430	575	720
5.5	15	30	61	120	180	240	305	365	485	605
5	13	25	50	100	150	200	250	300	400	500
4.5	10	20	41	81	120	160	205	245	325	405
4	8	16	32	64	96	130	160	190	255	320
3.5	6	12	25	49	74	98	125	145	195	245
3	5	9	18	36	54	72	90	110	145	180
2.5	3	6	13	25	38	50	63	75	100	125
2	2	4	8	16	24	32	40	48	64	80
1.5	1	2	5	9	14	18	23	27	36	45
1	1	1	2	4	6	8	10	12	16	20
	Daily exposure time									

Above limit value
Likely to be above limit value
Above action value
Likely to be above action value
Below action value

Guidance on Use of the Ready Reckoner:

1. Find the vibration magnitude (level) for the tool, or the nearest value on the grey scale on the left of the table.
2. Find the exposure time or the nearest value on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time. (e.g. If the work equipment has a magnitude/vibration level of 5 m/s2 and an exposure time of 3 hours: this exposure corresponds to 150 points).
4. Compare the point's value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value. The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value.

If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

10.6 **COSHH** (See also Appendix Q)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH), requires employers to assess the risks that arise from the use of hazardous substances. It includes arrangements to deal with accidents, incidents or emergencies such as serious spillages.

For materials that are or may be hazardous to health, a COSHH Assessment will be carried out by the Company. COSHH assessments and Safety Data Sheets will be kept by the Company and communicated to the relevant employees together with any risk assessment and method statement and instructions for use.

The use of hazardous substances at work may put health at risk. The Company will control the exposure to hazardous substances and aim to protect employees who use chemical by means of control measures and PPE.

Hazardous substances include: -

- Substances used directly in work activities (e.g. paints, adhesives, cleaning agents).
- Substances generated during work activities (e.g. fumes).
- Naturally occurring substances (e.g. grain, dust).
- Biological agents (e.g. bacteria and other micro-organisms).

Associated hazards: -

- Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.
- Skin irritation.
- Asthma.

- Losing consciousness.
- Cancer.
- Infection from bacteria and/or micro-organisms.

On Construction site contracts, the site supervisor will: -

- Manage hazardous substances responsibly, safely and in accordance with COSHH 2002.
- Store chemicals and hazardous substances in a COSHH box.
- Identify the COSHH box with a warning label and keep it locked (restricted access).
- Obtain hazard data sheets from suppliers.
- Identify who may be affected (e.g. employees, subcontractors, other trades, visitors, public).
- Provide a copy of each relevant COSHH assessment to operatives at risk.

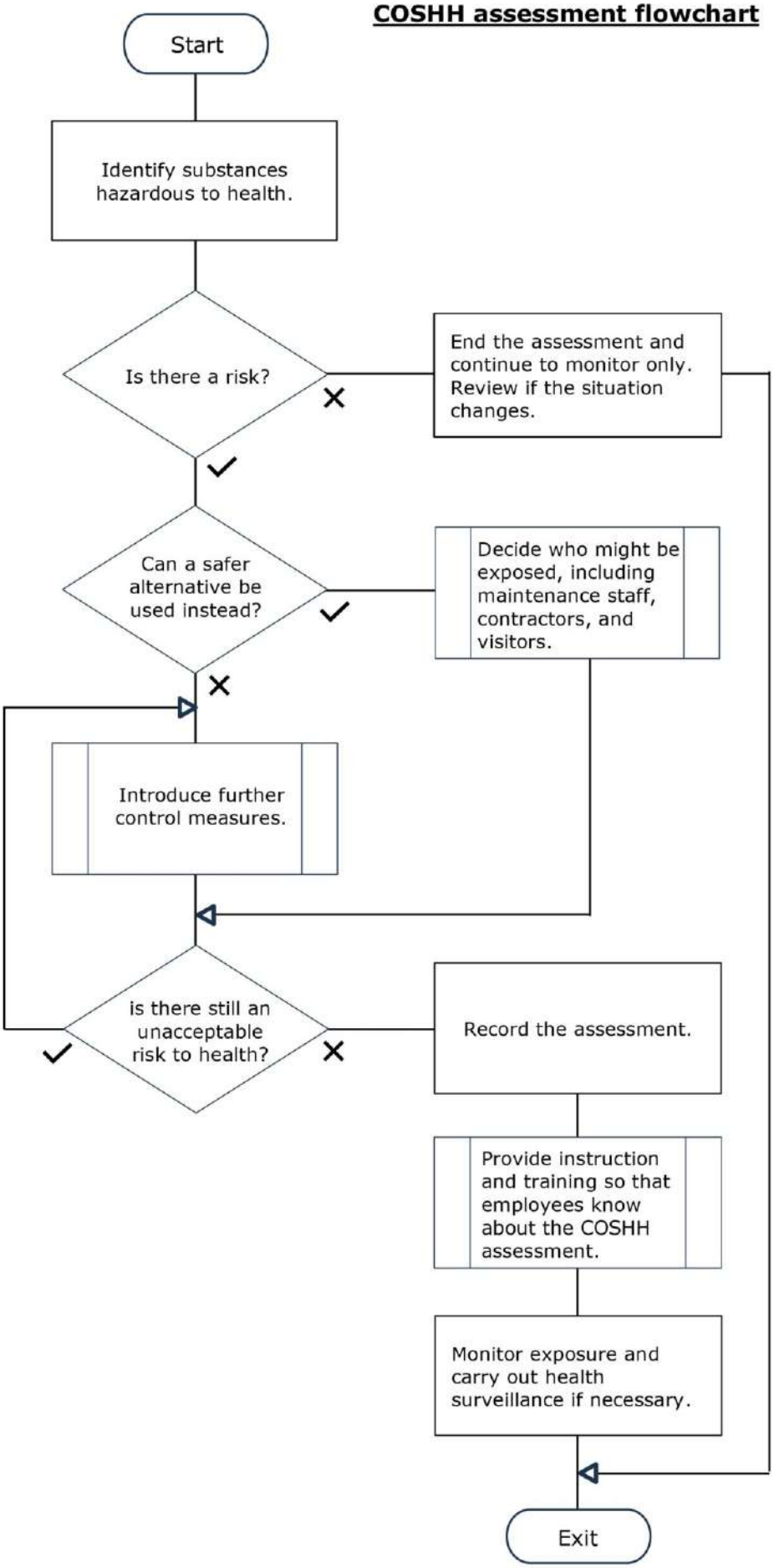
COSHH Assessment (See also Appendix R)

The word 'substances' from the mnemonic COSHH, includes any form of hazardous material, including liquids, solids, fumes, dust, vapours, fibres, nano-particles, mists, gases and biological agents such as bacteria and viruses. The 'hazardous' part includes damage to lungs, skin, nose, mouth, genes, internal organs, eyes or central nervous system as well as the risk of injury due to combustion or explosion. A COSHH assessment is a legal requirement and there are things that it must contain.

The COSHH assessment shall include consideration of: -

- the hazardous properties of the substance and approved classification of any biological agent.
- and information contained in any relevant safety data sheet.
- information on health effects provided by the supplier.
- the permissible level, type and duration of any occupational exposure limit.
- the circumstances of the work, including the amount of the substance involved.
- Activities where there is the potential for a high level of exposure.
- control measures which will be taken in accordance with COSHH regulation 7.
- the results of relevant health surveillance.
- the results of monitoring of exposure in accordance with COSHH regulation 10.
- where work will involve exposure to more than one hazardous substance and the risk presented by exposure to these in combination.
- and such additional information as may be needed to complete the COSHH assessment.

