



**SAFE&SECURE**  
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## **Health & Safety Policy**

**Issued 14<sup>th</sup> November 2016**



# SAFE&SECURE

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## Introduction

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The health, safety and welfare of employees and others is of prime importance to ACKW Ltd (trading as Safe and Secure) and is essential to the efficient operation of its undertaking.

ACKW Ltd (trading as Safe and Secure), also referred to as 'the Company', will ensure that this policy is pursued throughout the organization.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the company will exceed the minimum requirements of the legislation.

The company expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Companies with which we contract or sub-contract are expected to have a similar high standard.

Enquires relating to the Company's Safety Policy should be addressed to :-

ACKW House  
Unit 3  
East Street  
Leek  
Staff  
ST13 6LF

Telephone 01335 347058

[liz.froggatt@legionnairesdisease.com](mailto:liz.froggatt@legionnairesdisease.com)  
[www.legionnairesdisease.com](http://www.legionnairesdisease.com)



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## Issue Record

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Issue Number	Amendment	Date of Amendment
1	First Issue	01/11/12
2	Policy review: Added arrangements for: Electricity, Slips & Trips and Falls, Lone Working	01/11/13
3	Policy review: Updated arrangements for: Accident Reporting, Hazardous Substances, Personal Protective Equipment Added arrangements for: Lead, portable appliances, Alcohol and Drugs Policy	19/09/14
4	Policy review: Updated organizational chart. Updated arrangements for: Accident & Near Miss Reporting, Sub-contractors, The Construction (Design and Management) Regulations 2015, Welfare Facilities	28/09/15
5	Policy review: Updated Competent Safety Advice, G S Musson to CMaPS. Updated organizational chart.	14/11/16



## Health and Safety Policy Statement

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ACKW Ltd (trading as Safe and Secure) will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take positive action to ensure that as far as is reasonably practicable, other contractors, occupiers of buildings, or the public are not adversely affected by our works.

The company will;-

- co-operate with all those with an interest in health and safety, other employers, clients, designers, sub-contractors and the enforcing authorities.
- provide sufficient resources, including financial support for the full implementation of the policy.
- ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- ensure all employees are consulted on matters of health and safety and will encourage positive employee participation.
- ensure that all plant and equipment owned, used or hired is safe to use and properly maintained.
- ensure that all equipment, materials and substances used are stored, handled and used properly.
- ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all company operations.

This policy will be kept up to date and will be amended to suit any changes in the size and nature of the company's activities, work practices or legislation. In support of this intent, the policy will be reviewed annually.

The Managing Director has overall responsibility for health, safety and welfare matters and will monitor and operate this policy, and will support all those who endeavour to carry it out.

Signed

*Elizabeth Froggatt*

Date 14<sup>th</sup> November 2016

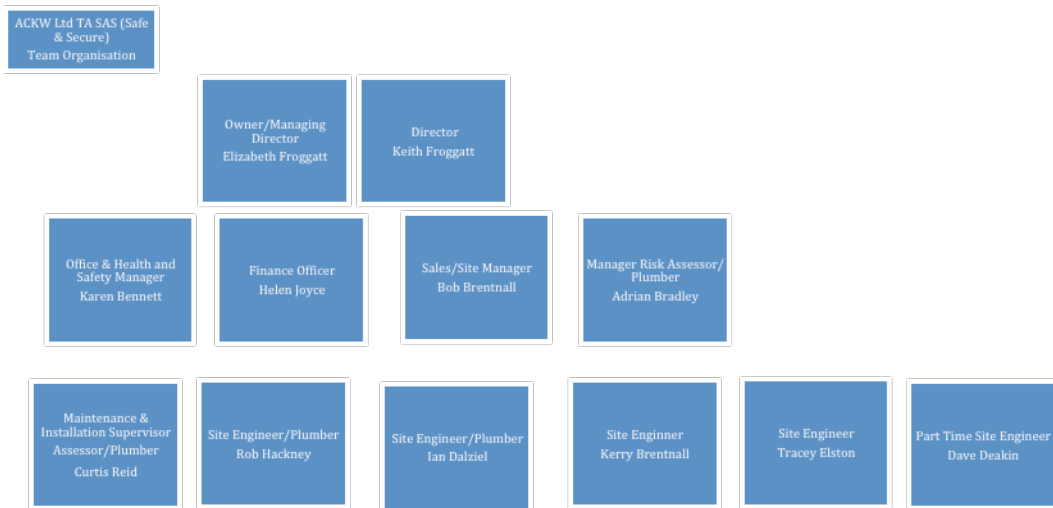


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## Organisation for Health and Safety

