



Scope

This Health and Safety Manual defines the Health and Safety Policy, the organisation and the arrangements made by:

API Capacitors Ltd
Northside,
Norwich
NR7 0HT

at its sites as required by Section 2(3) of the Health and Safety at Work etc Act 1974.

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Introduction

This Company Policy Statement on Health and Safety, of **PPI Engineering Limited**, is issued in accordance with Section 2(3) of the Health and Safety at Work Act 1974.

The prevention of accidents and ill health is one of the most important functions of all our Directors, Managers and employees because:

We do not want any employee or other person to suffer as a result of our work.
We intend to comply with all health and safety legislation.
We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This document has, therefore, been prepared to define the way that this Company intends to manage health and safety and to meet the requirements of Section 2 (3) of the Health and Safety at Work Act 1974 which requires an Employer to prepare a statement of general policy with respect to the health and safety of employees and the organisation and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of the Health and Safety at Work Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The Employer must ensure, in so far as is reasonably practicable, the health and safety at work of his employees by providing:

- A safe system of work
- Safe plant and equipment
- Safe means of handling, transporting, etc articles and substances
- Adequate training, instruction, information and supervision
- A safe place of work with safe access to and egress from the place of work
- A safe and healthy environment
- Adequate welfare facilities
- Arrangements for joint consultation where Safety representatives have been appointed

The Employer must also ensure that the way their work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons other than their employees e.g. other contractors, visitors, public.

If the Employer controls a site or premises where other persons are required to work they must ensure, so far as is reasonably practicable, that the site or premises, or anything on the site or premises does not present a risk to their health and safety.

Persons who manufacture, supply etc. any articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use the article or substance.

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the Employer to assist in meeting the statutory requirement.

No person must recklessly or wilfully interfere with anything provided for Health and Safety.

Failure to comply with these duties or to breach any of the specific regulations for Health and Safety can lead to prohibition or improvement notices which will interfere with the progress of work and prosecution of the Company, individual Directors, Managers, Operatives with fines and possible imprisonment for certain offences.

Health and Safety Policy Statement

PPI Engineering Limited will provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Adequate provisions for health and safety are essential to working life and the prevention of injury and losses are not only vital to the Company's efficiency and success but also in the best interest of all our employees and their families.

We aim to:

- a) Ensure that all employees are fully aware, through training, of their own individual responsibilities for safety and of the safety rules and procedures which are relevant to their own jobs. To this end this document will be available to all employees and all amendments will be notified to all employees on issue.
- b) Maintain necessary and up to date knowledge and information and developments concerned with health and safety at work.
- c) Ensure that legal requirements are met.
- d) Ensure new methods, machinery and procedures are examined to identify possible hazards so that protective measures may be taken.

We will maintain necessary, up to date knowledge, information and developments concerned with health and safety at work including continually looking to improve.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document. Neglect of health and safety requirements will be regarded as seriously as any other disciplinary offence.

The policy will be kept up to date, particularly as the Company changes, in the nature and size of operations or to comply with changes in legislation or Company policy. To ensure this, the policy and the way in which it has operated will be reviewed, when necessary and at least yearly.

Signed:

Name: Dr Mike Robinson
Title: Director

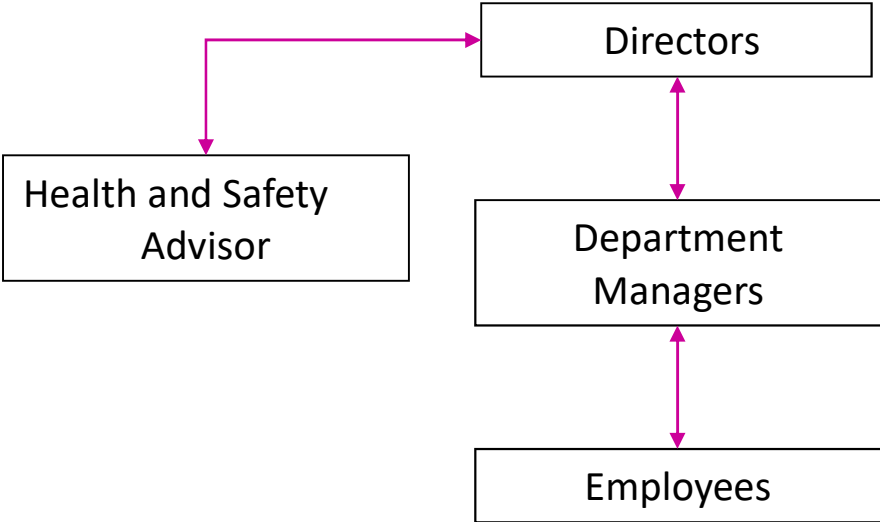
Dated: 16th October 2025

SECTION 1

The Company's Organisation and Responsibilities for Health and Safety

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1.1 Organisational Chart for Health and Safety Management



1.2 The Directors (Dr Mike Robinson, Mr Alan Rollo and Mr Barry Stephens)

The Directors must ensure that all Safety and other related documentation is maintained, up to date and in an orderly manner, that all major injuries, notifiable accidents and dangerous occurrences are recorded and reported in accordance with legal requirements to the enforcing Authorities.

In the absence of the Directors, it is the responsibility of the Project Manager (Mr Adam Vincent) to ensure that the Health and Safety Policy is carried out and complied with by all concerned.

The Directors' responsibilities are detailed below:

- a) Responsible for industrial Health and Safety within the Company and the implementation of the Policy and that all documentation is readily available.
- b) Ensure that there is an effective policy for industrial Health and Safety within the Company.
- c) Should evaluate all risks in the Company relating to accidents at work, health risks at work, loss or damage to Company property and risks to the public through Company activity.
- d) Ensure the periodical inspection, maintenance and testing of plant and machinery, including the inspection and checking of new machinery before commissioning.
- e) Ensure the Company has carried out the Risk and COSHH Assessments and that the findings are brought to the attention of relevant personnel.
- f) Ensure that all working areas are laid out, to ensure safety of our employees, as well as any visitors, that adequate welfare facilities are in place.
- g) All insurance liability and losses are periodically assessed including adverse trends and arrange for all necessary insurances.
- h) Ensure that adequate finances are available to sustain a proactive Health and Safety Programme.
- i) Regularly review the Health and Safety Policy, at least annually with the assistance of the Health and Safety Advisor, or when the Company's activities change, and to comply with new legislation.
- j) Ensure that the Company has in place procedures, also all employees receive adequate induction training, continuous training and specific job training.
- k) Monitor and review all procedural documentation to prove its effectiveness, i.e. maintenance programmes, statutory inspections, asbestos registers, written work procedures, operational procedures, COSHH and Risk Assessments.
- l) Ensure all visitors are given the Health and Safety rules relevant to their visit.

1.2 The Directors (Dr Mike Robinson, Mr Alan Rollo and Mr Barry Stephens) (cont.)

- m) Ensure that responsibilities are properly assigned, accepted at all times and personnel are adequately supervised.
- n) Advise the Employees of any amendments or changes in the law and discipline any persons not complying with Company policies or procedures.
- o) Ensure that mandatory requirements appertaining to the Company's activities are complied with, act upon any beneficial recommendations brought to his attention by an employee, or where the Risk Assessments identifies necessary changes required to improve work practices.
- p) Draw up and implement safe systems of work and the provision and use of appropriate Personal Protective Equipment.
- q) Ensure emergency procedures are in place.
- r) Review the Company's accident and near miss statistics to allow continued improvement and prevent a recurrence.
- s) Liaise closely with the Enforcing Authority and our Health and Safety Advisor, as well as appraise and correct the Company's safety performance.
- t) Attend and supply material for the safety meetings.
- u) Set an example by wearing the appropriate Personal Protective Equipment.
- v) Ensure all Contractors who carry out work for the Company are aware of their responsibilities and they are monitored.

1.3 The Department Managers

The Department Managers are responsible for implementing industrial Health and Safety for their departments ensuring that the employees are fully informed and conversant with requirements concerning safety legislation and controls to ensure that legal requirements are met.

The Health and Safety responsibilities of The Department Managers are detailed below:

- a) Understand the Company policy for Health and Safety and assist the Directors in bringing it to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Directors any improvements or additions which you feel necessary.
- b) Report immediately to the Project Manager, all accidents and incidents, and when requested they shall also assist with the investigation, as well as reporting dangerous occurrences etc. to the Enforcing Authority.
- c) Ensure Employees under their control are provided with induction training, specific job training and familiarisation training and records are maintained.
- d) Will liaise with all relevant personnel on Health and Safety matters and act upon advice provided by the Company's Health and Safety Advisor.
- e) Ensure all registers, records and reports they are responsible for are up to date, properly completed and readily available.
- f) Ensure that operatives under their control are aware of their responsibilities for safe working and they are not required or permitted to take unnecessary risks and they are suitably supervised.
- g) Arrange for inspections, servicing and testing on plant and equipment in their department where necessary and if in their authority shall arrange for repairs on plant and equipment, or advise the Project Manager that they need attention.
- h) Implement arrangements with Management and others on site to avoid confusion about areas of responsibility for health, safety and welfare and ensure liaison is maintained.
- i) Ensure that good housekeeping practices are adhered to for their working area, free of slip and trip hazards etc. to ensure safety of staff and visitors.
- j) Ensure all visitors are given the appropriate Health and Safety brief, relevant to their visit and the locations they are to visit whilst on site.
- k) Attend and supply material for safety meetings.
- l) Assist the Project Manager in compiling Risk Assessments, to ensure that appropriate control measures, training, instruction, protective clothing etc. have been provided, as well as bringing to the attention of the relevant personnel the findings.

1.4 The Employees

The responsibilities of the employees are listed below:

- a) Take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b) With regard to any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.
- c) Be familiar with and conform to the Company's Health and Safety Policy, Procedures, follow the requirements of the Risk Assessments and Company rules at all times.
- d) Report to management any illness, medical condition or prescribed drugs which may affect their ability to work safely, so the Company can take the necessary steps to ensure everyone's safety.
- e) Use/wear appropriate personal safety clothing and equipment for the task in hand, ensure it is inspected prior to use, report any damage or defects and obtain replacements.
- f) Conform to all instruction given by a Director or Manager in the interest of Health and Safety at work.
- g) Report all accidents however minor immediately to management, so this can be entered into the accident book.
- h) Report all hazards and hazardous situations to a Director or Manager and do not use any damaged or defective equipment.
- i) In the interest of Health and Safety, employees should make any beneficial recommendations to a Director or Manager.
- j) Every employee must be aware of the correct emergency action to be taken in the event of a fire.
- k) Always store materials and equipment safely and do not block fire exits or walkways.
- l) Obey all rules and procedures when visiting client's sites.
- m) Shall not be under the influence of alcohol or any drugs and will refrain from any horseplay.
- n) Use any equipment or carry out a task in accordance with any instructions or training given.
- o) No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- p) Works safety rules and safety equipment has been introduced in furtherance of this aim and failure to use these will be subject to the disciplinary procedures.

1.5 Sub-Contractors

The responsibilities of the Sub-Contractors are listed below:

- a) All sub-contractors will be expected to comply with this Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is being carried out.
- b) All work must be carried out in accordance with the relevant statutory provisions, taking into account the safety of others on the site and the general public.
- c) Assessment of risk associated with any substance, process or work activity on site which will be hazardous to Health, must be provided to our Company before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with the appropriate Regulations and any current recommendations. Any information must be provided to any other person who may be affected on site.
- d) Scaffolding used by sub-contractor's employees (even when scaffolds are erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and manufactures instructions.
- e) Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on site unless authorised and carried out by a competent person.
- f) All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and any certification available for checking. Information and assessment on noise levels of plant, equipment or any operations carried out by the Sub-Contractor must be provided to our Company before work commences.
- g) No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, in good condition and PAT tested.
- h) Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to the Company.
- i) Sub-contractor's employees must comply with any safety instructions given by this Company's Directors or Managers.
- j) This Company has appointed a Health and Safety Advisor to advise on Health and Safety matters. Safety inspections shall be carried out regularly by a Director or Manager. Sub-contractor will be informed of any hazards or defects noted during these inspections, and will be expected to take immediate action. Subcontractors will provide the Company's Site Representative with the name of the person they have appointed as Safety Supervisor.