COSHH assessment flowchart



10.7 Confined Spaces (See also Appendix S)

Whenever work is planned the question needs to be answered of whether there will be any work done in a confined space. This does not just mean an operative working underground in a narrow tunnel unable to turn themselves around, as is the common misconception. The HSE interpretation of confined space is one which is enclosed and has a reasonably foreseeable specified risk to workers of: fire, explosion, loss of consciousness, or asphyxiation.

Employees and subcontractors that are required to work in a confined space must be given the RAMS associated with the task at hand. It is not normal working and any training that is required will have been identified before work commences, such as training for working in confined spaces.

Supervisory staff will need to be in close proximity and in relative constant with those working in confined spaces, for example, with the use of radio equipment and employing rigid safe systems of work – i.e. pre-arranging calls to check that there are no problems. What the supervisor has to do is imagine they are the one working in the confined space and that a problem should develop – how far away would they want the emergency person to be.

In this regard the Company is of the opinion that someone should be no further than 20 metres, away from anyone working in a designated confined space, that's far enough to be able to hear a call for assistance. That person does not have to be a supervisor, it could be a second operative, therefore no one should be working in confined spaces alone but always in pairs at least.

Each year a number of people are killed or seriously injured working in confined spaces in the UK. Some are people that attempted to rescue the trapped operatives. This is unacceptable and all safety measures will be taken to ensure the utmost safety. Usually, serious issues in confined spaces means an operative working alone and at height. Therefore, **the Company insists that all work in confined spaces is undertaken with a minimum of two operatives that have been trained in the relevant rescue plan for that equipment**.

10.8 CDM

The Construction (Design and Management) Regulations 2015, also known as CDM Regulations or CDM 2015, were developed to help prevent construction accidents and fatalities. They ensure that construction work is carefully planned. Under CDM, all staff must be competent to undertake their appointed tasks.

This is why 'induction' is required before working on a construction site and why skillcards are a necessary component to demonstrate a basic understanding in health and safety and a level of competency in a relevant trade; for example the ECS (Electrotechnical Certification Scheme) card is for workers in the electro-technical industry which covers low voltage electrical, and extra low voltage CCTV and fire installers.

In order to ensure competency, the Company only places on sites competent employees who are qualified to do the tasks, such as supervisory staff holding a SSSTS qualification.

Sub-contractors/self-employed workers are assessed through the Approved Subcontractor Form which is reviewed yearly.

CDM regulations can be complicated, especially when working to the interpretations of Principal Contractors. The easiest way to envision the Company's position, is to understand that we aim to comply with whatever stipulations are set by the PC.

10.9 **Noise** (See also Appendix T)

The Control of Noise at Work Regulations 2005, aim to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

Regular exposure to high noise levels can have serious health implications like deafness. Normal speech is measured at 60 dBA. Noise levels above 80dBA are excessive and require ear protection. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80 dBA.

10.10 Compressed Gas Cylinders

The term 'compressed gas cylinder' describes various types of pressure vessel, used to transport and store gases under pressure. Gas cylinders can be encountered on premises serving very different purposes, e.g. hot works on construction sites, beer dispensing in catering establishments, oxygen supply hospitals, and commonly for firefighting appliances.

Accidents involving gas cylinders can be very serious; in high concentrations may cause asphyxiation or explosion, and therefore the main risk for working within close proximity to compressed gas cylinders is death. But, of course, the real risk of death is unlikely when considering the stringent measures and safe handling of gases that are employed by those who use it.

It is important for operatives to know when they are working near compressed gas storage. The pressurised system is regularly checked for leaks and gas cylinders are located in well-ventilated areas with oxygen detection required where the risk of release of asphyxiant gases exists. In the event of a leak, immediate medical advice is recommended.

Workers need to understand the signs of a possible leak, which might include impaired mobility and even loss of consciousness, as the victim may not be aware of asphyxiation while it is in progress. Compressed gas can penetrate the skin and easily enter the body through small wounds causing serious or fatal injuries. In this regard, a risk assessment should require self-contained breathing apparatus to be at hand, when working within close proximity of a compressed gas system.

In an emergency situation, the breathing apparatus should be worn and the victim removed from further danger so long as it is safe to do so. Call emergency services stating that the victim has been exposed to gas and call for the site First Aider. Follow any First aider training and apply artificial respiration if breathing has stopped. Keep the victim warm and rested until rescue arrives.

The Company handles fire extinguishers and as such, has a responsibility to ensure employees are trained in the safe working with compressed gas cylinders and the associated risks. Employees handling fire extinguishers must understand the risk assessment and follow safe systems or work.

The Company will: -

- Carry out a risk assessment in respect of how compressed gas cylinders (i.e. fire extinguishers) are handled in the workplace, stored at the office, and disposed of as hazardous material.
- The risk assessment will determine whether oxidisers are required to be installed (at least twenty feet from flammable gases).
- Ensure storage areas are well ventilated and secluded from heat, naked flame or direct sunlight.
- Ensure compressed gas cylinders are sited correctly when stored or travelling in vehicles.
- Keep records of regular checks for leaks, as appropriate to the storage status (e.g. a consignment of old fire extinguishers could be awaiting collection by hazardous waste services, but could all be empty).
- Keep records of individual cylinders and track their movement.
- Record visual inspections of gas cylinders and their associated holders or clamps, regulators and hoses.
- Train employees to safely work with gas containers.
- Provide personal protective equipment, as appropriate.
- Review safe working practices for gas cylinders regularly.

10.11 Construction Site Power

110v is to be used on site. The exceptions to this rule are designated battery charging areas, appliances in the welfare area and the Project Manager's office where a computer and printer may be located. If a 240v instrument is required to be used on site, then a step-up transformer should be used following a risk assessment, and the relevant site management permission in place.

10.12 Lithium-ion Batteries

Lithium-ion is sometimes abbreviated to (Li-ion). The main difference between lithium cells and lithium-ion cells is that Lithium-ion batteries are rechargeable, whereas lithium are not. This is because Lithium-ion cells have charge/discharge cycles that can go on for thousands of times.

Li-ion batteries are commonly implemented in drills, saws, grinders, and a host of other work tools. In addition they are found in every day devices such as smartphones. The fact that they are in such widespread use necessitates an understanding of the hazards they pose. Since 2009, all lithium battery types have been officially noted as Class 9 hazardous goods.

These batteries are preferred for their high energy density, low weight, and long cycle life, and while they are generally safe, they pose certain risks if not handled properly. It is vital to take necessary precautions.

Overheating is one of the main causes of lithium-ion battery failures, which happens when the tool is being operated for lengthy uninterrupted periods, or when overcharging.

Overcharging occurs when you charge a battery beyond its maximum capacity. This can lead to excessive heat buildup, causing thermal runaway — a condition where the battery's temperature increases uncontrollably, potentially leading to fire or explosion.

Discard a damaged battery as these can get overheated, cause fire or explosion. Li-ion batteries can explode, but it is rare. Explosions typically occur due to manufacturing defects, damage, overcharging, or exposure to high temperatures. Proper use and care can significantly reduce the risk of explosions.

Follow these basic safety guidelines:

- Never modify, disassemble, tamper with the battery, or attempt to repair a faulty device.
- Follow the manufacturer guidelines for using the tool.
- Use a manufacturer approved charger.
- Avoid leaving batteries plugged in overnight.

10.13 Hot Works

Hot works is defined as any process that generates flame, sparks or heat and generally involves the application of heat by means of tools or equipment. The need for hot works must be justified because of the risk of causing a fire - this is why a permit to work is required. Even a hand tool such as a grinder would require a hot works permit.

A Principal Contractor is unlikely to issue a permit for an individual to use a grinder, unless they can justify its use and do a risk assessment. The Company may necessitate the use of a grinder or a chop saw at times, and will seek the necessary hot works permit.