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## Roles and responsibilities

### **Directors**

- Formulate, review and amend as may be necessary from time to time, the company policy and arrangements for health, safety and welfare.
- Ensure that health and safety awareness is constantly at the forefront of company operations.
- Monitor the effectiveness of the health and safety policy.
- Ensure current employers and public liability are in place.
- Set a good example by wearing the appropriate personal protective equipment etc.

### **Health and Safety Manager**

- Formulate, review and amend as may be necessary from time to time, the company policy and arrangements for health, safety and welfare.
- Ensure that health and safety awareness is constantly at the forefront of company operations.
- Co-ordinate all health and safety activities
- Liaise with clients and contractors
- Ensure that risk and other assessments are carried out.
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure current employers and public liability are in place.
- Set a good example by wearing the appropriate personal protective equipment etc.
- Set a good personal example by wearing the appropriate personal protective equipment etc. when working
- Monitor compliance of health & safety policy, statutory requirements and good working practices.
- Ensure that day to day health and safety procedures are implemented.
- Promote health & safety, and good working practices.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Liaise with other managers on health & safety issues.
- Ensure induction training is provided for all employees new to the company or site.
- Ensure office safety and fire precautions
- Ensure up to date training is provided.
- Ensure the competence of users of plant and equipment.
- Consult employees on health and safety matters.
- Implement risk assessments and method statements.
- Ensure the correct personal protective equipment is issued and used
- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.

- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Carry out risk assessments of work activities and produce suitable method statements.

### **Business Development Manager**

- Set a good personal example by wearing the appropriate personal protective equipment etc. when working
- Co-ordinate all health and safety activities.
- Implement day to day health and safety procedures.
- Promote health and safety, and good working practices.
- Report all site accidents to Health and Safety Manager and Managing Director and person responsible for health and safety matters.
- Comply with the company safety policy
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep offices tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.

### **Site Managers**

- Set a good personal example by wearing the appropriate personal protective equipment, etc when working.
- Monitor safety of work equipment.
- Co-ordinate all health and safety activities.
- Implement day to day health and safety procedures.
- Promote health and safety, and good working practices.
- Report all site accidents to Health and Safety Manager and Managing Director and person responsible for health and safety matters.
- Record accidents in the accident book and assist in accident investigation where required.
- Liaise with operatives and managers on health and safety matters.
- Provide health and safety induction and tool-box talk training for operatives.
- Maintain adequate welfare facilities.
- Maintain adequate fire prevention and emergency procedures.
- Monitor waste disposal procedures.
- Ensure only properly inspected and maintained plant and equipment is used on site.
- Ensure unsafe or damaged plant is reported and returned to depot for repair/servicing
- Ensure competence of users of plant and equipment.
- Consult employees on health and safety matters.

- Carry out risk assessments of work activities and produce suitable method statements.
- Implement method statements and risk assessments, and put into place any preventative measures required.
- Ensure the correct personal protective equipment is issued and used.
- Utilise the disciplinary procedures if safety is not adhered to.
- Ensure workplaces are inspected prior to use.

### **Site Engineers**

- Comply with all health and safety instructions, information or training given.
- Co-operate on all matters regarding health and safety.
- Do not put yourself or others at risk.
- Use the personal protective equipment that is provided.
- Use tools and equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Report defects in plant and equipment.
- Report to Health and Safety Manager / managers / supervisors any health and safety issues that may occur.
- Refrain from horseplay and the abuse of welfare facilities.
- Warn new employees of known hazards.
- Do not improvise; use the correct tools and methods for the job.
- Keep tools and equipment in good condition.
- Report any accidents or dangerous occurrences.
- Do not misuse anything provided for health, safety or welfare.

