



Health & Safety Policy

for

Horizon Group Ltd

Contents

3	Horizon Group Ltd - Statement of Intent
4	Horizon Group Ltd - Mgt Structure
11	Risk Assessments, Managing Health and Safety at Work
15	Consultation with Employees
19	Safety Training
23	Welfare
27	Management of Incidents (First Aid)
31	Fire
35	DSE
39	COSHH
43	Electrical Safety
47	Control of Smoking at Work (England)
51	Manual Handling
55	Control of Noise at Work
59	Control of Vibration at Work
63	Occupational Health
67	Asbestos
74	Gas Safety
78	Hot Works
82	Legionella
86	Lifting Operations and Lifting Equipment (LOLER)
90	Personal Protective Equipment
94	Pressure Systems
98	Mobile Elevating Work Platforms
102	Use and Control of Contractors
106	Code of Practice for Contractors and Sub Contractors
119	Provision and Use of Work Equipment
123	Violence, Aggression and Challenging Behaviour at Work
127	Drugs and Alcohol
131	Housekeeping
135	Working at Height
140	Transport Policy (FLT Only)
145	Company Vehicle Handbook - No Smoking
153	Site Welfare
157	Site Emergency Procedure for First Aid and Fire
161	Site Transport
165	Site Security
169	Code of Conduct

HEALTH AND SAFETY POLICY STATEMENT

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know.

The full Health and Safety Policy is available on request to interested parties.

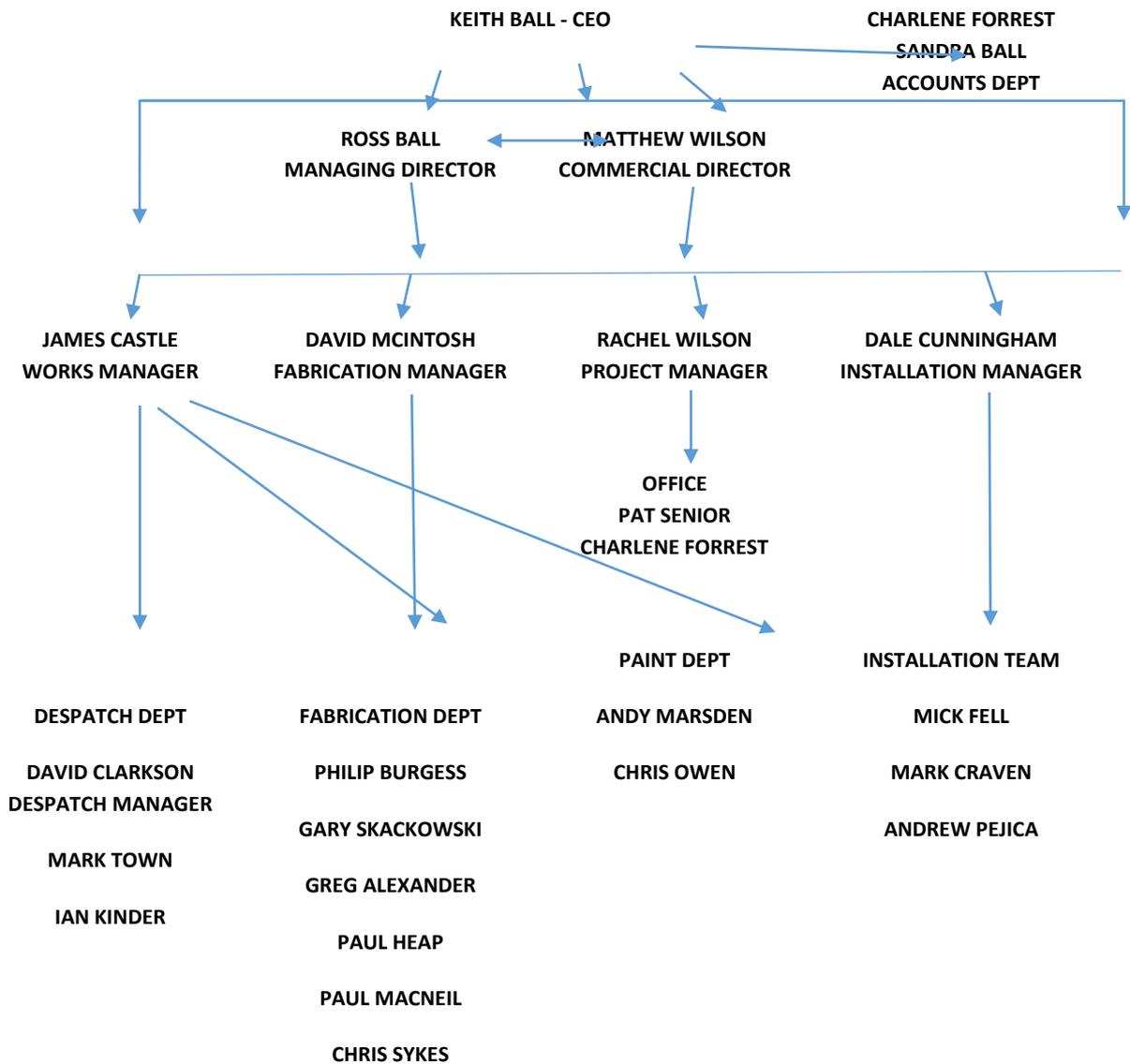
Signed.....

Date.....

Title.....

(Director Responsible for Safety)

MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY



This hierarchical chart summarises the health & safety management structure for the company. It illustrates how responsibilities for health and safety cascade down through the organisation.

APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES

Health and Safety Co-ordinator

Risk Assessment and Management of
Health & Safety at Work Co-ordinator

Consultation with Employees Co-ordinator

Safety Training Co-ordinator

Welfare Co-ordinator

Management of Incidents (First Aid)
Co-ordinator

Fire and Emergency Evacuation
Co-ordinator

Display Screen Equipment Co-ordinator

Control of Hazardous Substances
Co-ordinator

Electrical Safety Co-ordinator

Control of Smoking at Work Co-ordinator

Manual Handling Co-ordinator

Noise at Work Co-ordinator

Control of Vibration at Work Co-ordinator

Occupational Health Co-ordinator

Asbestos Co-Ordinator

Gas Safety Co-ordinator

**ALL THE ABOVE DUTIES WILL BE UNDERTAKEN
BY DALE CUNNINGHAM, INSTALLATIONS MANAGER**

APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES CONTINUED

Hot Works Co-ordinator

Legionella Co-ordinator

Lifting Operation & Lifting
Equipment Co-ordinator

Personal Protective Equipment
Co-ordinator

Pressure Systems Co-ordinator

Mobile Elevated Work Platforms
Co-ordinator

Control of Contractors Co-ordinator

Work Equipment Co-ordinator

Violence, Aggression & Challenging
Behaviour at Work Co-ordinator

Work Related Stress Co-ordinator

Drugs & Alcohol Co-ordinator

Housekeeping Co-ordinator

Working at Height

Transport Co-ordinator

Site Welfare Co-ordinator

Site Emergency Co-ordinator

Site Transport Co-ordinator

Site Security Co-ordinator

**ALL THE ABOVE DUTIES WILL BE UNDERTAKEN
BY DALE CUNNINGHAM, INSTALLATIONS MANAGER**

1. ORGANISATION

- 1.1 To ensure that the spirit and the letter of the law is upheld we have appointed specific people or groups of people to be responsible for the implementation of certain key aspects of our health and safety policy.
- 1.2 This list is reproduced and displayed at various points throughout the company to ensure that all employees are aware of exactly who is responsible for which aspects of our health and safety policy.
- 1.3 Those people listed as having specific health and safety duties are given a responsibility folder which contains documentation and guidance to assist them with their duties.
- 1.4 Within each of the arrangements sections of the policy there is a monitoring checklist which the appointed duty holder will complete from time to time but at least annually and return to the Health and Safety Co-ordinator to enable an action plan to be formulated and implemented.

2. As Director I will ensure that:

- Health and safety is on the agenda of every management meeting and Health & safety meetings are held when required.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Professional health and safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.
- Effective communication is maintained with all employees in order to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life.
- Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements
- Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.
- The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the company.
- Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.
- Health and safety training is provided for all employees.

- Health and Safety is given prime consideration in all forward planning.
- Appropriate insurance cover is in place and maintained for all aspects of company activities.

3. Managers will ensure that:

- All employees under their direction fully understand and observe all aspects of the company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed within the health and safety policy.
- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work and they are instructed in relation to any safe system of work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.
- All employees attend health and safety meetings as and when requested.
- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.

- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work is undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

4. All Employees will ensure:

- Compliance and co-operation with any reasonable request made to permit the company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary take immediate remedial action to temporarily safe guard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.
- No new equipment, plant or substances are brought onto company premises and used before permission has been granted and any necessary assessments have been conducted.

5. HEALTH AND SAFETY POLICY REVIEW

- 5.1 To ensure continuing compliance with legislation and best practice our health and safety policy will be reviewed periodically and at least annually.
- 5.2 The Health and Safety Co-ordinator will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.
- 5.3 The Health and Safety Co-ordinator will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.

RISK ASSESSMENTS AND MANAGING HEALTH AND SAFETY AT WORK

Policy

We will examine all workplaces and activities under our control to assess the risks to the health and safety of employees or others who may be adversely affected by our activities. We will ensure that the significant findings of the assessments are recorded and the control measures identified are fully implemented. We will review and amend all assessments where necessary. We will apply the principals of prevention of risk detailed in the regulations to all assessments and ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures. We will ensure that health surveillance is provided for all employees where required and that procedures are in place for serious and imminent danger. We will appoint a competent person to provide health and safety assistance to enable compliance with the requirements of the Regulations and ensure that contact with external services are arranged. We will ensure that all employees are given comprehensive and relevant information on the results of the risk assessments and the requirements of the Regulations. We will ensure co-operation and co-ordination with other employers regarding the requirements of the Regulations and ensure that the employees of those employers are provided with appropriate health and safety information. We will ensure that all employees are competent to undertake their duties and are provided with appropriate information, instruction and training. We will ensure that all employees comply with their duties under the Regulations and that specific arrangements are in place to ensure the health and safety of temporary workers. Specific assessments of the risks to new and expectant mothers will be carried out where required and arrangements for the protection of young persons will be implemented as necessary.

1. ARRANGEMENTS FOR RISK ASSESSMENTS

The Risk Assessment Co-ordinator will ensure that:

- 1.1 An initial audit is carried out to identify significant hazards, determine the adequacy of existing control measures and highlight areas where further assessment is required.
- 1.2 Significant findings of risk assessments are recorded to show how the risks arise and how they impact on those affected, that a proper check has been made and to assist in future monitoring and review.
- 1.3 Implementation of control measures are scheduled on an action plan and sufficient time and resources allowed for their completion.
- 1.4 Sufficient guidance, training and support are given to those in charge of activities to ensure their competence to assess risk, and their awareness of the requirements of relevant legislation.
- 1.5 Information on risks and the preventative and protective measures are communicated to employees in a clear and easily understood manner, limited to what is relevant and necessary to ensure health and safety. Consideration is given to any employees with specific needs such as a language, visual impairment, hearing deficiencies or learning difficulties.
- 1.6 Co-operation and co-ordination of activities takes place where our activities and those of other people interact to ensure that respective obligations are met. Relevant information on hazards and precautionary measures are exchanged and arrangements for ensuring health and safety agreed prior to the work or activity commencing.
- 1.7 Levels of competence required for activities are identified through risk assessment and any training needs are met.
- 1.8 The control measures implemented are monitored, including fire precautions and emergency measures, to maintain their effectiveness.
- 1.9 Risk assessments are reviewed and revised at appropriate intervals.
- 1.10 Competent technical advice on health and safety matters is provided to assist in the effective management of health, safety and welfare matters.

2. RISK MANAGEMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Has an initial audit been carried out to identify significant hazards, determine the adequacy of existing controls and highlight areas where further assessment is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are the significant findings of the assessments recorded to show how they arise, impact on those affected? Has a proper check been made and to assist in future monitoring and review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has an action plan been scheduled that allows reasonable timescales and sufficient resources to address inadequacies and implement control measures to eliminate or reduce the risk to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is sufficient guidance, training and support in hazard identification, risk assessment and the requirements of relevant legislation provided for nominated employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the information required by employees to ensure their health and safety relevant and communicated to them in a comprehensible manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where our activities interact with others are the arrangements for co-operation and co-ordination, communication and supervision effective in controlling the risks to health and safety of all who may be affected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have levels of competence been established and training needs identified and met with records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are the implementation and the effectiveness of the control measures monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are risk assessments reviewed at appropriate intervals to ensure they remain valid and 'suitable and sufficient'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is proper use made of the specialist advice and assistance available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. RISK MANAGEMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	

Date:

Completed by:

Signed:

CONSULTATION WITH EMPLOYEES

Policy

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace. We will allow employee representatives to consult with inspectors from the enforcing authority and ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions. We will deliver information to workers who do not speak or read English through a translator or we will use visual presentations, rather than delivering written or oral instructions. We will also make use of photographs and diagrams in our work instructions etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made where necessary.

1. ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES

The Consultation with Employees Co-ordinator will ensure that:

- 1.1 Arrangements are in place to consult employees or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 1.4 Employee representatives are provided with information on reportable accidents.
- 1.5 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Employee representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.
- 1.8 Where workers do not speak or read English, effective arrangements are established, such as a translator or translated or graphic documents and signs, to successfully communicate our requirements, particularly for health and safety.

2. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified*

Name:

Date:

		Yes	No	n/a
1.1	Are arrangements in place to consult employees or their representatives on health and safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation taken place on the arrangements for appointing a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employee representatives provided with sufficient information and training to enable them to carry out their functions effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are employee representatives provided with information on reportable accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employee representatives encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are employee representatives allowed to consult with inspectors from the Enforcing Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employee representatives allowed sufficient time off from their normal work to allow them to perform their functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where workers do not speak or read English, are effective arrangements in place, such as a translator or translated or graphic documents and signs, to successfully communicate health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date:

Completed by:

Signed:

SAFETY TRAINING ARRANGEMENTS

Policy

We will ensure that the capabilities of our employees with regard to health and safety are taken into account when carrying out their work. We will ensure that adequate health and safety training is provided for all employees on commencement of their employment and on their being exposed to new or increased risks because of a change to their responsibilities, the introduction of new work equipment, changes to existing equipment, the introduction of new technology, changes to existing systems of work or the introduction of new ones. All training will be repeated periodically where appropriate, be adapted to take into account new or changed risks to the health and safety of the employees concerned and will take place during working hours. All training will be reviewed regularly and updated to comply with the introduction of new legal requirements as they occur. Comprehensive training records will be maintained for all employees.

1. ARRANGEMENTS FOR SAFETY INFORMATION, INSTRUCTION AND TRAINING

The Health and Safety Training Co-ordinator will ensure that:

- 1.1 The training needs of all employees are assessed and formal training plans are documented.
- 1.2 New employees are given induction training and are issued with our Code of Conduct booklet as soon as is practicable following commencement of their employment.
- 1.3 Particular attention is given to the needs of young, inexperienced or vulnerable employees.
- 1.4 Suitable and sufficient information, instruction and training is given to temporary employees such as agency staff, those on work placement and youth training schemes.
- 1.5 Managers, supervisors and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.
- 1.6 No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.
- 1.7 Effectiveness of training is measured by continual assessment.
- 1.8 Training needs are monitored and refresher training provided periodically to maintain levels of competency.
- 1.9 Comprehensive training records are in place for all employees.

2. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have the training needs of all employees been assessed and are formal training plans in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has induction training and the issue of the Code of Conduct booklets been completed satisfactorily for all new employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have appropriate arrangements been made for the specific needs of young, inexperienced or otherwise more vulnerable employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has the information provided to temporary employees been sufficient to ensure the health and safety of themselves and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have managers, supervisors and others with designated roles for health and safety had appropriate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are rules in place to prevent anyone undertaking tasks for which they have not been trained and are not competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is the effectiveness of training evaluated and monitored by continual assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are training needs being monitored and does additional or refresher training need to be organised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are comprehensive training records in place for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	

Date: _____

Completed by: _____

Signed: _____

WELFARE

Policy

We will provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum. Suitable and sufficient facilities will be provided, taking into account the number of people and the tasks or work they will be undertaking. We will ensure that all facilities provided are effectively maintained in a clean and orderly condition at all times and that they are suitable for the purpose for which they are intended. We will repair any defects or damage to welfare facilities and will provide all employees with suitable information relating to welfare facilities.

1. ARRANGEMENTS FOR WELFARE FACILITIES

The Welfare Co-ordinator will ensure that:

- 1.1 There are provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain).
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.
- 1.6 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 1.7 Separate changing facilities are available, where necessary, for men and women and adequate facilities for the storage of clothing is provided.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate lighting is provided and maintained throughout the premises.
- 1.10 There is sufficient room and space available for each employee to carry out their duties safely.
- 1.11 Workstations and seating are provided and arranged to allow tasks to be carried out safely and comfortably.
- 1.12 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 1.13 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

2. WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are there provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there adequate numbers of tables and chairs provided for persons to rest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for adequately heating and ventilating of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are adequate arrangements in place for the cleaning and maintenance of the premises including toilets, washing, changing & drying facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are sufficient sanitary and washing facilities provided for the number of employees likely to be permanently occupying the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is separate changing facilities available where necessary for men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate lighting provided and maintained throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there sufficient room and space available for each employee to carry out their duties safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are workstations and seating provided and arranged to allow tasks to be carried out safely and comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are suitable and effective arrangements in place for the maintenance of the workplace, equipment, devices and systems provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are adequate arrangements in place for controlling the movement of vehicles and pedestrians so that both can circulate in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WELFARE FACILITIES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	

Date: _____

Completed by: _____

Signed: _____

THE MANAGEMENT OF INCIDENTS (FIRST AID)

Policy

We will provide sufficient numbers of qualified first aiders or appointed persons as appropriate to our undertaking. We will also provide adequate first aid facilities for the treatment of any injuries sustained by our employees. We will instigate and maintain procedures to enable the reporting and recording of incidents at work. All incidents will be investigated to determine causation. Wherever possible, improvements will be implemented to prevent a recurrence of such incidents.

For the purposes of this policy, incidents include all the following definitions:

Accident

An accident is an undesired event that results in an injury to a person or damage to property.

Dangerous Occurrence

Dangerous occurrences are specified RIDDOR reportable near-miss events.

Occupational Disease

Certain diseases contracted by employees, where the specified disease occurs to an individual engaged in the specified work activity.

Near Miss

A near miss is an event which could have resulted in injury or damage but by chance did not.

1. ARRANGEMENTS FOR THE MANAGEMENT OF INCIDENTS

The Incident Co-ordinator will ensure that:

- 1.1 There are sufficient numbers of trained first aiders or appointed persons within the company.
- 1.2 Adequate first aid equipment and facilities are provided and maintained at all our places of work.
- 1.3 Employees are provided with information regarding the provision of first aid, and the location of first aid equipment and facilities.
- 1.4 An accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.
- 1.5 A procedure is in place to enable the reporting of all incidents.
- 1.6 All incidents are investigated to identify causation and to enable remedial action to be taken.
- 1.7 Incident statistics are maintained to identify trends.

2. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are there sufficient numbers of trained first aiders or appointed persons with the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are adequate first aid facilities provided and maintained at all our places of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employees provided with information regarding the provision of first aid and the location of first aid equipment and facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is an accident book available for recording of injuries along with an effective procedure to ensure confidentiality of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is an effective procedure in place to enable the reporting of incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are incidents investigated to identify causation and to enable remedial action to be taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are incident statistics maintained to identify trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date:

Completed by:

Signed:

FIRE AND EMERGENCY EVACUATION

Policy

We recognise the continual risk of fire to our premises, whether caused by accident or by malicious intent. We will undertake a fire risk assessment to ensure that we provide and maintain such precautions as are necessary to safeguard those who use our workplace. We will identify those persons who might be especially at risk in case of a fire and provide information, instruction and training for all employees about the fire precautions in our workplace. We will produce an emergency plan and nominate and train specific employees to undertake special roles under the plan. We will consult our employees about all aspects of fire safety and ensure that we co-operate with other employers at our premises. We will ensure that fire detection and warning systems are installed and maintained effectively and that there is an effective system in place for contacting the emergency services.

1. ARRANGEMENTS FOR FIRE AND EMERGENCY EVACUATION

The Fire and Emergency Evacuation Co-ordinator will ensure that:

- 1.1 A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 1.2 A suitable system is in place to detect a fire, to warn people that there is an emergency situation and that the system is suitably tested and maintained.
- 1.3 There are suitable means of extinguishing a fire which are maintained throughout the entire company and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.
- 1.4 Fire drills are undertaken on a regular basis and ensure all records are maintained.
- 1.5 All fire escape routes are suitably maintained and kept clear of obstructions at all times.
- 1.6 Suitable waste containers are provided and waste is removed frequently.
- 1.7 Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.
- 1.8 Sources of ignition are controlled effectively.
- 1.9 Visitors to the premises are made aware of the fire rules and procedures.
- 1.10 Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.
- 1.11 Employees are trained and instructed on fire prevention and procedures.

2. FIRE SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____
Date: _____

		Yes	No	n/a
1.1	Has a fire risk assessment been conducted and appropriate measures to reduce the risks implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is a suitable system in place to detect a fire, to warn people that there is an emergency situation and is the system suitably tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there suitable means of extinguishing a fire which are maintained throughout the entire company and is there a sufficient number of suitably trained persons available to tackle a fire should the need arise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are fire drills undertaken on a regular basis and are records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all fire escape routes suitably maintained and kept clear of obstructions at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are suitable waste containers provided and is waste removed frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are dangerous substances only used as set out in specific risk assessments with adequate precautions against fire and explosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are sources of ignition controlled effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are visitors to the premises made aware of the fire rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are contractors informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are employees trained and instructed on fire prevention and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. FIRE SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	

Date: _____

Completed by: _____

Signed: _____

DISPLAY SCREEN EQUIPMENT

Policy

We will ensure that the risks to the health and safety of our employees from the use of display screen equipment are adequately controlled. All users will be identified and workstations assessed to ensure that they meet the requirements of the Regulations. All users will take regular breaks or changes in activity to reduce their workload at display screen equipment. Eye and eyesight tests by a competent person will be provided for all users at their request and will be repeated at regular intervals. Where the results of such a test show that the user needs special corrective appliances when using display screen equipment, we will ensure that they are provided. Training and information on the use of display screen equipment, the findings of the workstation assessment, the health risks from display screen equipment, the measures taken to reduce the risks, the need to plan the work routine and to take regular short breaks and the availability of eye and eyesight tests will be provided for all users. Training will also include reference to the organisational arrangements for reporting medical symptoms or problems with equipment to management.

1. ARRANGEMENTS FOR DISPLAY SCREEN EQUIPMENT (DSE) SAFETY

The Display Screen Equipment Co-ordinator will ensure that:

- 1.1 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.
- 1.2 Appropriate action to correct any risks highlighted as a result of the assessment are implemented.
- 1.3 Where appropriate, work routines will be modified to prevent intensive periods of DSE activity.
- 1.4 Software is suitable for the task and is not unnecessarily complicated.
- 1.5 Employees using DSE are informed of their entitlement to eye and eyesight tests and that procedures are in place for employees to avail themselves of such tests.
- 1.6 Where required specifically for working with display screen equipment, the provision of special corrective spectacles at the company's expense.
- 1.7 Employees working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.
- 1.8 Adequate information, instruction and training on all aspects of DSE work is provided.

2. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Has a comprehensive assessment been carried out on all workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has appropriate action been taken to control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where necessary are work routines modified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is the software suitable for the tasks being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are eye and eyesight tests offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are corrective appliances provided to users where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees advised on the risks associated with DSE and how to avoid them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees trained on all aspects of DSE work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date: _____

Completed by: _____

Signed: _____

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Policy

We will assess the potential health effects associated with exposure to hazardous substances and take appropriate action to eliminate or adequately control them. We will regularly review and, where necessary, modify our assessments especially where there are reasons to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Where reasonably practicable we will eliminate the use of hazardous substances. Where this is not possible we will ensure that such substances are replaced by less hazardous alternatives. Control of exposure will be achieved by the use of appropriate safe systems of work and engineering controls and the provision of suitable work equipment and materials. Where possible, exposure will be controlled at source by using adequate ventilation and safe systems of work. The use of personal protective equipment will only be used as a control measure as a last resort and in addition to the measures described. Where required, special arrangements will be made for all work involving potential exposure to known carcinogens and biological agents. All control measures will be properly used, adequately maintained and thoroughly examined and tested as required. Where necessary for ensuring the maintenance of adequate control measures or protecting the health of staff, monitoring of workplace exposure and health surveillance will be carried out and appropriate records kept. Suitable and sufficient information, instruction and training on the findings of the assessments will be provided for all staff who are likely to be exposed to hazardous substances. Emergency plans will be produced where required.

1. ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Co-ordinator will ensure that:

- 1.1 An inventory of all hazardous substances used, handled, stored or disposed of is compiled. This inventory shall include not only commercial products but also any identified exposure to dusts, fumes, etc.
- 1.2 Information from safety data sheets is used to assess the potential health risks for commercial products in the circumstances in which occupational exposure may occur. The potential health risks for occupational exposure to dusts, fumes, etc. shall be identified from competent reliable sources.
- 1.3 The results of the COSHH assessments, appropriate control measures and safe systems of work identified are communicated to the staff in a comprehensible manner.
- 1.4 Where possible the use of hazardous substances is eliminated, e.g. by selecting non-hazardous alternatives.
- 1.5 Where the elimination of a hazardous substance is not possible, every effort is made to find a less hazardous suitable alternative.
- 1.6 Where it is not reasonably practicable to either eliminate or substitute the use of a hazardous substance, measures are taken to control the risk of exposure by engineering means.
- 1.7 Staff do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.
- 1.8 Staff, and others affected, receive adequate information, instruction and training in the safe use, handling, storage and disposal of substances which they may use or encounter.
- 1.9 Engineering controls are examined, tested and adequately maintained at appropriate intervals to meet statutory requirements and to ensure that they continue to function effectively.
- 1.10 The use of personal protective equipment (PPE) is reserved as a 'last resort' for controlling exposure to a residual risk.
- 1.11 Safe working procedures are monitored to ensure that they remain effective.
- 1.12 Health surveillance is carried out when required.
- 1.13 Contractors provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and their activities are monitored.

2. COSHH MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified*

Name:

Date:

		Yes	No	n/a
1.1	Is the COSHH inventory up-to-date and are safety data sheets available for all commercial substances / hazard information for other substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the information on data sheets or from other sources been used to assess the substances taking into account the circumstances in which exposure may occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have the potential risks and precautionary measures been communicated to the staff and been understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has sufficient effort been made to find ways of achieving the same result through different means and eliminating the hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has sufficient effort been made to substitute with less hazardous alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where it is not possible to eliminate or substitute hazardous substances have engineering methods been employed to best effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are there any substances, for which assessments have not yet been undertaken, present on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have the results of assessments been brought to the attention of all relevant staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is there documentary evidence of statutory examinations and adequate maintenance to ensure effective functioning of engineering controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is personal protective equipment provided only as a last resort and is it suitable for its use, used correctly and is its use enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are safe systems of work monitored to ensure their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is health surveillance required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do contractors provide evidence of adequate control over hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. COSHH ACTION PLAN

Confirm action taken and supporting evidence. List outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	

Date:

Completed by:

Signed:

ELECTRICAL SAFETY

Policy

We will ensure that all electrical systems and equipment are provided and maintained in a safe condition. All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained. All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. All electrical equipment will be suitably insulated and protected to prevent danger. Arrangements for earthing and ensuring the integrity of referenced conductors will be made. All electrical connections will be mechanically and electrically safe. Suitable means for protecting electrical circuits from excess current and the isolation of equipment will be provided and maintained. Work on electrical systems will only be carried out by Competent Persons. Safe systems of work will be followed at all times. Live working will be subject to a Permit to Work system and only be allowed where the criteria described in the Electricity at Work Regulations are met. Safe access and adequate lighting will be provided to enable work on electrical systems to be performed safely. All portable electrical equipment will be maintained in a safe condition and inspected and tested regularly.

1. ARRANGEMENTS FOR ELECTRICAL SAFETY

The Electricity at Work Co-ordinator will ensure that:

- 1.1 The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IEE Wiring Regulations 17th Edition.
- 1.2 Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.
- 1.3 Work on electrical systems is only carried out by Competent Persons following safe systems.
- 1.4 Live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.
- 1.5 Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.
- 1.6 An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.
- 1.7 Portable electrical equipment is inspected for safety prior to first issue.
- 1.8 Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.
- 1.9 Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.
- 1.10 More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.
- 1.11 A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.
- 1.12 Employees are instructed to report damaged or defective equipment or dangerous conditions.
- 1.13 Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.
- 1.14 Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

2. ELECTRICAL SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Does the fixed mains installation comply with the requirements of the 17 th Edition of the IEE Regulations and is the next periodic inspection and test planned and budgeted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are suitable means for isolating electrical equipment, including the identification of individual circuits, provided and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is work on electrical systems only carried out by competent persons following safe systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is live working only carried out where a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is safe access provided for those carrying out maintenance to all parts of the electrical installation or work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has all portable electrical equipment in all areas been individually identified and entered onto an inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is all portable electrical equipment inspected for safety prior to its first use in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is combined inspection and testing undertaken at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have employees been made aware of the risks and safe systems of work and do they check equipment before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are formal inspections undertaken by a responsible person to supplement the visual checks by users at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is a procedure in place for reporting damaged or defective equipment and for ensuring such equipment is removed from service immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Do employees report damaged or defective equipment and follow the procedures for removing such items from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do contractors provide evidence of safe electrical equipment prior to commencing work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is all personal equipment permitted in the workplace included on the inventory and inspection and testing programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment/further action

--

3. ELECTRICAL SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	
1.14	

Date: _____

Completed by: _____

Signed: _____

CONTROL OF SMOKING AT WORK POLICY (ENGLAND)

Policy

The company recognises that it has both a moral and a legal duty to ensure, as far as is reasonably practicable, that employees, contractors, customers and visitors to the company have the right to work or visit without being exposed to tobacco smoke. Therefore smoking will be prohibited throughout the entire workplace. We will ensure that at least one legible no smoking sign is displayed. All employees and visitors to the site will be given relevant information regarding our smoking policy. Smoking will not be permitted in company vehicles, and we will ensure that at least one legible no smoking sign is displayed in each of the company vehicles. Procedures for dealing with those who do not comply with the smoking policy are in place within the normal disciplinary system. We will provide support and advice, on request, for smokers who wish to stop smoking.

