



Incorporating all Group Companies

Health and Safety Policy

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Overall Management Responsibilities

This section details the health and safety responsibilities of everyone who works for the Company. The ultimate responsibility for health & safety rests with the highest level of management. However, Health & Safety duties are delegated to all levels.

Managing Director

The Managing Director has overall responsibility for health and safety management within the Company. In particular, the Managing Director will ensure that:

- The health and safety policy is developed, reviewed and communicated to all employees.
- Standards of health and safety performance are set and monitored.
- Resources are allocated to ensure achievement of the policy's aims and objectives.
- Health & Safety training needs are identified at levels within the company and an implementation programme is put in place.
- A management Health & Safety committee is operational, providing a forum and communication channel for the discussion of Health & Safety matters.

Production Manager

Have responsibility for ensuring:

- All persons under their control understand fully their personal responsibilities for Health & Safety.
- Contribute to and oversee the training programme established for persons under your control, and in particular manager who have specific Health & Safety duties, and persons who carry out the managers duties in their absence.
- Managers under your control attend the necessary Health & Safety training courses and/or seminars.
- Suitable and sufficient risk assessments are carried out, covering all operations and that inclusive of current and outstanding control measures they are formally recorded.
- Attention of the Managing Director is brought to the financial and other resources necessary for effectively managing health & safety of all operations under your control.
- The rules and procedures detailed in Part 3. Are progressively formulated and implemented.
- All work is planned and designed to ensure, so far as is reasonably practicable, that it does not endanger the persons working in and around the company premises.
- Appropriate appointments are made, as required, by the Quarries Regulations 1999.
- That you familiarise yourself with the company Health & Safety procedures and arrangements.
- That when you visit company operations, you monitor Health & Safety arrangements are being maintained and complied with.
- Discussions with the Health & Safety Manager, in particular following receipt of safety inspections reports.
- Liaise with enforcing authorities when they visit the company's location.

Managers / Supervisors

The Line Managers / Supervisors have day to day responsibility for the implementation of the policy and ensuring that all employees are meeting their obligations in respect of the policy.

In addition, the Line Managers/ Supervisors will liaise with the Health and Safety Manager on matters relating to health and safety. Specific responsibilities include:

- Reporting accidents, incidents, 'near miss' and work related ill health to the Health and Safety Managers ensuring that health and safety documentation (e.g. safety records) are filed appropriately.

- Liaison and cooperation with visiting enforcement bodies (e.g. HSE, Fire and Rescue Services) and Company Management.
- Conducting regular workplace inspections, recording and reporting outcomes as Company procedures dictate
- Safety matters raised by employees are fully investigated and where found necessary, effective action taken.
- Suitable and sufficient risk assessment are carried out, and to being complied with.
- Contractors provide assurance and evidence of their training and competency of their employees.
- To assist with the assessment of training requirements of all personnel working within the premises and that the training is planned, implemented and recorded.
- Joint safety inspections and subsequent Health & Safety meetings take place at an agreed frequency.
- Formal personal Health & Safety monitoring procedures are carried out at regular intervals and ensure the results are recorded.
- Ensure that new employees, are safely inducted on site and understand safe operating procedures.
- Ensure plant, equipment and materials are suitable for the task to be carried out and that procedures necessary for their safe use and are complied with.
- Inspections and maintenance procedures are thoroughly carried out.
- Welfare facilities are maintained in good order and that they comply with Health & Safety requirements.
- Adequate first aid personnel and facilities are maintained
- All statutory examinations and tests on electrical, lifting and pressure equipment are carried out by the due date and all the necessary remedial work is completed within a reasonable timescale.

Assistant Managers/Supervisors

Have responsibility for ensuring:

- They read, understand and assist the manager where applicable in implementing the various company rules and procedures.
- They are familiarised with the risk assessments and take action against noncompliance by persons under your day to day control.
- Monitor that employees are complying with established safe working procedures.
- Good housekeeping standards are maintained and welfare facilities are maintained in good order.
- Liaise with health & safety on all matters concerning health & safety
- All plant and equipment is maintained in good condition, that all inspections are carried out with any defects being reported rectified within an allocated timescale.

Employees

All employees are required to take reasonable care of their own safety and health and that of any other person who may be affected by their acts or omissions at work.

In addition, all employees are legally obliged to co-operate with their employer so that the requirements of the Health and Safety at Work etc. Act 1974 and other legislation can be met.

In particular, employees should:

- Follow safety rules and procedures
- Report all accidents, significant near misses, unsafe equipment and/or any other defects of which they become aware
- Work in accordance with any training they have received in the use of substances or equipment (including the use of Personal Protective Equipment)
- Make every reasonable effort to maintain high standards of housekeeping in the workplace.
- Assist in the investigation of accidents where required
- Always use the correct tools and equipment for the job. Never use improvised tools.
- Always wear appropriate personal protective equipment.

- Report all accidents, however trivial, to your supervisor, and ensure they are entered into the accident book.
- Set a good example in safety matters and in particular encourage new employees and young persons.
- Take care of equipment issued to you and refrain from horseplay and abuse of facilities.
- Report all defects on equipment and plant to your supervisor, and do not attempt repairs or alterations for which you have

The Health and Safety Manager

The Health and Safety Manager has responsibility for ensuring that:

- Collating accident, incident, near miss and work related ill health data and the subsequent reporting to enforcement bodies as required by RIDDOR¹.
- Ensuring that health and safety management system documentation (e.g. Safety Manual) is kept up to date.
- Liaison with enforcement bodies (e.g. HSE, Fire and Rescue Services).
- Conducting regular workplace inspections at each site with Managers.
- Liaison with the Company's insurers on all relevant risk management matters.
- Coordination of the Company's risk management programme, specifically:
 - Ensuring that arrangements are in place for the reporting of hazards
 - Regular review of the Company's risk assessment programme
 - Ensuring control measures are implemented fully, monitored and reviewed
- Coordination of the Company's fire risk management programme, specifically:
 - Ensuring the regular conduct of fire evacuation drills by Managers
 - Regular review of the Company's fire risk assessments
 - Ensuring that arrangements for the maintenance of the fire detection and protective systems are implemented and recorded
 - Assisting line managers with carrying out suitable and sufficient risk assessments with significant findings being recorded in writing.
 - Through perusal of relevant technical and health and safety journals you keep the company abreast of any changes to existing or pending, health & safety legislation that may impact on the Company's operations.
 - Assist in the assessment of training requirements for all levels within the company and assist in the successful implementation of the training courses.