### **Office Staff/Administration**

- Comply with the company safety policy
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep offices tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.





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## **Arrangements**

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## Accident/Near Miss Reporting and Investigation

The company shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report;

- Fatalities and specified injuries.
- Injuries resulting in incapacity for more than 7 days
- Specified diseases
- Dangerous occurrences

All employees, self-employed, trainees and other persons injured in or on the works premises, are included within the above arrangements.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor), followed up by a written notification within 10 days of the incident. Cases of over-seven day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the company that our employee suffers from a reportable work-related disease.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents shall be reported to the Managing Director/ Health and Safety Manager who shall make an entry in the accident book, which is retained on the premises. The Managing Director will, where appropriate, report the accident to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated thoroughly by the Health and Safety Manager, with the assistance of the Company Safety Advisor if required, and the evidence clearly recorded. The injured party and witnesses shall be interviewed and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent re-occurrence. A formal investigation report shall be produced and distributed to the Managing Director. The record in the accident book shall be updated as necessary.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The Company firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of

equipment or use of malfunctioning equipment have the potential to cause work related injuries. The company requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Near misses events should be reported to the Managing Director.

### **Alcohol and Drugs Policy**

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on sites upon which the company is undertaking work.

Any employee or sub-contractor found contravening this requirement is liable to instant dismissal, and termination of employment or contract.

Any employee or sub-contractor found or suspected of being under the influence of alcohol or drugs will be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Directors.

This company operates a zero tolerance policy in respect of the above.

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect person's abilities to operate plant and machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities, and will either be sent home or to the sick room (if available) until fully recovered from the effects.

Medicinal drugs such as painkillers etc, will not be issued or administered by any person (including trained first aiders) to any other person.

### **Asbestos**

The Company is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the company. Records shall be kept about the location and condition of such materials where appropriate. Where the materials have been assessed as representing a risk to health suitable control measures shall be put into place.

Any persons or organisation who are to carry out work on Company premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement.

Site workers should note that if they come across materials they suspect of containing asbestos, they should stop work immediately and report to their site supervisor or contracts manager.

The Company commits to provide suitable asbestos awareness training to all employees who are likely to come across asbestos containing materials during their normal work activities.

### **Competent Safety Advice**

G S Musson CMIOSH, FIIRSM, CMaPS of G S Musson & Associates Limited has been appointed by the company to act as the competent source of general and construction related health and safety advice, to fulfill the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

### **Confined Spaces**

Where a work activity necessitates entry or working in a confined space, the company will comply with the requirements of The Confined Spaces Regulations 1997 and will observe the following duties;

- Avoid entry into confined spaces where practicable
- If entry is unavoidable then follow a safe system of work
- Carry out a risk assessment and put adequate emergency arrangements into place before work commences
- Ensure that workers are suitably trained, supervised and physically fit and capable of entering a confined space
- Carry out a suitable permit to work system where identified through the risk assessment

Where working in cramped spaces with a lot of earthed metalwork is required, the risk of a shock from an electrical fault should be considered. See **Electricity** and **Welfare** arrangements sections.

### **Consultation**

The Company commits to involve the workforce in the implementation and development of the safety management system and will fully embrace the letter and the spirit of the Health and Safety (Consultation with Employees) Regulations 1996.

In the absence of an elected representative of employee safety the company will engage in direct consultation with employees during tool-box talk sessions. The Managing Director/Health & Safety Manager will also operate an open door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication the company commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

## **Display Screen Equipment**

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the company will;

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed
- Provide information and training

## **Electricity**

If not properly managed, electricity can kill or severely injure people and cause damage to property. The company will:

- Ensure that all works involving electricity are assessed for risk
- Only permit competent persons to undertake electrical works
- Use electrical equipment that meets the relevant standard
- Ensure all existing installations within company premises are periodically inspected
- Avoid overloading socket outlets
- Use where needed appropriate safety devices (such as RCD)
- Use low voltage or battery operated equipment on site (see Portable Electrical Equipment arrangements)
- Avoid the need for live working where practicable

Work on or near exposed, live parts of equipment is not permitted.