1.5 Sub-Contractors (cont.)

- k) Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by the sub- contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
- l) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- m) All operatives, sub- contractors, visitors, etc. on the Company's sites will wear hard hats, high viz jackets/vests as well as safety footwear and any other personal protective equipment required for a specific task at all times other than in areas specifically designated as "no risk" areas by site management.
- n) A detailed Method Statement will be required from sub- contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statements for high risk work must be agreed with our Project Manager before work begins, so that compliance with the agreed Method Statement can be maintained.

1.6 Health and Safety Advisor

The Company has appointed a Health and Safety Advisor as the competent person to advise the Company on Health and Safety issues, thereby assisting the Company to comply with the Management of Health and Safety at Work Regulations 1999.

Should a Health and Safety query be raised that cannot be handled successfully by the Directors or the Project Manager the individual can contact the Health and Safety Advisor direct. Any suitable information and advice will be provided **Tel: 01953 607093/07957 163250**

Upon request Milne Safety will:

- Provide assistance to Management to compile and develop Health and Safety documentation and procedures.
- Carry out Health and Safety training where identified as necessary.
- Carry out Health and Safety inspections as agreed.
- Investigate major accidents or liaise with clients and enforcing authority on our behalf.
- Provide continuing advice on current and future Health and Safety Legislation and best practice.

1.7 Visitors

Persons other than employees are not permitted on Company premises unless authorised and, where necessary, accompanied at all times by a member of staff. The following general rules apply.

- a) All visitors must report and be met at reception. They will only be allowed on site after making themselves known, as well as receiving any induction training. Where necessary they will be accompanied by a member of staff.
- b) All visitors must sign in and out of the visitor's book in reception or the site office.
- c) To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- d) Shall not work on the premises unless covered by insurance against risk.
- e) Shall not bring hazardous substances or any equipment onto the premises without prior permission from a Director.
- f) All visitors will wear the appropriate personal protective equipment requested by your host or as required for carrying out specific tasks, i.e. high visibility jacket, hard hat and safety footwear when on site.
- g) Observe the Company's Health and Safety rules or procedures at all times.
- h) Shall not be under the influence of alcohol or any drugs and will refrain from any horseplay.
- i) Shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- j) Cooperate with the Company at all times to help meet legal obligations and to follow instructions given to you by your host.
- k) Report to management or your host any defects, hazards or shortcomings in the Company's Health and Safety arrangements.

1.8 Management Review

The Directors undertake periodical reviews of the Health and Safety Policy, organisation and arrangements, to ensure their continuing suitability and effectiveness, and that the policy objectives are being met. The results of internal Health and Safety checks, audits and records are used in these reviews. The Policy will be reviewed at least once a year.

The principal language used throughout the organisation for Health & Safety documentation shall be English. Where necessary, the Company shall provide translations to meet the needs of their employees and others, or a translator will be provided.

Information

Information and advice to enable the Company to meet its legal duties can be obtained from a range of sources and is not limited to the following:

- Milne Safety, our Health and Safety Advisors, including their Monthly Newsletter
- HSE
- BSI
- British Safety Council
- Publications and Research
- ACOPs and Guidance

1.9 Consultation with Employees

Within the clearly defined function and responsibilities of management there is a duty for the Directors to communicate with employees, this will enable the effective implementation of the Health and Safety General Policy, Statement of Intent and Procedures, communication and consultation will take place between management and employees.

The Company employs a non-unionised workforce. Under the Health and Safety (Consultation with Employees) Regulations 1996 there needs to be consultation on all matters of Health and Safety with the whole workforce or with elected employee's representatives, known as a Responsible Employee for Safety (RES). It is the duty of each Representative of Employees Safety to further the cause of accident prevention in their own department/branch. This can be done partly by noting unsafe practices as well as supporting the Directors in informing fellow employees of the hazards and controls in place with the objective of improving safety practices within the Company.

1.10 Safety Meetings

The prime function of the Safety Meetings is to consult, advise and act as a two-way channel of communication through which suggestions can flow from employees to management and vice versa. The ultimate object is to reduce safety hazards and thereby reduce accident levels to the absolute minimum throughout the year.

The aim is to create a medium for joint consultation between employer and employee representatives to enable both parties to co-operate effectively in setting up and developing the strategy for Health and Safety within the organisation. To assist and advise as necessary, management in the implementation of Health and Safety rules, Company procedures and safe systems of work.

Subjects to be kept under constant review:

1. Legal obligations of the Company
2. Legal obligations of the Employees
3. Health and Safety Objectives and Targets
4. Safety Rules and Regulations
5. Housekeeping
6. Safety plans for new equipment
7. Work methods
8. Accident statistics
9. Accident or Near Miss investigations
10. Personal Protective Equipment
11. Safety guards on machines and portable equipment
12. First aid arrangements
13. Fire precautions

1.11 Constitution

The Committee will vary but in general it should consist of one or two members representing the management and one or two representatives for the employees.

The responsibilities and make-up of the Committee are detailed below:

- a) Management Representatives shall be nominated by the Directors.
- b) Employee Representatives shall be appointed by the Directors.
- c) A Director shall be ex-official Chairman.
- d) A Director shall act as Secretary.
- e) The Committee shall have the power to co-opt additional temporary members for special purposes.
- f) The Committee shall meet at least every three months, but may be summarily called together at any times as circumstances demand.
- g) Time whilst engaged on the work of the Committee shall be deemed to be working time and paid accordingly.
- h) The Committee shall cause proper minutes to be kept of all members as well as being posted on the notice board.
- i) Suggested formation of Safety Committee.

Directors
Managers
Employees

SECTION 2

Arrangements for Health and Safety

- 2.1. Safe Working Practices
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- 2.3. Plant and Equipment
- 2.4. New Equipment
- 2.5. Machinery
- 2.6. Machinery Safety
- 2.7. Lifting Appliances
- 2.8. First Aid
- 2.9. Accident and Near Misses Investigation
- 2.10. Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- 2.11. Fire
- 2.12. Liquefied Petroleum Gas (LPG)
- 2.13. Housekeeping
- 2.14. Environmental Protection 1990
- 2.15. Skips
- 2.16. Smoking & Vaping Policy
- 2.17. Safety Inspections/Checks
- 2.18. Health Surveillance
- 2.19. Discipline
- 2.20. Safety Checks
- 2.21. Vehicle Safety
- 2.22. Contractors, Visitors and Others
- 2.23. Advice and Consultancy
- 2.24. Training
- 2.25. Welfare Facilities
- 2.26. Workplace
- 2.27. Traffic Routes and Walkways
- 2.28. Signs
- 2.29. New Hazards
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- 2.31. Permit to Work
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- 2.34. Electrical Equipment
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- 2.36. Noise
- 2.37. Working at Heights
- 2.38. Risk Assessments
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- 2.42. Dangerous/Hazardous Substances in the Workplace
- 2.43. Other Important Hazards
 - a) Compressed Air
 - b) Boilers
 - c) Maintenance
 - d) Storage Racking
 - e) Forklift Truck Drivers
 - f) Decanting and Draining of Hot Compounds
 - g) Welding
 - h) Gas Cylinder Storage
 - i) Power Operated Tools
 - j) Hired Equipment
 - k) Overhead Power Lines
 - l) Underground Cables
 - m) Working in Direct Sunlight
 - n) Pest Control
 - o) Leptospirosis
 - p) Vibration
 - q) Mobile Phones
- 2.44. Asbestos
- 2.45. Documentation
- 2.46. Monitoring and Review
- 2.47. Home Working
- 2.48. Young Persons
- 2.49. Pregnant Workers and New Mothers
- 2.50. Mental Health

2.1 Safe Working Practices/Procedures

Specific information on safety matters will be set down in instructions for particular tasks or processes. However, many principles of safe working practices are common to any situation and the following rules are to be observed throughout the Company's premises. The Company has compiled various written procedures to ensure safe working practices by personnel and it is important that these are fully complied with, personnel should refer to these prior to carrying out various tasks. It is the responsibility of Management to ensure that personnel are informed of these procedures and to compile any additional written procedures.

2.2 General

- a) It is the duty of all employees to be conversant with and to observe and obey all notices, signs and regulations concerning safety and welfare, applicable to their occupation and place of work at any particular time.
- b) It is the duty of all persons to comply with any statutory regulations concerning their work, such as the Personal Protective Equipment at Work Regulations Amendment 2022, the Control of Substances Hazardous to Health 2002, the Electricity at Work Regulations 1989, the Health and Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Management of Health and Safety at Work Regulations 1999 etc.
- c) Where Personal Protective Equipment is provided for use in specified circumstances, whether under statutory regulations or not, all employees engaged in such processes must wear this at all times. Clothing and hairstyles at work must be suitable for the wearer's occupation and not likely to cause danger.
- d) Where written procedures exist for a job function, they must be implemented in accordance with Company rules.
- e) No employee shall leave any goods, boxes, parcels, tools or any item in or on a designated walkway, corridor, staircase or other entrance or exit.
- f) All cables and hoses shall be routed safely, kept to a minimum and walkovers shall be used where necessary.
- g) Before any inspection cover is removed, or other low level hazard created, it must be surrounded by a protective barrier of suitable size, strength and visibility to protect any persons from danger.

2.3 Plant and Equipment

In so far as is reasonably practicable, all plant and equipment used must be safe and without health risks.

It must be:

- a) Of good construction
- b) Of suitable and sound materials
- c) Of sufficient strength and suitability for its intended purpose
- d) So used and maintained that it remains safe and without health risks

2.4 New Equipment

In the case of all new machinery, it is the responsibility of the Company to ensure that the equipment is installed and safe to use before being used by employees.

It is of the utmost importance that the procedures for the installation of such machinery and equipment are complied with, to ensure that all safety provisions are operating effectively and to provide a safe system of work, including the provision of adequate training for all persons required to maintain, supervise and use or operate the equipment or machinery.

When a new type of machine is introduced the following procedures must be complied with:

- a) The supplier's handbook or comprehensive written instructions shall be provided with the machine or equipment, including relevant details of all modifications and improvements.
- b) The Company will supervise and check the installation and understand the method of operation.
- c) The Company will be fully informed on the safety provisions and see them functioning satisfactorily.
- d) The Company will ensure that all Managers and Operators to be employed on the machine/equipment are given full instructions and training in all operating and safety procedures. These procedures must be taken into consideration when drawing up the training programmes and work specifications.
- e) On no account should persons be asked to operate any equipment before receiving the necessary instructions or training.
- f) Employees will not use any defective equipment. Any equipment discovered to be defective will be removed from service immediately and shall not be used until it has been repaired or replaced as necessary.

- g) The Company has a regular maintenance programme including as necessary, inspection, testing, adjustments, lubrication and cleaning at suitable intervals and keeping records of inspections etc.

2.5 Machinery

- a) All machinery is to be checked by the operator prior to use in accordance with the Approved Code of Practice and the Company's Safe System of Work.
- b) No employee shall use any machine or items of equipment until they have been authorised and trained to do so, also that instruction has been received in the correct use and safety procedures.
- c) Where personnel are working alone, arrangements must be made to monitor them i.e. personal safety device or use of a mobile phone for use in an emergency.
- d) Before maintenance work is carried out, machines must be rendered safe and in-operative by isolation from power sources, clearly marked with warning notices both at power source and control panel to prevent other employees attempting to start the equipment; lock off devices must be used where provided to prevent re-energising of the power source by a third party.
- e) Operating instructions, whether written or verbal, concerning the use of machinery must be strictly followed.
- f) All machine guards must be in place before equipment is used. Any defects relating to guards and other safety equipment must be reported to management immediately.

2.6 Machinery Safety

Before using any machinery, it is the duty of all Employees to check that:

- a) They know how to stop the machine before starting it.
- b) All guards are in place, not broken and fully functioning.
- c) The area around the machine is clean, tidy and free from any obstruction.
- d) A Manager is to be informed immediately if they think a machine is not working properly or a safety device is damaged.
- e) They are wearing appropriate Personal Protective Equipment, such as safety glasses.