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

HEALTH AND SAFETY RESPONSIBILITIES

	Managing Director	Health & Safety Manager	Line Managers / Supervisors	First Aiders/ Fire Wardens
Health and safety leadership	✓	✓	✓	
Health and safety resources	✓	✓	✓	
Arrangement of competent advice	✓	✓		
Risk assessment and controls	✓	✓	✓	
Competence & training	✓	✓	✓	
Consultation	✓	✓	✓	
Accident / near miss / ill health reporting	✓	✓	✓	
Health and safety performance monitoring, review	✓	✓	✓	
Aggression and violence	✓	✓	✓	
Asbestos management	✓	✓	✓	
Control of contractors and Permits To Work	✓	✓	✓	
Control of Substances Hazardous to Health (COSHH)	✓	✓	✓	
Display screen equipment (DSE)	✓	✓	✓	
Drugs and alcohol	✓	✓	✓	
Event management	✓	✓	✓	
Expectant and nursing mothers	✓	✓	✓	
First aid	✓	✓	✓	
Health Surveillance/ Occupational Health	✓	✓	✓	✓
Home Working and working away from home	✓	✓		
Landlord Responsibility	✓			
Legionella	✓	✓	✓	
Lone working	✓	✓	✓	
Manual handling	✓	✓	✓	
Occupational driving and workplace transport	✓	✓	✓	
Personal protective equipment	✓	✓	✓	
Plant, work equipment (inc Lifting Equip) and machinery	✓	✓	✓	
Shift working	✓		✓	
Utilities - Electrical safety, Gas safety		✓	✓	
Visitors safety	✓	✓	✓	
Welfare facilities	✓	✓	✓	
Wellbeing	✓	✓	✓	
Working at height	✓	✓	✓	
Fire Safety Policy and Emergency Fire Action Plan	✓	✓	✓	✓

ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

It is often considered that health and safety is simply a matter of “common sense” and in many cases this is true. It is not therefore, the Company’s aim to “legislate” for every possible risk or situation that could arise at work. This would be impossible to achieve, but would nonetheless lead to a “procedures manual” that runs to hundreds of pages. It is far better that employees adopt a safe approach to the way they work, an approach that is backed up by formal procedures, only when necessary.

The “arrangements” section contains details of specific policies and procedures that are in place to ensure that risks are minimised. The following sections provide an outline of key definitions and responsibilities and all employees should thoroughly acquaint themselves with the sections which are relevant to their work.

S1.0 RISK ASSESSMENT

1.1 Definition

Risk assessment is the process of identifying significant hazards and the risks that they produce, and subsequently determining the most effective way of reducing these risks to the lowest reasonably practicable level. Risk assessment need not be a complicated process but it should always strive to identify the real risks present in a given situation.

1.2 Arrangements

Under the Management of Health and Safety at Work Regulations the Company is required to conduct risk assessments of significant hazards associated with their work activities. This is an extension of the duty imposed by the Health and Safety at Work Act 1974 which requires that employers shall “so far as is reasonably practicable” ensure the health, safety and welfare of their employees and others affected by their work.

1.3 The Company will conduct risk assessments for all of the significant hazards encountered in the workplace. The site management will ensure these risk assessments are retained within the company Health and Safety File.

1.4 Training / information

The Company will ensure that findings of risk assessments and the risk control measures identified are communicated to employees affected by them by appropriate means, e.g. training, memos etc.

Employees are expected to comply with the findings of risk assessments.

1.5 It is a legal requirement that risk assessments are conducted by competent² persons. For this reason, all persons involved in risk assessments will be adequately trained in both risk assessment and any specific procedures that need to be followed.

S2.0 COMPETENCE AND TRAINING

2.1 Definition

Competence is defined by the Health and Safety Executive as having sufficient knowledge of the tasks to be undertaken and the risks involved coupled with experience and other qualities. In simple terms, competence is the ability to put knowledge into practice safely.

2.2 Arrangements

The Company is committed to ensuring that all our employees are competent to perform the duties requested of them by us. Accordingly, we will ensure that competence is taken into account in the recruitment process of employees. The competence and training of established employees is reviewed periodically.

2.3 We will provide induction training for all new employees which will include relevant health and safety content and includes an introduction of the Company's health and safety policy and the associated procedures contained within them such as;

- The findings of our risk assessments
- Arrangements for first aid
- Fire, evacuation drills and other relevant emergency procedures
- Expected standards of behaviour and housekeeping
- Reporting of accidents, incidents and 'near misses'
- Reporting of unsafe conditions or other safety concerns
- Special hazards and control arrangements

² Defined as “having sufficient skills, knowledge, experience and other qualities to undertake the activity”

2.4 We will provide additional training as necessary to enable them to carry out their work safely and where required will ensure licences for driving, spraying of chemicals and certificates of competence, achievement and attendance are retained by the Company. Records of such training will be retained in the employee's personnel file for the duration of employment, thereafter, copies of relevant safety related certificates will be archived with the employee work records.

2.5 The Health and Safety Manager has operational responsibility for the implementation, monitoring and review of these arrangements.

S3.0 CONSULTATION

3.1 Arrangements

We aim to involve employees in health and safety matters and we recognise that consulting our employees is a two way process. All employees have the right to make representations to the Company on matters affecting safety, health & welfare.