1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK

The Control of Smoking at Work Co-ordinator will ensure that:

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 At least one legible no-smoking sign is displayed in the premises.
- 1.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have at least one legible no smoking sign within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

2. CONTROL OF SMOKING AT WORK POLICY MONITORING & REVIEW

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are prospective employees made aware of the smoking policy before offered a position within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is at least one legible no-smoking sign displayed in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all company vehicles display at least one legible no smoking sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are support and advice available for employees who wish to stop smoking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date: _____

Completed by: _____

Signed: _____

MANUAL HANDLING

Policy

We will, so far as is reasonably practicable, avoid the need for any employee to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable, we will carry out a suitable and sufficient assessment of all such operations and take appropriate steps to reduce the risk of injury to the lowest level that is reasonably practicable. We will provide information to our employees on the weight and centre of gravity of the loads they are required to handle and will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting equipment. We will ensure that all employees make full and proper use of any systems of work provided. We will review the assessments regularly and, in particular, when there is a significant change in the operations to which they relate or if there is any reason to suspect that they are no longer valid.

1. ARRANGEMENTS FOR MANUAL HANDLING

The Manual Handling Co-ordinator will ensure that:

- 1.1 Where manual handling activities cannot be avoided by elimination, mechanisation or automation, initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.
- 1.2 In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.
- 1.3 Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.
- 1.4 An action plan is drawn up and a budget set, where necessary, for any new measures that are required.
- 1.5 Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.
- 1.6 Assessments are recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice.
- 1.7 Loads delivered to the company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.
- 1.8 Employees are fit to undertake the work they do.
- 1.9 Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct particular tasks.
- 1.10 External competent persons are consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance.
- 1.11 Procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions.

2. MANUAL HANDLING POLICY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have initial manual handling assessments been conducted to identify those areas which require further in-depth assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have in-depth assessments been undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are risks reduced by using safe systems of work for those tasks which cannot be completed without manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has an action plan been drawn up and a budget set, where necessary, for any new measures that are required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has information, practical instruction and training on safe lifting techniques been provided for all persons identified in the assessment process as potentially being at risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are assessments recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are loads delivered to the company correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees fit to undertake the work they do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate information, instruction and training provided for the use of any equipment that may be necessary to conduct particular tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are competent persons consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. MANUAL HANDLING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	

Date:

Completed by:

Signed:

CONTROL OF NOISE AT WORK

Policy

We will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace wherever it is reasonably practicable to do so. We will eliminate risks from noise exposure completely and where this is not possible we will reduce risk to the lowest level reasonably practicable. We will assess risks due to noise, evaluate them and develop a plan to control them. The findings will be recorded and the assessment reviewed when necessary. We will ensure the legal limits on noise exposure are not exceeded. A formal programme of measures, including health surveillance, will be introduced whenever an employee's exposure to noise is likely to exceed the upper exposure action values. Where practicable the views of employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment. A review of the policy and arrangements will be made whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks.

1. ARRANGEMENTS FOR NOISE AT WORK

The Control of Noise at Work Co-ordinator will ensure that:

- 1.1 There is a written and valid noise risk assessment and action plan available.
- 1.2 Measures are in place to eliminate or control noise risks at source.
- 1.3 All management are aware of, and comply with their duties in respect of noise.
- 1.4 Adequate information, instruction and training is provided for all employees.
- 1.5 All employees and visitors/contractors are provided with suitable hearing protection where needed.
- 1.6 Noise-control equipment and hearing protection is maintained adequately.
- 1.7 Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.
- 1.8 Competent external advice is sought where necessary.
- 1.9 Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.
- 1.10 A procedure is in place to permit employees to report defects in safety equipment or arrangements.
- 1.11 Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.
- 1.12 Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

2. NOISE AT WORK MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is there a written and valid noise risk assessment and action plan available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are measures in place to eliminate or control noise risks at source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are the nominated responsible persons aware of, and complying with their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has adequate information, instruction and training been given to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all employees and visitors/contractors provided with suitable hearing protection where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is noise-control equipment and hearing protection adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are there recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is competent external advice necessary and if so has it been sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to point employees to report defects in safety equipment or arrangements and are these procedures used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are facilities in place for employees identified as being at risk to have hearing checks (audiometry) conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are there any measures that can be taken to further reduce noise to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action:

3. NOISE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	

Date: _____

Completed by: _____

Signed: _____

CONTROL OF VIBRATION AT WORK

Policy

We will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill-health. We will ensure the Exposure Limit Value (ELV) is not exceeded. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Wherever possible we will use alternative methods of work that eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.

1. ARRANGEMENTS FOR THE CONTROL OF VIBRATION AT WORK

The Control of Vibration at Work Co-ordinator will ensure that:

- 1.1 All employees likely to be exposed to vibration at work are identified.
- 1.2 All equipment likely to cause ill-health through vibration is identified.
- 1.3 Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.
- 1.4 The tasks that expose employees to vibration are identified and listed.
- 1.5 The exposure of each employee to vibration is assessed as accurately as possible and the Exposure Limit Value (ELV) will not be exceeded.
- 1.6 Consultation with employees regarding the vibration levels produced by work equipment and any problems they may have when using it takes place.
- 1.7 Work activities are grouped into high, medium and low risk categories.
- 1.8 Where possible equipment is selected with the lowest vibration level or highest efficiency.
- 1.9 Adequate control measures are implemented to prevent ill-health.
- 1.10 Employees that are exposed to vibration are given adequate information, instruction and training.
- 1.11 Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).
- 1.12 Equipment is maintained in good working order in line with manufacturers' recommendations.
- 1.13 Control measures are maintained to ensure they remain effective.
- 1.14 A purchasing policy is in place to ensure that consideration is given to the vibration levels and the tasks the equipment will be used for.

2. VIBRATION MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have all employees likely to be exposed to vibration at work been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has all equipment likely to cause ill-health through vibration been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has information regarding vibration levels and risks been obtained from manufacturers and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the tasks that expose employees to vibration been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has the exposure of each employee to vibration been assessed as accurately as possible, so as to ensure the Exposure Limit Value (ELV) is not exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has consultation with employees regarding vibration levels produced by equipment and any other problems they may have when using it taken place and is this on-going?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have work activities been grouped into high, medium and low risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where possible is equipment selected with the lowest vibration levels or highest efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have adequate control measures been implemented to prevent ill-health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have employees exposed to vibration been given adequate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Where necessary has health surveillance been introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is equipment maintained in good working order in line with manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are control measures monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a purchasing policy in place to ensure that consideration is given to the vibration levels and tasks the equipment will be used for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. VIBRATION ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	
1.14	

Date: _____

Completed by: _____

Signed: _____

OCCUPATIONAL HEALTH

Policy

Our primary concern is to achieve and maintain the overall well-being, quality of life and work performance of our employees to minimise the impact of work on their physical and mental health. We will therefore ensure that the causes of ill-health which may arise from our activities are, wherever possible identified, understood and either prevented or controlled. Where required our occupational health provision will be delivered through a number of measures ranging from regular health assessments and surveillance, medical referrals and support. Where possible we will endeavour to provide suitable and sufficient information to help employees take personal responsibility for maintaining and improving their own health. Where required we will make reasonable adjustments for people with disabilities to support them in their employment with the company.

1. ARRANGEMENTS FOR CONTROLLING THE RISKS TO THE HEALTH OF EMPLOYEES WHILST AT WORK

The Occupational Health Co-ordinator will ensure that:

- 1.1 Measures are in place to recognise, evaluate and control the exposure of our employees and others to health risks.
- 1.2. All employees who are identified as being at risk are provided with information, instruction and training, on associated health risks and their control.
- 1.3 Facilities are in place for employees identified as being at significant risk from physical, chemical, biological or ergonomic risks to be examined.
- 1.4 Where necessary competent external advice is sought.
- 1.5 Special measures, such as skin examinations, vaccination and immunisation, blood tests, urine analysis and lung function tests are initiated as required.
- 1.6 Long term sickness absences are reviewed and that the employees are supported during the period of sickness absence and are rehabilitated back into the workplace.
- 1.7 Where necessary supplementary information from the employee's General Practitioner or Hospital Consultant is obtained and in such cases the written permission under the Access to Medical Reports Act is obtained from the employee.
- 1.8. Workplace exposure monitoring and health surveillance are carried out when required.

2. OCCUPATIONAL HEALTH MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____
Date: _____

		Yes	No	n/a
1.1	Are measures in place to recognise, evaluate and control any health risks to the employees and others from their working environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is sufficient information and where required training on the associated health risks and controls provided for all relevant employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are suitable facilities in place for employees' health to be examined where it has been identified that they are at significant risk from exposure to physical, chemical, biological or ergonomic stressors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is competent external advice necessary and has it been sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	If required are special measures, such as skin examinations, vaccinations and immunisations etc. initiated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is long term sickness absence reviewed, are employees supported during the sickness absence, and are they rehabilitated back into their workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where required is supplementary information from General Practitioners or Hospital Consultants obtained with written permission from the employees sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is workplace monitoring of exposure or health surveillance required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. OCCUPATIONAL HEALTH ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date:

Completed by:

Signed:

CONTROL OF ASBESTOS

Policy

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our or our client activities so far as is reasonably practicable. With regard to employees and other people who are likely to come into contact or disturb any asbestos containing materials, we will ascertain if our client premises have any asbestos containing materials (ACMS) within or on them and minimise any potential exposure through effective management procedures.

In order to fulfil our statutory duties under the Control of Asbestos Regulations 2012 and Health and Safety legislation we will ensure risk assessments are undertaken and suitable steps are taken to ascertain whether the premises contain any ACMS prior to the commencement of any work undertaken.

The risk assessment will include details of the asbestos register and or plan including the location and condition of asbestos, including presumed ACMS, and assess the risk of the likelihood of anyone being exposed to asbestos fibres during the course of their work activities.

For non-licensed work, the risk assessment shall include a statement of the reasons why the work with asbestos will not require a licence. A detailed plan of works will be made to supplement the risk assessment. For any notifiable non-licensed work the relevant enforcing authority will be notified as necessary and records will be kept.

For any licensed work, which includes working with asbestos insulation, asbestos coating or asbestos insulating board we acknowledge the need to hold a current and relevant licence issued by the Asbestos Licensing Unit.

1. ARRANGEMENTS FOR ASBESTOS

The Asbestos Co-ordinator will ensure that:

- 1.1 An asbestos survey has been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found.
- 1.2 There is a written management plan which details the actions and measures necessary to manage the risk from asbestos.
- 1.3 Action has been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres.
- 1.4 Arrangements are in place to ensure the ongoing monitoring and review of any ACMs
- 1.5 A risk assessment will be undertaken prior to the commencement of any work which may be undertaken on business properties to ascertain where asbestos is present and determine its condition and location and likely exposure to asbestos fibres.
- 1.6 Prior to commencement of work, notifiable non-licensed work will be notified to the relevant enforcing authority. Brief written records will also be kept regarding this work.
- 1.7 Prior to the commencement of work, all work is checked to ensure the work is non-licensed and documented on the risk assessment.
- 1.8 Any employees who undertake non-licensed work must be suitably trained and instructed on the task involved and plan of work.
- 1.9 Prior to work starting, a plan of work will be made which details what the work will involve, location, duration, procedures to reduce exposure, equipment and PPE required, decontamination procedures, waste disposal and emergency procedures.
- 1.10 A written record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs is kept up to date, held on site and readily available.
- 1.11 Safe systems of work are introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products.
- 1.12 Procedures are in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with.
- 1.13 All employees who may come into contact or disturb asbestos are suitably trained and have received asbestos awareness training annually.

- 1.14 A register of notifiable non-licensed work for each employee exposed to asbestos is kept up to date and readily available.
- 1.15 Any work that requires a license will be undertaken by licensed specialist asbestos contractors.
- 1.16 All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.

2. ASBESTOS POLICY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Has an asbestos survey been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Do you have a written management plan which details the actions and measures necessary to manage the risk from asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to ensure the ongoing monitoring and review of any ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has an initial risk assessment been undertaken prior to the commencement of work to identify the presence of any ACMs, their condition and likely exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Prior to commencement of work, has all notifiable non-licensed work been notified to the relevant enforcing authority and are brief written records of the work made and kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Prior to the commencement of work, has all work been checked to ensure the work is non-licensed and documented on the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees who undertake non-licensed work suitably trained and instructed on the task involved and plan of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Prior to work starting has a detailed plan of work been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there a written up to date record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs and is this readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Have safe systems of work been introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are procedures in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Have all employees who may come into contact or disturb asbestos received asbestos awareness training annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a register of notifiable non-licensed work for each employee exposed to asbestos kept up to date and readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	n/a
1.15	Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16	All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. ASBESTOS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	
1.14	
1.15	
1.16	

Date:

Completed by:

Signed:

GAS SAFETY

Policy

We will ensure that all gas appliances, installations, pipe work or flues installed at our workplace are maintained in a safe condition to prevent risk of injury to any person and that all work on gas installations and appliances, including maintenance, is undertaken by a company/person approved by the Health and Safety Executive (HSE) e.g. registered with Gas Safe Register™.

1. ARRANGEMENTS FOR ENSURING GAS SAFETY

The Gas Safety Co-ordinator will ensure that:

- 1.1 Any work on gas installations and appliances is carried out by a competent person approved by the Health and Safety Executive (HSE) e.g. registered with Gas Safe Register™.
- 1.2 Gas systems and appliances are identified at the general risk assessment stage and those in charge of areas made aware of their location.
- 1.3 Regular maintenance is undertaken to ensure that systems and appliances are in a safe condition.
- 1.4 Employees are instructed on what constitutes an emergency, shown where to turn off the gas supply and who to contact.
- 1.5 The telephone number for the supplier's emergency service is clearly legible and unobscured on a notice near the main gas isolation valve.
- 1.6 Employees are instructed not to use or tamper with, or allow to be used, any gas appliance they suspect might pose a danger, such as fire or explosion arising from gas leakage or carbon monoxide poisoning.
- 1.7 In-house or unauthorised repairs or modifications are forbidden and procedures for reporting immediately suspected faults to line management are in place.

2. GAS SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Has an approved class of person been appointed to carry out the installation and maintenance of gas systems and appliances? e.g. Gas Safe Register™ registered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are those in charge of the workplace aware of the location and type of gas systems and appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is there regular maintenance to keep systems and appliances in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where appropriate have employees been instructed on what constitutes an emergency, how to turn off the gas supply and who to contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the supplier's emergency contact number clearly displayed, unobscured and legible, and brought to the attention of relevant employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are employees instructed not to use or tamper with, or allow to be used, any gas appliance they suspect might pose a danger, such as fire or explosion arising from gas leakage or carbon monoxide poisoning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have employees been instructed not to attempt repairs or modifications and how to report all suspected faults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. GAS SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date: _____

Completed by: _____

Signed: _____

HOT WORKS

Policy

Hot works can be a source of major material and property damage and therefore must be effectively managed. We will ensure as far as is reasonably practicable all such activities, whether having a direct heat source or from activities where heat is generated from a particular task are subject to risk assessment and are effectively managed. We will ensure that all persons engaged in such works are trained and competent and are aware of the potential hazards associated with these works. We will provide suitable fire fighting provisions at or close to all hot works and ensure that hot work permits are used effectively.