Employees are not permitted to:

- a) Use a machine unless they have been trained and authorised to do so.
- b) Attempt to clean a machine in motion, it must be switched off, isolated and immobilised.
- c) Use a machine or appliance which has a danger sign or tag attached. Danger signs should be removed only by an authorised person who is satisfied that the machine or process is safe.
- d) Wear loose clothing, jewellery or leave long hair in a style which could get caught in moving parts.
- e) Distract people who are working on machines.
- f) Use mobile phones or personal handheld devices whilst operating or minding machines/equipment.

It is the duty of the Company to:

- a) Ensure guards and other safety devices are regularly checked and maintained.
- b) Be alert for anyone tampering with or getting around safety guards or devices.
- c) Ensure that persons cannot access moving or dangerous parts of the machine.
- d) Ensure control switches are clearly marked and understood by all users.
- e) Make sure the guards are robust and fit for purpose.
- f) If maintenance workers need to remove guards or other safety devices, make sure they are protected by some other means.
- g) Ensure that equipment is suitably isolated when carrying out any maintenance, cleaning or adjustments.
- h) Ensure only authorised persons operate, maintain and clean machinery.
- i) Identify risks from electrical, hydraulic or pneumatic power supplies.

- j) Check that emergency stop devices e.g. mushroom head push buttons, are within easy reach.
- k) Train operators to work machines safely and provide them with protective clothing/equipment.
- l) Safety check the equipment before first use and after any modifications.
- m) Ensure machinery will meet the requirements of the Provision and Use of Work Equipment Regulations (PUWER), the Enforcing Authority and the Insurance Companies.
- n) Ensure personnel carry out necessary safety checks on equipment prior to use and maintain records of these checks.

2.7 Lifting Appliances

- a) No employee shall use any lifting appliance without having received full instruction and authority.
- b) No employee shall use any lifting appliance in excess of the safe working load. Every precaution shall be taken to ensure that such mechanised movement is carried out with regard to the safety of other employees and visitors and due warning given of approaching loads overhead.
- c) Employees shall not use lifting appliances or other mechanical equipment to elevate or transport any person unless such equipment is specifically designed for the purpose.
- d) Lifting Operations will be properly planned by authorised, trained and competent personnel. For routine lifts, the slinger/signaller will take charge, plan and supervise the work. For complex lifting operations an appointed person will take charge, and ensure a Risk Assessment and a Lifting Plan has been compiled and everyone involved in the lift have been briefed.

2.8 First Aid

First aid boxes are in the main reception, one in the first aid room on the first floor and in each office area. The names and locations of trained and qualified First Aiders will be displayed on suitable notices to inform all personnel.

The Company will ensure that:

- a) First aid boxes are suitably equipped. The First Aiders will ensure they are restocked as necessary and that any sterile dressings and eye wash bottles are not out of date.
- b) There are clear instructions for summoning outside medical help.
- c) There is sufficient number of trained First aiders, to cover any absenteeism i.e. holidays.
- d) An accident record book is in the Main Office. The personnel details recorded in the book are only to be made available to all with a responsibility for Health and Safety and kept in accordance with the General Data Protection Regulations.
- e) Serious injuries will be treated by a paramedic and/or taken to hospital for treatment.
- f) Employees are responsible for reporting all accidents no matter how trivial to management, which will then be recorded in the Accident Book, stating date, time, name of patient, location and nature of injury and place occurred.

2.9 Accident and Near Misses Investigation

All accidents and near misses will be investigated by the Company to establish their cause and to ensure that all necessary steps are taken to avoid a recurrence. Investigations shall cover all the circumstances relating to the accident or the near miss and eye-witness accounts shall be obtained where possible.

2.10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The Company shall report certain serious workplace accidents, occupational diseases and specified dangerous occurrences in accordance with legal requirements, the HSE will be contacted online at hse.gov.uk to complete a written report.

Persons responsible for notification are the Director or Project Manager.

2.11 Fire

The Company takes its fire safety duties seriously, therefore we have formulated this policy to help us comply with our legal obligations to staff and visitors under the *Regulatory Reform (Fire Safety) Order*. This includes the provision of a safe place to work where fire safety risks are minimised.

- **Employees Responsibilities**

All employees and visitors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

- **Communication**

The Company will keep staff informed of any changes that are made to our fire safety procedures and Fire Risk Assessments. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

- **Arrangements**

- A Fire Risk Assessment has been undertaken which will be reviewed annually and is available from a Director. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practiced at least once every six months and records maintained.
- Training will be provided as necessary to any staff given extra fire safety responsibilities such as Fire Marshals/Wardens.
- It is our policy that selected members of staff will be trained in the use of fire extinguishers.
- All new members of staff, temporary employees and long term visitors will be provided with induction training on how to raise the alarm and the available escape routes.
- Where necessary emergency lighting will be provided to enable all personnel to evacuate safely in times of darkness.
- Emergency lighting will be periodically inspected and tested.
- All escape routes will be clearly signed and kept free from obstructions at all times.

- Appropriate firefighting equipment to be located at convenient and easily accessible points and will be maintained in good working order at all times by approved Contractors appointed by the Company.
- If any employee notices defective or missing equipment, they must report it to a Director or Manager.
- Alarm systems will be tested regularly. Staff and visitors will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary.
- Fire doors are clearly marked, free of obstructions and not wedged open.
- Whilst persons are employed on the premises, doors affording a means of exit in the area in which they are, shall not be locked or fastened in such a manner that they cannot immediately be opened.
- Fire plans will be displayed in prominent positions throughout the building.
- Any procedures/processes involving welding, cutting or burning must not be carried out without first taking all practical steps to reduce the probability of a fire.
- The storage of flammable and combustible material must be kept to a minimum and controlled to minimise the risk of a fire.
- The Company will ensure that there are sufficient numbers of Fire Wardens in place who will assist with evacuation.
- All employees know the necessary action to take in the event of fire or evacuation the Assembly Point is clearly marked at each site.
- The Company will identify and control ignition sources and '**No Smoking**' rules must be obeyed.
- The Company will make sure that any risk of arson is minimised i.e. unauthorised access to site.

It is the duty of employees to prevent the spread of fire by:

- Checking equipment prior to use
- Never wedging open fire doors
- Familiarise themselves with procedures for fire evacuation and alarm
- Report any fire hazards or shortcomings in the fire safety arrangements
- Maintain good standards of housekeeping

2.12 Liquefied Petroleum Gas (LPG)

Hazards

LPG is stored in cylinders and bottles as a liquid under pressure, leakage will release large volumes of flammable gas, which may create an explosive atmosphere.

Handling Precautions

Employees must never:

- Drop or throw cylinders
- Lift cylinders by the valve assembly
- Store cylinders with other flammable materials
- Smoke in the vicinity of LPG or highly flammable liquids
- Drag or roll cylinders on the ground

The Company will ensure that:

- Cylinders are stored upright with valves closed, plugs and caps in place and in a designated area.
- Keep stock to a minimum.
- Keep dry powder or carbon dioxide cylinders within easy reach of the storage area.
- All safety devices are fitted and working correctly.

Employees will ensure that:

Before connecting a regulator/hose to a cylinder the main valve must be closed, threads are clean and undamaged, the correct size of spanner and screwdriver is used. When connecting the regulator, the connection must not be overtightened and a jointing compound must not be used. All faults must be reported to a Director or Manager.

LPG is used in a well-ventilated area, it is protected from draughts, combustible material is removed, equipment is checked and in a good condition, jets must be clear, regulator set to light and reset for operating pressure. Controls are checked and operate easily and access to valve remains clear. Suppliers operating instructions are followed and obeyed.

2.13 Housekeeping

It is the duty of all employees to ensure that good housekeeping practices are adhered to.

This includes the following:

- a) Portable equipment is put away after use.
- b) Place waste in bins provided and ensure they are emptied regularly.
- c) Walkways are kept clear of waste, equipment and stock etc.
- d) All hoses and cable are routed safely and any walkovers provided are used.
- e) Keep lids on containers when not in use and return to stores.
- f) Clear up any spillages using the appropriate materials.
- g) Maintain a tidy working area.
- h) Equipment, materials and substances will be stacked and stored safely.

2.14 Environmental Protection 1990

The design specification, installation and control of Company plant and processes shall be regulated to ensure that, as far as reasonably practicable, the generation of emissions into the atmosphere is minimised and that disposal of waste materials shall be organised so as to prevent environmental pollution.

It is the duty of every employee to ensure that plant or processes are operated so as not to give rise to excessive emissions of smoke, dust, fumes and liquids, etc and to report without delay to the Company any undue or accidental emissions in order that remedial action may be taken. It is also the duty of every employee to ensure that no hazardous substances are allowed to enter the drainage system.

2.15 Skips

The Company shall ensure the safe use of skips, which are provided from an approved and registered contractor. All skip providers shall comply with the Environmental Protection Act 1990 and any supporting legislation. The safe filling of skips shall ensure that no hazardous substance or material likely to cause fire or any other risk to employees or persons is placed in the skip. The Company will ensure this is monitored and measures will be in place to ensure that they are not subject to arson and positioned clear of any building which would provide an increased fire risk.

2.16 Smoking and Vaping Policy

The Company is committed to providing a safe and healthy workplace, enhanced indoor air quality and to promoting the health and well-being of its employees and visitors.

Smoking is defined as the "act of lighting, smoking or carrying a lighted or smouldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Smoking and vaping are prohibited in all enclosed areas within this site without exception.

This includes common work areas, offices, workshops, store rooms, rest rooms, meeting rooms, hallways, stairwells, employer-owned, hired or leased vehicles and all other enclosed facilities.

Scope

This policy also applies to:

- All contractors, agency staff and visitors
- All company-sponsored offsite conferences and meetings
- All fuel and/or gas cylinder storage areas
- Flammable storage areas
- All employees whilst on any customer's/client's site shall adhere to the "No Smoking/Vaping" Policy of those companies
- A wide range of regulations and circumstances that require smoking to be banned for a matter of safety i.e. petrol forecourts when refuelling a vehicle or as a matter of food /medical hygiene

The designated area for smoking will be confirmed at a later date.

2.17 Safety Inspections/Checks

The Company shall arrange such inspections. These will include checks on firefighting equipment, safety guards, plant, equipment, boilers, electrical services, housekeeping and safety devices, etc. Employees will be requested to carry out varied inspections and checks. All personnel engaged in this will receive training, records will be kept in the Main Office.

2.18 Health Surveillance

The Company has will implement a Health surveillance programme to detect early signs of work-related ill health among our employees exposed to certain health risks. Acting on the results, to comply with the legislation, we use a range of specific techniques. Health surveillance needs to be provided under four conditions:

- a) There must be an identifiable disease or adverse health condition linked to the work concerned.
- b) There must be one or more valid techniques available to detect early indications of the disease or condition.
- c) There must be a reasonable likelihood that the disease or condition may occur under the particular conditions of work.
- d) The surveillance must be likely to protect employees at risk, such as hearing tests or lung function testing.

The Company carries out Lung Function and Audiometric testing, as well as skin checks. The Directors are responsible for arranging this.

Records of health surveillance will be kept at our Main Office for at least 40 years, after the last entry was made.

2.19 Discipline

Employees failing to observe safety rules and procedures are subject to normal disciplinary action.

2.20 Safety Checks

Checks on safety standards are to be made in all areas at regular intervals and reports are kept by management.

Ladders/Steps

Guards and Safety Devices or Work Equipment

Forklifts and other lifting Equipment

Overhead Gantry Cranes

Pressurised Systems including Compressed Air System

Local Exhaust Ventilation

Checking Levels of Noise

Testing and Examining Personal Protective Equipment

Assessments must be carried out and recorded for COSHH, Risk and Fire

MOTs for Company Vehicles

Fire Alarm

Emergency Lighting

Fire Extinguishers

Fixed and Permanent Electrical Wiring Systems

Portable Appliance Testing

Gas cylinder inspections

Passenger Lift

Air Fed Masks

2.21 Vehicle Safety

The Company recognises its duty to ensure all employees and other personnel's safety whilst using vehicles on behalf of the Company and will carry this out to the best of their ability. The Company has a framework to manage such road risks, for implementing initiatives to improve safety of journeys carried out by our employees. We will consult regularly with employees about safe journey issues, we will endeavour to keep up to date regarding best practise, road risk management and continually update procedures. Road risks will be recorded, analysed and relevant investigations will be carried out to identify the causes of any near misses, bumps, scrapes and injury crashes resulting from employees driving for the Company.