3.2 As a Company we will always consult employees on the following topics:

- The introduction of any measures which may substantially affect the health and safety of employees.
- The appointment or nominating of person/s as our 'competent advisor'.
- Our arrangements for appointing or nominating persons as responsible for the evacuation of our premises.
- Any health and safety information we are required to provide to our employees under any legislation (i.e. any risks to our employees, measures to reduce or eliminate the risks, etc.)
- The planning and organisation of any health and safety training.
- The introduction of new technology into the workplace where this could have an impact upon health and safety.
- The Company will consult with employees in good time, on all matters that could affect their health and safety at work.

The Company expects employee participation in risk assessments and safety audit consultations and requires employees to report accidents and near miss incidents.

3.3 Safety Representation

The Company recognises that **employees** have the right to choose their own representatives of employee safety but also recognises that in a small business there is probably no need for excessive formality. For this reason the Company believes that the most suitable approach is for individual employees to raise any concerns over health and safety initially on an informal basis with the Line Manager, Health and Safety Manager or Managing Director.

3.4 **Employees** must attend all health and safety training that is considered necessary by the Company

S4.0 ACCIDENT / NEAR MISS / ILL HEALTH REPORTING

4.1 Definition

An accident can be defined as an unplanned event which occurs resulting (or could result) in injury to persons (including members of the public) or loss / damage to property. Ill health encompasses any medical condition, whether physical or psychological that arises from work.

4.2 Arrangements

The Company acknowledges that all accidents should be properly investigated and that they should be recorded in the accident book. Employees commencing work with the Company are instructed in accident and incident reporting procedures. All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. All accident records and investigation materials e.g. witness statements, photographs, measurements and other relevant details are filed confidentially and retained for a minimum of three years.

Instances of ill health which are believed to be work related will be investigated in a similar way as other incidents, with occupational health advice being obtained as necessary.

As an employer we have legal duties that require us to report and record some work-related accidents. Responsibility for reporting such incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations lies with the Health and Safety Manager, and in his/ her absence, the Managing Director.

Employees who have an accident at work should:

- As soon as possible, report the matter to their Line Manager who will notify the Health and Safety Manager
- Co-operate fully with any subsequent investigation process
- Incidents where nobody was hurt but they could have been (i.e. 'near-misses') should also be reported to their Line Manager.

Employees are reminded that whilst reporting is important, they **must** take any other action necessary to prevent themselves or others from being harmed. Employees must never ignore a hazardous situation.

4.3 Reporting to Health and Safety Executive (HSE)

Employers have a duty, not only to record accidents at work, but also to report to the HSE, certain categories of accident, ill health (or disease) and/or dangerous occurrence. These are listed as follows:

4.4 Immediately reportable (online using HSE Form F2508 at www.hse.gov.uk/riddor)

Accidents / Dangerous Occurrences including the following:

- Death of an employee, self-employed person or member of the public on your premises
- Major Injuries
- Dangerous occurrences these are events which are specifically defined in RIDDOR
- Death on employee within 1 year of the date of a reportable injury or condition at work

In the event of major injury or fatalities, these may be reported immediately by telephone but must be followed up by completing HSE Form F2508 within 10 days online at www.hse.gov.uk/riddor.

4.5 Written notification to HSE within 15 days

Accidents including:

- Absences of more than 7 days as a result of work related injury or illness

To be reported by completing HSE Form F2508 online within 15 days of the accident occurring at www.hse.gov.uk/riddor

Occupational diseases

Where an employee informs their Line Manager of ill health which the employee believes to be work related, it is investigated in a similar way to other incidents, with occupational health advice being obtained as necessary. Where the employee is diagnosed with a condition and a report is received from a doctor confirming this, the responsible person will check the list of specified illnesses to determine if it must be reported to HSE.

S5.0 MONITORING AND REVIEW

5.1 Arrangements

There is a legal duty placed upon all employers to monitor and review health and safety performance to ensure that management systems and arrangements are adequate.

The Company is committed to regular review of performance against our health and safety policy.

We employ a range of monitoring and review processes to measure the effectiveness of our hazard controls and compliance which includes at least one annual formal review involving the Managing Director and relevant others. A record of this review will be retained by the Company.

Other measures that will form part of these arrangements include:

- Actively monitoring workplace conditions (e.g. workplace inspections, equipment checks).
- Reactive means (e.g. accident / near miss review).

5.2 Employees must cooperate with all reasonable measures that are in place for their health and safety and that of others. In order to assist in monitoring our arrangements they must report defects, hazardous situations or any other shortcomings to the Line Manager.

S6.0 AGGRESSION AND VIOLENCE

6.1 Responsibilities

The Company is committed to implementing measures to reduce the risk of violence, this is broadly defined as any incident in which an employee is verbally abused, threatened or assaulted in circumstances relating to their employment.

6.2 Arrangements

We acknowledge this risk may be present in certain circumstances and will:

- Identify so far as is reasonably practicable, situations and persons who may be at risk using our knowledge, information and experience
- Risk assess the potential for harm and implement appropriate protective measures
- Provide information, supervision and instruction for employees during induction

- We encourage all employees to report every potential or actual act of aggression/abuse to the management who will investigate the incident promptly
- We will provide sufficient support to those involved in any incident by discussing freely the whole incident, and where appropriate we will utilise confidential counselling services

6.3 Where appropriate we will pursue prosecution of any offender.

S7.0 ASBESTOS

7.1 Responsibilities

The Company acknowledges our responsibility to identify and manage the risk from asbestos containing materials in non-domestic premises where the duty holder responsibility lies with us either fully or in part.

7.2 Arrangements

We will, in the first instance, identify whether asbestos containing materials exist within our premises. The undertaking of an asbestos survey by a competent contractor is an example

of one of the methods how this might be achieved.