If hot works is absolutely necessary, it will only be permitted by the Company so long as the requisites are in place, i.e. a valid hot works permit is in force, a risk assessment has been done; eye protection PPE is in use; and the work is of short duration and carried out by trained operatives. The risk assessment must ascertain that the risk of a fire from hot works is minimal.

The person authorising to do the work must have a fire extinguisher and arrangements for fire watching in place and be familiar with the legal obligations relating to systems of work, permits to work and hot works on premises where The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) applies (detailed in DSEAR ACOP L138). For places of high-risk more information can be obtained in HSE HSG250, in which case work would not be approved by the Company under any circumstances.

11.0 WORK EQUIPMENT

The definition of work equipment includes machinery, apparatus, tools, and access equipment. Some items pose a higher risk than others, like raising equipment for working at height and if these are not used correctly in line with the manufacturer's instructions, or are not maintained to a good standard, then additional hazards will be presented. To control exposure to all hazards, the likeliest eventualities must be covered in the risk assessment and employees made aware of it and trained to use any equipment.

The Company will: -

- Undertake risk assessments for general activities e.g. use of a MEWP.
- Ensure employees are familiar with risk assessments and safe systems of work.
- Ensure access equipment is regularly inspected and a record kept.
- Ensure employees are given suitable training for equipment they are using.
- Ensure employees are supervised at work by qualified SSSTS staff.
- Ensure equipment is kept in good working order.
- Ensure work equipment is selected which is suitable for the work being done.
- Ensure that work equipment is subject to proper maintenance (e.g. manufacturer's annual inspection for MEWP, PAT testing for ELV tools)

Employees will: -

- Use work equipment safely and in accordance with their training (e.g. PASMA, IPAF)
- Only use the equipment type that they are qualified for.
- Visually check equipment prior to use and report any faults and unsafe conditions.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment (PUWER).
- Make full and proper use of any personal protective equipment provided by the employer.

PUWER (See also Appendix U)

The Provision and Use of Work Equipment Regulations 1998, commonly just PUWER, affects all types of machines including power tools, jet washes, saws, drills, etc. Items which are subject to regular inspections by a competent person. Users of equipment are required to check equipment before use and report and withdraw damaged or unsuitable equipment from service.

All equipment is subject to maintenance and servicing in accordance to the manufacturer's instructions. For various types of access equipment (e.g. MEWP), in addition to scheduled maintenance, formal inspection is required to be done (to comply with LOLER regulations) and recorded before each use by a competent and qualified person.

All employees and subcontractors that will operate equipment and machinery will have the appropriate qualification and training in place. Disciplinary action will be taken against any person found to be operating machinery without the necessary qualification to do so.

The regulations protect workers from unsafe work equipment. They place responsibilities on anyone who owns, operates, or has control over work equipment. Anyone that supplies or provides work equipment must ensure that it meets the requirements of PUWER; it must be suitable for use and in a safe condition for use.

An inspection record must be displayed on the equipment, except for hand tools such as a hammer or chisel:

- Powered tools such as a drill or battery charger, require a PAT sticker with the date of inspection (done every 3 or 6 months).
- Hop-ups, stepladders, podiums, require a scaff-tag listing inspection dates, (inspected daily and recorded every seven days).
- Towers and scaffolding require a scaff-tag, (Towers inspected daily and recorded every seven days).
- Raising equipment covered by LOLER regulations (e.g. scissor lifts, MEWPs and other platforms covered by IPAF regulations) require a tag to identify the equipment with an inspection booklet for recording inspections each time before use – i.e. daily inspections.

11.1 Maintenance of Work Equipment

A number of accidents happen every year arising from the poor use of work equipment and machinery; many are serious and some are fatal. Despite the laws and regulations that are in place to protect people, accidents and injuries in the workplace do happen. Usually the problem is that an employer does not implement sufficient safety procedures or the employee has not received adequate training or has not followed their training.

The maintenance of work equipment should be straightforward enough if the manufacturer's instructions are followed and the required maintenance is being done, backed up with inspections that are recorded. By using well maintained equipment, operated by adequately trained staff, the contribution to safety has been dramatically improved and it follows that accidents will be reduced and even prevented in most cases.

Employees and subcontractors must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to supervisory staff. The site supervisor will do periodic audits of all equipment, which shall be marked with its unique reference code for record keeping purposes and which must also remain permanently on the item of equipment at all times.

Associated hazards: -

- Maintenance not being undertaken leading to eventual failures.
- Poor communication between supervisory staff and workers.
- Absence of a risk assessments, warning signs, method statements, emergency procedures.
- Absence of required PPE as directed by a risk assessment (e.g. face shield for using a chop saw).
- Injuries caused working with 'hot works' tools without training or permit to work.
- Trips from trailing leads.
- Electrical failure due to using tools in unsuitable condition (i.e. absence of PAT testing regime).
- Potential health problems due to incorrect PPE issued, (e.g. x2 ply instead of x3ply face mask).
- Untrained workers using tools.

The Company will: -

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work.
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the risk assessment has indicated that the task involves significant risk to health or safety.
- Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up-to-date.
- Ensure that all persons who maintain equipment are competent to do so.
- Establish safety rules for how maintenance tasks are performed.
- Supply all necessary PPE that is required.
- Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic or pneumatic energy are isolated from equipment by physically locking out and applying warning signs or tags.

Vehicles

Servicing and MOT testing will be carried out in compliance with manufacturer recommendations and current vehicle regulations. For the purposes of record keeping, each item of equipment shall have its own unique reference, which for road vehicles will be the number plate registration.

11.2 **Ladders and Stepladders** (See also Appendix V)

A third of all reported falls from height involve ladders or stepladders. Many injuries are caused by inappropriate or incorrect use of ladders and stepladders. A risk assessment will determine the correct access equipment to use for certain situations or for a given task.

Associated hazards: -

- Failure of the stepladder itself, causing persons to fall.
- Items falling from the stepladder.
- Users over-reaching or stretching from the stepladder.
- Overloading of the stepladder.
- The stepladder slipping due to not being correctly opened to its full position.
- Inappropriate use of stepladder (e.g. laying on wall without opening it out).
- Poor manual handling technique when moving and using a stepladder.
- Not tying off a ladder correctly.
- Not positioning the ladder at the right angle to the wall (e.g. 1 to 4 ratio)
- Not maintaining three points of contact.

When risk assessing the suitable access equipment for a job, it may be that a stepladder or ladder is the only way the job can get done, perhaps because the work is in a confined space. The decision to use a stepladder or ladder needs to be justified and a decision will be made based on the following points:

- the height of the task.
- whether a handhold is still available to steady oneself before and after the task.
- whether it is light work.
- whether it avoids side loading.
- whether it avoids overreaching.
- whether the stepladder can be tied (e.g. when side-on working)

The Company will: -

- Ensure that stepladders and ladders supplied are of good construction and have displayed the required standard (e.g. relevant EN or BS code).
- Ensure that stepladders and ladders are clearly identified, regularly inspected.
- Ensure stepladders and ladders are maintained well and stored adequately to prevent other trades from using them.
- Remove defective equipment from service.

- Provide appropriate information and training to employees who use stepladders and ladders.
- Ensure stepladders are opened fully when in use and not mistreated in a way that causes warping, or other defects that reduce its strength.

Even when the use of a stepladder is permitted on a site, it must be regarded as a tool for short duration work only and not equipment that will be utilised all day without sufficient breaks. Short duration means for between 15 and 30 minutes and in low risk situations.

Working safely with a stepladder: -

- Stepladders should be of robust construction and in good condition.
- The stepladder should be positioned close to the work to prevent over-stretching.
- All legs need to be firmly and squarely placed on a solid level surface.
- Legs of stepladders must be opened fully when in use.
- Any metal braces between the legs must be locked into place when in use.
- Only one person should use the stepladder at any one time.
- The knees should be kept below the top of the steps for support and stability.
- The top three steps (which includes the top of the stepladder) should not be used to stand on unless there is a suitable handhold.
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.