## **Fire**

Rob Hackney shall hold the duty as the responsible person for the company on fire safety issues.

The Company shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment appropriate fire precautionary and protection measures shall be implemented and a fire management plan shall be maintained.

Basic fire safety training will form part of the induction training for new office-based employees. Site operatives will receive appropriate information/training as part of their site induction.

## **First Aid**

The Company shall provide first aid facilities at each work place in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. The assessment of needs shall follow the guidelines in the relevant ACoP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace.

First aiders and appointed persons hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date. The appointed person is Elizabeth Froggatt.

- Engineers will carry a personal first-aid box in each vehicle
- Mobile workers are given company mobile telephones and a telephone list with emergency contact numbers.

## **Hazardous Substances**

The Company will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The Company will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harms way as possible.
7. Provide personal protective equipment (PPE).

Workers shall receive COSHH awareness training; this shall be provided via Tool Box Talks.

Workers must not use a hazardous substance before a COSHH assessment has been carried out.

Under no circumstances must workers remove or deface labels on containers or decant substances into unmarked containers

All flammable liquids must be stored in a suitably signed ventilated metal container.

It is the responsibility of the Health and Safety Manager to brief the relevant worker about the safe use and handling of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated in a tool-box talk fashion.

### **Health Surveillance**

The Company will be watchful for the early signs of employee ill health caused by exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with relevant regulations (eg the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

The Company will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

### **Lead**

The company is aware of the duties imposed by the Control of Lead at Work Regulations 2002. It is the aim of the company to protect workers from significant exposure to lead in their place of work.

The company will:

- assess the risk to your health to decide whether or not your exposure is significant' (the law defines this), and what precautions are needed to protect your health;
- put in place systems of work and other controls to prevent or control your exposure to lead;
- provide washing and changing facilities, and places free from lead contamination where you can eat and drink;
- tell you about the health risks from working with lead and the precautions you should take;
- train you to use any control measures and protective equipment correctly

If employees exposure to lead is 'significant' .The company will also have to:

- provide protective clothing;
- make arrangements for laundering contaminated clothing;
- measure the level of lead in the air you are exposed to, and tell you the results. If your exposure to lead cannot be kept below a certain level – known as the occupational exposure limit – the company will also issue employees with respiratory protective equipment;
- arrange to measure the level of lead in your body. This is done by a doctor. Employees must be told the results of your tests.

## **Lone Working**

Site engineers and sales staff are required to undertake lone working on a frequent basis. The company manages the inherent risk in the following way:

- Lone working awareness is covered as a topic in the initial company induction.
- Mobile workers are given company mobile telephones and a telephone list with emergency contact numbers.
- All work to be pre-planned and line managers to be aware of engineer's movements.

## **Manual Handling**

The Company will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The company will avoid manual handling operations so far as is reasonably practicable.

The Company will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.

HSE publication INDG143 (rev 2) 'Getting to Grips with Manual Handling' shall be issued to all new starters during their induction. Formal training on kinetic lifting techniques will be arranged where necessary.

## **Monitoring of Safety Systems**

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between management and workers. Time will be set-aside during toolbox talks where concerns may be raised.
- Regular formal site safety inspections. Results of the inspections to be recorded and discussed during management review meetings.
- Annual review of accident statistics.
- Annual safety system audit carried out by the safety advisor.
- Annual review of the safety policy and associated documents.

## **Noise**

It is the aim of the company to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the company will;

- Assess the risk to employees from noise at work
- Take action to reduce the noise exposure that produces those risks



- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

### **Personal Protective Equipment (PPE)**

The Company will provide PPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the company will ensure that PPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and is correctly used by employees.