7.3 As a result of undertaking an asbestos survey, one of the following conditions may be identified:

1. No asbestos containing materials have been identified within our building(s)
OR
2. An asbestos survey has identified asbestos containing materials within one or more of the buildings, these have since been removed by a licensed and competent contractor and the area/s are now certified as clear
OR
3. We have identified several locations where asbestos containing materials (ACM's) are present within the building(s)/structure(s). Some of these materials are left in situ and have been made safe. These locations are clearly labelled

7.4 Where condition 3 has been identified as being present within our building(s) we will manage the risk from ACM's by implementing the following measures:

- Undertaking a risk assessment of remaining ACM's and retaining the document at the relevant site
- Implementing a management plan to prevent the accidental release of fibres and retaining the document at the relevant site
- The risk assessment and management plan will be reviewed at least annually and updated when there are changes in the matters to which they relate
- We will consult with our employees or their representatives on matters relating to the management of asbestos in the workplace
- Any person or contractor whose work may disturb the ACM's will be notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work

Employees must report any signs of damage to identified asbestos containing areas to their Line Manager

Employees must report any loss or damage to signage identifying asbestos containing areas to the Line Manager.

S8.0 CONTRACTOR MANAGEMENT

8.1 Arrangements

The term "contractor" in this context means any company, firm, person or persons appointed to undertake work on behalf of the Company. This clearly encompasses a wide spectrum of work activities e.g. from repairing a photocopier to working on a roof. Equally, the range and scale of risks varies and therefore it is necessary to ensure that adequate controls are in place to ensure the safety of both contractors and the Company's own employees.

8.2 Responsibilities

The Company acknowledges its duty to ensure, so far as reasonably practicable, the health and safety of contractors working at our places of work and carrying out work on our behalf. Contractors are also required to comply with health and safety legislation and where the work activities may directly affect our employees, co-operation and communication is especially necessary.

We will take all reasonable measures to ensure the competence of contractors working on our premises. The measures that will be taken will, of course, depend on the nature and level of risk associated with the contractor's activities, but may involve checking:

- Professional qualifications
- Membership of relevant trade associations
- Health and safety policies and procedures
- Accident statistics

- Risk assessments and method statements
- History of HSE enforcement action against the Company
- References from previous clients

All **contractors** are expected to follow the rules established for their and others' health and safety. In particular they will be required to sign in upon arrival where they will be provided with such information as is necessary to ensure their health and safety (names of first aiders, safety rules etc.).

We ensure that all contractor activities are appropriately supervised and in particular where medium/ high risk activities are to be undertaken, that details of supervisory arrangements are recorded on the risk assessment for the work.

8.3 Permits To Work (i.e. a formal, written, safe system of work to control potentially hazardous activities) are issued to Contractors undertaking specific types of work on our sites such as:

- Working at height such as carrying out roofing repairs
- Hot work which could cause fire or explosion
- Entry into confined spaces

Permits to work will be issued where contractor's work interfaces with normal production activities;

- The permit details the work to be done
- The precautions to be taken
- Permits are issued, checked and signed off as being completed by someone competent to do so, and who is not involved in undertaking the work

The Health and Safety Manager, Managers and Supervisors have operational responsibility for the implementation, monitoring and review of these arrangements.

Employees are required to be vigilant and must inform their manager and/or Health and Safety Manager of any danger to health and safety posed by a contractors work activity.

S9.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

9.1 Definition

Substances (e.g. chemicals, vapours and dusts) which, by their nature may cause injury or harm to human health. Such injury or harm can be caused by direct contact with the skin or eyes, inhalation, ingestion (swallowing) or possibly even by puncture wounds.

9.2 Arrangements

The Company is committed to the proper control of any substance deemed as hazardous under the COSHH Regulations and will ensure that a inventory of all hazardous substances is maintained at each site. All substances on the inventory that display a hazard warning symbol on the container (e.g. "irritant") will be assumed to be potentially hazardous. With this in mind, we will endeavour so far as is reasonably practicable to source substances that do not have such properties. In addition to its effects on human health and where possible we will consider the impact on the environment when purchasing or disposing of hazardous substances.

For those substances regarded as potentially hazardous and which cannot be replaced, we will obtain the Material Safety Data Sheet (MSDS) and will conduct a subsequent assessment of the risks that they present. Following the assessment we will introduce appropriate precautions and safe systems of work to prevent or control the identified risks.

We will inform, instruct and train employees about the risks and precautions to be taken, including where necessary the issue of appropriate Personal Protective Equipment (PPE).

Relevant licences and certificates of competency in handling and use of hazardous substances will be held on the employees personnel file.

The Line Managers are responsible for ensuring that COSHH assessments are conducted where necessary. Completed risk assessments will be retained in the company health and safety file.

9.3 **Employees** who have contact with hazardous substances should remind themselves of the content of material safety data sheets and COSHH assessments which have been carried out for those substances. **Employees** must inform their Manager if they suffer from ill health which they feel may be attributable to the substances they are using (e.g. dermatitis or asthma).

9.4 Any **female employee** who is pregnant should inform the Line Manager as soon as the expected date of confinement is known, so that any risks to her or the unborn child can be properly assessed. This is particularly important if her work brings her into contact with hazardous substances. Likewise, any employee who is still nursing a child should inform the Management on her return to work.

S10.0 DISPLAY SCREEN EQUIPMENT (DSE)

10.1 Definition

Display Screen Equipment (DSE) which may also be known as VDU, is any display screen showing text, numbers or graphics, this usually refers to computers (including laptops). DSE users are employees who use such equipment for a significant part of their work (e.g. more than one hour per day on a daily basis).

10.2 Arrangements

The Health and Safety (Display Screen Equipment) Regulations require us as employers to assess workstations of DSE users, ensure that these meet minimum requirements, plan work patterns to minimise risks to DSE users, arrange eye tests if requested and provide health and safety training / information, and spectacles if necessary solely for DSE use.

The Company will ensure that a workstation assessment is conducted for each member of employees to identify any hazards that could create a risk to the health and wellbeing of that person. Reasonable necessary measures will be taken to reduce the risk of any significant harm occurring.

The process will be undertaken by means of an initial Self-Assessment checklist which should be completed within one week of an employee's starting work with the Company. Thereafter assessments will be completed regularly or when circumstances suggest that a review is necessary (e.g. reported health problems, significant change in workstation set up / equipment).