Working safely with a ladder: -

- A ladder should not exceed nine metres in length.
- A ladder shall comply with British/European Standards. Domestic equipment should not be used.
- A Ladder must not be damaged and be free of paint or any other coating which could hide damage.
- Wood should be free of warping or splitting.
- Metal ladders must be free from corrosion, sharp edges or dents.
- Footpads must be in good condition with slip-resistant rubber or plastic feet.
- Ladders must not have any loose, broken or missing rungs.
- Ladders should be regularly inspected and defective ladders removed from use.
- If ground conditions are poor, a large flat wooden board must be used for a base.

- During use, ladders should extend at least 5 rungs (1.00m) past the landing point or above the highest rung on which feet rest.
- Ladders should be positioned one metre out at the base for every four metres in height.
- Ladders should be secured at the top and if necessary at the bottom and footed.
- The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs.
- There should only be one person on the ladder at any one time.
- Employees should be fully trained in ladder use.
- Never use ladders near power lines or in strong winds.

11.3 Safe use of Drills

Drills of all descriptions should only be used by workers that are competent in their use. As for any other tool, The Provision and Use of Work Equipment Regulations 1998 (PUWER) place responsibilities on the user to inspect tools before use. This should include the casing of the equipment, the mains lead and the plug top. Tools found to be defective in any way, must be removed from service.

Further safety points that may apply: -

- A lead should be run from the nearest power point and secured so that it does not create a trip hazard.
- 110v leads on a construction site should be run on a skyhook, not along the floor where it will be easily damaged.
- Battery drills and battery chargers, must have a PAT sticker.
- A 110v transformer must be PAT tested and display a PAT sticker.
- If the work is to be carried out external to the building then the power source must have RCD protected.
- An RCD (Residual Current Device) should always be checked for operation before use.
- Eye protection and face mask should be work in accordance with and requirement of a risk assessment. If drilling into the ceiling, it would be obvious that this PPE is required, to prevent silica dust from being breathed in. Dust extraction should be used.
- Glove protection PPE should be worn when drilling. Gloves will not protect against vibration, but will keep hands warm which encourages circulation and helps to prevent vibration white finger.
- Prior to any commencement of drilling the work area is to be checked for any hidden wires and pipes.

- When using a portable drill with hammer action, the user must be aware of the manufacturer's guidance on acceleration rates/vibration magnitude and the trigger time required to complete all necessary drilling activities within the current working cycle.
- When not in use drills must be kept in a clean and dry condition.
- Workers must have awareness of the HSE Guidance on Hand Arm Vibration (HAVS).

If there is any possibility that the work will expose the operator to the effects from HAVS, the operator must put suitable controls in place to reduce the risk. The risk assessment that has investigated HAVS will set controls for exposure levels based on a HAVS assessment. The first stage on-site is to assess the situation regarding HAVS.

Hand arm vibration is vibration transmitted in to the hands and arms. It can be caused by hand held power tools such as drills and angle grinders. Regular and frequent exposure to hand arm vibration can lead to permanent health effects.

Measure to control exposure to HAVS: -

- Ensure drill bits are suitable for the material to be drilled, and sharp to avoid additional vibration.
- Ensure drill bits are firmly secured before use.
- Stop the drill prior to changing speed or engaging/disengaging the hammer/impact action.
- Look out for symptoms of HVS, e.g. tingling and numbness in the fingers ; Loss of strength in the hands ; fingers going white and becoming red and painful on recovery.
- Do not drill for extended periods with cold hands.

- See Section 10.5 for a HAVS ready reckoner chart.
- See Appendix P for a HAVS monitoring sheet.

APPENDIX A

Hazard Reporting Sheet

Management of Health and Safety at Work Regulations 1999

Person Responsible:		Date of report:	
Signature/Initialled:		Site:	
		Reference:	
Note:	Under the Management of Health and Safety at Work Regulations employees must inform their line managers of any work situation which they consider represents a serious and immediate danger to health and safety, with the minimum of delay. Where it is safe to do so, make area safe without putting yourself or others at risk and stop people entering this area.		

1	Report. *To be completed by the person identifying the hazard*.		
Name:		Date reported:	
Description of the hazard:			
Has any action been taken to eliminate/reduce the hazard?		Yes ☐ No ☐	

2	Action. *To be completed by Staff Administration*.		
Has the hazard been verified?		Yes ☐ No ☐	
Action to be taken to eliminate/reduce the hazard: (State changes in systems of work etc. and any interim precautions needed)			
Tasked to do action - name:		By - date:	
Has any cost been approved:	Yes ☐ No ☐	By who:	

3	Completion. *To be completed by management*.		
Has the task been fully dealt with:	Yes ☐ No ☐	End Date:	
Signature of person responsible for the completion:		☐ Copy to employee ☐ Copy to HR ☐ Copy to H&S Administration	

APPENDIX B

Housekeeping On-site Monitoring

The Construction (Design and Management) Regulations 2015

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	The law states you must keep every part of your construction site in 'good order' and every place of work clean. The objective is to achieve what is usually called a good standard of 'housekeeping' across the site.		

No	Items to be checked	✓	✗	N/A
1	Are suitable waste containers provided for the types of waste being generated (e.g. general waste, COSHH, WEEE)?			
2	Are COSHH assessments in place for any hazardous substances (e.g. galvanising spray if not empty treat as hazardous)?			
3	Is there a storage area provided for equipment and a COSHH box to be stored?			
4	Are there emergency spill kits around the site.			
5	Is dust extraction employed during drilling work?			
6	Is a site box provided to keep tools safe and tidy when not at work?			
7	Have sufficient barriers been provided so that areas of work can be closed off and segregated if required?			
8	Do workers understand the need to work tidily and to remove waste as they create it, to keep and leave the work area clean?			
9	Do workers know that pedestrian walkways, disabled access, lifts, stairs etc. all need to be kept free from work items?			
10	Do operatives know the procedure for reporting hazards that are likely to cause slips and trips, (e.g. other trades creating a mess, or a place where work has been completed but the waste was not removed and is creating a hazard)?			
11	Are workers instructed in good housekeeping and the principle of tidying as they go instead of working in a mess and leaving the tidying up for the last minute of the day when it will be rushed?			

No	Action Required	By who	By when

APPENDIX C

Office Electrical Monitoring

Electricity at Work Regulation Standards BS6396:2008
IET Wiring Regulations – BS 7671:2018 (Amendment 3)

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	

Note:	Both fixed installation testing and PAT is encompassed in the IET (Institute of Engineering and Technology) British Standard BS7671. Although PAT is not a legal requirement in the workplace, an effective method of ensuring appliances are safe, is, therefore, recognised methods for the timely maintenance of office and appliances are a vital component.
Note:	Electrical systems and installations in the work and office environment must comply with the Electricity at Work Regulation Standards BS6396:2008 which sets out the requirements for electrical systems in office furniture.

No	Items to be checked	✓	✗	N/A
Consumer Unit				
1	Does the premises have an inspection certificate for the testing of the fixed electrical installation that was performed within the past five years?			
2	Can you locate the location of the Customer Unit (i.e. electric panel or fuse box)?			
3	Is the Consumer Unit in a location that is kept locked?			
4	Is the Consumer Unit easily accessible and in good condition (i.e. not visibly damaged)?			
5	Does the Consumer unit have two RCDs (Residual Current Device)?			
6	Is there a Schedule of Test Results located at the Consumer unit?			
7	Is there a yellow voltage warning label on the front of the panel (if on the top or side tick no)?			
8	If there is an isolation point other than the main switch on the Consumer Unit, if so then is it within 2 metres and clearly labelled as isolation point for the electrical supply to the office?			
Office				
9	Is anyone in the office receiving static shocks from using equipment?			
10	Are there any known electrical points (e.g. sockets, light switches, etc.) that do not work?			