### **Maintenance**

The company will ensure that:

- The right replacement parts match the original
- PPE will be properly looked after and stored when not in use, in a dry, clean cupboard or bag.
- They keep replacement PPE available
- If it is reusable it will be cleaned and kept in good condition.
- Damaged equipment will be suitably disposed.
- Employees will make proper use of PPE and report its loss or destruction or any fault in it to Lizzie Froggat.

The company does undertake works that require the use of appropriate Respiratory Protective Equipment (RPE). The appropriate equipment will be selected following a suitable and sufficient COSHH assessment. We will ensure that RPE is of the correct size and can correctly fit the wearer. Face-fit testing will be carried out to ensure appropriate fit. Reusable RPE will be subject to regular thorough examination, and where appropriate, testing at suitable intervals.

### **Portable Electrical Equipment**

The Health and Safety Manager is responsible for the overall inspection and testing regime for portable electrical equipment.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated.

The scope of this policy covers:

- **Portable appliances:** an appliance of less than 18kg in mass that is to be

- intended to be moved while in operation or an appliance which can be easily moved from one place to another.
- **Moveable equipment (sometimes called transportable):** equipment which is either 18kg or less in mass and not fixed or equipment with wheels, castors or other means to facilitate movement by the operator as required to perform its intended use.
  - **Hand-held appliances or equipment:** portable equipment intended to be held in the hand during normal use.
  - **Information technology equipment (business equipment):** includes electrical business equipment such as computers and mains powered telecommunications equipment, and other equipment for general business use, such as mail processing machines, electric plotters, trimmers, VDUs, data terminal equipment, typewriters, telephones, printers, photo-copiers, power packs.
  - **Extension leads.**

### Records

The company will, as far as is reasonably practicable, keep the following records:

- A register of all equipment
- A record of formal and combined inspections and tests
- A repair register
- A register of all faulty equipment

### Categories of inspection and testing

- User checks; faults are to be reported and logged, but no record is required if no fault is found
- Formal visual inspections; inspections without tests the results of which, satisfactory or unsatisfactory, are recorded.
- Combined inspections and tests, the results of which are recorded. In service testing to include the following; earth continuity tests (for Class I equipment), insulation testing (which may sometimes be substituted by earth leakage measurement), functional checks.

### Frequency of inspection and testing

Location	Type of Equipment	User Checks	Class 1 Formal visual inspection	Class 1 Combined Inspection And Testing	Class II Formal visual inspection	Class II Combined Inspection And Testing
Office	Information Technology	None	24 months	48 months	24 months	None
Office	Movable	weekly	12 months	24 months	24 months	None
Office	Portable	weekly	12 months	24 months	24 months	None
Office	Hand-held	Before use	6 months	12 months	6 months	None
Site	Movable	weekly	1 month	3 months	1 month	3 months
Site	Portable	weekly	1 month	3 months	1 month	3 months

Site	Hand-held	weekly	1 month	3 months	1 month	3 months
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### **Suggested daily user checks**

- Switch off and unplug the equipment before you start any checks.
- Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable should be replaced with a new cable by a competent person.
- Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Check for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

### **Notes:**

1. All appliances to be tested after repair.
2. If equipment operates in an arduous environment or is likely to receive unreported abuse, more frequent inspection and testing is required.
3. Previous test results to be made available to subsequent testers.
4. All formal visual inspections and testing to be carried out by a trained competent person.

### **FAULTY EQUIPMENT MUST NOT BE USED**

### **FAULTY EQUIPMENT MUST BE LABELLED, REPORTED AND, IF UNSAFE, REMOVED FROM USE WITHOUT DELAY**

### **Risk Assessment**

In accordance with The Management of Health and Safety at Work Regulations 1999, the company will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments suitable controls will be established and a safe system of work produced.