The Company will also:

- Ensure that workstations meet minimum requirements, which includes provision of an adjustable chair, satisfactory lighting, sufficient space and comfortable temperature levels.
- Plan work so that there are breaks or changes of activity or allow employees to suitably manage their own workflow to achieve this for themselves.
- For users who request an eyesight test under the DSE Regulations we will meet the cost of these if required to do so.
- Where it is determined that the employee needs spectacles to enable them to carry out work at their screens (but not for other purposes), meet the cost of these.³

³ The Company reserves the right to use preferred opticians to supply spectacles in these circumstances. The cost will be for basic frames and the lenses recommended by the optician. If an employee wishes to have more expensive spectacles, they must pay the difference in cost.

10.3 DSE Training

All DSE users shall receive instruction, as necessary, in setting up their workstations prior to starting such work and/or on a refresher basis. The instruction will include information on identification of DSE related ill health effects and what to do if they experience them.

10.4 **Employees** must work in accordance with the instruction they have received. In addition, if they are aware of any ill health effects that they may be suffering as a result of their use of DSE, they must bring this to the attention of the Line Manager.

S11.0 DRUGS AND ALCOHOL

11.1 Definition

The Company is committed to maintaining a safe, healthy and productive work environment free of the misuse of drugs (either legally prescribed or those classified under current legislation as illegal), alcohol, solvents and related substances. Abuse of any of the aforementioned items does not only impair employee health and performance, but can also create unsafe working conditions for the individual and his or her colleagues.

11.2 Arrangements

Notwithstanding the need to be understanding of the problem, the Company forbids the use, possession, concealment, transportation, promotion or sale of prohibited substances by employees whilst on Company premises, in Company vehicles, or on Clients' premises. Contravention of this will be considered gross misconduct and employees will be subject to action under the Company's disciplinary procedure up to and including dismissal. Where it is suspected that criminal activity is occurring on Company premises, this will be reported to the appropriate authorities.

In order to maintain a safe working environment an employee suspected of being "under the influence", may be sent home and may also be subject to action under the Company's disciplinary procedure up to and including possible dismissal.

The Company recognise that alcohol and substance dependency is an illness and voluntary declaration of substance dependency or abuse will enable the Company to support those affected and take appropriate action to control risks.

We will act on the advice provided by a competent Medical Advisor in respect of any rehabilitation programme and the reasonable adjustments that may need to be made for an employee undertaking treatment for substance dependency.

We reserve the right to conduct searches if there is reason to believe prohibited or restricted substances may be present on work locations.

11.3 **Employees** must not therefore report for work under the influence of a prohibited substance. "under the influence", means that there is a sufficient amount of the substance in the employee's system to produce a positive result from a medical test or breathalyser unit, and/or the employee shows erratic or abnormal behaviour likely to pose a risk to others, or to interfere with their job performance.

- Employees must seek professional help if they have a substance abuse problem.
- Employees must report to their Manager any suspicions/knowledge they may have of any other employee who is or maybe under the influence of drugs or alcohol.

In addition to the above requirements, employees must notify the Line Manager if they are taking legally prescribed medication that may affect their ability to work safely.

S12.0 EVENT MANAGEMENT

12.1 Responsibilities

The Company is committed to planning, organising and monitoring the safety of employees and non-employees attending corporate and social events.

12.2 Arrangements

Suppliers of equipment and food stuff are subject to vetting procedures to ensure high standards of safety are maintained so far as is reasonably practicable.

- We ensure the venue and equipment provided by this or other organisations are fit for purpose
- We ensure fire safety legislation is complied with in full
- We ensure suppliers of equipment and/ or food stuff are assessed and approved
- We ensure the welfare of personnel in attendance are catered for
- We ensure first aid provision is planned
- We ensure children will be suitably supervised by responsible persons
- We ensure so far as reasonably practicable that alcohol consumption complies with legal standards
- We consider transport arrangements as necessary

12.3 Employees are instructed that they must report to the event organiser and/ or management any adverse occurrence immediately, examples of these include; consumption of alcohol by a minor, damage to equipment or the structure of the venue caused by an incident during the event, any unsafe situation, any act or threat of violence.

S13.0 EXPECTANT AND NURSING MOTHERS

13.1 Definition

A new or expectant mother is defined as being an employee whose employer has been advised in writing that she is pregnant, has given birth in the last six months or is breast feeding.

13.2 Arrangements

The Company recognises its duty to ensure the health, safety and welfare of new and expectant mothers in the work place and will put in place all necessary controls to safeguard the mother and unborn child so far as is reasonably practicable. To meet this duty we will:

- Undertake a specific risk assessment for any pregnant or new mother working in the premises
- Include the new and expectant mothers in the risk assessment process
- Ensure that the risk assessments are reviewed throughout the pregnancy and upon return to work
- Where necessary, seek advice from an occupational health service provider

The Line Managers have operational responsibility for the implementation, monitoring and review of these arrangements.

13.3 **Employees** must report their pregnancy to the Line Manager and must subsequently report relevant changes throughout their pregnancy to ensure the risk assessments undertaken remain valid and up to date.

S14.0 FIRST AID

14.1 Definition

Provision of immediate assistance in the event of an accident or illness and where medical treatment may be required or where no further treatment is necessary.

14.2 Arrangements

The Company will ensure that sufficient first-aiders and appointed persons⁴ shall be trained (with up to date qualifications) to ensure that first aid coverage is always provided during working hours.

A fully stocked first aid kit⁵ shall be maintained in prominent positions throughout each of the premises. Each first aid kit will contain a list of contents which should be appropriate to the nature of work and injuries that may therefore be sustained. Any first aid treatment given and/or use of first aid provisions shall be recorded in the Accident Book in accordance with the accident reporting procedure.

Any employee who uses items from the first aid kit must inform the First Aider as soon as possible, so that the kit can be replenished.