- a) Employees must allow plenty of time to leave for all journeys including time for regular breaks.
- b) Where possible and sensible, employees shall use alternative modes of transport, i.e. train.
- c) Drivers will not be required to drive when it is unsafe, i.e. they are tired.
- d) Where necessary for long journeys, suitable overnight accommodation shall be provided at the managements' discretion.
- e) The Company will ensure all employees and contractors, using Company vehicles or vehicles hired for the Company, have their driving ability assessed as well as regular checks on their licences.
- f) Driver training will be provided for employees whose ability is well below the standard required.
- g) Regular reviews shall be conducted as to the employee's fitness to drive, i.e. their eyesight is good and they do not drive under the influence of alcohol or drugs.
- h) Drivers will regularly be informed about Company procedures and safe systems of work in conjunction with road safety.
- i) It is the duty of every employee who may be authorised to drive any vehicle owned or hired by the Company, to ensure that the vehicle is in a safe condition, the load is secured and the vehicle is not overloaded before starting any journey and to complete any vehicle records that may be required.
- j) Every driver must be acquainted with such instruction and regulations concerning the safe and correct use of that particular vehicle before starting any journey.
- k) Where a Company vehicle is allocated for the use of a member or employee whether on a temporary or permanent basis, employees are responsible for ensuring that the vehicle is serviced in accordance with the manufacturer's instructions and maintained in a safe and roadworthy condition. Any major defect or persistent problem must be reported without delay.
- l) Regular inspections must be carried out before vehicles are used, i.e. Company cars etc. This check is detailed on the check sheet and is intended to ensure that a minimum standard road worthiness is maintained.

2.22 Contractors, Visitors and Others

The Company will ensure that we engage competent contractors and they are responsible to our Company for their working practices and safety whilst carrying out work. The Company will monitor all Contractors and failure to comply with our Policy for Health and Safety, instructions, site rules and procedures regarding Health and Safety, shall result in the work being stopped until this has been rectified. Repeated non-compliance could result in a termination of their Services. All contractors will be provided with a copy of the safety guidelines for contractors and must sign as received before starting work.

All Contractors working on our premises will ensure the following:

- a) Provide relevant Risk Assessments and Method Statements which detail the safe working procedures to be followed.
- b) Liaise with the Company for co-operation and co-ordination with all those responsible to ensure the Health and Safety of everyone in the workplace.
- c) Report any accidents or near misses to the Company.
- d) Provide records of training for personnel.

Visitors

They will register their presence by reporting to Reception. Short-term visitors to the Company are to be escorted throughout their visit. Longer-term visitors shall sign in and out of the visitor's book and will be given a safety briefing by a member of management on arrival.

Contractors

Contractors require safety information to enable them to function in a safe environment. It is our policy to provide information for Contractors and a copy of Appendix C and the Emergency Procedures are to be given to every temporary worker on arrival prior to them taking up work with the Company. See Contractors Onsite Policy.

Responsibility for Others including The General Public

It is recognised that there is a duty of care to the general public and to people other than employees when on the premises or any of our sites.

Any accident caused to a member of the public which resulted from your operations must be investigated and reported to management and where necessary to the Enforcing Authority.

2.23 Advice and Consultancy

The local inspectors are located at:

Health and Safety Executive
Rosebery Court
2nd Floor
St Andrew's Business Park
Norwich
Norfolk NR7 0HS

Tel: 01603 828000

Fax: 01603 828055

RIDDOR Contact

HSE website: www.hse.gov.uk

Advice and Consultancy provided by:

Milne Safety
Unit 9, Philip Ford Way
Silfield Road
Wymondham
Norfolk
NR18 9AQ

Tel: 01953 607093

Health & Safety Advisor:

Mr. Alec Rodwell MIIRSM, Dip RSA, CMIOSH



Hospital: Norwich and Norfolk University Hospital 01603 286286

2.24 Training

The Company recognises the importance of training and supervision to ensure a safe, healthy workplace and that safe working practices are observed. This is most likely to be required by new employees, trainees and young persons. When a process is changed significantly or when new machinery or processes are introduced, the Company shall ensure that its employees are provided with adequate Health and Safety training and shall take into account their capabilities as regards Health and Safety when entrusting tasks to them.

In order to secure the Health and Safety of all employees, the Company will provide induction training for all new employees which will incorporate an element of Health and Safety training.

Every employee will receive an induction training checklist with their starter pack, which will be given to them by the Project Manager who will explain all the points on the checklist.

All training will be recorded on the Personal Training File and kept by the Director. If the employee is relocated to another department, the training file will be transferred to the new department.

New Employees

New employees will upon engagement receive basic induction training which shall include:

- a) A tour of the workshops/offices etc.
- b) The Company Health and Safety Policy and the Fire, Risk and COSHH assessments.
- c) Arrangements for first aid, fire and evacuation.
- d) Names of personnel responsible for Health and Safety.
- e) An introduction to the Managers and work colleagues.
- f) Training on the safe use of machinery which is appropriate to their employment.
- g) Use of personal protective equipment.
- h) Employees responsibilities, including safe working practices, the need to obey Company rules, the importance of reporting defects to equipment, as well as accidents or near misses.

New employees will also be given a copy of the Company staff hand book, as well as be informed where to locate copies of our Health and Safety Policy, Fire, Risk and COSHH Assessments.

Additional Training

Additional training will be provided to appropriate employees when:

- a) There are significant changes of processes.
- b) There are significant changes of working procedures.
- c) New risks are identified.
- d) New machinery or equipment is introduced.
- e) They have transferred to a different area of the workplace or have taken on new or different responsibilities
- f) Refresher training is required either statutorily or because skills decline through lack of regular use or where management determines the need.

Special training is required for:

- a) Induction Training
- b) Control of Substances Hazardous to Health (COSHH)
- c) Manual Handling Operations
- d) Provisions and Use of Work Equipment
- e) Management of Health and Safety at Work
- f) Workplace Health, Safety and Welfare
- g) Health and Safety Using Display Screen Equipment
- h) Personal Protective Equipment at Work
- i) First Aid
- j) Fire Wardens
- k) Fire Extinguishers
- l) Abrasive Wheels and Discs – both for use and changing of wheels and discs
- m) Forklifts
- n) Working at Heights i.e. MEWPS etc.
- o) Use of Compressed Air
- p) Use of Highly Flammable Substances
- q) Diisocyanate training
- r) Compiling Reviewing and Monitoring Assessments for COSHH Risk and Fire
- s) Specific job training as necessary for employees to meet the Company's own ACOP
- t) All machine operators to receive adequate training and instruction before using any hazardous equipment or machinery.

2.25 Welfare Facilities

The Company recognises its duties in connection with the provision of welfare facilities to be provided for employees, this includes readily available sanitary conveniences and washing facilities, which are adequately ventilated and lit, kept in a clean orderly condition, which are inspected regularly to ensure they are well maintained. Separate rooms containing sanitary conveniences are provided for men and women which are clearly marked. The washing facilities provided have clean hot and cold water, as well as hand soap and towels. An adequate supply of wholesome drinking water is readily accessible. The Company will be responsible for the laundering of any work clothing it provides.

Staff are able to rest and eat food in the staff rest area, as well as make hot drinks and heat food in the kitchen facilities provided, which they should assist with keeping clean.

2.26 Workplace

Workrooms shall have enough space to allow people to get to and from workstations and to move within the room with ease. The Company will ensure that every workplace must, so far as is reasonably practicable, have a supply of fresh air or purified air so as to ensure safety and absence of health risk. Plant used for supply purposes must, where necessary, contain effective devices for giving visible or audible warning of failure.

During working hours, so far as is reasonably practicable, temperature at any indoor place of work must be reasonable, having regard to the purpose of the workplace. For every place of work outdoors, the Company must, where necessary provide protection from adverse weather.

Suitable and sufficient lighting shall be provided. In the case of artificial lighting where there would be a risk to a person's health or safety from failure of primary artificial lighting, suitable and sufficient secondary lighting must be provided.

All workstations shall be arranged so that each task can be carried out safely and comfortably and suit the needs of the individual employee including any employees with disabilities. Suitable seating shall be provided where the task can or must be done sitting down.

The Company shall ensure fixed heating systems are maintained in such a way that the products of combustion do not enter the workplace. Any heater which provides the heat by combustion should have a sufficient air supply to ensure complete combustion.

Where changes in level occur, such as a step between floors and which is not obvious, they shall be conspicuously marked.

Windows, Skylights and Ventilation that are capable of being opened, closed or adjusted shall not put anyone at risk or be positioned as such to expose any person in the workplace at risk, including when being cleaned.

2.27 Traffic Routes and Walkways

All employees who drive any vehicles, pallet trucks, and forklift trucks on behalf of the Company must be aware of the vehicle routes within the Company premises. Speed limits are set within the Company grounds and all vehicle drivers shall obey these.

Vehicle routes and pedestrian routes on this site have been demarcated, where it is reasonably practicable they have been separated in the interest of safety.

Adequate signage, lighting and “obscure” mirrors are provided where necessary and will be maintained and serviced to ensure that they remain in a suitable condition.

Both vehicle operators and pedestrians have a responsibility to act safely at all times.

Only authorised personnel are permitted to use, shunt, drive Company vehicles.

Vehicles using the yard will be assisted by relevant, competent persons to position the vehicle in the appropriate area, whether it be, (a) waiting to be loaded, (b) waiting to be unloaded.

Under no circumstances are employees permitted to drive / use visiting vehicles.

Signs, barriers and rails shall be erected to prevent anyone on site from crossing vehicle routes at dangerous points or being struck by oncoming vehicles.

All personnel working in the yard and any visitors to this area shall wear high visibility jackets or waistcoats together with any other Personal Protective Equipment required for the task.

Vehicles shall not be permitted to use routes which are inadequate or unsuitable and to avoid reversing where possible, where reversing cannot be avoided then vehicles shall be under the guidance of one of the Company’s trained banks person/signaller.

2.28 Signs

The Company will ensure that where certain hazards are identified from our work activities, suitable signs, which will be pictogram, warning, mandatory, prohibition, fire safety or equipment signs will be clearly displayed in various locations, so they are understood by all of our employees, contractors and visitors, who will obey them at all times.

2.29 New Hazards

Before any new plant or process is introduced, it is to be fully investigated by the management to ensure that any hazards are adequately guarded against. Specialist advice will be obtained when necessary.

Specific work instructions, hazard sheets and manufacturers guidance for individual tasks will be readily available.

2.30 Safe Systems of Work

Procedures essential to safe working on machinery, electricity, pipework systems, compressors, confined space work shall specify: isolation of power circuits and control valves via personnel tagging system, lock off tag system devices shall be used where practicable.

2.31 Permit-To-Work

The Company has in place this system to control potentially hazardous work, i.e. working in confined space, to ensure that the work is carried out safely and there are clear lines of communication between site/installation management and Operators and those involved in the work. The key features of our permit-to-work systems include the following;

- Clear identification of the nominated persons who authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions;
- The Training and instruction in the issue, use and closure of permits;
- Monitoring and auditing to ensure that the system works as intended;
- Clear identification of the types of work considered hazardous;
- Clear and standardised identification of tasks required to be under a Permit to Work and Risk Assessments;
- Duration and supplemental or simultaneous activity and control measures.

The responsible persons for issuing these are the Project Manager.

2.32 Drugs and Alcohol

It is the responsibility of each employee to report to the Company the taking of any medication which may affect their ability to work safely.

Medication for hay fever or pain can cause drowsiness and loss of concentration which could result in a serious injury.

It is the responsibility of the Company/Management to be vigilant to the abuse of drugs or substances such as solvents (glue sniffing can result in a serious injury at work).

The Company will not tolerate the consumption of alcohol whilst on duty by any employee. Any employee found to be drinking alcohol, under the influence of drugs or intoxicated while on duty will be subject to the Company's Disciplinary Procedure.

2.33 Design for Health

It is the responsibility of the Company to provide:

- a) Seats and work benches at a sensible height and lifting aids to reduce back injuries.
- b) Seats of suitable design for the user with a back rest supporting the small of the back, where appropriate.
- c) Machine controls and instruments designed and arranged for best control and posture.
- d) Adequate space for easy movement and safe machine adjustment.
- e) No tripping hazards, i.e. trailing wires or hoses.
- f) Hand rails and guard rails where people might fall.
- g) No glass except 'Safety Glass' in spring doors and on busy gangways.
- h) Neat and tidy storage of tools.
- i) Furniture placed so that sharp corners do not present a hazard to passers-by.