No	Items to be checked	✓	✗	N/A
11	Is there any office equipment that does not work?			
12	Are there any known points or equipment that are visibly cracked or suspected to have any other form of damaged?			
13	Is there ana instances that look as though the power supply is coming from a temporary cable running along the floor or pinned overhead?			
14	Do you know what the emergency lighting looks like and where the test switch/s are located?			
15	Is the Emergency Lighting tested periodically?			
16	Is the Fire Alarm tested periodically?			
17	Is the security/burglar alarm tested periodically?			
18	Is the office lighting adequate - do any lights flicker or randomly glow?			
19	Are socket outlets dedicated to one plug only, or are there several plugs attached to one socket outlet. In the case of extension leads, are multiple machines being connected (e.g. photocopier and PC running off same socket)?			
20	Are plugs typically pushed in properly (i.e. no space between plug and socket)?			
21	Is there at least one waste bin?			

Kitchen				
22	Is there an appliance to heat food, for the sole use of staff?			
23	Is there a fridge to keep things fresh, for the sole use of staff?			
24	Is there mains hot and cold water?			
25	Are there normal kitchen provisions, e.g. washing up liquid, dishcloth, or paper towels?			
26	Is there a waste bin situated in the kitchen?			
27	Is there a water dispenser?			
28	Is there a cabinet just for storing chemicals, e.g. bleach?			
29	Is the fridge emptied at the end of the week and cleaned?			
30	Is the 'Golden Rule' of 'if you make a mess, clean the mess' being observed by everyone?			

Portable Appliance Testing (PAT)				
Note:	Portable Appliance Testing or PAT Testing is the process of checking electrical appliances for safety through a series of visual inspections and electronic tests.			
No	Items to be checked	✓	✗	**N/A**
31	Have all qualifying electrical appliances and extension leads on the premises been inspected, and a sticker placed on them with the next due date?			
32	Are there any appliances that have due dates which have expired?			
33	Has PAT testing been done by a trained person in such work?			
34	Have suitable records been kept of office PAT testing.			
35	Is there a copy of the calibration certificate for the measuring instrument used for the PAT testing?			

No	Action Required	By who	By when

APPENDIX D

Fire Monitoring

ISO 23932-1:2018 Fire Safety Engineering

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	The Company is not ISO accredited but wherever possible strives to meet those standards. ISO 23932-1 for fire safety design extends to fire safety management.		

No	Items to be checked	✓	✗	N/A
1	Are firefighting appliances in their designated position, and unobstructed?			
2	Are fire exit doors kept unlocked. Are fire doors and exit routes kept clear of obstructions?			
3	Is housekeeping in kept to a high standard – i.e. no fire hazards?			
4	Are combustibles stored appropriately in designated areas? i.e. not beneath stairwells or against electrical apparatus.			
5	Is there a fire alarm log book available, at/near the panel?			
6	Has the fire alarm system been tested and records kept?			
7	Is emergency lighting tested and recorded?			
8	Are signs e.g. exit, fire notice and appliance usage, clearly displayed throughout the premises?			
9	Have all employees been instructed on the emergency evacuation procedure?			
10	Are all employees aware of smoking restrictions?			
11	Has a fire evacuation drill been undertaken and recorded within the last twelve months?			
12	Has the Fire Risk Assessment been documented and reviewed?			

No	Action Required	By who	By when

APPENDIX E

Health and Safety Office Induction

Health and Safety at Work etc. Act 1974

Person Responsible:		Date given:	
Signature/Initialled:		Name:	
		Location:	
Note:	A site induction is a legal requirement for workplaces to ensure that new staff and contractors are familiar with important safety and HR policies and procedures before they arrive and start working in that workplace.		

No	Items to be checked	✓	✗	N/A
Management – has the employee been: -				
1	Given a copy of the company's health and safety policy, and employee handbook and signed for them?			
2	Informed about the company's risk assessments?			
3	Informed of who their line manager is?			
4	Informed of the importance not to invite unauthorised personnel on to company premises?			
5	Instructed about the company's grievance procedure and about disciplinary action that may result from any breaches of health & safety legislation?			
6	Advised about all aspects of the Health & Safety at Work etc. Act 1974 that affect them and to which they must comply?			
7	Instructed as to what machinery or equipment they are permitted to use or operate?			
Fire – has the employee been: -				
8	Instructed about the company's fire procedure, the fire evacuation assembly point, locations of emergency exits?			
9	Made aware of the location of the alarm activation points?			
10	Shown the location of firefighting appliances, which type of fire appliance to use in the event of a fire and how to operate them?			
First aid – has the employee been: -				
11	Instructed on who the company's First Aider is and how they can be contacted?			
12	Informed about the location of the first aid kit?			
13	Made aware of the location of the accident book and informed of who completes the details in the book?			
14	Told about notifying the company if they are off work due to an accident at work?			

No	Items to be checked	✓	✗	N/A
Defect reporting – has the employee been: -				
15	Told of their duty to visually inspect work equipment prior to use?			
16	Instructed on how to report a hazard?			
Personal protective equipment - Has the employee been: -				
17	issued with the personal protective equipment they are required to wear?			
18	been informed about the cleaning requirements for the personal protective equipment?			
19	been informed about the procedure operated within the company for obtaining replacement equipment?			
20	been instructed in the correct procedure for storing the personal protective clothing?			
Food hygiene: -				
21	Has the employee been informed about the importance of food hygiene and the importance of washing their hands?			
22	Has the employee been informed about cleanliness in all working areas?			
23	Has the employee been instructed about safety in the kitchen and associated areas?			
Welfare – has the employee been: -				
46	advised on parking arrangements?			
47	Informed on the location of the toilets, washing and rest areas?			
49	informed on where they can obtain hot and cold drinks?			
50	informed about the facilities provided for heating food?			
51	informed about the areas in which they are permitted to smoke?			
52	informed about the location where they can store their personal clothing and property?			

Name of employee:		Date:	
Signature of Employee:			

APPENDIX F

On-site Induction

The Construction (Design and Management) Regulations 2015

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Site inductions provide workers with site-specific health and safety rules and requirements. CDM Regulation 9 - Where not covered by the Principal Contractor's induction, a Contractor (employer) must provide a suitable induction or adequate information to work safely on the site.		

No	Items to be checked	✓	✗	N/A
1	Has the worker been inducted on to site by the Principal Contractor?			
2	Have all significant hazards been explained about the site including site contamination, hazardous substances?			
3	Have safe systems including site rules, procedures, permits to work, been sufficiently explained?			
4	Has information been communicated regarding site access, egress, housekeeping, and traffic management etc?			
5	Has adequate information been given regarding welfare facilities, security, first aid and emergency arrangements?			
6	Have arrangements for wearing PPE been covered, (no shorts, no cut, altered or defaced PPE, no branding other than that of the Company for hard hat and hi-viz)?			
7	Have arrangements for reporting accidents and other incidents been explained?			
8	Has information about the job they have been asked to do been fully explained?			
9	Has working at height, the need to watch out for moving objects and vehicles hazards, been discussed.			
10	Has the requirement to look after and inspect tools (PUWER) and to maintain and inspect before use raising equipment (LOLER) been discussed?			

No	Action Required	By who	By when

APPENDIX G

Access and Egress Monitoring

The Construction (Design and Management) Regulations 2015

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 17(1) There must, so far as is reasonably practicable, be suitable and sufficient safe access to and egress from —(b)every place construction work is being carried out to every other place to which workers have access within a construction site.		