14.3 First aid training / information

The Health and Safety (First Aid at Work) Regulations identify three different first aid roles that may be assigned. These first aid roles require different levels of training which in turn reflects the anticipated first aid conditions and the type of treatment that may need to be administered. The three possible first aid roles are:

First Aider (FAW) - this requires that the individual has undertaken a **three day** first aid training course. This will enable the individual to:

- (a) Provide emergency first aid at work (see below);
- (b) Administer first aid to a casualty with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries; chest injuries; burns and scalds; eye injuries; sudden poisoning; anaphylactic shock;
- (c) Recognise the presence of major illness and provide appropriate first aid.

Emergency First Aid at Work (EFAW) - this requires that the individual has undertaken a **one day** first aid training course. This will enable the individual to

- (a) Understand the role of the first-aider including reference to the importance of preventing cross infection, the need for recording incidents and actions, as well as the use of any available equipment
- (b) Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- (c) Administer first aid to a casualty who is unconscious
- (d) Administer cardiopulmonary resuscitation
- (e) Administer first aid to a casualty who is choking
- (f) Administer first aid to a casualty who is wounded and bleeding
- (g) Administer first aid to a casualty who is suffering from shock
- (h) Provide appropriate first aid for minor injuries

⁴ As defined by the Health and Safety (First Aid at Work) Regulations

⁵ The contents should be determined by means of an assessment of first aid needs.

Appointed Person - this is an individual who is always available to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required. The role does not require first aid training but obviously the individual should be provided with sufficient information to carry out their duties in an emergency.

Posters containing details of all currently appointed first aiders will be displayed at our workplace.

S15.0 HEALTH SURVEILLANCE/ OCCUPATIONAL HEALTH

15.1 Responsibilities

The Company acknowledges its duty to ensure the health and wellbeing of our employees who may be affected by any incidence of ill health arising from their work activities. Subject to our risk assessment programmes we will where necessary implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks, and act on the results. Although not exhaustive hazards which may require health surveillance where we cannot eliminate the hazard may include, noise, vibration, exposure to solvents, dusts, fumes, biological agents, hazardous substances, and extremes of hot or cold working conditions.

15.2 Arrangements

We will where necessary;

- Nominate senior employees members to coordinate and manage health surveillance screening programmes
- Ensure that the development of the strategies and procedures relating to health surveillance are undertaken by competent, trained personnel and communicated to employees
- Ensure that Managers, employees and others follow safe working procedures and rules
- Provide and record relevant training
- Record any health surveillance that is undertaken in a secure manner
- Monitor and review our systems
- Make improvements to the way we coordinate health surveillance based on our experiences of use of our systems.

S16.0 HOME WORKING/ WORKING AWAY FROM HOME

16.1 Responsibilities

The Company acknowledges its duty to ensure the health and safety at work of our employees and this includes assessment and control of the risks associated with working at home. Through the risk assessment and consultation procedures we organise and plan these working arrangements.

16.2 Arrangements

We will ensure suitable and sufficient risk assessments of hazards associated with home working are undertaken to ensure the activity and work equipment does not present a hazard to others within their home so far as reasonably practicable.

- Where we provide equipment for work purposes at home, we ensure the equipment is correct for the job being done and sufficient information and training is given on its use
- Arrangements will be made for the equipment to be checked regularly and it will be required to be kept in a safe condition
- The necessary personal protective equipment (PPE) will be provided as a result of risk assessment of the work task, process and equipment
- We will include homeworkers in our organisation's consultative process by agreed methods
- We will ensure regular communication with home workers takes place
- Our employees are instructed to cooperate with us, as their employer, in order that we can meet health and safety compliance. This will include completing relevant checklists with regard to safety upon request, having input to the risk assessment process of identified hazards and may include the employer visiting the place of work, in this instance the employee's home, to satisfy themselves that hazards and work activities are effectively managed.

S17.0 INFECTION CONTROL

17.1 Definition

The Company acknowledges its duty under the Control of Substances Hazardous to Health Regulations to ensure the health and safety at work of our employees and others affected by our business undertakings in controlling the risks posed by exposure to harmful micro-organisms by infection, allergy or toxicity.

17.2 Arrangements

We implement a number of strategies to prevent the spread of infection which includes;

- Risk assessment of the hazards and implementation of recognised control measures provided by all regulatory bodies including the Department of Health, the Advisory Committee on Dangerous Pathogens and the Health and Safety Executive
- Provision of induction and continued regular training
- Protection of employees through immunisation where necessary
- We provide information, instruction and training in good hygiene practices
- We provide instruction and supervision to ensure wounds or moist skin conditions are covered with waterproof dressings
- We supply and monitor appropriate personal protective equipment including disposable latex gloves and disposable aprons
- We ensure senior employees are responsible for the supervision and monitoring of safe systems of work
- We implement systems for ill health reporting and recording

17.3 We access advice and support from an occupational health service provider as necessary

17.4 We consult with employees or their representatives on matters of health and safety.

S18.0 LANDLORD RESPONSIBILITY

The Company is committed to ensuring the safety of our tenants and others who may be affected by our tenants' activities within a completely commercial environment. We have prepared a lease document which sets out the terms of the agreement.

- Our Landlords' and tenants' obligations are primarily regulated by what the lease states
- We retain the right to inspect leased premises to ensure health and safety matters are being managed effectively
- We communicate and coordinate with our tenant/s arrangements for inspection, maintenance and service of the electrical installation
- We coordinate fire drills with our tenant/s
- We obtain a copy of the tenants fire risk assessment for our records
- We provide where relevant, information on the management of asbestos within the premises and retain the right to seek entry to the premises to monitor the condition of the asbestos periodically
- We provide where relevant, information on the management of legionella within the premises and retain the right to seek entry to the premises to monitor the effectiveness of the controls periodically.

S19.0 LEGIONELLA

19.1 Definition

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. Legionnaires' disease is potentially fatal and everyone is susceptible to infection however, some people are at higher risk, including:

- People over 45 years of age
- Smokers and heavy drinkers
- People suffering from chronic respiratory or kidney disease
- Anyone with an impaired immune system

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, or any system where the temperature is suitable for the bacteria to grow.