2.34 Electrical Equipment

Periodical checks of electrical installations and equipment are carried out by nominated and approved contractors.

All employees and other users are to check equipment prior to use. If any defects are subsequently found, these are to be reported to the relevant personnel.

- a) Fixed and permanent electrical wiring systems shall be checked regularly every 3/5 years.
- b) Portable electrical appliances to be checked annually or as required to comply with Electricity at Work Regulations 1989.

Only equipment which complies fully with the requirements of the Electricity at Work Regulations 1989 will be permitted to be used by the Company's employees.

Any equipment for use in areas with potentially explosive atmospheres will be maintained in accordance with British Standard 5345.

Employees shall not bring any electrical equipment on to our premises or to site unless authorised by Management, and it shall be inspected and tested by our contractors prior to use.

When Residual Current Devices (RCDs) are used they will be tested regularly by operating the test button, before the equipment to which they are connected is operated. They should normally be tested at least daily or, if used less than once a day, every time they are used.

2.35 Harassment and Violence

Harassment and violence as unacceptable behaviour by one or more individuals that can take many different forms, some of which may be more easily identifiable than others. Harassment occurs when someone is repeatedly and deliberately abused, threatened and/or humiliated in circumstances relating to work. Violence occurs when one or more Worker or Manager is assaulted in circumstances relating to work. Both may be carried out by one or more Manager, Worker, Service User or Member of the Public with the purpose or effect of violating a Manager's or Worker's dignity, affecting their health and/or creating a hostile work environment.

The Company will:

- a) Provide a clear statement to staff and service users that harassment and violence will not be tolerated and will be treated as disciplinary offences, together with information on how to report harassment and violence.
- b) Be clear what constitutes unacceptable behaviour on the part of Managers/other Workers, as well as Service Users or Members of the Public.
- c) Provide a statement of their overall approach to preventing and dealing with the risks of harassment and violence, including training.
- d) Provide information to employees on relevant legislation applicable to them/their responsibilities within the workplace.
- e) Advise that the victim(s) keep a diary of all incidents (and possible witnesses) and copies of anything that is relevant.
- f) Provide a statement that all complaints should be backed up by detailed information;
- g) Make clear that all parties involved will receive an impartial hearing and fair treatment and that the dignity and privacy of all will be protected, i.e. no information will be shared to parties not involved in the case.
- h) Make clear that false (i.e. malicious) accusations will not be tolerated and may result in disciplinary action.
- i) Make clear what support is available to the victim(s) (including with reintegration if necessary)
- j) Include information as to how the policy is to be implemented, reviewed and monitored.
- k) Where necessary, the Company will seek qualified advice from external parties/agencies or advisers on their policies and procedures.

2.36 Noise

It is the Company's intention to prevent or reduce risks to Health and Safety arising from exposure to noise at work as far as is reasonably practicable in line with the Control of Noise at Work Regulations 2005 and to monitor the situation on an on-going basis.

The Company recognises that, by contrast to broken bones etc, hearing once it is lost, in most cases is lost forever. Deafness resulting from long exposure to noise is irreversible. The problem is made worse by the fact that the condition develops gradually and imperceptibly.

The Company shall:

- a) Assess the risk to our employees from Noise at Work.
- b) Take necessary action to prevent or reduce the noise exposure that produces those risks, using an action plan for controlling noise.
- c) Provide hearing protection where noise cannot be reduced by another method, where exposure will exceed the upper exposure levels or when any employee requests hearing protection or where noise exposure is between the lower and upper exposure action values (see below for details).
- d) Ensure that legal limits on noise are not exceeded.
- e) Adopt throughout the Company a low noise purchasing policy.
- f) Provide employees with information, instruction and training.
- g) Provide hearing tests where there is a risk of hearing damage, where employees are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly at risk. Hearing checks shall be carried out by an occupational health professional. This will be arranged by the Project Manager and records shall be kept.

The Nature of the Hazard

- a) Take careful notes of the following:
- b) Hearing gradually worsens with age.
- c) Excessive noise accelerates the process - whether from work, on the road, at a music venue or in the home.
- d) Most hearing loss is irrecoverable.

Protection from Hazards

- a) Wear ear defenders wherever the sign is displayed i.e. hearing protection zone.
- b) Take care of hearing protectors and use them whenever required.
- c) Report any defective hearing protective equipment immediately.
- d) Co-operate with the Company's Noise Control Policy (see below).
- e) Control of access to these areas

Co-operating with the Company's Noise Control Policy

- a) Report any noise hazards you observe, e.g. signs missing/equipment faulty, excessive noise not already protected against.
- b) Set a good example yourself - by conforming to the rules on noise and wearing ear protectors when required.
- c) Not adding to the noise level - by operating machinery incorrectly - by excessive banging.
- d) Be available for any hearing tests where there is a risk of hearing damage.

The Values

Lower Exposure Action Values

Daily or weekly exposure of 80dB(A)

Peak Sound Pressure of 135dB(A)

Upper Exposure Action Values

Daily or weekly exposure 85dB(A)

Peak Sound Pressure 137dB(A)

The Values that cannot be exceeded

Daily or weekly 87dB(A)*

Peak Sound Pressure 140dB(A)*

*Taking into account any reduction in exposure provided by hearing protection.

CONCLUSION: **The best safeguard against hearing loss, a process which goes on at work, at play, on the road and at home, is the persons own awareness of the risk.**

2.37 Working at Heights

The Company will comply with all relevant statutory requirements, i.e. Working at Height Regulations. The Company will ensure that all employees and the public are protected when working at height procedures are taking place, special regard shall be taken to avoid damage to property and injury to persons.

The Company shall assess all tasks which involve working at height and where reasonably practicable shall avoid the need to work at height. Where work at height cannot be easily avoided, then the Company will prevent falls using either an existing place of work that is already safe or the right type of equipment, and minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The following criteria shall be adopted whilst working at height:

- a) Risk Assessments are completed for all working at height tasks.
- b) All tasks involved with working at height will be planned and organised.
- c) The Company shall take into account weather conditions, so as not to put personnel at risk.
- d) All employees working at height shall be trained and competent.
- e) Work equipment shall be regularly inspected and records kept.
- f) The Company shall ensure all work at height is carried out in a safe manner.
- g) The Company shall ensure where there is a risk of materials falling, this is adequately controlled.
- h) Where personnel are working near or on fragile materials and there is a risk of falling through this material, the work shall be adequately controlled.

Ladders

These shall be used for a short duration work as well as a means of access, where it is not reasonably practicable to use safer equipment, i.e. tower scaffolds etc. or as a means of access where it is not reasonably practicable to install a permanent staircase. Where these are used the Company shall ensure they are a suitable type for the work.

The Company will ensure the following in connection with the use of ladders.

Folding Step Ladders to:

- Be visually inspected prior to use.
- Be of adequate strength for the purpose used and properly maintained.
- Have a firm and level footing when standing on loose materials.
- Check all four feet are in contact with the ground.
- Steps to be fully opened and stable prior to use, that any locking devices are engaged.
- Only use steps for their intended purpose, avoid work that imposes side loadings where this cannot be achieved prevent the steps from tipping over by tying or use a more suitable type of access equipment.
- Do not overload steps, do not stand on the top 3 rungs including the step forming the very top of the stepladder unless there is a suitable handhold.
- Keep duration of use to a maximum of 30 minutes.
- Keep a safety zone around the area of use, If necessary, erect barriers
- Maintain 3 points of contact at the working position.

Ladders to:

- Be checked by the user prior to use.
- Have no rungs missing and have all rungs properly fixed to stiles.
- Be stood on a firm level footing, not on loose materials.
- Be equally supported on each stile when not in use.
- Preferably be secured near its upper and lower end and if impracticable to secure it, the ladder must be prevented from slipping when in use by a person positioned at the foot of the ladder.
- Be secured as necessary to prevent from slipping either outwards or sideways, if this cannot be achieved use a proprietary stability device provided.
- Be used only if there is sufficient space at each rung to provide a foothold.
- All ladders not capable of repair shall be destroyed and a suitable replacement provided.
- Shall not be painted.
- Refer to the Risk Assessment for Working at Heights.
- Use only for short durations; less than 30 minutes.
- Always stay within the stiles of the ladder, grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles
- Maintain three-point contact with the ladder where you cannot maintain a handhold, other than for a brief period (e.g. 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.
- Do not overload the ladder. Check the pictogram or label on the ladder for information
- Do not work within 6 metres horizontally of any overhead power line unless it has been made dead or is protected with insulation, use a non-conductive ladder i.e. fibreglass for electrical work
- Set the ladder at 75° or 4 to 1 ratio.
- Do not throw tools or objects down to ground level from the ladder.
- Do not use the top three rungs of a ladder.
- Do not use them in strong or gusting winds.
- Do not rest ladders against weak upper surfaces (e.g. glazing or plastic gutters).
- Do not stand ladders on moveable objects such as pallets, bricks forklifts, excavator buckets, mobile elevated work platforms or vans etc.
- Use effective spreader bars or effective stand-offs where necessary.
- Ladders used for access should project at least 1 metre above the landing point, they should be tied to provide a secure handhold.

All ladders will be inspected and examined regularly and the finding of this examination will be recorded. Ladders shall be identified with a reference number and used in conjunction with the Ladder Register, any new ladders or stepladders purchased will be of EN131 professional standard and we will ensure they will come with the correct instruction manual and stickers.

Mobile Elevated Work Platforms (MEWP)

This equipment requires regular inspection, servicing, maintenance and testing in accordance with the manufacturer's instructions.

Training is required for operators before they are allowed to use this equipment, they shall be physically fit. Supervision will be in place to prevent the use of the equipment during adverse weather conditions.

The Company will assess the risks of people falling from or being thrown from the carrier, or the MEWP overturning and take precautions to eliminate or control those risks. The Company will ensure the following in connection with the use of MEWPs:

- Restricting other vehicles and personnel.
- Ensure that at least every 6 months the MEWP will be inspected by a competent person and a certificate issued.
- Daily checks to be carried out by the users in accordance with the manufacturer's instructions.
- Ensure the MEWP doesn't protrude on to roads or traffic routes, unless there is a safe system of work in place.
- Used on suitable ground conditions and that any temporary covers are strong enough for any weights imposed upon them.
- Check clearance distances, including where overhead powerlines are sited.
- Ensure good communication between banks-person and operator where applicable.
- Establish limits for safe use i.e. maximum wind speeds.
- Suitable fall protection to be used.
- Have a rescue plan in place and all personnel are informed.
- All defects reported and equipment repaired.

Working at Height PPE/Training

Employees who are competent and trained can only work at height if they are medically fit. Certain medical conditions or medication, alcohol or drug abuse will exclude them from working at heights.

Suitable training and refresher training should be carried out for the relevant personnel and records of training will be maintained.

All personal protective equipment must be suitable and worn at all times - see Risk Assessments. Fall arrest and fall restraint systems must be inspected prior to use and formally inspected at least every 6 months. Suitable storage facilities must be provided to ensure all personal protective equipment is kept clean and free from damage.

All anchor points must be suitable and capable of withstanding the load of a person falling and personnel working at heights must not attach lanyards to fragile structures, i.e. gutters, drain pipes etc.

Working at Height Emergencies

Emergency call out operations may occur, only the Company's competent trained person will carry out the task. Whilst the nature of the work may seem to require immediate attention, the Company will ensure that safety is not compromised. On arrival to the site of the emergency, the employee who is in attendance shall assess the situation and nature of the work and confirm with management the agreed safe method of work to ensure suitable plant, equipment, any other safety systems or devices are used to maintain their safety as well as anyone else's and that the Company is compliant with all Statutory Regulations, i.e. Working at Height, at all times and personnel will not take any unnecessary risks.

The Company will ensure that all employees and the public are protected when working at height procedures are taking place, special regard shall be taken to avoid damage to property and injury to persons. The Company complies with all relevant statutory requirements i.e. Working at Height Regulations.