No	Items to be checked	✓	✗	N/A
1	Are floors even and in reasonably sturdy condition (no holes or rebar exposed, no flooring curling up)?			
2	Are floors free from potential trip hazards, so that operatives can reach their intended place of work in a safe manner?			
3	Have access routes been adequately segregated to avoid conflict between pedestrians and vehicles?			
4	Are 110v power cables kept to the edges were possible and the use of skyjacks being employed?			
5	Are there facilities provided to immediately clean up spillages?			
6	Are lighting levels adequate on pedestrian routes?			
7	Do all staircases and steps have handrails, and where appropriate for a level change are there handrails provided?			
8	Are appropriate signs used move around site including signs for making an emergency exit?			
9	When work is being done to floors and staircases; are openings fenced off and alternative routes provided?			
10	Is access and egress included in the confined spaces risk assessment?			
11	Are safe working procedures adopted for using any scaffolds and ladders and hoists (clear, clean and uncluttered access)?			

No	Action Required	By who	By when

APPENDIX H

First Aid Monitoring

The Health and Safety (First-Aid) Regulations 1981

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 3(1) An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work.		

No	Items to be checked	✓	✗	N/A
1	Has a first aid risk assessment been completed or reviewed?			
2	Are there an adequate number of First Aiders or Appointed Persons on site at all times?			
3	Are there adequate facilities e.g. eyewash stations and blankets etc, for the numbers on site and types of hazard?			
4	Are all employees aware of the first aid and emergency reporting procedures?			
5	Do all first aid trained personnel hold a valid certificate?			
6	Are the contents of first aid kits checked and stock levels maintained in accordance with guidance?			
7	Are notices posted where necessary to identify the location of first aid kits.			
8	Have specific places been designated for first aid, so that work equipment or office supplies do not obscure the first aid point.			
9	Is the accident book kept at the first aid point or nearby?			
10	Does first aid provision need to be reviewed asap for this site?			

No	Action Required	By who	By when

APPENDIX I

Manual Handling Monitoring

Manual Handling Operations Regulations 1992

Person Responsible:			Date of audit:	
Signature/Initialled:		Site:		
		Location:		
Note:	Regulation 2(2) Any duty imposed by these Regulations on an employer in respect of his employees shall also be imposed on a relevant self-employed person in respect of himself.			

No	Items to be checked	✓	✗	N/A
1	Have risk assessments been produced for handling activities that present a significant risk?			
2	Is a method statement in place for hazardous handling activity?			
3	Have steps been taken to reduce or eliminate manual handling by the use of mechanical aids?			
4	Have all operatives involved in manual handling been trained in safe lifting techniques?			
5	Are areas kept clear of tripping hazards?			
6	Is access and lighting adequate?			
7	Have operatives received training on site, (e.g. toolbox talk) on Manual Handling and the main points of how to lift things?			

No	Action Required	By who	By when

APPENDIX J

Workstation Assessment

The Health and Safety (Display Screen Equipment) Regulations 1992

Company Assessor:				Date of audit:	
Signature/Initialled:		Site:			
		Location:			
Name of computer user:			Acknowledgement:		
Note:	Regulation 4. Every employer shall so plan the activities of users at work in his undertaking that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as reduce their workload at that equipment.				

Work Environment	✓	✗	N/A
Is there sufficient workspace?			
Are the temperature and humidity levels comfortable?			
Is there sufficient ventilation without causing a discomfort or draught?			
Is the lighting comfortable and sufficient?			
Are you able to control natural light, (e.g. with blinds or curtains)?			
Are noise levels comfortable?			
Is all equipment, furniture etc. safely positioned?			
Are electric and comms cables safely positioned and in good condition (e.g. not trailing along the floor or hanging from a make-do hook)?			
Workstation	**✓**	**✗**	**N/A**
Is the layout sufficient for all necessary equipment (e.g. computer, keyboard, telephone, printer etc.)?			
Is there adequate space to easily reach and adjust the equipment in order to adopt a comfortable work posture?			
Is there adequate legroom under the desk; is it clear of obstructions; and can you sit comfortably without the aid of a footrest with your feet resting flat on the floor?			
Does the chair have five moveable castors and suitable lumber support?			
Can the seat height and the tilt angle of the backrest be adjusted?			
Has a stable and adjustable document holder been provided (if needed)?			

If you will use the telephone frequently, is there a hands-free speakerphone or a headset provided?			
Is there adequate space in front of the keyboard to rest your hands and wrists?			
Are keyboard characters clear in UK keyboard layout and easy to read?			
Is there a need to replace keyboard with an ergonomic design?			
Is the mouse comfortable to use and a mouse mat provided?			
Do you know how to adjust mouse settings for right or left-handed persons and pointer size and sensitivity?			
Is there a need to replace mouse with an ergonomic design?			
Is the screen a flat type (i.e. LCD) and can it be adjusted (i.e. swivelled and tilted)?			
Is the screen comfortable to use at eye level and is it free from glare?			
Are screen controls easily accessible for adjusting brightness and contrast levels?			
Is the screen resolution set adequately (i.e. are characters clear and easy to read)?			
Stress free working	✓	✗	**N/A**
Have you been trained to use the software?			
Can you leave your workstation during breaks?			
Are you taking adequate rest breaks away from the screen (You should stop for several minutes every 30 minutes or switch to doing an alternative task for at least 5 minutes)?			
Are you aware that you can ask for a free eye test if you think your eyes may be suffering from exposure to the screen?			
Are you aware that you should inform about new bodily stresses (e.g. shoulder pain, lower back pain, leg swelling) so that your workstation can be re-assessed and perhaps adjustments can be made?			

Workstation user comments:

Assessor considerations and actions to be taken:

APPENDIX K

Welfare Office Monitoring

Workplace (Health, Safety and Welfare) Regulations 1992

Person Responsible:				Date of audit:	
Signature/Initialled:			Site:		
			Location:		
Note:	Regulation 5(1) The workplace and the equipment, devices and systems to which this regulation applies shall be maintained (including cleaned as appro-priate) in an efficient state, in efficient working order and in good repair.				

No	Items to be checked	✓	✗	N/A
1	Are rest facilities suitable with tables, chairs, boiling water and a means of warming food provided?			
2	Is drinking water available, clearly labelled and protected from contamination?			
3	Are facilities available for changing clothing, including facility to be able to dry clothes if they are wet?			
4	Are lockable toilet facilities provided at all times?			
5	Are sinks large enough to wash face, forearms and hands?			
6	Is there a supply of hot and cold water, soap and towels?			
7	Are there suitable rest facilities?			
8	Are all welfare facilities and workplaces clean?			
9	Is there an adequate system for waste removal?			
10	Is there adequate access, lighting and workspace?			
11	Are workplace temperatures suitable?			
12	Is there sufficient ventilation within the workplace?			
13	Is electrical equipment PAT tested, with a date sticker?			
14	Is there a responsible person that workers can go to if they want to report an issue with the office welfare provision?			

No	Action Required	By who	By when

APPENDIX L

Premises Monitoring

ISO 45001:2018 Occupational Health & Safety Management

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	The Company is not ISO accredited but wherever possible strives to meet those standards.		

No	Items to be checked	✓	✗	N/A
1	Is the Health and Safety Policy signed and accessible?			
2	Are all statutory inspections, tests and maintenance requirements done and documented?			
3	Do fire doors and escape routes have clear signs and are clutter free?			
4	Are the windows clean, able to be opened to let air in?			
5	Are washroom and kitchen facilities clean?			
6	Are chemical being stored safely (e.g. in a cabinet below sink)?			
7	Is first aid provision adequate?			
8	Is office waste being adequately handled?			
9	Is the lighting adequate for each workstation?			
10	Are DSE (Display Screen Equipment) assessments done when necessary?			
11	Are arrangements available for occupational health screening for employees including asking for an eye test?			
12	Are all training requirements documented and up to date?			
13	Has the business changed resulting in a need to review the Health and Safety Policy?			