### **Slips, Trips and Falls**

Slips and trips are the most common injury at work. These will be minimised by the company by:

- Using entrance matting
- Ensuring any leaks in buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient
- Ensuring any slopes or steps are clearly visible

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

### **Sub-contractors**

Prior to commencement all sub-contractors must be assessed for competence. It is the responsibility of the Health and Safety Manager to ensure that all sub-contractors have satisfactorily;

- Completed the company pre-qualification questionnaire and provided all necessary documentary evidence. All information and evidence must be in date.
- Demonstrated compliance with one of the member schemes of the Safety Schemes In Procurement scheme.

Competence checks should be based around the requirements of CDM (2015) and the MHSWR (1999).

### **The Construction (Design and Management) Regulations 2015**

Some of the company's core activities are construction related and CDM (2015) will form the cornerstone of the company's arrangements from a health, safety and welfare standpoint.

The company, during the course of its activities, will at times hold various duties. A summary of duties is scheduled as follows:

When assuming client duties for a domestic client we will ensure that:

- The client has allocated sufficient time and resources and other suitable arrangements for managing the project.
- The construction work can be carried out, so far as is reasonably practicable, without risks to the health and safety of any person affected by the project.
- The appropriate welfare is provided in accordance with Schedule 2 to the Regulations.
- All the above is maintained and reviewed throughout the project.
- Appropriate pre-construction information is provided to every designer and contractor associated with the project.
- A suitable construction phase plan is drawn up before the construction phase begins.
- The principal designer prepares a suitable health and safety file for the project.
- The principal designer complies with other principal designer duties.

When assuming principal contractor duties we will ensure that:

- We plan, manage and monitor the construction phase.
- We coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health and safety.
- We take into account the general principles of prevention (see Appendix 1 of HSE publication L153).
- We draw up a construction phase plan prior to setting up the site.
- We organise cooperation between contractors.
- A suitable site induction is provided.
- Steps are taken to prevent access by unauthorised persons to the construction site.
- Facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- We liaise with the principal designer for the duration of their appointment and share with them information required during the pre-construction phase.
- Consult workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare.

When assuming contractor duties we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.
- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where we are working on a project where there is more than contractor we will comply with directions given by the principal designer or the principal contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project we will take account of the general principles of prevention and will draw up a construction phase plan prior to setting up the site.
- Persons appointed to work on the site have the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

## **Training**

The Company recognizes the value of having a skilled and motivated workforce and will develop a training culture within the business to maximize the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a company induction. Details of the company structure and general procedures will be communicated. In addition the induction will outline the firm's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment.

General training direction and co-ordination will be given by the Company's Safety Advisor. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. The Health and Safety Manager will also have a responsibility to identify training needs of employees.

The Health and Safety Manager will hold qualifications in the management of health and safety and will attend updates and refresher courses as required.

## **Vibration**

The Company will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains the company will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All site workers will receive information and training on the potential risks from harmful vibration.

## **Welfare Facilities**

The company will ensure that adequate welfare facilities are provided in the company premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- Adequate ventilation.
- Suitable temperatures in indoor places (minimum 16 deg C where the activity is mainly sedentary and 13 deg C if the work involves physical effort).
- Sufficient lighting to enable people to work and move about safely.
- Suitable cleaning and the removal of waste.
- Enough free space to allow people to move about with ease. Workrooms should provide a minimum of 11 cubic metres of space per occupant.

- Suitable workstations and seating.
- An adequate supply of wholesome drinking water.
- Suitable facilities for changing and storage of clothes where necessary.
- Suitable and sufficient facilities for rest.

Where existing lighting is not considered suitable for safe working then appropriate task lighting will be employed. All engineers are issued with 110v lead lamps and battery powered hand held torches.

Welfare facilities for the mobile worker are generally provided by the main contractor or client.

When working as a contractor (sub-contractor) on a construction project we will ensure that the principal contractor provides welfare to the standards set in Schedule 2 within CDM (2015) prior to commencement on site.

### **Work at Heights**

The Company will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonable practicable to do the job another way
- Carried out using appropriate equipment to prevent falls
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based
- Properly planned and supervised by a competent person(s)
- Carried out by competent operatives.