Documentation

For all the working at height tasks in addition to the risk assessments, a method statement will be compiled prior to the work starting; both documents will be read and understood by all persons engaged in and/or supervising the work, and a signature will be obtained to confirm this. Permits to Work will be issued where necessary by the Project Manager.

2.38 Risk Assessments

The Company will ensure the relevant Risk Assessments have been compiled, where there is a risk of injury and or ill health to our employees and any other persons who could be affected by our work activities, this also includes Contractors, The General Public and Temporary Staff engaged for specific work. The findings will be brought to the attention of our employees and any other relevant persons, by our Project Manager and Department Managers. Outside assistance may be obtained to assist with these, our employees have a duty to read and adhere to all the control measures we introduce to protect them or anyone else.

The general procedure for Risk Assessment is:

- Identify the hazards and activities
- Assess the risks i.e. what is the nature and extent of the risk?
- Identify existing control measures and consider whether existing precautions are adequate
- Consider whether there is full compliance with the law
- Consider whether any further precautions are required
- Record the findings and ensure arrangements are implemented if necessary

Health and Safety legislation impose a statutory duty upon the Company to make suitable and sufficient assessments of the degree of risk associated with our employees work. An example of regulations requiring assessments to be completed include:

- a) The Workplace (Health, Safety and Welfare) Regulations.
- b) The Management of Health and Safety at Work Regulations.
- c) Electricity at Work Regulations.
- d) The Personal Protective Equipment Regulations.
- e) The Manual Handling Regulations.
- f) The Display Screen Equipment Regulations.
- g) The Control of Substances Hazardous to Health Regulations.
- h) The Provision and Use of Work Equipment Regulations.
- i) The Control of Noise at Work Regulations.
- j) Lifting Operations and Lifting Equipment Regulation.
- k) The Control of Asbestos Regulation.
- l) Working at Height Regulations.
- m) Dangerous Substances and Explosive Atmospheres Regulations.
- n) Ionising Radiation Regulations
- o) Pressure System Safety Regulations
- p) Control of Vibration of Work Regulations.
- q) The Workplace (Health, Safety and Welfare) Regulations
- r) The Regulatory Reform (Fire Safety) Order

The above is merely a guide for reference purpose.

Should an employee at any time identify any activity for which they have not seen an assessment for, they must report it immediately to their Line Manager so where necessary an assessment can be completed.

A review and amendment of the Risk Assessments shall be carried out if they are no longer valid or if there has been any significant change. This may include changes in personnel, new equipment, changes in working conditions, processes, or after an accident or near miss. It is the responsibility of the Directors to bring all findings to the attention of the relevant personnel.

2.39 Personal Protective Equipment (PPE)

PPE will be issued on a personal basis, suitable for the individual and the task to be carried out, if in doubt see the specific Risk and COSHH Assessments for details of PPE required. A record of PPE issued to be kept. whilst the Company provides PPE at no charge to employees, agency workers, subcontractors and the self-employed, we expect them to maintain it and when not in use, that it is stored correctly i.e. not left lying on work benches etc. employees will not draw, paint or place any unauthorised stickers or deface any PPE provided. Personnel must inspect PPE prior to use and any defective PPE shall be replaced immediately, this can be obtained from the Stores. The Company will display the necessary significant signs/notices in relation to the work being carried out in that area. Any visitors will also be required to wear necessary PPE, when in a specific location, will be advised by their host, i.e. hearing protection in the hearing protection Zones. The Company will provide somewhere to dry any PPE, as well as a means to clean and disinfect this where necessary.

2.40 Manual Handling

The Directors are responsible for the carrying out of an assessment of any manual handling operations.

The assessment will take account of:

- The tasks
- The loads
- The working environment
- Individual capability
- Any other relevant factors

Appropriate steps will be taken by the Directors to reduce the risk of injury to those employees carrying out manual handling operations to the lowest level practicable.

The Directors shall ensure manual handling activities are avoided where reasonably practicable.

The Company will ensure that employees are provided with the weight and centre of gravity of any load where appropriate.

All employees will receive training in manual handling activities.

Employees will carry out manual handling tasks in a safe manner; they will not lift beyond their own capabilities and shall use any equipment provided. They will comply with any work instructions or Risk Assessments in relation to manual handling.

2.41 Display Screen Equipment (DSE)

The Company will assess work stations and ensure that equipment and furniture is suitable and commensurate with good practice. Any individual who experiences excessive tiredness or eye strain after working with visual display units should report the matter to their Line Manager

The Company will authorise payment to employees for eye tests and a contribution towards any corrective spectacles, if found necessary, in accordance with the requirements of current legislation and Company procedures.

2.42 Dangerous/Hazardous Substances in the Workplace

All processes shall be kept under constant review to ensure that they are not being operated at levels likely to cause health hazards to employees and/or the general public. This will apply especially to new processes or changes in existing processes when a careful check shall be made. Whenever there is an element of doubt, it is the duty of the Company to obtain specialist advice, i.e. the Health and Safety Advisor. The Directors will ensure all substances which may be hazardous to health have had a COSHH Assessment carried out, and all users informed of the findings, records of these are maintained and kept in the Workshop Office. Employees are to refer to the COSHH assessments prior to using a dangerous substance and adhere to the guidance within. If an employee considers using a substance which may be harmful and cannot locate the COSHH Assessment, then they do not use the substance and they shall contact their Manager who will ensure this is addressed. The Company will ensure Health and Safety data sheets and COSHH assessments are available for perusal. See Appendix F.

The Company will ensure where possible to:

- a) Find safer alternatives i.e. eliminate its use or substitute it for something less hazardous, where possible.
- b) Control the risk at source.
- c) Select safer working methods.
- d) Maintain good housekeeping standards.
- e) Provide suitable training to all personnel who may come into contact with these substances.
- f) Issue suitable Personnel Protective Equipment and ensure it is inspected, tested and replaced in accordance with the manufacturer's guidance.
- g) Provide Health Surveillance.

Labelling

Containers will be clearly labelled with their contents. Packaging and labelling should comply with the GB Classification, Labelling and Packaging Regulation. All damaged labels will be replaced and personnel will not decant substances into unsuitable or unlabelled containers.

Storage

Storage of substances will be in accordance with manufacturer's guidance, any such areas will be clearly marked, made secure and accessible only by authorised employees.

All employees shall be fully informed, instructed and trained in the risks when handling substances and the necessary safe guards prior to using, handling or storing hazardous substances such as:

- Mastics
- Industrial Solvents
- Adhesive
- Solvent Paints
- Cleaning Chemicals etc.

Personal Hygiene

Employees must maintain standards relating to personal hygiene bearing in mind their contact with various substances during a normal working day and will remove any contaminated clothing.

Spillage and Disposal of Waste

Any spillage will be quickly cleared away using a safe method with the spill kits provided.

The manufacturer's instructions concerning disposal of containers and materials are to be followed. Certain types of dangerous waste are define as "Hazardous waste", if any of these are being removed from site the Company will ensure their safe carriage via a registered waste contractor and the Company will maintain records of this.

Fumes, Vapour, Mists, Gas and Dusts

The accumulation of fumes, vapours, mists, gasses or dusts in the working environment can be minimised by effective ventilation. If it is necessary for employees to work in a dusty environment, protective clothing and equipment will be provided which will include the relevant respiratory protective equipment that will control the exposure to below the work place exposure limit after engineering methods have been tried at source.

Local Exhaust Ventilation

The Company has provided this to remove a dust/fume at source, where provided personnel shall use it at all times, check prior to use to ensure it is functioning correctly. The Company will have it thoroughly inspected and tested by a competent person once every 14 months and records of this will be kept in the Main Office for a minimum of 5 years.

Face Fit Testing

Where personnel have to wear tight fitting respirators, due to potential exposure of any dusts, mists, fumes, vapours or gases and these have to be worn in conjunction with the other controls the Company has in place, we will arrange for face fit testing to ensure that the employee has the correct device. Testing will take place every two years or sooner if any employee significantly gains or loses weight, they undergo substantial dental treatment, there are any facial changes or the employee is using a different respirator. Records of this testing will be kept in the main office.

Fluids Pressure Systems under Pressure

The Company has all records of statutory inspections, maintenance and work procedures for reference.

Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)

The flammable storage areas have the potential for being explosive atmospheres; an assessment will be carried out to classify these areas into zones to determine the type of electrical equipment that can be used in these areas, as well as any other specific measures that need to be in place, also each area shall be marked with 'Ex' signs at their entry points, all personnel will be informed of the findings.

Material Safety Data Sheets

These are available in the Main Office, all trade customers will be provided with a copy when they first purchase this or if there are any changes and any time they may request this.

Legionella

The Company has carried out an assessment of the water systems on site in relation to Legionella to determine if conditions on this site will encourage the bacteria to multiply and if there are susceptible people at risk, this includes a written scheme for preventing or controlling the risk. We have appointed a competent person with sufficient authority and knowledge of the installation to help take the measures needed for Compliance. The Assessment is kept in the Main Office.

Paint Spraying

This will be carried out in the designated spray booth only. All electrical equipment and lighting will be suitable for potentially explosive atmospheres and of the correct standard. No item of electrical equipment that doesn't fit this criterion can be brought into the booth, this includes portable radios, extension leads etc., other sources of ignition shall be excluded as well, such as smoking etc. The sign and light to the entrance will indicate if spraying is in process and other persons shall not enter until authorised to do so. The clearance times are known and a sign is displayed on the doors leading to the booth which will be observed at all times. Paint and thinners etc. shall be kept to a minimum and returned to the Stores when not in use and at the end of the day. All Contractors and all hot work in this area will be under a Permit to Work.

2.43 Other Important Hazards

a) Compressed Air

The Site has a compressed air system for process equipment and tools. Employees will be warned of the dangers of air driven tools during their induction training but are reminded not to skylark with compressed air, this includes using the air to remove dust from their clothing. The Project Manager will provide the relevant documentation to meet the Company's statutory requirements.

b) Boilers

The responsible person is to ensure that any boilers within his control are serviced in accordance with current regulations.

Any manufacturers' instructions on how to operate boilers and associated plant safely will be made conveniently available to attendants (e.g. by attaching copies to the plant itself). Instructions and training should cover both normal operating conditions, and action necessary in the event of an emergency or breakdown.

Where pipework associated with boilers and similar plant will become hot enough to cause injury, it will be adequately lagged.

Suitable precautions will be taken where employees must enter confined spaces for maintenance or other work.

c) Maintenance

Engineering procedures are in place to control hazards. Work and maintenance procedures are available from management.

d) Storage Racking

All storage racking that is in use, is registered and subject to routine maintenance and inspection.

Personnel shall not climb on the racking and they will not manufacture local racking without having it assessed and registered.

The Safe Working Load is displayed on each beam or bay and will not be exceeded. Column guards are fitted to protect the racking from impact damage.

e) Forklift Truck Drivers

Forklift trucks may only be driven by persons appointed to do so. Drivers must be given adequate training and management must be satisfied that they have achieved a satisfactory standard before appointment. Drivers will be responsible for daily pre-use checks on the appropriate form.

f) Decanting and Draining of Hot Compounds

All operators who carry out decanting or draining of hot compounds require adequate information, instruction, training and supervision before carrying out the relevant task.

g) Welding

The Company will ensure that welding appliances have been inspected, serviced and gauges are replaced as per the manufacturer's recommendations.

Suitable Local Exhaust Ventilation (LEV) will be in place and employees shall use it, if this is unable to control the fume, then Respiratory Protective Equipment (RPE) will also be provided and worn, such as air fed welding helmets.

Operators must be provided with and wear RPE at all times when welding outdoors.

Employees shall be adequately trained in the correct positioning and use of LEV, as well as how to wear and use their PPE correctly, to report any faults and ensure these are addressed.

Lung function tests will be carried out for our welders, as well as anyone working in the area who is at risk from inhaling the fumes.

Employees carrying out welding operations will also wear suitable eye and body protection, with screens to protect the eyes of people not engaged in welding operations from welding arc flash. Welding cables are kept clear of water and they are placed where they cannot be damaged.

h) Gas Cylinder Storage

A suitable storage facility is provided on hard standing clear of any entrances to buildings or the boundary fence, gas cylinders will be made secure, full and empty kept separate, stored upright with the valves turned off and will not be lying in any water. An area of 3 meters will be kept clear of combustible materials and vegetation. The appropriate warning sign will be displayed and personnel will not smoke near this area, oxygen cylinders will be stored at least 3 meters clear of the other cylinders.

i) Power Operated Tools

Power operated tools must only be used by trained operatives, they must be inspected prior to use.