1. ARRANGEMENTS FOR HOT WORKS

The Hot Works Co-ordinator will ensure that:

- 1.1 Alternative safer options have been considered.
- 1.2 If no safer alternative is available, all hot works are assessed and that suitable control measures are agreed and implemented.
- 1.3 Hot work permits are in place.
- 1.4 Suitable fire fighting equipment is available at or near to the location where hot works are being undertaken.
- 1.5 Areas where hot works are being undertaken are clear of combustible materials.
- 1.6 Fire retardant matting is used to protect floors or other surfaces and prevent sparks falling below when working at height.
- 1.7 Persons involved in hot works are suitably trained and are aware of the potential hazards associated with hot works.
- 1.8 Designated personnel carry out fire checks 30 minutes after completion of hot works.

2. HOT WORKS MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have safer alternatives to hot works been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are all hot works assessed and are suitable control measures agreed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are hot work permits in place and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is suitable fire fighting equipment provided at or near to the location where hot works are being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are areas where hot works undertaken cleared of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is fire retardant matting used to protect floors or other surfaces and prevent sparks falling below when working at height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have all persons involved in hot works been suitably trained and made aware of the potential hazards associated with hot works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Do designated personnel carryout fire checks 30 minutes after completion of hot works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. HOT WORKS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date:

Completed by:

Signed:

LEGIONELLA

Policy

We will identify and assess all our water systems as potential sources of risk from legionella bacteria. Where appropriate we will engage a competent contractor to prepare a written scheme for preventing or controlling such risks. We will implement, manage and monitor the scheme and keep records of the precautions taken, ensuring that what has been done is effective. A 'responsible person' will be appointed for the day to day implementation of this policy and any specific precautions specified in the risk assessment.

In the event of difficulties in implementing the risk control programme, competent water treatment contractors or plumbing specialists will be employed as necessary to resolve the problem. All plumbing alterations will be carried out by trained and competent plumbers in order to ensure compliance with water regulations and byelaws.

1. ARRANGEMENTS FOR LEGIONELLA

The Legionella Co-ordinator will ensure that:

- 1.1 All the water systems under our control are properly identified with up to date schematic diagrams and descriptions of water supply, storage and distribution systems.
- 1.2 A written scheme has been prepared for preventing or controlling the risk of legionella.
- 1.3 Operating instructions are available for water supply, storage and distribution systems.
- 1.4 Any control measures identified have been implemented, are properly managed and monitored.
- 1.5 Suitable records of the precautions taken have been kept and are available for inspection.
- 1.6 Staff who are appointed to carry out the control measures are suitably informed, instructed and trained to a standard which ensures that tasks are carried out in a safe and adequate manner.
- 1.7 Reasonable enquiries are made to ensure that plumbers, water treatment contractors and consultants are competent to carry out their duties.

2. LEGIONELLA MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are the water systems properly identified with up to date schematic diagrams and descriptions of water supply, storage and distribution systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is there a written scheme for preventing or controlling the risk of legionella?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are operating instructions available for water supply, storage and distribution systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are the control measures implemented, properly managed and monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are suitable records of the precautions taken kept and available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are staff carrying out the control measures suitably informed, instructed and trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are plumbers and water treatment contractors/consultants competent to carry out their duties in a safe and adequate manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. LEGIONELLA MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date: _____

Completed by: _____

Signed: _____

LIFTING OPERATIONS AND LIFTING EQUIPMENT

Policy

We will ensure the safety of all persons who may be affected by any of our lifting operations by ensuring that all persons engaged in our lifting operations are trained and competent to undertake such work. We will ensure that appropriate lifting plans and risk assessments are conducted by competent persons in relation to lifting operations carried out within our undertaking and introduce adequate measures to control the risks identified to as low a level as is reasonably practicable.

Lifting equipment will be subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operation and Lifting Equipment Regulations.

1. ARRANGEMENTS FOR LIFTING OPERATIONS AND LIFTING EQUIPMENT

The Lifting Operations and Lifting Equipment Co-ordinator will ensure that:

- 1.1 Adequate information, instruction and training are given to all individuals engaged in lifting operations.
- 1.2 Risk assessments and lifting plans are carried out by competent persons and adequate control measures are introduced to reduce the risk to as low as is reasonably practicable.
- 1.3 All lifting equipment is sufficiently strong, stable and fit for the purpose it is intended to be used for.
- 1.4 Equipment is positioned or installed so as to prevent risk of injury.
- 1.5 All lifting equipment and accessories are marked with the safe working load (SWL).
- 1.6 All lifting operations are planned, supervised and carried out in compliance with the control measures specified in the risk assessment and lifting plans.
- 1.7 All lifting equipment is subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operations and Lifting Equipment Regulations.

2. LIFTING OPERATIONS AND LIFTING EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is adequate information, instruction and training given to all individuals engaged in lifting operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are risk assessments carried out by competent persons and are adequate control measures introduced to reduce the risks to as low as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is all lifting equipment sufficiently strong, stable and fit for the purpose it is used for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is all equipment positioned or installed so as to prevent risk of injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is all lifting equipment and accessories marked up with the safe working load (SWL)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are all lifting operations planned, supervised and carried out in compliance with the control measures specified in the risk assessments and lifting plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is all lifting equipment subjected to regular inspections and thorough examinations in line with the requirements of the Lifting Operations and Lifting Equipment Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. LIFTING OPERATIONS AND LIFTING EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date: _____

Completed by: _____

Signed: _____

PERSONAL PROTECTIVE EQUIPMENT

Policy

We will identify and assess all activities our employees may be required to undertake during the course of their employment with us. We will only specify personal protective equipment as the last means of defence should we be unable to otherwise eliminate the risk to our employees. We will, as far as is reasonably practicable, implement the hierarchy of control measures. Personal protective equipment will only be provided if the risk to our employees cannot be adequately controlled after the hierarchy of control measures has been exhausted. If and when we do provide personal protective equipment, we will ensure it is fit for the purpose and environment it is to be used in and that it fits the wearer correctly to give the level of protection the equipment was so designed for. We will ensure employees are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction and guidance on the use, storage and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to our employees as may be necessary and that such equipment will be free of charge. Where it is identified that an employee's well-being may be affected due to exposure to a specific hazard or hazards, a medical questionnaire will be completed. We will ensure where necessary that regular health surveillance is provided where the risk of harm to our employees is controlled by the use of personal protective equipment.

1. ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment Co-ordinator will ensure that:

- 1.1 All activities our employees may be required to undertake during the course of their employment are identified and assessed to determine the need for Personal Protective Equipment (PPE).
- 1.2 As far as is reasonably practicable, the hierarchy of control measures i.e. elimination, reduction, substitution, isolation or engineering controls, is followed to control the hazards that have been identified.
- 1.3 PPE is specified as a last form of defence only when the hierarchy of controls has been exhausted.
- 1.4 Where PPE is provided, it is fit for the purpose and the environment it is to be used in and it fits the wearer correctly.
- 1.5 Individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire is completed prior to any person commencing work in such an environment which may present a risk to them.
- 1.6 Where identified by the medical questionnaire, or where necessary due to the identification that the risk of harm is controlled by the use of PPE, health surveillance is provided at regular intervals.
- 1.7 Where PPE is required, it is provided free of charge.
- 1.8 Employees are consulted on the type of PPE to be used.
- 1.9 All employees required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.
- 1.10 A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.
- 1.11 Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.
- 1.12 Where necessary, suitable and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing.

¹ Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

2. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified*

Name:

Date:

		Yes	No	n/a
1.1	Have all activities our employees may be required to undertake during the course of their employment been identified and assessed to determine the need for PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the hierarchy of control measures been followed and exhausted to control the hazards that have been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is PPE specified as a last form of defence only when the hierarchy of controls has been exhausted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where PPE is provided is it fit for the purpose and the environments it is used in and does it fit the wearer correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards been identified and have medical questionnaires been completed prior to those persons commencing work in such environments which may present a risk to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where necessary, is health surveillance provided at regular intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where PPE is provided, is it free of charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees consulted on the type of PPE to be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are employees who are required to wear PPE given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to permit the maintenance or replacement of PPE as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are suitable facilities provided to enable employees to store their PPE when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Where necessary have suitable and sufficient facilities been provided to permit employees to change and store their normal clothing to specified personal protective clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

¹ Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

3. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	

Date: _____

Completed by: _____

Signed: _____

PRESSURE SYSTEMS

Policy

We recognise that Pressure Systems have the potential to cause significant injury or damage to property in the event of system or component failure resulting in unexpected release of stored energy. We further recognise that it is extremely important that the system is correctly installed and used, maintained, and subject to thorough examination and test.

We will ensure that pressure systems are installed by, a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy, and that the safe operating limits of pressure systems are established prior to first use and are clearly marked on the system. All operators will be given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.

We will ensure that a competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or fluid is stored. This will also be done for a compressed air receiver, and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is equal to or greater than **250** bar litres, and other applicable systems.

A competent person will carry out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination.

Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system will be completed without delay. Any systems that are not subject to a written scheme of examination will be maintained in accordance with the manufacturer's recommendations. We will ensure that all relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, are retained for inspection.

1. ARRANGEMENTS FOR THE SAFE USE OF PRESSURE SYSTEMS

The Pressure Systems co-ordinator will ensure that:

- 1.1 Pressure systems are installed by, a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy.
- 1.2 The safe operating limits of pressure systems are established prior to first use and that they are clearly marked on the system.
- 1.3 All operators are given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.
- 1.4 A competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored.
- 1.5 A competent person carries out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- 1.6 Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system are completed without delay.
- 1.7 Any systems that are not subject to a written scheme of examination are maintained in accordance with the manufacturer's recommendations.
- 1.8 All relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, are retained for inspection.

2. PRESSURE SYSTEMS MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Has a competent person installed all pressure systems in positions that would minimise injury and damage in the event of unexpected releases of stored energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are the safe operating limits of pressure systems established prior first use and are they marked on the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have all operators been given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has a competent person prepared a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has the above also been done for a compressed air receiver, and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is equal to or greater than 250 bar litres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has a competent person carried out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system completed without delay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are any systems that are not subject to a written scheme of examination maintained in accordance with the manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are all relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, retained for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. PRESSURE SYSTEMS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date: _____

Completed by: _____

Signed: _____

MOBILE ELEVATING WORK PLATFORMS

Policy

Mobile elevating work platforms (MEWPs) are classified as lifting equipment for lifting persons and we will therefore ensure that all such equipment is thoroughly examined by a competent person every six months and that they will be inspected at the periods specified in the thorough examination scheme. We will ensure that all such equipment is maintained in accordance with the manufacturers' recommendations or instructions and that daily pre use checks are carried out with records maintained. We will ensure that the correct type of MEWP is specified for the type and location of works we are to undertake. All persons who are required to operate MEWPs will be given sufficient information, training and instruction relevant to the class of machines they may be required to operate during the performance of their work activities. Persons who are required to work from but not operate MEWPs will be given adequate training, instruction and information to enable them to work safely from the MEWP without causing risks to themselves or others.

1. ARRANGEMENTS FOR MOBILE ELEVATING WORK PLATFORMS

The Mobile Elevating Work Platform Co-ordinator will ensure that:

- 1.1 All MEWPs are thoroughly examined every six months.
- 1.2 Inspection of MEWPs are carried out and recorded in line with the periods specified in the scheme of examination.
- 1.3 Pre use checks of MEWPs are carried out and records maintained.
- 1.4 All MEWPs are maintained in line with the manufacturers' recommendations or instructions.
- 1.5 The correct most suitable type of MEWP is utilised for the type and location of works to be undertaken.
- 1.6 A working from height risk assessment is undertaken prior to any such works being carried out.
- 1.7 All persons who operate MEWPs have been given adequate information, instruction and training relevant to the class of machine they are required to operate.
- 1.8 All persons who may be required to work from but not operate a MEWP are given adequate information, instruction and training to enable them to work safely without risk to themselves or others.

2. MOBILE ELEVATING WORK PLATFORMS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan
 Positive answers should cross-reference supporting material
 Any questions answered as N/A must be qualified*

Name:

Date:

		Yes	No	n/a
1.1	Are all MEWPs thoroughly examined every six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are inspections of MEWPs carried out and recorded in line with the periods specified in the scheme of examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are pre use checks carried out and records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are all MEWPs maintained in line with the manufacturer's recommendations and instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the correct most suitable type of MEWP utilised for the type and location of works being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is a working from height risk assessment conducted prior to any such works being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have all persons who operate MEWPs been given adequate information, instruction and training relevant to the class of machine they are required to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have all persons who work from but do not operate MEWPs been given adequate information, instruction and training to enable them to work safely without risk to themselves or others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. MOBILE ELEVATING WORK PLATFORMS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date: _____

Completed by: _____

Signed: _____

USE AND CONTROL OF CONTRACTORS

Policy

From time to time it will be necessary for us to employ contractors to carry out work on our premises. We will ensure that only those contractors who are deemed competent to undertake such work will be engaged to do so. All contractors will be assessed to ensure that they are able to allocate sufficient resources to ensure that all works are completed safely and will be provided with and agree to comply with our company code of practice. Contractors will only be able to subcontract any part of the works to a third party with the express permission of the company and will ensure that all such sub-contractors are suitably competent. Risk assessments and method statements will be prepared where necessary and the control measures identified will be monitored to ensure that they are being complied with. Certain high risk tasks will be controlled by the use of a permit to work system administered by the company. All contractor employees will be provided with induction training on first arrival at our site and will be adequately supervised throughout the duration of the contract. First aid and accident investigation arrangements will be made with the contractor. Non-compliance with agreed standards will result in suspension of the work and may result in removal from the approved contractor list. Continuous improvement in the management of contractors on our site will be achieved by reviewing the performance of each contractor at the end of the job and ensuring that poor practice is eliminated and good practice repeated.

1. ARRANGEMENTS FOR THE USE AND CONTROL OF CONTRACTORS

The Contractor's Co-ordinator will ensure that:

- 1.1 All contractors and sub contractors are competent to carry out the work they have been appointed to do.
- 1.2 All contractors and sub contractors are provided with an up to date copy of the company code of practice and have completed and returned the contractor certificate contained in the rear of the code of practice prior to work commencing on site.
- 1.3 No contractor appoints a sub contractor without express authorisation.
- 1.4 Assessments of the risks both created by the work carried out by the contractor and by our activities on site are carried out and agreed prior to work commencing.
- 1.5 Where required method statements based on the control measures identified by the risk assessment are in place prior to work commencing.
- 1.6 The Permit to Work (Contractors) has been completed.
- 1.7 A Permit to Work system is in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc.
- 1.8 Arrangements are in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site.
- 1.9 The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.
- 1.10 Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.
- 1.11 Arrangements are in place for the provision of first aid for all contractors when on site.
- 1.12 Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.
- 1.13 Contractor review meetings are held at the end of the work to ensure that good performance is repeated and poor performance is improved.

2. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified*

Name:

Date:

		Yes	No	n/a
1.1	Are all contractors and sub contractors competent to carry out the work they have been appointed to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are all contractors and sub contractors provided with an up to date copy of the company code of practice and have they completed and returned the certificate prior to work commencing on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are contractors only allowed to appoint sub contractors following express authorisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are assessments of the risks both created by the work carried out by the contractor and by our activities on site carried out and agreed prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are method statements based on the control measures identified by the risk assessment in place prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the Permit to Work (Contractors) been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is a Permit to Work system in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are the activities of all contractors effectively monitored to ensure they are complying with the risk assessments and method statements provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are procedures in place to suspend the activities of contractors if unsafe working practices are observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are arrangements in place for the provision of first aid for all contractors when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are arrangements in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are contractor review meetings held at the end of the work to ensure that good performance is repeated and poor performance is improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	

Date: _____

Completed by: _____

Signed: _____

HEALTH AND SAFETY

CODE OF PRACTICE FOR CONTRACTORS AND SUB-CONTRACTORS

Code of Practice for Contractors and Sub-Contractors

1. Introduction

It is the company's policy to secure a high standard of safety in all areas. All contractors/sub-contractors **MUST** conduct their activities so the conditions and methods of work are safe for their own and the company's employees, and others who may be affected by their undertakings whether employed or not. Procedures and requirements to achieve this are set out in this document. All contractors/sub-contractors will:

- 1.1 Comply with the requirements stated in this document.
- 1.2 Observe their obligations under statute and common law.
- 1.3 Employ on site only such persons who are competent.

To assure ourselves the contractors/sub-contractors understand their obligations they should read this Code of Practice and sign and return the certificate attached. This Code of Practice shall be incorporated into and form part of the contract between ourselves and the contractor/sub-contractor.

2. Definitions

Throughout this document the following words/titles have the meaning given below:

Company

Contractor

Any organisation, firm or person who has agreed to carry out defined work for the company on our premises.

Sub-Contractor

Any organisation, firm or person who has agreed to carry out defined work for any appointed contractor or has been directly appointed by the company to carry out work on our premises and is acting under the control of an appointed contractor.

Initiator of the Contract

The authorised representative of the company who leads negotiations of the contract on behalf of the company or the person named in the contract to whom all queries are notified.

3. Insurance

The contractor/sub-contractor shall indemnify the company against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or in connection with or as a consequence of carrying out any of the works or which may arise from a breach by the contractor/sub-contractor, his servants or agents of any of the provisions laid out in this document. Nothing herein shall impose any liability upon the contractor/sub-contractor for negligence on the part of the company, its servants or agents.

The contractor/sub-contractor shall be liable for loss and/or damage to the site (which shall include work executed and all material intended for, delivered to and placed on or near to the site) from any cause whatsoever.

The contractor/sub-contractor shall insure his liabilities under the clauses above by the provision of:

Employers' Liability Insurance;

Public Liability (Third Party) Insurance for a minimum of £2 million. Contract Works or Contractors' (All Risk) Insurance for the full value of the contract works and such insurances shall include an indemnity from the insurer to this company.

We may from time to time request details of such insurances.

4. Consultation prior to commencement of Contract

Before any work is begun a responsible official representing the contractor/sub-contractor must discuss with the company or its representatives, the safety precautions required by these rules and any other precautions, which they deem necessary.

The contractor/sub-contractor should that ensure that he:

- 4.1 Has the site of the operations defined.
- 4.2 Is informed of the arrangements regarding the provision of suitable welfare facilities, first aid and fire safety, engineering services and any other relevant information required to ensure the safety of his employees.

4.3 Obtains any special information concerning the company's processes which may affect or involve the contract work.

4.4 Collects additional copies of the Code of Practice for contractors'/sub-contractors' booklets for distribution to his staff.

The precautions required by this Code and any further precautions which the contractor/sub-contractor or his representative is instructed by the company to take, must be fully observed and performed.

If during the course of work, a representative of the company observes any disregard to this Code or of his instructions, or observes any circumstances which may give rise to an accident or fire, he will inform the contractor/sub-contractor or his representative who must then cease work until he is able to comply with this Code and other safety instructions issued by the company.

The contractor/sub-contractor or his authorised representative will be required to sign a certificate to the effect that the Code of Conduct for contractors'/sub-contractors' document has been received and the conditions are accepted and understood.

The completed certificate will be applicable to any work carried out on the company's site and the undertaking will apply until the conditions contained in the booklet are withdrawn or revised. Receipt by the company of a completed certificate does not imply that a contract will be offered to the contractor/sub-contractor.

5. Construction Design and Management Regulations

It is the intention of the company to comply with the requirements of the Construction (Design and Management) Regulations as and when they are applicable to our undertakings.

The company Health and Safety Co-ordinator will ensure with the assistance of other appropriate company management members, that the requirements of the Construction Design and Management Regulations are met prior to the commencement of any project to which these regulations apply.

The Health and Safety Co-ordinator will ensure that a pre-tender Health and Safety plan is obtained from the Principal Designer to enable the company to tender for the contract having allowed adequate provisions to fulfil the requirements of the contract in a safe and competent manner.

The Health and Safety plan will illustrate how Health and Safety will be managed during the construction phase and will give details of how information and instruction will be passed to and received from all persons affected by the works.

Information received from the company's Contractors' Co-ordinator will be included in the Construction Phase Health and Safety plan to enable site management to plan and monitor works being undertaken by any contractor/sub-contractor we may use.

Information will also be included regarding welfare arrangements and emergency procedures.

Site health and safety rules and relevant health and safety standards where appropriate will also be included particularly where standards above the minimum statutory requirement are deemed necessary by the company.

The plan will also identify the necessary levels of health and safety training required for those working on the project and arrangements for project specific awareness training where necessary.

The arrangements for monitoring compliance with all current health and safety legislation will also be an integral part of the Construction Phase Health and Safety plan, along with details of how the views of workers on health and safety issues relating to the project will be co-ordinated.

In the majority of circumstances the company will not be deemed to be Principal Contractor. The company will through its managers provide all the necessary information required by the Principal Contractor to assist him in fulfilling his role.

The site manager will be responsible for ensuring that all the relevant information required by the Principal Designer is made available to him to permit the Health and Safety file to be compiled.

6. Training and Competence

It is our responsibility to ensure that any person who carries out work for/or on behalf of this company is competent to do so. In order to ensure the competency of contractor/sub-contractor employees it will be necessary for us to examine relevant training records. We will, from time to time request copies of such records for our examination. Failure to provide adequate records may result in a cessation of the contract and will result in a suspension of future contracts.

Contractors/sub-contractors are required to ensure that their employees are competent to carry out work on our behalf. In order to ensure this you will be required to ensure your employees receive any training which the company feels is necessary for the satisfactory performance of their duties.

Where specialist training is required to comply with specific regulations it will be the responsibility of the contractor/sub-contractor to ensure that this is carried out and documentary evidence is provided. For example, forklift truck driver training.

7. Risk Assessments and Method Statements

Prior to the commencement of any work on our premises we will in consultation with the contractor/sub-contractor ensure that suitable risk assessments are prepared. Where necessary we will ensure that method statements are also be prepared.

It will be the responsibility of the contractor/sub-contractor to ensure that the control measures identified by the risk assessment and method statements are implemented.

Notwithstanding the generality of the paragraphs above specific control measures will be required for the following:

8. Equipment and Tools

The contractor/sub-contractor is responsible for the condition of the equipment and tools used by him. In particular, he is responsible for:

The adequacy and safe condition of all access equipment including scaffolding, ladders, steps, trestles and mobile elevated working platforms, whether or not these are provided by him.

The proper and safe use of all equipment and tools. Any equipment or tools loaned by the company must be returned for any necessary servicing, maintenance or repairs.

Ensuring that all equipment is maintained in a safe condition.

From time to time it will be necessary for the company to inspect and examine the equipment used by the contractor/sub-contractor to ensure its safety. Copies of inspection reports for any such equipment may be requested at any time. If any equipment is found to be in an unsafe condition or if the contractor/sub-contractor fails to provide the relevant inspection reports this may result in a cessation of the contract and will result in a suspension of future contracts.

9. Electrical Equipment

The contractor/sub-contractor is required to use low voltage equipment. Unless otherwise stated in the contract the contractor/sub-contractor should use 110 volt equipment supplied from a suitable transformer operating at 50Hz with the centre tap or midpoint earthed.

In all cases the metal work of portable equipment and any flexible metallic covering of conductors must be earthed and in all other respects constructed and maintained in compliance with the Electricity at Work Regulation 1989.

Cables supplying portable apparatus must be of the correct number of cores and properly connected to standard plugs and sockets.

10. Fire

Contractors/sub-contractors should ensure suitable measures are taken to reduce the risk of fire. Any activities which are likely to increase the risk should be thoroughly assessed prior to the start of the work and the appropriate control measures implemented. Copies of the assessment should be passed to the company for approval.

All contractors'/sub-contractors' employees must be conversant with the nature of the fire warning system in use at the premises. Instructions on action to be taken in the event of a fire must be obtained unless they are clearly exhibited at the place of work, and are fully understood. In the case of a fire all persons at the site should follow the procedure laid down. In the absence of such a procedure all persons should evacuate the premises to a point of safety and report to site management.

Contractors/sub-contractors should ensure that their employees observe strictly any No Smoking restrictions.

Whenever work is carried out which causes obstruction to, or renders inaccessible, any fire exit or stairway leading to any fire exit, written permission should be obtained from the initiator of the contract prior to such work being carried out. Where temporary alternative arrangements are approved and implemented the facilities shall be accompanied by suitable signs and adequate lighting.

All operations involving HOT WORK (cutting and welding etc.) or use of open flames (blow lamps, gas appliances etc.) may be subject to a written permit to work system administered by the company.

All contractors/sub-contractors are responsible for the safe use, storage and transportation of any gas cylinders. All cylinders containing highly flammable liquids or liquefied petroleum gasses should be stored in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

All stocks of combustible materials including any Highly Flammable Liquids should be stored in appropriate containers and should be removed from the premises at the end of each day.

11. Building Operations including Installation Repair and Demolition

The contractor/sub-contractor is responsible for ensuring that all building operations are carried out in a safe manner and in accordance with relevant legislation.

Particular attention must be paid to the provision of guard rails and toe boards at working platforms and other workplaces and gangways etc. to prevent, as far as is reasonably practicable, the fall of persons, tools and materials.

Articles must not be thrown or dropped from heights under any circumstances. Where reasonably practicable all equipment and waste materials must be properly lowered by hand. If necessary a waste disposal chute should be used which delivers the waste into a suitably covered skip.

Timber with projecting nails must not be left where it could pose a risk to any person. All such timbers should be removed immediately to a safe place.

12. Entry Into Confined Spaces

It is unlikely that there will ever be the need for any employee of either the company or any contractor/sub-contractor appointed by the company to enter into any confined space.

Where such work is considered all efforts will be made to prevent the need for such work to be carried out. Where confined space entry cannot be prevented all steps will be taken to minimise the need for such entry so far as is reasonably practicable. Where there is still a need for such entry all work will be subject to a permit to work system implemented by the company.

A specific risk assessment will be prepared by the contractor/sub-contractor in consultation with the company prior to any work carried out in a confined space

13. Work on or With Asbestos Products

Every attempt will be made to determine the location and nature of any asbestos containing material prior to the start of any work at site. Where such materials are identified the risks to the contractor/sub-contractor's employees will be assessed. The results of the company's asbestos survey will be made available to the contractor/sub-contractor prior to the start of any work where there is the potential for exposure to such material.

No work will be carried out to which the Control of Asbestos Regulations 2012 apply. All such work will only be carried out by an approved asbestos removal contractor/sub-contractor.

No work will be carried out on materials known to contain asbestos which is likely to release asbestos fibres into the atmosphere. In particular no cutting, machining, hammering or other mechanical modification of asbestos cement sheets will be carried out unless suitable control measures are in place.

14. Control of Substances Hazardous to Health

A suitable and sufficient assessment of the risks to the health of the employees of the contractor/sub-contractor and others that may be affected must be completed prior to commencement of work on site.

The creation of dust and fume must be effectively controlled.

Hazard data sheets for all hazardous substances must be obtained from the supplier and be available for inspection at any time. Exposure to such substances must be controlled to below the relevant occupational exposure limit.

15. Manual Handling

A suitable and sufficient assessment of all manual handling activities for which there is a foreseeable risk of injury should be carried out prior to commencement of work at site.

Suitable steps should be taken to minimise the amount of manual handling required by the provision of mechanical assistance such as fork lift trucks, pallet trucks, hoists and other lifting appliances.

All employees of contractors/sub-contractors should be trained in safe methods of lifting and handling.

16. Vehicle Movements

All contractors'/sub-contractors' vehicles are required to comply with any traffic restrictions imposed within the boundary of the property.

The contractor/sub-contractor shall ensure that all loads are properly secured during transportation.

17. Overhead Work

No work may be carried out above head height or over gangways or roads until adequate precautions have been taken to ensure the safety of persons below. Where necessary barriers should be erected to prevent access by unauthorised persons.

18. Excavations

All work requiring excavations may be subject to a permit to work system administered by the company, in particular before any excavation is commenced the contractor/sub-contractor shall determine the existence and route of any services in the area which are likely to be affected by the work.

19. Cranes, Hoists and Lifting Tackle

Where such equipment is provided by the company the relevant inspection certificates will be made available at site.

Where the contractor/sub-contractor provides his own equipment (whether owned or hired) the relevant inspection certificate should be forwarded to the company prior to the commencement of work. A copy of the certificate should also be available at site.

Any person operating such equipment should be competent to do so. It will be necessary from time to time to inspect relevant training records. A copy of the training certificate/licence should be held by the person operating the equipment.

20. Noise

The noise levels generated by our activities have been assessed prior to the start of work at site. Where noise levels are above the lower exposure action value of 80dB (A) the contractor/sub-contractor should ensure that his employees are provided with suitable hearing protection. Where noise levels are above 85dB(A) he should ensure that hearing protection is worn at all times.

Contractors/sub-contractors are required to carry out their operations in such a way that the levels of noise generated are kept to a minimum. Where the noise generated by such activities results in noise levels above those stated similar action should be taken. The contractor/sub-contractor should inform the initiator of the contract and ensure that suitable warning signs are displayed.

21. Disposal of Waste

All waste materials should be disposed of in line with the Collection and Disposal of Waste Regulations and the Control of Pollution Act and other statutory special requirements governing the disposal of any toxic waste or effluent. It is essential that clearance is first obtained from the initiator of the contract before materials and substances are disposed of.

Drains and sewers must not be used to dispose of any chemicals, substances or liquids other than water and normal effluent. Care must be taken by the contractor/sub-contractor to prevent spillage or leakage into drains or sewers. Should an accident occur the company must be contacted immediately.

22. Machinery

The contractor/sub-contractor must not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery or from any place where safety equipment has been provided except with the permission of the initiator of the contract. Advice will, if necessary, be sought from the department manager.