The use of ladders, step-ladders and trestles will be limited to access provision and short-term working where other methods are not practicable.

Ladders/step-ladders shall be subject to pre-use checks and shall be formally inspected at six monthly periods.

Pre-use leaning ladder checks – look for:

- Loose rungs (can be moved by hand)
- Loose Nails, screws, bolts, or other materials
- Cracked, split, or broken uprights, braces or rungs
- Slivers on uprights or steps
- Rungs, cleats, and steps are uniformly spaced at 12" (+/-2")
- Rungs missing
- Rungs on metal ladders corrugated or knurled
- Free from grease, oil, or slippery materials
- Wooden parts free from splinters, cracks, decay
- Wooden ladders cannot have opaque coatings

- Joints between rungs and side rails tight (cannot be moved by hand)
- Movable parts operate freely
- Damaged or worn non-slip bases or feet
- Stiles free from cracks/splitting

Pre-use extension ladder checks – look for:

- Checks as per above
- Loose, broken, or missing extension locks
- Defective locks that do not seat properly when ladder is extended
- Frayed or worn rope

Pre-use stepladder checks – look for:

- Damaged or worn stiles or feet
- Split or buckled platform
- Buckled or contaminated steps
- Wobbly (from loose or worn parts when in the open position)
- Loose or bent hinge spreaders
- Broken stop on hinge spreaders
- Sharp edges on spreaders
- Loose hinges

When using a leaning ladder to carry out a task:

- Carry out a daily pre-use check;
- Only carry light materials and tools – read the manufacturers' labels on the ladder and assess the risks;
- Ground should be firm and level;
- Don't overreach – make sure your belt buckle (navel) stays within the stiles;
- Make sure it is long enough or high enough for the task;
- Don't overload it – consider workers' weight and the equipment or materials they are carrying before working at height;
- Make sure the ladder angle is at 75° – you should use the 1 in 4 rule (ie 1 unit out for every 4 units up)
- Always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles;
- Don't try to move or extend ladders while standing on the rungs;
- Don't work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above where you are working;
- Don't stand ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms;
- Avoid holding items when climbing (consider using a tool belt);
- Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (eg fibreglass or timber) for any electrical work;



- Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position where you cannot maintain a handhold, other than for a brief period (eg to hold a nail while starting to knock it in, starting a screw etc), you will need to take other measures to prevent a fall or reduce the consequences if one happened;
- For a leaning ladder, you should secure it (eg by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point, ie do not rest a ladder against weak upper surfaces (eg glazing or plastic gutters), you could also use an effective stability device.

When using a leaning ladder to carry out a task:

- Carry out a daily pre-use check;
- Ensure there is enough space to fully open the step-ladders;
- Use any fitted locking devices;
- Ground should be firm and level;
- Floors should be clean, not slippery;
- Step-ladders only to be used for short duration, light duty work;
- Don't work off the top two steps unless you have a safe handhold on the steps;
- Avoid side on working;
- Don't overreach – make sure your belt buckle (navel) stays within the styles and keep both feet on the same rung or step throughout the task;

## **Work Equipment**

The Company will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, eg protective devices, markings, warnings.

The Managing Director is responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. He will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable.

It is the responsibility of the Managing Director to ensure workers have had the appropriate information, instruction and training to operate specialist tools and equipment.

Company procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).

Hired in equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of the Stock Controller.

### **Work Related Road Safety**

A proportion of the company's work activities would involve driving on the public highway. All employees, who do drive as part of their company duties, are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The company will ensure that:

Drivers are:

- Competent and capable of doing their work in a way that is safe for them and others
- Properly trained
- Sufficiently fit and health to drive safely and not put others at risk
- Provided with information that will help them reduce the risk (eg. Recommend tyre pressures)
- Provided with appropriate advice on driving posture

Vehicles are:

- Fit for the purpose for which they are used
- Maintained in a safe and fit condition

Journey planning:

- Takes account of appropriate routes
- Incorporates realistic work schedules
- Does not put drivers at risk from fatigue
- Takes sufficient account of adverse weather conditions