People can catch Legionnaires' disease by inhaling small droplets of water, suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella, including:

- Water temperature between 20–45 °C, which is ideal for growth
- Creating and spreading breathable droplets of water, e.g. aerosol created by a cooling tower, or water outlets
- Stored and/or re-circulated water
- A source of nutrients for the organism e.g. presence of sludge, scale or fouling

The symptoms are similar to those of flu, i.e. high temperature, fever and chills, cough, muscle pains and headache. In a severe case, there may also be pneumonia, and

occasionally diarrhoea, as well as signs of mental confusion. Legionnaires' disease is not known to spread from person to person.

19.2 Arrangements

The Company recognises that Legionella contamination is a potential hazard to our employees, although it also recognises that this risk is, in normal circumstances, likely to be minimal. We will therefore comply with our duty to consider the risks from legionella and take suitable precautions to control any identified risk. We will:

- Ensure a suitable and sufficient assessment of the risk of exposure to legionella bacteria from work activities and water systems on work premises is undertaken by a competent person
- In accordance with the findings of that assessment (if necessary), we will prepare a written scheme for controlling and managing the risk and appoint a 'responsible person' to be responsible for the implementation of precautions
- Keep records of the precautions taken and review the assessment regularly

The Health and Safety Manager has operational responsibility for the implementation, monitoring and review of these arrangements.

S20.0 LONE WORKING

20.1 Definition

As defined by the Health and Safety Executive HSE lone working involves "those who work by themselves without close or direct supervision". It is possible, however, that on occasion an individual employee remains for a few minutes after others have left (e.g. to lock up the office). In such circumstances, there is not normally any cause for concern but, of course, we recognise that there may be additional hazards (such as personal security on dark evenings) and thus we will seek to minimise the risks posed to our employees.

20.2 Arrangements

As a Company, we do not expect any employee to work alone unless suitable risk controls have been put in place. This will require that there are adequate means of communication for any employees in this situation and any other appropriate measures (as dictated by the individual circumstances) are put in place.

20.3 Any **employee** who finds themselves in a lone working situation must inform their Manager so that, if extra precautions are required, these can be agreed. That employee must, in turn, fully comply with the agreed arrangements.

Employees must report any change in personal details which may impact on our ability to swiftly respond to an emergency situation on their behalf (e.g. changes in contact details, mobile phone number etc.).

S21.0 MANUAL HANDLING

21.1 Definition

Manual Handling is defined as the use of bodily force to lift, push, pull, carry or otherwise propel loads. Whilst strains and sprains are the most frequently sustained types of injury, it should not be overlooked that cuts, bruises and fractures may also result from not taking adequate care when undertaking manual handling tasks.

21.2 Arrangements

The Manual Handling Operations Regulations require employers to avoid as far as is reasonably practicable, the need for manual handling operations. Where manual handling can't be avoided, then it is sometimes necessary to assess the remaining risks in more detail

to see what can be done to minimise those risks. In a low risk environment such as the office, this can usually be done quite easily e.g. using a trolley, splitting a box of photocopier paper. Occasionally when moving equipment, team lifting may be needed.

21.3 The Company will therefore ensure that where a general risk assessment has shown that a task carries a significant risk of injury due to the manual handling involved, a more detailed manual handling assessment is conducted. This detailed manual handling assessment should involve the employees affected in order to ensure that the resulting controls identified are viable and thus that the risks are reduced as far as is reasonably practicable.

21.4 All **employees** must, when undertaking tasks involving manual handling, follow any training that they have received. In addition, if they are aware of any factors (e.g. known medical condition, pregnancy) that could increase the risk of their being injured they must bring this to the attention of their Line Manager.

21.5 All employees shall receive appropriate information, instruction and additional training (where necessary) in manual handling techniques when joining the Company and at regular intervals thereafter. Such training shall be recorded in the employee's personnel file.

S22.0 OCCUPATIONAL DRIVING

22.1 Definition

For the purposes of this policy, "Occupational Driving" is travelling from your work base for the purpose of work on behalf of the Company. This does not, therefore, include travelling (i.e. commuting) from home to your normal place of work.

19.2 Arrangements

The Company recognises the risks to employees that need to drive for work and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents. We have systems in place to ensure that any vehicle used for work purposes, including our employee's private vehicles, are suitable for the task and safe for the purpose. As a Company we will:

- Ensure that all drivers have a valid and appropriate licence to drive the intended vehicle.
- Ensure that the driving activities are covered by suitable and sufficient insurance.
- Ensure so far as reasonably practicable that any driver is fit for the driving expected of them.
- Ensure that wherever applicable, work scheduling does not encourage poor driving habits such as speeding or eating meals at the wheel and includes time for suitable rest periods.
- Provide drivers with information and instruction on general hazards and control measures which include personal safety and accident reporting procedures.
- Provide drivers with safety rules which include instruction to check that all vehicles are in a road worthy condition and that the weather is suitable for such a journey.
- Prohibit the use of mobile phones while driving unless hands-free (and even then, only when safe and legal to do so).
- Smoking in the Company's vehicles is prohibited

The Company is committed to having reasonably practicable measures to protect the health and safety of those driving for business purposes. To that end it will:

- Ensure that drivers are competent and fit to do so (e.g. check driving licences upon recruitment and periodically thereafter).
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks.

22.3 Employees who are driving on behalf of the Company must at all such times drive in accordance with legislative requirements. Although the Company has financial responsibility for repairs and maintenance of Company owned vehicles, it will always be the driver's responsibility at the point of use, to ensure that the vehicle is properly maintained and roadworthy. It is therefore, vital, that drivers carry out necessary safety checks at appropriate intervals and that any defects are rectified as soon as possible.

22.4 All drivers must hold a valid licence for the class of vehicle they are expected to drive. This licence should be available for inspection at reasonable notice. The driver must inform their Line Manager of any changes to entitlement to drive (e.g. medical conditions) and/or the issue of any penalty points.