No	Action Required	By who	By when

APPENDIX M

Health Surveillance Assessment

Management of Health and Safety at Work Regulations 1999

This form should be completed by the employee and returned to Human Resources.

The information provided on this form will be used by the Company to determine if it is safe for you to undertake a work task or if the activities that you are required to undertake will exacerbate any pre-existing medical conditions. The form will be handled in strict confidence and all information stored according to the requirements of the Data Protection Act 2018.

Based on the information provided, we may need to seek advice from an occupational health specialist. It may also be necessary for you to regularly attend health surveillance if a risk assessment or occupational health advises this.

SECTION A - Personal Details			
Full name:		Date:	
Current Address:			
Position:		Phone:	
Email:			
Name and address of doctor / GP registered with:			
Note:	Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment.		

SECTION B - Job Involves	
☐ Regular manual handling duties	☐ Regular Display Screen Equipment (DSE) usage
☐ Working at height	☐ Regular travel (up and down country)
☐ Exposure to respiratory sensitisers	☐ Use of latex gloves
☐ Noisy environments	☐ Food handling
☐ Regular vehicle driving	☐ Regular night work
☐ Vibrating equipment	☐ Exposure to asbestos
☐ Regular typing	☐ Exposure to silica dust
☐ Repetitive mouse movements	☐ Exposure to chemicals
☐	☐
☐	☐

SECTION C - Health History	
☐ Giddiness, fainting attacks, epilepsy	☐ Stroke, heart trouble, high blood pressure or varicose veins
☐ Mental illness, anxiety or depression	☐ Diabetes
☐ Recurring headaches	☐ Skin trouble
☐ Serious injury or operations	☐ Ear trouble or deafness
☐ Serious hay fever, asthma or recurring chest infections	☐ Colour vision or eye trouble not corrected by glasses or contact lenses
☐ Recurring stomach or bowel trouble	☐ Back or muscle/joint trouble
☐ Recurring bladder trouble	☐ Hernia or rupture
☐	☐
How many days have you been absent from work in the last three years because of illness or physical injury?	days
Are you currently taking any prescribed medication?	Yes ☐ No ☐
If you answer 'yes' to the above questions, you may be asked to see a doctor or nurse for further assessment.	

SECTION D - Disabilities		
Do you have any disabilities that affect the following?		Yes/No
• Standing	• Lifting	• Working at heights
• Walking	• Using your hands	• Climbing ladders
• Climbing stairs	• Driving a vehicle	• Manual handling
If you answer 'yes' to the above questions, you may be asked to see a doctor or nurse for further assessment.		

SECTION E - Declaration		
I confirm that to the best of my knowledge and belief, the above information is correct. I understand that any failure to disclose information could lead to a re-assessment of my general fitness, which could ultimately lead to the termination of my employment.		
	Signature:	

Employer's comments, including any actions to be taken			
Employer's signature:		Date:	

APPENDIX N

Working At Height Monitoring

The Work at Height Regulations 2005

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 5. Every employer shall ensure that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.		

No	Items to be checked	✓	✗	N/A
1	Are there any fragile/unsafe areas where work is being carried out at height?			
2	Where persons are working within 2m of an unprotected edge or fragile surface is there adequate protection? E.g. handrail of at least 1100mm			
3	Are employees adequately trained and instructed?			
4	Has the job involving working at height been planned and risk assessed?			
5	Are all ladders in good condition?			
6	Is work at height restricted; overhanging ledges, crush risk?			
7	Is all access equipment placed on firm level ground?			
8	Do podiums have out-riggers attached?			
9	Are MEWPS being operated only by IPAF trained persons?			
10	Is there a safety harness present for each MEWP?			
11	Is there a rescue plan and is it known by all operatives working with a MEWP?			
12	Is the MEWP operator working alone without a banksman?			
13	Can the MEWP operator produce pre-use inspection evidence?			

No	Action Required	By who	By when

APPENDIX O

PPE Monitoring

Personal Protective Equipment at Work Regulations 1992

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 4(1) Every employer shall ensure that suitable personal protective equipment is provided to their workers who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.		

No	Items to be checked	✓	✗	N/A
1	Is all PPE, as indicated by risk assessment and method statement, being used and worn as prescribed?			
2	Has all PPE been supplied to the correct BS EN rating to suit the particular task?			
3	Is the PPE stored correctly, cleaned, inspected and tested as required and replaced if damaged or faulty?			
4	Has information, training and instruction been given to workers on the use of PPE?			
5	Are operatives aware of how and when to report problems with the PPE?			
6	Has PPE been provided to sub-contractors and visitors on site?			
7	Is there a register for PPE issued?			

No	Action Required	By who	By when

APPENDIX P

HAVS Monitoring

Control of Vibration at Work Regulations 2005

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 2(1) "daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.		

No	Items to be checked	✓	✗	N/A
1	Has a risk assessment been undertaken for the use of equipment and the tasks performed?			
2	Is there a list of equipment that may cause vibration?			
3	Are the correct tools and accessories being used for the task being carried out?			
4	Have the magnitudes of vibration been measured or has, up to date manufacturer's data been used?			
5	Have reduction controls been implemented? (e.g. use of dampers, reduction in time of use etc.)			
6	Have procedures been put into place to prevent equipment being used that exceeds the Exposure Limit Value (ELV)?			
7	Are staff trained and competent in using the equipment?			
8	Have operatives received a HAVS toolbox talk?			
9	Have the tools been regularly inspected and maintained by a competent person to reduce the risk from vibration?			
10	Are operatives exceeding the trigger time that is given in the risk assessment or HAVS assessment?			
11	Is Health Surveillance required, in the form of completing a Health Surveillance Questionnaire 'before' work begins?			

No	Action Required	By who	By when

APPENDIX Q

COSHH – Hazardous Substances Monitoring

The Control of Substances Hazardous to Health Regulations 2002
ISO 45001:2018 Occupational Health & Safety

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	COSHH Regulation 7(1) Every employer shall ensure that the exposure of his employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.		

No	Items to be checked	✓	✗	N/A
1	Have all substances being stored, been identified and approved for use by the Company?			
2	Are safety data sheets available for all substances?			
3	Have COSHH assessments been prepared, signed and dated, for hazardous substances?			
4	Have the material safety data sheets and COSHH assessments been provided or made available to workers?			
5	Have workers received any instruction or training in the use/handling of the hazardous substances?			
6	Are hazardous substances being stored in a secured area (e.g. kitchen cabinet, site cage) with a label to warn that chemicals are being stored there?			
7	Are controls in place to reduce any 'Workplace Exposure Limits' that have been identified in HSE - EH40/2005 Workplace exposure limits?			
8	Are controls in place for local exhaust ventilation and air monitoring as may be indicated in the assessment and is the duration and level of exposure acceptable?			
9	Are workers familiar with any provision of COSHH waste disposal (e.g. maybe blue bins are for COSHH)?			
10	Do workers understand to protect others from chemical exposure (e.g. when using galvanising spray)?			
11	Has suitable PPE been supplied as identified in the risk assessment or COSHH assessment?			
12	Is there a need for individual health surveillance?			
13	Does the COSHH assessment need to be reviewed?			
14	Do the RAMS need to be revised regarding COSHH procedures?			

APPENDIX R

COSHH Assessment

Management of Health and Safety at Work Regulations 1999

SECTION A - Company Record Details			
Assessor:		Dated:	
Position:		Ref:	
Email:			
Note:	A COSHH Assessment is a legal requirement. A breach of COSHH regulations by an employer or employee is a crime, punishable by an unlimited fine.		