Where permission is granted any additional specific precautions must be observed. Guards, fencing and safety equipment must be replaced as soon as the work has been completed and their replacement checked by the initiator of the contract. The contractor/sub-contractor must take steps to ensure that no machinery is set in motion without such replacement.

No work may be started near or above machinery in motion without the permission of the company.

The contractor/sub-contractor may not set in motion or use any power driven machinery in connection with work in or about the premises unless all legislative requirements have been met especially in respect of guards and fencing and persons employed to operate them.

23. Security

The contractor/sub-contractor must conform to any security arrangements that apply to our premises. Where necessary contractors/sub-contractors should ensure that the company is provided with a list of all employees working on the premises.

The contractor/sub-contractor must ensure that all vehicle movement and parking regulations are strictly observed.

The company reserves the right to refuse entry to its premises by any person or vehicle.

The company's regulations covering the conduct of its employees will be applicable to contractors/sub-contractors and their employees. The company accepts no responsibility for the safety of vehicles, tools or equipment used by contractors/sub-contractors or their employees. The company will not be liable for the loss or damage, however caused, to vehicles and property of the contractor/sub-contractor or their employees whilst on our premises.

24. Accidents

A responsible official of the contractor/sub-contractor must make himself aware of:

- a) The location of any Medical Centre (Surgery) or First Aid provision on site; and
- b) The services provided by the company in the event of accident or injury.

He must ensure his site employees are aware of these arrangements.

All accidents must be reported to the initiator of the contract, investigated by the contractor/sub-contractor and steps taken to prevent recurrence. Suitable measures must be taken to make any danger areas safe as soon as possible after the accident.

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

The attention of contractors/sub-contractors is drawn to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) regarding accidents and dangerous occurrences on site. All such incidents must be reported to the enforcing authority within the appropriate time scales. A written copy of the report must also be forwarded to the company.

26. Work at Height

The attention of contractors/sub-contractors is drawn to the provisions of the Work at Height Regulations whilst working on site. Contractors/sub-contractors will so far as is reasonably practicable, avoid the need to work at heights by effective planning of works. Where this is not reasonably practicable contractors/sub-contractors will carry out suitable and sufficient assessments of all such tasks and take appropriate steps to reduce the risk of injury. All works at height will be properly planned and appropriately supervised. The most suitable methods of work will be selected along with the most suitable work equipment. Contractors/sub-contractors will ensure that all employees are competent to undertake their duties and are provided with appropriate instruction, information and training and ensure that all equipment provided for working at height is properly maintained.

CONTRACTOR/SUB-CONTRACTORS' CERTIFICATE

We/I acknowledge that we/I have received a copy of Code of Practice for contractors/sub-contractors and have read and understood them.

We/I guarantee that we/I will distribute one copy to each of our/my supervisory staff engage on contract work for the company. We/I understand that my/our employees will be instructed to observe these rules throughout any contract. We/I further undertake that no work will be done until this certificate is **completed and returned**.

We/I apply for initial copies of the rules for distribution to our/my supervisory staff whose names appear on the attached list. We/I undertake to notify the company in writing of any change in the names on the attached list and to apply for additional copies of the rules corresponding to any additions to the attached list.

Contractor/Sub-Contractor's name:

Address:

Telephone number:

Emergency number:

Company official signature:

Site supervisor responsible for safety:

Date:

PROVISION AND USE OF WORK EQUIPMENT

Policy

We will ensure that all work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available. We will ensure that all work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained. Where the use of work equipment is likely to involve a specific risk to health and safety we will ensure that the equipment is only used, repaired, modified maintained and serviced by authorised competent persons. Appropriate health and safety information, instruction and training will be provided for all employees who either use or manage the use of work equipment. We will ensure that all work equipment provided for use after 31st December 1992 complies with the appropriate EU directives. Access to dangerous parts of machinery will be effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. We will take all necessary measures to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures. We will ensure that all work equipment is provided with suitable controls and control systems for starting stopping and changing operating conditions, including those for use in an emergency situation. Where appropriate all work equipment will be provided with suitable means to isolate it from its sources of energy. All work equipment will be stable, adequately lit, clearly marked for reasons of health and safety and incorporate appropriate warnings or warning devices. Maintenance of work equipment will only be carried out where suitable measures have been taken to effectively control the risks.

1. ARRANGEMENTS FOR THE PROVISION AND USE OF WORK EQUIPMENT

The Provision and Use of Work Equipment Co-ordinator will ensure that:

- 1.1 All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.
- 1.2 All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.
- 1.3 Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.
- 1.4 Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.
- 1.5 All work equipment provided for use after 31st December 1992 complies with the appropriate EU directives.
- 1.6 Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.
- 1.7 All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.
- 1.8 All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation.
- 1.9 Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.
- 1.10 All work equipment is stable, adequately lit, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices.
- 1.11 Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.

2. PROVISION AND USE OF WORK EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is all work equipment suitable for the purpose for which it is used, and maintained in good working order and where necessary is an up to date maintenance log available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is all work equipment installed correctly and inspected at suitable intervals to ensure it remains safe and are appropriate records of inspection maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where the use of work equipment is likely to involve a specific risk to health and safety is the equipment only used, repaired, modified, maintained and serviced by authorised competent persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is appropriate health and safety information, instruction and training provided for all employees who either use or manage the use of work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Does all work equipment provided for use after 31 st December 1992 comply with the appropriate EU directives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is access to dangerous parts of machinery effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are all necessary measures taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is all work equipment provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is all work equipment stable, adequately lit, clearly marked for reasons of health and safety and does it incorporate appropriate warnings or warning devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is maintenance of work equipment only carried out where suitable measures have been taken to effectively control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. PROVISION AND USE OF WORK EQUIPMENT ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	

Date: _____

Completed by: _____

Signed: _____

VIOLENCE, AGGRESSION AND CHALLENGING BEHAVIOUR AT WORK

Policy

We will identify all situations which may expose our employees to violence or challenging behaviour and also identify those employees who may be at greater risk of such circumstances occurring or developing. We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Company. We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time. Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees.

1. ARRANGEMENTS FOR VIOLENCE & AGGRESSION AT WORK

The Violence at Work Co-ordinator will ensure that:

- 1.1 All persons who may be at risk from violence or challenging behaviour are identified and receive appropriate training to deal with such situations.
- 1.2 All situations which may expose our employees to violence at work are assessed and appropriate measures to protect those employees are implemented.
- 1.3 Action on reports of violence at work is taken immediately.
- 1.4 Where appropriate, support/counselling is offered to any employee who is subjected to violence at work.
- 1.5 Procedures are in place to deal with emergency situations.
- 1.6 A formal system for reporting incidents is initiated and maintained.
- 1.7 All employees are aware of the procedure for reporting violent or potentially violent incidents.

2. VIOLENCE & AGGRESSION AT WORK MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan
 Positive answers should cross-reference supporting material
 Any questions answered as N/A must be qualified*

Name:

Date:

		Yes	No	n/a
1.1	Have all persons who may be at risk from violence at work been identified and given appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have assessments been carried out covering all the situations which may expose our employees to violence at work, with appropriate procedures and measures implemented to protect those employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is action on reports of violence at work immediately taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to offer support or counselling, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are procedures in place to deal with emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is there a formal reporting procedure in place for reporting any acts of violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees aware of the procedure for reporting violent or potentially violent incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. VIOLENCE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date: _____

Completed by: _____

Signed: _____

DRUGS AND ALCOHOL

Policy

Substance abuse, or impairment due to drugs and/or alcohol, is a major factor in causing accidents at work and we aim to eliminate that factor, which can only be achieved with everyone's co-operation. This need to work without impairment is equally important whether working within the Company's own premises or on a client's site, and includes travelling between the two.

No employee should consume alcohol or take drugs, other than on medical advice and in accordance with such advice, or use any other inhibiting substance during working hours. This will include any breaks that are allowed unless there are good business reasons or express permission has been granted by the managing director. Being apparently under the influence of drink or carrying, supplying or taking illegal drugs is classified as gross misconduct under the Company Disciplinary Policy. Such employees will be excluded from work until suspicion is cleared, during which time there will be no entitlement to pay.

If any type of drug - medication is used at work or prior to commencing work and it is believed that the negative effects of the drug - medication could still present themselves, employees must make a member of management aware of this fact.

We recognise that there are certain locations and work environments that can be considered as having a higher risk potential so stricter rules that go beyond those given in the subsequent sections of this policy may apply. Examples of such locations might be those where the work process involves the production or storage of highly volatile chemicals, liquids or gas.

In the event of our employees visiting or working at any location, including customer sites that has an established policy which exceeds this document, all persons there must comply with its requirements, in addition to those given here.

The taking of drugs and alcohol over an extended period can be habit forming and lead to dependence. Dependence is recognised as an illness by the Company and any employee who believes that he or she may have, or potentially have, such a problem, is encouraged to discuss it with a person in authority with whom the individual feels comfortable, who will provide support and advice on obtaining treatment. The employee is expected to meet the cost of any treatment but the Company will be supportive and understanding during treatment.

This Policy will be reviewed following any changes to working practices or applicable legislation, or at least annually.

Employees are provided with the necessary information and training with regards to this Policy, which includes their duty to notify management if they suspect that they or another employee has an alcohol or drugs problem.

1. ARRANGEMENTS FOR DRUGS AND ALCOHOL

The Drugs and Alcohol Co-ordinator will ensure that:

- 1.1 Substance abuse or impairment is eliminated, whether at our premises, during travelling or at client sites and disciplinary action will be taken to ensure this, where necessary.
- 1.2 Higher risk locations and work environments will be identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary.
- 1.3 When employees visit any other location any established policy will be complied with, in addition to our own.
- 1.4 Employees will not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours.
- 1.5 Employees will advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves.
- 1.6 The Company will recognise drug or alcohol dependence; will encourage employees to discuss such issues in confidence and will provide advice and support on obtaining treatment.
- 1.7 Employees will be provided with the necessary information, instruction and training regarding the Company policy regarding drugs and alcohol including their duty to report any suspected problems.
- 1.8 Random drug and alcohol screening or random tests will be carried out as necessary. The Company's disciplinary procedure will be adhered to so as to ensure this policy is enforced.
- 1.9 This policy will be subject to the necessary timely review.

2. DRUGS AND ALCOHOL MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is substance abuse or impairment eliminated, whether at our premises, during travelling or at client sites and disciplinary action is taken where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have higher risk locations and work environments been identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	When employee's visit any other location is any established policy complied with, in addition to our own?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do we ensure employees do not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do employees advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Does the Company recognise drug or alcohol dependence, encourage employees to discuss such issues in confidence and provide advice and support on obtaining treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees provided with the necessary information, instruction and training regarding Company policy regarding drugs and alcohol including their duty to report any suspected problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are random drug and alcohol screening or random tests carried out as necessary? Is the Company's disciplinary procedure adhered too so as to ensure this policy is enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is this policy subject to the necessary timely review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. DRUGS AND ALCOHOL MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	

Date:

Completed by:

Signed:

HOUSEKEEPING

Policy

We will ensure that standards of cleanliness and good housekeeping are maintained in all areas for which we are responsible, so as to minimise the risk of slips, trips and/or falls.

All floors and traffic routes will be maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings. Employees will report any defects immediately. Traffic routes and fire escapes will be kept clear of obstructions.

Work areas will be sufficiently lit and have adequate space to enable employees to move around freely and easily.

Waste materials will be cleared up as work proceeds; debris will not be allowed to accumulate thereby presenting tripping hazards. Any spills will be removed promptly, so as to ensure floor areas are kept as clean and dry as possible.

Materials and tools will be stored correctly and areas around plant and machinery will be kept clean and free from tripping/slipping hazards. Electrical leads will be routed so as to eliminate tripping hazards, will be protected from damage and will be taken up immediately after use.

All employees will be given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards.

The necessary personal protective equipment will be provided and worn.

1. ARRANGEMENTS FOR HOUSEKEEPING

The Housekeeping Co-ordinator will ensure that:

- 1.1 Standards of cleanliness and good housekeeping are maintained in all areas for which we are responsible.
- 1.2 Floors and traffic routes are maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings.
- 1.3 Traffic routes and fire escapes will be kept clear of obstructions.
- 1.4 Work areas will be adequately light.
- 1.5 There is sufficient space to enable employees and others to move around freely and easily.
- 1.4 Waste materials will be cleared up as work proceeds; debris will not be allowed to accumulate and spills will be removed promptly thereby eliminating hazards.
- 1.5 Materials and tools, including cables and wires will be stored correctly and areas around plant and machinery will be kept clean and free from tripping/slipping hazards
- 1.6 All employees will be given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards.
- 1.7 All employees will be provided with and wear the necessary personal protective equipment, so as to minimise the risk posed by slips, trips and falls. This will include suitable safety footwear.

2. HOUSEKEEPING MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are standards of cleanliness and good housekeeping maintained in all areas for which we are responsible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are floors and traffic routes maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are traffic routes and fire escapes kept clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are work areas adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is there sufficient space to enable employees to move freely and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are waste materials cleared up as work proceeds with no accumulation of debris and are spills removed promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are materials and tools, including cables and wires stored correctly and areas around plant and machinery kept clean and free from tripping/slipping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are all employees given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are all employees provided with and do they wear the necessary personal protective equipment, so as to minimise the risk posed by slips, trips and falls, namely suitable safety footwear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. HOUSEKEEPING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date: _____

Completed by: _____

Signed: _____

WORKING AT HEIGHT

Policy

We will, so far as is reasonably practicable, avoid the need to work at heights by the effective planning of works. Where this is not reasonably practicable we will carry out suitable and sufficient assessments of all such tasks and take appropriate steps to reduce the risk of injury. All works at height will be properly planned and appropriately supervised. The most suitable methods of work will be selected along with the most suitable work equipment. We will ensure that all employees are competent to undertake their duties and are provided with appropriate instruction, information and training. We will ensure that all equipment provided for working at height is properly maintained.

1. ARRANGEMENTS FOR WORKING AT HEIGHT

The Working at Height Co-ordinator will ensure that:

- 1.1 Where possible the need to work at height is eliminated.
- 1.2 Where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.
- 1.3 The risk assessment takes account of the distance and consequences of a fall, and the duration and frequency of the task.
- 1.4 Where work equipment is necessary to ensure safe working at height, the equipment is suitable for the task at hand, taking into account the risk of use, installation and removal of such equipment.
- 1.5 If ladders or step ladders are specified as a control measure, the assessment justifies their use, i.e. that the risk is low, the task is of short duration (15-30 minutes) or the working space/conditions dictate.
- 1.6 Levels of competence required for working at height activities are identified and any training needs are met.
- 1.7 Where identified in the risk assessment, a rescue plan is in place before work at height commences. This plan will be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out. The plan will take account of possible risks to the rescuers.
- 1.8 Where the activity affects or may affect others in the vicinity we will inform and discuss with these people how we plan to carry out the work.
- 1.9 The risk assessment and planning arrangements take into account the effects that the weather can have on outdoor work at height.
- 1.10 The risks posed by fragile surfaces (i.e. surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces) are managed.
- 1.11 Permanent fencing, guards or other permanent measures to prevent falls are put in place for work requiring regular access, including where there is a fragile surface.
- 1.12 Steps are taken to ensure that falling material or work equipment is prevented. Loads and equipment are stored correctly so they do not collapse or fall at any time and cause injury.