Power tools should only be used for those jobs for which they were designed and should be properly maintained and kept in good condition, as per the manufacturer's recommendation. It is important that proper connections are made to energy supplies whether electric, compressed air, hydraulics etc.

j) Hired Equipment

Any equipment, tools or access equipment etc., that has to be hired in will be obtained from our approved hire Company, who will provide a handbook or instructions for use, as well as ensuring that it is in suitable condition, that all inspections are carried out and it is fit for purpose. Where it doesn't fit any of this criteria it will be returned and not used. Employees will not misuse this equipment. All persons who have to use this equipment will receive training, a Risk Assessment will be compiled and all users will be informed of the findings.

The Company will carry out any necessary inspections as per manufacturer's recommendations, these will be assigned to the authorised competent person.

k) Underground Cables

If any work is likely to be carried out near buried cables the Company shall obtain information as to their location from the supply Company and a competent person will confirm this using appropriate equipment and, where possible, dig trial holes.

No powered equipment shall be used within 0.5 metres of any buried service this includes any pick axes. Only trained, authorised personnel shall carry out work near underground cables.

l) Working in Direct Sunlight

The Company realises that work in the summer may present the risk of sunburn so personnel must keep covered, they will be encouraged to wear suitable sunscreen creams and hats where possible, the work will be organised to avoid engaging in activities outside during the hottest times of the day. Drinking water is provided to keep personnel hydrated.

m) Leptospirosis

Due to the nature of our business, employees may be at risk from Leptospirosis, and the Company will ensure their safety by having the following measures in place,

- Personnel are to be trained
- The Company will identify the tasks that poses an increased risk of contracting the disease
- Assessing the risk, introducing suitable control measures, which will be enforced and monitored
- Providing suitable washing facilities
- Ensuring our employees are not exposed to unnecessary risks
- Providing suitable PPE and leptospirosis cards

n) Vibration

Hand-Arm Vibration is vibration transmitted from work processes into workers' hands and arms. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. Identifying these at an early stage is important.

The Company will take action to prevent the health effects from becoming serious for their employees. This will be achieved by complying with the Control of Vibration at Work Regulations 2005. In this they will start to implement vibration assessments on their tools and hand fed machines in line with the guidance currently available from the Health and Safety Executive.

This will involve:

- Making a list of equipment that may cause vibration and what sort of work it is used for.
- Collect information about the equipment from the equipment handbooks
- Making a list of employees who use the vibrating equipment and which jobs they do.
- Note as accurately as possible the amount of time in contact with the vibrating equipment.

- Asking employees which equipment seems to have high vibration and about any other problems experienced whilst using the equipment.
- Recording all relevant information to determine actions and the exposure limitations required for each tool and piece of equipment.

o) Mobile Phones

The Company must provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse mobile phones when driving Company vehicles, to such an extent that it may affect their safety and the safety of others. The use of mobile phones when driving, including hands free, can create serious health and safety risks.

Therefore, the following rules should be adhered to:

1. Avoid using your mobile phone when driving.
2. Advise your work colleagues to only phone when absolutely necessary
3. Avoid answering incoming calls when driving.
4. Phone colleagues during the day, at suitable times when you are 'static', parked safely and can answer their messages.
5. Do not use hand held mobile phones whilst in slow moving traffic or at traffic lights.
6. Do not use the mobile phone at petrol filling stations.
7. Adhere to clients site rules regarding their use of mobile phones.

The Company policy is to avoid phoning employees that they know or suspect are on the road, especially where high degrees of concentration are required i.e. driving in adverse weather conditions, fog, frost etc. or when they are operating plant and machinery in the Factory

2.44 Asbestos

The Company will:

- a) Take reasonable steps to find out if there are materials containing Asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- b) Presume materials contain Asbestos unless there is strong evidence that they do not
- c) Make and keep up-to-date, a record of the location and condition of the Asbestos-containing materials, or materials which are presumed to contain Asbestos
- d) Assess the risk of anyone being exposed to fibres from the materials identified
- e) Prepare a plan, that sets out in detail, how the risks from these materials will be managed
- f) Take the necessary steps to put the plan into action
- g) Periodically review and monitor the plan and the arrangements to act on it, so that the plan remains relevant and up-to-date
- h) Provide information on the location and condition of the materials to anyone who is liable to work on, or disturb them
- i) There is also a requirement on others to co-operate, as far as is necessary, to allow the dutyholder to comply with the above requirements

The Company Asbestos Survey and Management Plan was completed on 11th June 2024 by Salvum and is available from the Project Manager

The Company will ensure that any worker/employee carrying Notifiable Non-Licensed Work (NNLW) must have a medical examination carried out by a licensed medical practitioner i.e. G.P which must be repeated at least every 3 years.

The certificate to confirm the examination has taken place and on what date must be kept by the Company for 4 years.

Employers must keep a register, health record of all NNLW with asbestos for each employee exposed to this which will include:

- The nature and duration of work with asbestos, as well as the estimated exposure for each worker
- The dates of the worker's medical examination

This register must be kept for 40 years by the Company.

Any work with Asbestos shall be carried out in accordance with Company Procedures and statutory duties, i.e. by employing an approved removal contractor.

All areas where Asbestos is present shall be suitably marked with an appropriate warning label and the employees informed of their location and condition of the materials, including anyone who is liable to work on or disturb them.

Site Work for our Staff

Before any work is carried out, management will request the client's Asbestos Survey. If one is not present then work will not continue until a suitable Asbestos Survey is carried out and the relevant personnel informed of the findings so a suitable method of work can be undertaken, and we do not put any one at risk by disturbing or damaging the materials containing Asbestos and subsequently releasing the fibres.

Where personnel unintentionally come into contact with Asbestos, despite all know facts and Assessments, the material must be left, the area made secure and personnel are to contact Management to await further instructions. The Managements and/or employees will ensure all personnel, visitors and other persons within the area are withdrawn immediately. Any subsequent work with Asbestos shall be carried out in accordance with the Company's handling and disposing of Asbestos procedures via approved and nominated Asbestos removal contractors and in accordance with the Control of Asbestos at Work Regulations. Where required, Asbestos Awareness training for relevant staff will be provided.

The Directors are responsible for the management of asbestos to ensure no personnel are placed at risk.

2.45 Documentation

The following documents and information is held at the Main Office and are available for scrutiny at all times:

General Statements on Health and Safety Policy and organisational structure.

1.
 - a) Safety rules and training programmes, First Aid arrangements, etc.
 - b) Statutory regulations affecting the site and any other machinery in use by the Company.
 - c) General fire procedures.
 - d) Method statements.
 - e) Risk Assessments
 - f) Permits to work.
2. Accident Book.
3. Record of accident documentation.
 - a) Social Security, Enforcing Authorities, Insurance Company.
4. Safety Control:
 - a) External:
 - Checks on air compressors, cylinders, etc.
 - General Certificate of Insurance.
 - Lifting Equipment and ancillaries.
 - Records for Electrical Equipment both fixed and portable, to comply with the Electricity at Work Regulations.
 - Fire detection and firefighting equipment.
 - Records of noise assessments.
 - Local Exhaust Ventilation.
 - Pressurised Systems
 - Health Surveillance
 - b) Internal
 - Record of all persons completing official safety courses, i.e. Health and Safety Courses.
 - Record of results of regular checks on noise, fire drills and general safety etc.
 - Record of all issues, purchases, replacements and repair of all Personal Protective Clothing and Equipment.
 - Record of substances pertaining to the Control of Substances Hazardous to Health 2002.
 - Accident Records.
 - Maintenance Records of all Equipment.
 - Risk Assessments.

2.46 Monitoring and Review

The Company is fully committed to a system of safety inspections, monitoring, reviews and audits.

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Directors. They will ensure the policy is being adhered to by all operatives and also by operatives of any sub-contractors used. This is done via tool-box talks and also regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include regular inspection reports completed by the Directors or Managers.

These arrangements are supplemented by independent inspections by the Safety Consultants. The Directors will review these reports and take subsequent corrective actions.

As part of a continuous improvement programme, regular meetings will be held by the Directors to assess performance and set objectives.

The policy is reviewed annually by the Directors or Managers and in conjunction with their Health and Safety Advisor.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.

2.47 Home Working

Home working

Many of our employees will be split working time between the workplace and home, often referred to as hybrid working. The Company endeavours to ensure that it maintains the same health and safety responsibilities for you whether you are working at home or in a workplace.

When working from home you must take care of your own health and safety and that of others who may be harmed by your actions while you are working.

You must cooperate with the Company and other workers to help everyone meet their statutory duties.

Stress and mental health

There are some things that can be done to help prevent stress and look after your mental health when working from home.

- Your manager will stay in contact with you, also keep in contact regularly with colleagues
- Talk to your manager about workloads, be open about how you're feeling
- Take regular breaks during the day, use your annual leave
- Set and stick to a routine – don't revisit your computer outside your regular hours

If you think your work is affecting your mental health or wellbeing, please contact your Line Manager.

Working on a computer

The company will ensure a suitable assessment of the workstation is compiled, this will require you to fill in the form provided, additional equipment or devices required will be supplied by the company

Ensure you have a suitable area to work in, avoiding uncomfortable positions, making sure you move around regularly.

The working Environment

- Arrange equipment and furniture to avoid trailing leads and cables
- Check that your plugs, leads, wires and cables are in good condition
- Keep your work area tidy and free from obstructions that could cause slips or trips
- Check you have adequate lighting in your work area to avoid eyestrain

2.48 Young Persons

While there is no requirement for the Company to carry out a separate risk assessment specifically for a young person, the Director will review the risk assessments and take into account the specific factors for young people, before a young person starts. The Company will take into account the young person's maturity and the physical demands of the task, as well as any hazardous substances they may come into contact with.

When assessing a young person's physical capability, the Company will determine "Can a still developing young person be expected to lift the weights that my older, more experienced employees can?" The risk assessment will be amended if there are any significant changes.

The Risk Assessment must be brought to the attention of the young person and anyone supervising them, and they are available from the Risk Assessment Manual located in the Main Office. The Company will ensure the young person understands what is expected of them, checking they understand and are able to remember and follow instructions.

All persons under the age of 18 years old shall be adequately supervised and trained.

2.49 Pregnant Workers and New Mothers

The company recognises its duties to assess the risks to women of childbearing age as part of our general workplace risk assessment. The Project Manager will carry out an individual risk assessment that covers our worker's specific needs when they have informed the company in writing that they are pregnant, breastfeeding or have given birth in the last 6 months. The company will support them all equally. The legal protections outlined also applies to some transgender men, non-binary people and people with variations in sex characteristics, or who are intersex.

The Project Manager, with the assistance of their Manager will:

- Review our existing general risk management and controls for pregnant workers and new mothers
- Talk to them to see if there are any conditions or circumstances with their pregnancy that could affect their work
- Discuss any concerns they have about how their work could affect their pregnancy
- Consult with their safety representative
- Will take account of any medical recommendations provided by their doctor or midwife

Review the individual risk assessment

The Project Manager will regularly review the worker's individual risk assessment, make any necessary adjustments as the pregnancy progresses, if there are any significant changes to our workers' activity, the workplace, or if our assessment identifies working conditions that present a risk to mother and/or child at different stages as the pregnancy progresses, the company will determine if it may affect our worker's, dexterity, agility, coordination, speed of movement and/or reach, to ensure suitable control measures are in place.

The findings of the risk assessment will be shared with the worker and their safety representative.

The Project Manager will explain how the company will keep them and their child safe.

Where the individual Risk Assessment identifies a risk that could cause harm to our worker or their child, the company will firstly decide if we can control it. Where the risk cannot be controlled or removed, the company will adjust the working conditions or hours to avoid the risk. If that is not possible, suitable and appropriate alternative work for the pregnant and new mothers shall be offered on the same terms and conditions, including pay. Where this is not possible the company will suspend the worker on fully paid leave for as long as necessary to protect their health and safety and that of their child.