SECTION B - Emergency Numbers		
Emergency Services:	999	Fire, Police, Ambulance
NHS	911	Medical advice for non-life-threatening
Environmental Incidents:	0800 80 70 60	Environmental Agency Hotline
HSE and RIDDOR:	0345 300 9923	Incident Contact Centre (8.30am to 5pm)
MW Fire office	01296 393 293	
Principal Contractor H&S:		

SECTION C - Substance Details			
Substance name:			
Manufacturer:		Supplier:	
Data Sheet	☐ Attached ☐ On file ☐ None	Quantity used:	
Location used:		Frequency:	☐ Daily ☐ weekly
Purpose:			
Persons exposed:	☐ Employees ☐ Subcontractors ☐ Site staff ☐ Trades ☐ Public		

SECTION D - Physical Exposure	
☐ Yes ☐ No ☐ Don't know Is the substance listed in the Workplace Exposure Limit document EH40/205 (WEL) available to download from HSE?	
If yes, what is the exposure limit?	
☐ Yes ☐ No ☐ Don't know Have the hazards for exposure been identified in a risk assessment or method statement that cover the activities where this substance will be used?	
Note:	EH40/2005 Workplace exposure limits - contains a non-exhaustive list of workplace exposure limits for use with the COSHH regulations. Changes came into force on 17 January 2020 that include Hardwood dusts and Respirable crystalline silica.

SECTION E - Substance Classifications (COSHH)							
Effects on the body			Other hazardous properties				
							
Harmful ☐	Corrosive ☐	Toxic ☐	Flammable ☐	Explosive ☐	Oxidising ☐	Environment ☐	
Other Classification:							
Instructions for storage, handling, spillage and disposal:							
Fire precautions and actions in case of fire:							
General work procedures:							
Instructions for maintenance of plant, equipment, or PPE:							

SECTION F - First Aid treatment		
	Location of First Aid Station:	
	Site First Aider contact number:	
Inhalation		
Ingestion		
Eye contact		
Skin contact		

SECTION G - Personal Protective Equipment (PPE)						
						
☐	☐	☐	☐	☐	☐	☐

Routes of Exposure	If necessary list a specific type of PPE to be used:
Inhalation	
Ingestion	
Eye contact	
Skin contact	
More details	

SECTION H - Monitoring		
Monitoring type	Details and frequency	Who is responsible
Air (sampling)		
LEV (ventilation)		
Health Surveillance		

SECTION I - Recommendations			
Overall risk rating with control measures in place ☐ High ☐ Medium ☐ Low			
Recommended actions or improvements	By who?	By when?	Done
			☐
			☐

SECTION J - Declaration

As the responsible person and representative for MW Fire Ltd, who has been given the authority to assess this substance competently, I acknowledge my duty to accumulate and record as mush of the information required in order to make a thorough assessment of risk, and to advise on the control measures and PPE needed, and furthermore to disseminate this document to the relevant persons for office filing, site RAMS, training, site supervisory staff, and the operatives to whom it concerns.

Assessor Signature: _____ Review date: _____

APPENDIX S

Confined Spaces Monitoring

The Confined Spaces Regulations 1997

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 1(2) "confined space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.		

No	Items to be checked	✓	✗	N/A
1	Has the category of confined space been defined? Has this definition been correctly assessed for ALL foreseeable risks?			
2	Has a safety Method Statement and COSHH assessment been prepared and agreed, and details incorporated into any necessary Permit to Work?			
3	Does the Permit state the duration it is valid for (e.g. 24 hours). And are the results of any atmospheric tests included?			
4	Has the Permit been signed by the correct authority and been communicated to ALL interested parties.			
5	Has the Permit and any Rescue Plan deemed necessary been displayed adjacent to the works entry point?			
6	Has a standby person been placed on duty, do they understand their duties, and have they received the appropriate training?			
7	Are there atmospheric quality monitoring procedures and are there pre-set alarms to warn of hazardous conditions?			
8	Is there adequate ventilation in the confined space, is any equipment used to provide fresh air, regularly checked?			
9	Are users of breathing apparatus medically fit, trained and competent, is the equipment thoroughly checked prior to any use?			
10	Is the lighting adequate and has it been proven to be intrinsically safe?			
11	Are there adequate communication channels between all parties.			

APPENDIX T

Noise Monitoring

The Control of Noise at Work Regulations 2005

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 3(1) These Regulations shall have effect with a view to protecting persons against risk to their health and safety arising from exposure to noise at work.		

No	Items to be checked	✓	✗	N/A
1	Have suitable risk assessments been undertaken by competent persons regarding likely noise levels?			
2	Have people on site been identified who may be exposed to risks from noise?			
3	Have reliable estimates of noise levels from manufacturer's data been compared with action values and limits?			
4	Have workers been instructed on the risks and procedures for dealing with noise risks on site?			
5	Has regular maintenance of equipment been undertaken?			
6	Are workers trained in the use of tools and are they aware of fault reporting procedures?			
7	Is suitable ear protection available to any worker that asks for it or is subject to excessive noise levels at work?			
8	Is there equipment on site that generates loud noise (e.g. chop saw)?			
9	Are Health Surveillance assessments required?			

No	Action Required	By who	By when

APPENDIX U

PUWER Monitoring

The Provision and Use of Work Equipment Regulations 1998

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	Regulation 3(2) The requirements imposed by these Regulations on an employer in respect of work equipment shall apply to such equipment provided for use or used by an employee at work.		

No	Items to be checked	✓	✗	N/A
1	Is there a list of all work equipment used on the site by employees and sub-contractors?			
2	Are users trained and competent in using the equipment in line with manufacturer's guidance?			
3	Are there adequate emergency stop buttons in easy reach (e.g. for a chop saw)?			
4	Is the equipment stable and prevented from unintended movement (e.g. for a chop saw) ?			
5	Where dangerous or moving parts are involved, have all necessary guards been fitted and working correctly?			
6	Has training and instruction been given to users of the equipment for the given task?			
7	Is the equipment inspected, tested by competent persons at required intervals and records kept (e.g. PAT tested) ?			
8	Is the equipment CE or UKCA marked?			
9	Do hand tools appear to be well maintained?			
10	Are users aware of how and when to report problems with the equipment?			

No	Action Required	By who	By when

APPENDIX V

Stepladders Monitoring

Provision of Use and Work Equipment Regulations 1998 (PUWER)

Person Responsible:		Date of audit:	
Signature/Initialled:		Site:	
		Location:	
Note:	PUWER places a duty on the employer, for work equipment that is provided for use at height, is suitable for the intended purpose and is maintained in a safe condition. REMOVE any faulty equipment.		

No	Items to be checked	✓	✗	N/A
1	Do stepladders clearly display the BS EN 131 mark?			
2	The stepladder has not been repainted and there is no obvious attempt at repair, e.g. masking tape that could be covering over a crack or other defect?			
3	Are all stepladders and ladders tagged and have their ID reference clearly displayed on the tag, e.g. 'MWF01'?			
4	Are inspections recorded on the tag and up-to-date?			
5	Is the access equipment register up-to-date with all the stepladder/ladder ID references accounted for?			
6	Is the equipment suitable for the work being undertaken?			
7	Is a risk assessment in place for stepladder use and available should an operative ask to see it?			
8	Are operatives trained in stepladder use or has adequate familiarisation training been given?			
9	Are operatives doing inspections properly; looking for damage to rungs, treads, stiles and hinges?			
10	Are there any faulty stepladders eft lying around that should be disposed of?			
11	Do operatives understand the hazard reporting procedure for notifying about damaged equipment?			
12	Are stepladders being correctly stored when not in use?			

No	Action Required	By who	By when