- 1.13 Equipment for work at height is regularly inspected to ensure that it is safe to use. The equipment is marked to ensure that it is obvious when the next inspection is due.

Pre-use checks are made before work equipment for work at height is used.

Note: The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

- 1.14 The provision of supervision is proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work.

2. WORKING AT HEIGHT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is work at height eliminated wherever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	When work at height cannot be eliminated is a suitable and sufficient risk assessment undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Does the risk assessment take account of the distance and frequency of a fall, and the duration and frequency of the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	When work equipment is used to ensure safe working at height, is it suitable for the task and is the risk of use, installation and removal of such equipment taken into account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	If ladders or steps are specified for use, does the assessment justify their use i.e. low risk, short duration or because working space/conditions dictate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are levels of competence required for working at height activities identified and are any training needs met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where identified in the risk assessment, is a rescue plan in place before work at height takes place and is it kept under review for the lifetime of the project and updated as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where activities affect or may affect others, are those parties informed of how the planned work will be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do the risk assessment and planning arrangements take account of weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are the risks posed by working on fragile surfaces effectively managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Where regular access is required has permanent fencing, guards or other measures to prevent falls been put in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are steps taken to ensure falling material or equipment is prevented and that such items are stored correctly to prevent collapse of the structure on which work is undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Is all work equipment for work at height regularly inspected and marked to show when the next inspection is due?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is the level of supervision provided proportionate to the findings of the risk assessment and the experience and capabilities of the people undertaking the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WORKING AT HEIGHT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	
1.14	

Date: _____

Completed by: _____

Signed: _____

TRANSPORT

Policy

We as users of transport recognise our duties to protect our employees and others who may be affected by our activities, and as such will undertake assessments of our activities in relation to Company transport. We will take appropriate action to adequately control the risks identified by such assessments. We will ensure that all persons required to drive any of our vehicles are suitably trained and competent to undertake the duties placed on them, and where necessary ensure a valid driving licence is held by individuals appropriate to the type and class of vehicle they may be required to operate. All Company vehicles will be regularly inspected and serviced in accordance with manufacturers' recommendations and where necessary tested in line with the legislative requirements prevailing at the time. Where vehicles are required to travel on the public highway they will be adequately insured and display an appropriate road fund licence. All control measures and procedures will be regularly monitored to ensure they remain effective.

1. ARRANGEMENTS FOR TRANSPORT SAFETY

The Transport Co-ordinator will ensure that:

- 1.1 All Company transport systems are identified and assessments are conducted.
- 1.2 Suitable and sufficient control measures are implemented to ensure the continued use of transport systems both on our premises and on the public highway.
- 1.3 Procedures are in place to ensure only trained competent persons, who are fit to drive, operate our vehicles.
- 1.4 Where required, drivers hold a current valid licence for the type and class of vehicle they may be required to operate.
- 1.5 Employees are reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving.
- 1.6 Procedures are in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.
- 1.7 Where required by specific legislation, vehicles are tested at the required intervals.
- 1.8 Procedures are in place for the identification, reporting and rectification of defects.
- 1.9 Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time.
- 1.10 Relevant insurance cover is provided and maintained for vehicles under the Company's control.
- 1.11 Procedures are in place for drivers to correctly record driving hours and that these are monitored by the Company.
- 1.12 Traffic routes are planned to best utilise drivers' time and where necessary arrangements are in place to allow for rest breaks and overnight stop-overs as may be required by the drivers.
- 1.13 Procedures are in place to ensure vehicles display the correct placards.
- 1.14 A qualified Dangerous Goods Safety Adviser (DGSA) is appointed when dangerous goods are regularly handled, processed or transported.
- 1.15 Measures are in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements where applicable.

2. TRANSPORT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have all transport systems been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have suitable and sufficient control measures been implemented to ensure safe use of transport on and off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are procedures in place to ensure only trained competent persons, who are fit to drive, operate our vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where required, do drivers hold a current valid licence for the type and class of vehicle they may be required to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employees reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are procedures in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are vehicles tested at the required intervals where required by specific legislation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are effective procedures in place for the identification, reporting and rectification of defects to vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is training, information and instruction provided for all vehicle operators including refresher training where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is relevant insurance cover provided and maintained for vehicles under the Company's control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are effective procedures in place for drivers' hours to be accurately recorded and are these monitored by the Company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are traffic routes planned to best utilise drivers and where necessary are arrangements in place to allow for rest breaks and overnight stops as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are effective procedures in place to ensure vehicles display the correct placards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Where dangerous goods are regularly handled, processed or transported, has a qualified Dangerous Goods Safety Adviser (DGSA) been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	n/a
1.15	Where applicable, are adequate measures in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. TRANSPORT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	
1.14	
1.15	

Date:

Completed by:

Signed:

COMPANY VEHICLE HANDBOOK

INTRODUCTION

This handbook is designed to give the company vehicle driver a comprehensive list of responsibilities and information concerning company rules, legislation, insurance and health and safety issues.

All employees who are required to drive a company vehicle must have received, read and signed for a copy of this document, before driving.

Keep this document secure in your vehicle at all times for reference when required.

1. ROUTINE MAINTENANCE

Driver's Responsibility

- 1.1 Check and top up if necessary tyre pressures, oil level and water levels on a daily basis.
- 1.2 Check all lights are working on a daily basis and report any faults to your Manager.
- 1.3 Wash down windows, mirrors, lights and number plates on a regular basis.
- 1.4 Check tyre wear on a regular basis, and report to your Manager when wear is nearing the 1.6mm legal minimum.
- 1.5 Report to your Manager when vehicle is nearing its routine service mileage.
- 1.6 Report promptly to your Manager any suspected faults or defects.

Company's Responsibility

- 1.7 Organise the prompt servicing at an authorised dealer of each vehicle reported by its driver to be approaching its service mileage.
- 1.8 Investigate and organise corrective action for any fault or defect reported by the driver.

2. BREAKDOWNS

In the case of breakdown or vehicle failure, you must:

- 2.1 Try to position the vehicle in a safe place for both driver and vehicle.
- 2.2 Contact your Manager so that alternative arrangements can be made.
- 2.3. Contact the relevant breakdown recovery company (AA, etc) to arrange recovery/repair.

3. ACCIDENTS

In the case of a road traffic accident, you must:

- 3.1 Take down the name, address and telephone number of the drivers of any other vehicles involved. Also the other vehicle(s) registration number, make/model and insurance company and policy number.
- 3.2 Take down the name, address and telephone number of any third party who is prepared to act as an independent witness.
- 3.3 NEVER admit responsibility for the accident.
- 3.4 Visually survey the scene of the accident so that an accurate description can be provided for insurance purposes and if possible take photo's (via mobile phone).
- 3.5 In the case of a serious accident or where someone is injured, inform the police. In the event of you being injured refer to Section 14 below on personal injury.
- 3.6 Inform your Manager so that alternative arrangements can be made.
- 3.7 In the case of you being able to drive off safely, do so.
- 3.8 In the case of the damage not allowing safe use of the vehicle follow the procedure for Breakdown in 2 above.

3.9 On your return consult with your Manager as soon as possible to determine if the damage is worthy of an insurance claim.

4. SECURITY

4.1 Your vehicle must be locked at all times when you are away from your vehicle, no matter how short the time period may be.

4.2 Any alarm/immobiliser which is fitted to your vehicle must also be alarmed at all times when away from your vehicle.

4.3 Valuables such as mobile phones, laptop computers and power tools etc., should never be left unattended in your vehicle.

4.4 Store heavy, hard or otherwise dangerous objects in the boot of the car. These can become missiles on car impact.

5. DRIVING LICENCE

5.1 All company vehicle drivers must hold a full driving licence. Your driving licence will be checked by the company prior to your authorisation to drive any company vehicle. You will also be required to fill in a form which declares you have no illness or infirmity which may affect your ability to drive.

5.2 This declaration requires you to inform management immediately should any illness or infirmity occur which may affect your ability to drive.

5.3 You must also inform management immediately if your driving licence is withdrawn or you are banned from driving for any reason.

5.4 Your drivers' licence will be checked periodically by the company you must cooperate with the company when requested, which will be at least annually.

6. ROAD TRAFFIC OFFENCES

6.1 The company must be informed immediately of any road traffic offence which occurs in a company vehicle.

6.2 Fines for road traffic offences must be settled by the driver.

7. MOBILE TELEPHONES

- 7.1 To comply with legislation, all drivers must use these in a “hands free” manner unless the vehicle is parked.

8. DRINKING AND DRIVING

- 8.1 The company does not condone drink driving or the abuse of drugs and will treat any such instance as gross misconduct.

- 8.2 Employees are reminded that alcohol takes several hours to leave the bloodstream. Heavy drinking at night may result in being over the limit the following day. Consider your alcohol consumption and do not drive unless you are confidently below the allowable limit For more information visit www.drinkaware.co.uk

9. SMOKING

- 9.1 Smoking in any company vehicle is not permitted by any persons whatsoever.

10. FIRST AID

- 10.1 Where vehicles are furnished with a first aid kit, any items in this kit being used, must be replaced at the earliest opportunity.

11. COMPANY STANDARDS

- 11.1 The company expects every driver to keep their vehicle clean and tidy inside and out.

12. TIREDNESS

- 12.1 In the event of feeling drowsy at the wheel always park up and take a short break. It is advised that a 15-minute break should be taken every two hours of continuous driving.

13. UNAUTHORISED PASSENGERS

- 13.1 For reasons of personal safety, you must not allow any person into your vehicle that is not known to you (hitchhikers etc.).

14. PERSONAL INJURY/ILLNESS

- 14.1 In the case of being involved in a road traffic accident or incident you need to decide if you have sustained an injury which makes it unsafe for you to drive. If in doubt do not drive on but contact your manager.
- 14.2 Always enter the details of your injury into the company's Accident Book.
- 14.3 If you are ill and you think this may affect your ability to drive safely or if you have a doctor's sick note you must not drive a company vehicle.

15. OVERNIGHT PARKING

- 15.1 You are responsible for parking your vehicle overnight in the safest position possible at that location.

16. WINTER-TIME DRIVING

- 16.1 Be able to be seen. Clean all the snow and ice off your windscreen, other windows, outside mirrors, lights and reflectors. Make sure your vehicle is equipped with good wiper blades, and that wiper arms are exerting enough pressure on the blades to ensure a clean sweep.
- 16.2 Tyres with good tread are essential for good cornering and handling on slippery roads.
- 16.3 Get the feel of the road. Occasionally try out your brakes, or gently depress your accelerator while driving. When you have found out how slippery the road is, adjust your speed accordingly. Rising temperatures greatly increase the slipperiness of ice and snow.
- 16.4 Stretch your following distance. Winter surfaces increase stopping distances three to 12 times.
- 16.5 Brake before bends in the road.

17. DEFENSIVE DRIVING

- 17.1 Be aware of traffic situations far ahead, on both sides and to the rear of the vehicle.
- 17.2. Be alert for illegal acts and errors of others.
- 17.3 Be willing to yield your right of way to prevent accidents.
- 17.4 Do not tail-gate.
- 17.5 Be particularly cautious approaching intersections.
- 17.6 Adjust your driving to the special hazards of: pedestrians, the road, the weather, traffic and the degree of light.
- 17.7 Be aware of the added danger brought on by your own emotions such as anger or worry. Try to minimise stress by allocating a greater journey time for unforeseen delays.
- 17.8 Drive as if every child in the street is your own, and every motorist a close friend.

IN CASE OF ROAD TRAFFIC ACCIDENT PLEASE RECORD THE FOLLOWING DETAILS OF OTHERS INVOLVED

Name.....Name.....

Address.....Address.....

Telephone No.....Telephone No.....

Make/Model
of Vehicle.....Make/Model
of Vehicle.....

Registration No.....Registration No.....

Insurance Co
Details.....Insurance Co
Details.....

Policy No.....Policy No.....

Details of any witnesses/passengers:

Description of accident:

Time

Date.....Location.....

Weather conditions

SITE WELFARE

Policy

We will provide welfare facilities in accordance with the requirements of the Construction (Design and Management) Regulations, Schedule 2 as a minimum. Suitable and sufficient facilities will be provided dependent upon the nature and size of project/task being undertaken and the number of people on site. We will ensure that all welfare facilities provided are maintained in a clean and orderly condition during the construction work. We will repair any defects or damage to welfare facilities and will provide all persons on site with suitable information relating to welfare facilities.

1. ARRANGEMENTS FOR SITE WELFARE FACILITIES

The Site Welfare Co-ordinator will ensure that:

- 1.1 There are provisions for drinking water and a means of consuming it (cups or drinking fountain) on site.
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest including the preparing and eating of meals.
- 1.4 Arrangements are in place for heating and ventilation of welfare facilities.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of welfare facilities, toilets, washing, changing and drying facilities.
- 1.6 Arrangements are provided for the number of people working on site, taking account of the types of activity being undertaken.
- 1.7 Separate changing facilities are available for men and women.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate supplies of toilet paper are always available.
- 1.10 Arrangements are available for washing facilities, with basins or sinks being large enough to wash faces, hands and forearms.
- 1.11 Hot and cold running water is provided.
- 1.12 Adequate supplies of soap and towels are always available.
- 1.13 Arrangements are provided for the secure storage of clothing not worn on site and site protective clothing.
- 1.14 All necessary and appropriate facilities and arrangements are available and in place from day one.

2. SITE WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are there provisions for drinking water and a means of consuming it (cups or drinking fountain) on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there adequate numbers of tables and chairs provided for persons to rest and prepare and eat meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for heating and ventilation of welfare facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are adequate arrangements in place for the cleaning and maintenance of welfare facilities, toilets, washing, changing and drying facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are arrangements provided for the number of people working on site, taking account of the types of activity being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are separate changing facilities available for men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is there always an adequate supply of toilet paper available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are arrangements available for washing with basins or sinks being large enough to wash faces, hands and forearms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is hot and cold running water provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is there an adequate supply of soap and towels always available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are arrangements provided for the secure storage of clothing not worn on site and site protective clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Are all necessary and appropriate facilities and arrangements available and in place from day one?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. SITE WELFARE FACILITIES MONITORING AND REVIEW

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	
1.13	
1.14	

Date: _____

Completed by: _____

Signed: _____

SITE EMERGENCY PROCEDURES FOR FIRST AID AND FIRE

Policy

We will provide suitable emergency procedures for first aid and fire to ensure that in the event of an emergency, everyone (including visitors and other contractors etc) are sufficiently aware of the actions that should be taken to ensure the safe evacuation of the workplace. We will carry out a fire risk assessment of the workplace and complete an emergency procedure plan for the site. We will provide suitable first aid facilities, fire and emergency provisions on site to deal with emergencies and we will display suitable first aid and fire signage. We will provide all persons on site with suitable information relating to emergency procedures.