The company will ensure that pregnant workers and breastfeeding mothers are entitled to more frequent rest breaks, the Director will discuss this with them to agree the timing and frequency.

The company will provide a suitable area where they can rest, including somewhere to lie down if necessary. It will be hygienic and private so they can express milk if they choose to, as well as somewhere to store their milk, for example a fridge.

Where the working conditions present an extra risk for breastfeeding mothers and their children that exposes them to organic mercury, radioactive material or lead, the company will consider these risks in our worker's individual risk assessment for as long as they wish to continue breastfeeding.

2.50 Mental Health

Policy Statement

Our Mental Health policy outlines the provisions to prevent and address mental health issues among our employees.

Mental health is just as important as physical health.

Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration.

Mental health issues may affect our Company, in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee_Substance Abuse
- Work-related accidents
- Workplace_Violence and/or Harassment

The Company aims to support our employees and create a healthy and enjoyable workplace. We want everyone that works for us to be treated fairly and feel appreciated.

Policy Scope

This policy applies to all of our employees. Senior Management is primarily responsible for communicating this policy and overseeing its implementation.

Our policy starts by seeking input from all stakeholders. We will consult employees, senior management and mental health professionals to develop and revise our policy.

Policy Elements

What are mental health issues?

Mental health issues in the workplace are any conditions that affect an employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues and vice versa.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g., increased blood pressure, lethargy and changes in eating habits).

Factors that cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g., hereditary, family conflicts and general health). However, there are also work-related reasons for mental health problems, including:

- Job insecurity
- Excessive pressure
- Work-life imbalance
- Lack of appreciation
- Hostile workplace conditions
- Unsatisfactory job or workload
- Unpleasant relationships with colleagues or managers

To every extent possible, our Company's leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues.

Company Actions

We aim to:

- Treat mental illness seriously
- Identify issues proactively and resolve them
- Support employees who face mental health problems
- Create pleasant workplaces in collaboration with managers, employees and health experts

Internal Policies

As a way to prevent employee distress, we will establish internal policies with the aim of preserving a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives. All managers and HR must ensure the Company adheres to these policies.

Open Door Policy

We will ensure our Open Door Policy is explained fully during the Induction Training and during Tool Box Talks; the Company invites suggestions from our employees where they feel any improvements could be made.

Professional services

Managers are trained in Mental Health Awareness and/or Mental Health First Aid, and where necessary the Company will seek advice from a competent person from [Mind the Mental Health Charity](#).

Mental health awareness

We want to raise mental health awareness and combat the stigmas associated with them. To do this, we will:

- **Host training sessions.** We will schedule workshops for managers explaining the important elements of mental health.
- **Keep employees informed.** We will ensure Tool Box Talks are in place to inform and remind employees about Mental Health and to present updates to this policy whenever it's modified.
- **HR** will present this policy to all new employees.
- **Compile helpful resources.** We will establish a repository of articles, videos etc. about mental health. These resources will be made available to all employees.

Job-related issues

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to management about how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

Managers' responsibilities

Managers should proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

Here are some tips on how managers can address an employee who suffers from mental health issues in common situations:

- If an employee has work-related problems, managers should help come up with a solution.
- If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g., violence, harassment, victimization), managers should contact HR.
- If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact our internal mental health professional.

Open communication and support

Any surveys sent out by HR to gather information about mental health in the workplace must remain anonymous.

We also want to actively support employees who are at risk of facing mental health issues (e.g., pregnant workers, new parents, retiring employees). For this reason, we will ensure employees can choose to discuss their situations and seek advice from HR, our internal professional and/or senior management.

Often, it's easier to reach out to a colleague instead of a supervisor or HR. We encourage coworkers to support one another when needed.

Compliance with the law

The law protects employees who suffer from medical conditions (e.g., clinical depression) or mental disorders (e.g., schizophrenia). Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone.

Also, we will make reasonable accommodations for people with mental disabilities (e.g., flexible work hours).

Evaluating outcomes

This policy's provisions are not restrictive. We will test its elements to find out what works and what doesn't. HR should continuously research mental health topics and evaluate the results of our policy with managers' help.

To develop, revise and establish this policy, we need everyone's help. We can all work to define mental health issues, their causes and seek or offer help when needed.

We encourage employees to share their ideas and concerns.

Essential Health & Safety Advice to Temporary Workers

1. Our policy is to provide and maintain safe and healthy conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of other people who may be affected by our activities.
2. Temporary workers require safety information to enable them to function in a safe environment. It is our policy to provide information for temporary workers and a copy of this Appendix, together with the fire instructions for the site, are to be handed to you on arrival prior to taking up work with the Company.
3. All employees, including temporary workers are responsible for ensuring that no risk is created on the Company premises due to uncleanliness, poor stacking and storage of equipment or the blocking of gangways and fire escape routes. Everyone is to take particular note of safe working practices within their working area.
4. All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever an employee notices a Health and Safety problem which they are not able to correct themselves, they must immediately report the problem to the management. Consultation between management and employees is provided for by the Company. All employees are entitled and encouraged to make representation to them on any Health and Safety matter in a proactive fashion.
6. Contractors are responsible to the Company for their working practises and safety whilst carrying out work on the Company premises. They will however, be responsible for notifying the Company of any task which might endanger the Company's employees or visitors to the building.
7. Short term visitors to the Company premises are to be escorted throughout their visit. Longer term visitors are to be given a safety brief by a responsible person on arrival.

Responsible Persons

Overall and final responsibility for Health and Safety in the Company is:	Mike Robinson
In the absence of the Directors, the overall and final responsibility for Health & Safety in the Company is:	Adam Vincent
Responsible person for the Health and Safety Policy being implemented and carried out is:	Adam Vincent
Compiling and reviewing Risk Assessments:	Department Managers
Compiling and reviewing COSHH Assessments:	Department Managers
Compiling and reviewing Fire Risk Assessments:	Milne Safety/Adam Vincent
Compiling, implementing and reviewing procedures:	Adam Vincent
Reviewing documentation records at least annually, or when there are any changes:	Adam Vincent
Monitoring Asbestos:	Adam Vincent
Storage Racking:	Adam Vincent
Consultation between management and employees:	Department Managers
Carrying out safety inspections:	Department Managers
Carrying out accident investigations:	Adam Vincent
Monitoring of plant and equipment:	Adam Vincent
Arranging Eye Sight Test (Visual Display Screens):	Adam Vincent
Arranging Hearing Test:	Adam Vincent
Skin Checks:	Adam Vincent
Reporting accidents internally and via the RIDDOR system:	Adam Vincent
Controlling contractors on site:	Adam Vincent
Arranging Noise Assessments:	Adam Vincent

Appendix C

Vehicle Safety:	Oliver Bond
Issuing permits to work:	Adam Vincent
Checking fire exits:	Adam Vincent & Fire Wardens
Checking fire alarm:	Adam Vincent & Fire Wardens
Checking emergency lighting:	Adam Vincent & Fire Wardens
Arranging fire drills:	Adam Vincent
Safe stacking and storage:	Adam Vincent
Marking/keeping gangways clear:	Department Managers
General cleanliness/tidiness of works:	Department Managers
Checking ladders:	Adam Vincent Department Managers
Arranging Induction training:	Department Managers
Safety training:	Adam Vincent

Appendix D

Statutory Inspections/ Periodic Checks and Tests	Service Provider	Person Responsible
Forklift & Lifting equipment (every 6/12 months)	Linde Acclaim	Adam Vincent
Ancillary Lifting Equipment (every 6/12 months)	TBC	Adam Vincent
Fixed & Permanent wiring systems Tested - 2024 Retest Date - 2029	Yare Electrical	Adam Vincent
Asbestos Survey/ Survey Date:	Salvum	Adam Vincent
Asbestos Management Plan Management Plan Date:	Salvum	Adam Vincent
Portable Appliance testing as necessary	TBC	Adam Vincent
Fire Extinguishers (Annually)	Internal (P50)	Adam Vincent
Fire Alarms	Norfolk Fire and Security	Adam Vincent
Emergency Lighting	Internal	Adam Vincent
Local Exhaust Ventilation (LEV) (every 14 months)	TBC	Adam Vincent
Company Vehicles (serviced as required)	Vans, Desira, Yarmouth Pool car, Group 1 Norwich	Adam Vincent
Company Vehicles MOTs (Annually)	Vans, Desira. Yarmouth Pool car, Group 1 Norwich	Adam Vincent
Compressed Air (every 12 months)	Air Power East Zurich	Adam Vincent
Passenger Lift	GL Lifts	Adam Vincent

Appendix E

Document(s) / Form(s)	Location
Health and Safety Policy Manual	
Health and Safety Procedures and Forms Manual	
Risk Assessment Manual	
Fire Risk Assessment Manual	
Noise Assessment Manual	
Material Safety Data Sheets	
COSHH Assessment Manual	
Accident Book	
Permits to Work	
Safety Meetings Meeting Minutes	
Inspection Records	
Statutory Through Inspection and Tests	
Health Surveillance Records	
Training Records	
Manufacturers Guidance Sheets	
Personal Protective Equipment Issue Record	
Asbestos Register	
Lifting Equipment Records	

Relevant Legislation

Health & Safety at Work Act 1974

Management of Health & Safety at Work Regulations 1999

Electricity at Work Regulations 1989

Health & Safety (First Aid) Regulations 1981

Health & Safety (Information for Employers) Regulations 1989

Health & Safety (Consultation with Employees) Regulations 1996

Health & Safety (Display Screen Equipment) Regulations 1992

Health & Safety (Safety Signs & Signals) Regulations 1996

Workplace (Health, Safety & Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Control of Asbestos Regulations 2012

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations Amendment 2022

Personal Protective Equipment Regulations 2002

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Pressure Systems Safety Regulations 2000

Lifting Operations and Lifting Equipment Regulations 1998

Control of Substances Hazardous to Health 2002

Work at Heights Regulations 2005

Control of Vibration at Work Regulations 2005

Control of Noise at Work Regulations 2005

Regulatory Reform (Fire Safety) Order 2005

Dangerous Substances and Explosive Atmosphere Regulations 2002

Corporate Manslaughter & Homicide Act 2008

Disability Act 2003

Smoke Free (Permission and Enforcement) Regulations 2007

Smoke Free (Signs) Regulations 2007

The Ionising Radiation Regulations 2017

The Fire Safety (Employees' Capabilities) (England) Regulations 2010

The Control of Artificial Optical Radiation at Work Regulations 2010

Construction (Design and Management Regulations) 2015

First Aiders

List of Competent First Aiders		
Name:	Department:	Date of Expiry:
Ellen Robinson	Sales	31/01/2027
Ben Toor	Production	13/02/2027
Agastya Vulugundam	Engineering	16/11/2026

Location of First Aid Kits

Location:	Department:	Person responsible for up-keep of this first aid kit:

SECTION 4

Health and Safety Procedures Contents

HSP1	General Safety Rules
HSP8	Risk Assessments
HSP9	Accident Reporting and Investigation Procedure
HSP10	Working at Heights
HSP11	Lift Trucks
HSP13	Working Alone
HSP16	VDU-Spectacles Procedure
HSP18	AIDS and HIV
HSP19	Alcohol and Drugs
HSP21	Manual Handling
HSP22	Noise
HSP23	Occupational Health
HSP24	Young Persons
HSP25	Induction of New Employees
HSP25A	Training of Employees
HSP29	Electricity at Work
HSP31	Woodworking Machinery
HSP34	Use of Powered Machinery
HSP35	Use of Hand Tools
HSP44	RIDDOR
HSP46	Contractors on Site Policy
HSP72	Health, safety and Environmental Policy Statement
HSP84	Pregnant Workers and New Mothers
HSP95	Managing Stress in the Workplace
HSP103	Maintenance of Equipment
HSP105a	In Vehicle Technology
HSP124	Compressed Air Tools
HSP142	Employing a Young Person and Children
HSP148	Vibration Policy
HSP151	Palletised Racking
HSP154	Laptop Health and Safety Policy
HSP168	Fire, Emergency & Bomb Procedures
HSP180	Health and Safety Management Audits
HSP191	Chemical Spillage Procedure
HSP241	Battery Powered Tools and Equipment
HSP247	Pre-work Risk Assessment Procedure
HSP249	Mental Health Policy