1. ARRANGEMENTS FOR SITE EMERGENCIES

The Site Emergency Co-ordinator will ensure that:

- 1.1 Adequate provisions for a first aid box are available on site.
- 1.2 Arrangements are in place to ensure the first aid box is adequately stocked and contents sterile.
- 1.3 Arrangements are in place to ensure that there is a suitably trained first aider available on site.
- 1.4 Everyone knows who this is and how to contact them in an emergency.
- 1.5 Arrangements are in place for reporting and recording accidents on site.
- 1.6 Arrangements are in place for a fire risk assessment to be completed for the site.
- 1.7 The Emergency Procedure Plan is completed and displayed in a prominent position on site and communicated to everyone.
- 1.8 Arrangements are in place for raising the alarm in an emergency.
- 1.9 Suitable and sufficient fire extinguishers are provided around site.
- 1.10 Suitable and sufficient fire exit signs are displayed on site.
- 1.11 The fire muster assembly point is clearly identified.
- 1.12 A suitable number of persons are trained in the use of fire extinguishers.

2. SITE EMERGENCIES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are there adequate first aid boxes available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is the first aid box adequately stocked and contents sterile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is there a suitably trained first aider available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Does everyone know who this is and how to contact them in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is there a procedure in place on site for reporting and recording accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has a fire risk assessment been completed for all site works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is the Emergency Procedure Plan completed and displayed in a prominent position on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for raising the alarm in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are suitable fire extinguishers provided around the site. Is the amount provided sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are suitable fire exit signs displayed on site, Is the amount provided sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are the fire muster assembly points clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are persons trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. SITE EMERGENCIES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	

Date: _____

Completed by: _____

Signed: _____

SITE TRANSPORT

Policy

We will deal with site transport in accordance with the requirements of the Construction (Design and Management) Regulations, various Schedules. We are aware of the hazards and risks associated with site transport and will therefore apply the principles of risk assessment are conducted for all envisaged on site vehicles and ensure that suitable and sufficient control measures are implemented. We will plan and manage the site so as to minimise the number of vehicles and vehicle movements. Consideration will be given to delivery vehicles, employees' vehicles, Company vehicles and mobile plant including dumper truck, telehandlers, fork lift trucks, excavators, road rollers etc. We will as far as is reasonably practicable segregate pedestrian traffic from vehicular traffic. Where segregation cannot be achieved in totality we will introduce adequate control measures and may include warning signs, speed restrictions, restricted operation times, one way systems, pedestrian walkways/crossings, high viz clothing, banksmen, sufficient space, permit to work systems etc. Mobile plant will only be operated by trained competent persons who hold a current operator's licence for the type of plant to be operated. All vehicles and plant under our control will be maintained in good working order and in conjunction with manufacturers' recommendations and guidelines.

1. ARRANGEMENTS FOR SITE TRANSPORT

The Site Transport Co-ordinator will ensure that:

- 1.1 All site transport activities are risk assessed prior to the commencement of the project, giving consideration to limiting the number of vehicles on site as far as possible.
- 1.2 Suitable and sufficient control measures are implemented on every project.
- 1.3 So far as is reasonably practicable pedestrian traffic is segregated from vehicular traffic.
- 1.4 Mobile plant is only operated by trained competent persons who hold current operator licences for the type of plant to be operated.
- 1.5 All vehicles and plant under our control are maintained in good working order and in conjunction with manufacturers' recommendations and guidelines.
- 1.6 All site transport activities are constantly monitored and re-assessed as the project develops.
- 1.7 Site rules illustrate clearly the safe operating procedures for construction traffic. This is also included in the site induction.

2. SITE TRANSPORT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are all site transport activities risk assessed prior to the commencement of projects, giving consideration to limiting the number of vehicles on site as far as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are suitable and sufficient control measures implemented on every project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is pedestrian traffic and vehicular traffic segregated as far as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is mobile plant only operated by trained competent persons who hold current operator licences for the type of plant to be operated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all vehicles under our control maintained in good working order in conjunction with manufacturers' recommendations and guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are all site transport activities constantly monitored and re-assessed as projects develop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Do site rules clearly illustrate the safe operating procedures for construction traffic and are they included in the site induction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. SITE TRANSPORT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date:

Completed by:

Signed:

SITE SECURITY

Policy

We will provide site security in accordance with the requirements of The Construction (Design and Management) Regulations, Schedule 27. It is our policy that all persons entering and leaving site are required to sign in and out on a daily basis. We will provide security staff to control deliveries and access to site where appropriate. We will assess the impact of the project on the surrounding environment and will liase with local residents, schools and shops etc to advise of the health and safety procedures in place. We will display suitable warning signs and ensure vehicle and pedestrian segregation. We will provide all persons on site with suitable information relating to security procedures.

1. ARRANGEMENTS FOR SITE SECURITY

The Site Security Co-ordinator will ensure that:

- 1.1 Arrangements are in place to provide safe and suitable vehicle and pedestrian access onto site for those authorised to enter.
- 1.2 Arrangements are provided to control access to the site and prevent unauthorised access, such as suitable fences, hording and gates.
- 1.3 Additional security measures such as lighting, CCTV, alarms and security guards are provided when deemed necessary.
- 1.4 The facility has been provided for all persons entering and leaving site to sign in and out.
- 1.5 Adequate and appropriate safety and security signage is displayed on site and includes a notice board displaying up-to-date safety and other important information.
- 1.6 Due consideration has been given to the protection of the public, with particular regard for children.
- 1.7 Safe and unobstructed access is available and maintained around the site for unauthorised vehicles and pedestrians
- 1.8 An up to date record of all items of plant and equipment is kept off site. Steps are taken to identify and conspicuously mark Company owned-items.
- 1.9 The movement of plant equipment and materials is monitored and documented, including the issue and return of high-security-risk items.
- 1.10 Security devices (locks, grilles, immobilisers, trackers, etc) are fitted to buildings, plant and equipment as appropriate and are being used.
- 1.11 Site security arrangements are outlined in pre-construction information and in the Construction Phase Plan where applicable.
- 1.12 Site security arrangements are brought to workers and visitors attentions as part of the site induction process.
- 1.13 Regular documents checks are made of the site security arrangements, which includes identifying keys left in ignitions, unsecured items, lapses in signing in/out procedures, and checks on the integrity of security fencing and other measures.

2. SITE SECURITY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	N/A
1.1	Is safe and adequate vehicle access onto site provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have the measures been provided to control access to site and prevent unauthorised access, such as fences and gates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are additional security measures such as lighting, CCTV, alarms and security guards provided when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are all persons entering and leaving site required to sign in and out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is adequate and appropriate site signage displayed and does this include a notice board displaying up-to-date safety and other important information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the effect of the site on the public and children been considered and addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is safe and unobstructed access available around the site for authorised vehicles and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is an up to date record of all items of plant and equipment kept off site and have steps been taken to identify and conspicuously mark Company-owned items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is the movement of plant, equipment and materials monitored and documented, including the issue and return of high-security risk items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are security devises (locks, grills, immobilisers, trackers, etc) fitted to buildings, plant and equipment as appropriate and being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are site security arrangements outlined in pre-construction information and in the Construction Phase Plan where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are site security arrangements brought workers' and visitors' attentions as part of the site induction process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are regular documented checks being made of the site security arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. SITE SECURITY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date: _____

Completed by: _____

Signed: _____

HEALTH AND SAFETY

CODE OF CONDUCT

AND

EMERGENCY PROCEDURES

HEALTH AND SAFETY POLICY STATEMENT

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know. The full Health and Safety Policy is available on request to interested parties.

COMMUNICATING THE HEALTH AND SAFETY POLICY

The company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management have general and where applicable, specific responsibilities to enable the company to comply with its legal obligations. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

On the preceding page and on official notice boards you will see displayed our general Health and Safety Policy Statement. This statement is based on accident prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the company to fulfil our legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

- Co-operate with the company on all health and safety related issues.
- Ensure your health and safety and that of others, and be accountable for your actions.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow this code of conduct. Any deviation from it may lead to personal or the company's prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the company.

To implement the Health and Safety Policy, we are required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this. You should not carry out any task which means deviating from the agreed methods of work.

Finally, please follow the guidance provided within this booklet and advise your Line Manager of any health and safety problems.

CODE OF CONDUCT AND EMERGENCY PROCEDURES

Please Report:

- Anything which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any fire extinguisher.
- Any medical condition which may affect your or others safety at work.
- All accidents no matter how small and ensure they are recorded in the accident book.
- All incidents including near-misses regardless of any lack of damage or injury.
- Any damaged equipment which you become aware of.

General

Please ensure that you:

- Comply with safety signs and follow any warnings which may be given.
- Keep your work place clean and tidy.
- Mop up or report spillages.

Please Don't

- Leave equipment in a condition or position where it may later injure you or someone else.
- Let any person operate work equipment for which you are responsible unless they are competent to do so.

Hygiene

Please ensure that you:

- Wash your hands before and after using the toilet.
- Wash your hands and remove all safety equipment before eating.

Please Don't

- Eat or drink in any area where dust, dirt or fumes are present.
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

Electrical

Please ensure that you:

- Know the location of your equipment's electrical switches.
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use.
- Unplug/switch off electrical equipment when not in use.

Please Don't

- Bring any personal electrical equipment onto the premises unless authorisation has been given by company management.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment outside or in wet environments.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and competent to do so.

Work Equipment

Please Don't

- Drive or operate any vehicle unless you are competent and have been authorised to do so.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent and authorised to do so.
- Wear gloves when using machinery with exposed rotating parts.
- Use tools that are damaged or incorrect for the task.
- Operate any work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or co-ordination i.e. drowsiness.
- Use any equipment without wearing the appropriate specified personal protective equipment.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

First Aid

Please ensure that you:

- Know who the first aiders are.
- Report any accident to the first aider who will record it in the accident book.
- Report to the first aider anything used from the first aid kits.

Please Don't:

- Use the first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

Substances

Please ensure that you:

- Return left over or unused substances to their correct and safe storage area.
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you.
- Report all faults with extraction and personal protective equipment.
- Do not empty any hazardous substance down the drains.

Personal Protective Equipment

Please ensure that you:

- Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties.
- Maintain all protective clothing and equipment properly and inform the company of any loss or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

Safe Access

Please Don't:

- Work at height unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.

Fire

Please ensure that you:

- Know your fire escape routes and the relevant evacuation procedures.
- Know where the extinguishers are and how to use them.
- Raise the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire!'
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Fire Safety Co-ordinator.
- Know your Fire Wardens.

Please Don't

- Smoke in unauthorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are trained and confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.

Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the company

If you do not understand any part of this health and safety code of conduct, please contact the Health and Safety Co-ordinator.

This Code of Conduct booklet is to be kept at work for your reference

FURTHER INFORMATION

Stress

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage Managers to support their staff and to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All employees are encouraged to discuss any matters that may affect their work with their Manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

Violence at work

The company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the company but most importantly to take care of their own health and safety and that of others.

Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or person's visiting/working on our premises.

If you feel you are being subjected to any such treatment you should contact any Manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Ideas and Suggestions

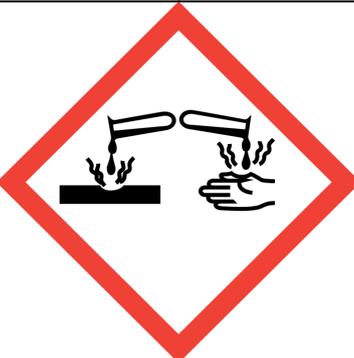
You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the company

CHEMICAL HAZARD CLASSIFICATION SYMBOLS

These are the older hazard symbols that are being replaced. You may still see these on older product labels for the next few years

	<p>TOXIC/VERY TOXIC</p> <p>May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin</p>
	<p>CORROSIVE</p> <p>May on contact cause destruction of living tissue or burns</p>
	<p>HARMFUL</p> <p>May cause limited health risk if inhaled or ingested or if it penetrates the skin</p>
	<p>IRRITANT</p> <p>May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled</p>

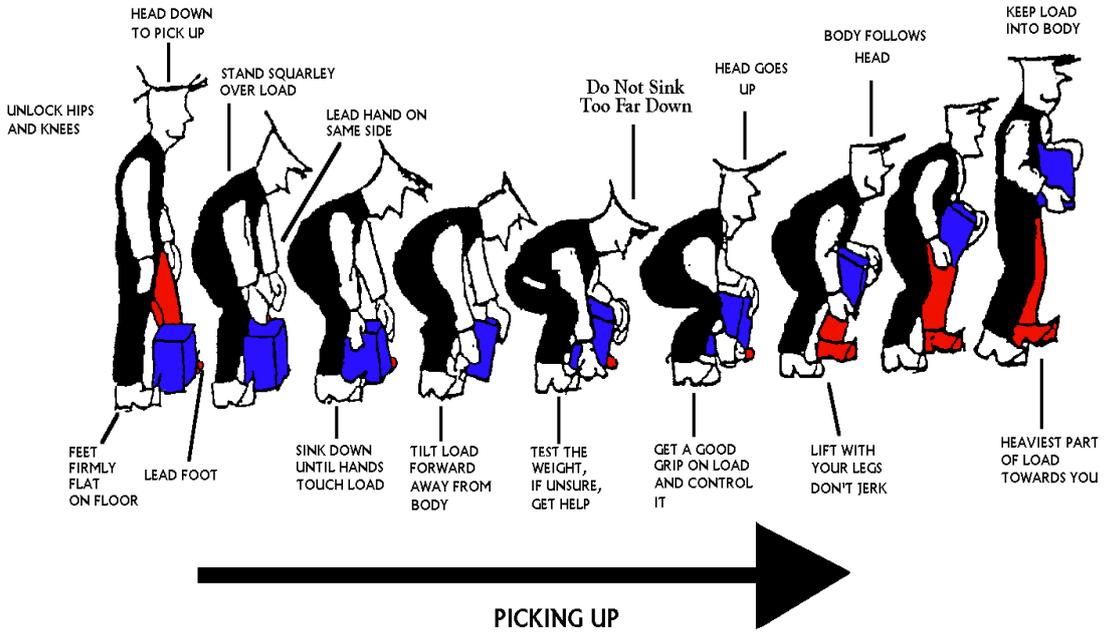
These are the new symbols that will be appearing on product labels and will replace the older symbols completely within the next few years

	<p>ACUTE LETHAL TOXICITY</p> <p>Materials which in low quantities may cause death or serious damage to health</p>
	<p>CHRONIC TOXICITY</p> <p>Chronic health effects. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity. Aspiration hazard. Respiratory sensitisation</p>
	<p>CORROSIVE EFFECTS</p> <p>Materials which on contact with living tissues may destroy them</p>
	<p>OTHER HEALTH EFFECTS</p> <p>Lower level acute toxicity. Skin, respiratory and eye irritation. Skin sensitisation</p>

Other new hazard symbols unrelated to COSHH are as follows:

				
<p>Self Reactives. Organic peroxides</p>	<p>Oxidising gases. Liquids and solids</p>	<p>Flammable gases, aerosols, liquids or solids</p>	<p>Compressed gasses</p>	<p>Hazardous to the Aquatic environment</p>

**DO YOU NEED TO LIFT?
CAN YOU USE MECHANICAL MEANS?
IF YOU ARE IN DOUBT GET HELP!
CONTROL THE LOAD, DO NOT LET IT CONTROL YOU!**



**IT IS YOUR RESPONSIBILITY TO LIFT CORRECTLY
AND TO SEEK ASSISTANCE IF IN DOUBT**