Workplace transport

22.5 Definition

The HSE states a variety of vehicles are used for many different tasks every day in workplaces nationwide, and some of these tasks can be dangerous. Every year, about 50 people die as a result of vehicle accidents at work, and thousands are seriously injured in related incidents. Pedestrians are often at work in the same area as a vehicle or have to gain access to areas only possible by crossing vehicle routes whereby if rules and systems are not applied, serious injury or a fatal accident could occur.

22.6 Arrangements

The Company recognises the inherent risks associated with workplace transport and is committed to the prevention of injury, loss of life and damage to property from transport related incidents. We have risk assessments and systems in place to ensure that any form of transport used for work purposes, is suitable for the task and safe working procedures are implemented.

We ensure that all drivers and operators have a valid licence to operate the intended vehicle.

- We ensure that the driving activities are covered by suitable and sufficient insurance
- We ensure so far as reasonably practicable that any driver is fit for the driving expected of them
- We provide drivers with safety rules which include instruction to check that all vehicles are fit for purpose
- We ensure hazards including instability, overturning, contact with moving parts, refuelling, safe entry and egress, inclement weather and loading operations are assessed and operators are instructed in Safe Systems of Work

Rules apply at each of our work premises for workplace transport and take account of the site hazards.

- Employees, visitors and contractors are segregated from vehicles by clearly defined walkways wherever reasonably practicable
- Employees, visitors and contractors are required to wear high visibility vests in vehicle movement areas
- Visitors are accompanied at all times by a employees member to ensure their safety whilst on site
- Contractors undertaking work at the sites will be inducted on arrival and monitored by the Manager
- Speed is limited by the display of signage in our premises
- Movement of vehicles on site is monitored by Banksmen
- Drivers are instructed in safety rules applicable to all aspects of driving, site movement, pedestrian safety, vehicle security and loading operations
- Work at height within and outwith vehicles is assessed and Safe Systems of Work applied

- Managers monitor safety at the sites to ensure Safe Systems of Work are applied in practice

22.7 **Employees** have an important role to play in the safety of everyone at each site.

- Employees must adhere to the site rules
- Employees must be vigilant and report 'Near Miss' incidents witnessed in order to ensure the Manager can investigate the circumstances and prevent a reoccurrence
- Employees must ensure visitors and contractors who are less familiar with the premises layout are accompanied and instructed in the safety rules

S23.0 PERSONAL PROTECTIVE EQUIPMENT

23.1 Definition

Personal Protective Equipment (PPE) is defined by the HSE as equipment that will protect the user against health or safety risks at work. It can include items such as gloves, eye protection, high-visibility clothing and safety footwear.

23.2 Arrangements

The Company recognises that the use of Personal Protective Equipment (PPE) as a risk control measure is a last resort. Our employees are supplied with the PPE identified as a required risk control measure within risk assessments free of charge. We ensure that it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Prior to its issue we use the most effective means of controlling risks without the need for PPE whenever possible and will only provide PPE as a last resort. Our duty requires;

- We identify through risk assessment when and where PPE may be required. Where this may affect Visitors or Contractors we ensure arrangements are in place to provide necessary information and equipment as required
- We provide employees who are required to use or wear PPE with information and training on the circumstances in which it is used, the hazards for which it will give protection against, instruction in correct use and any limitations of the equipment. We will also instruct those employees in the arrangements for maintenance, cleaning and repair/ replacement of PPE, along with procedures for reporting defects
- We carry out assessments to identify suitable PPE and ensure that appropriate PPE is available for all employees who need to use it
- We provide adequate and suitable storage for employees PPE

23.3 **Employees** must wear the PPE provided as instructed and;

- Check the condition of their PPE before each use and store, clean and maintain their PPE correctly
- Report any losses, defects or other problems with PPE to the Line Manager
- Report to the Line Manager any personal conditions that may affect their ability to use PPE correctly

S24.0 PLANT, WORK EQUIPMENT AND MACHINERY

24.1 Responsibilities

The Company acknowledges its duty to safeguard our employees and others who may be affected by our activities involving the use or maintenance of plant and work equipment.

24.2 Arrangements

We are committed to providing and maintaining plant and equipment which is, so far as is reasonably practicable, safe and without risks to employees, and to complying with relevant legislation requiring this.

- We ensure training is provided to employees who are to use plant and equipment
- Employees are instructed in defect reporting
- Repair or replacement is undertaken promptly by competent persons
- Security systems are implemented to prevent unauthorised tampering
- All powered plant and equipment is capable of being isolated and maintenance and cleaning is carried out with the equipment switched off

24.3 Risk assessments of the significant hazards associated with each item is undertaken and the outcomes communicated to those affected.

24.4 Safe systems of work are implemented and monitored. In addition;

- Where the outcomes of the risk assessment specifies, equipment is physically locked off or disconnected whilst cleaning, setting, maintenance and/ or repair work is undertaken.
- Plant and equipment is subject to periodic inspection, testing and calibration /or examination in accordance with current statutory requirements and manufacturers' instructions
- Emergency stops, fixed and interlocking guarding safety checks are carried out and recorded
- Notices, signage and information is displayed as appropriate to identify hazards and controls necessary
- Safety checks are carried out and recorded
- Monitoring of workplace safety is carried out by Management
- Trained and authorised persons only operate or control plant and equipment
- Safety instructions are provided to Contractors, and where appropriate, Permits To Work are issued and monitored
- Visitors are provided with safety instruction and PPE indicated as necessary by risk assessment

Lifting equipment

24.5 We have identified all lifting equipment, including lifting accessories on a schedule which is used to ensure that each item has received the maintenance and inspection required. Allianz inspect lifting equipment on our behalf at each site throughout the year.

25.6 Equipment is clearly marked with its 'safe working load' (SWL).

Where applicable equipment is also marked to indicate the maximum number of persons for which it is designed to carry.

Where relevant, equipment indicates its prohibition for the carriage of persons.

- Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturer's instructions
- Equipment is also subject to periodic thorough examination and testing to a schedule which meet the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) by Allianz
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion

- Pre-use inspections are carried out by operators of lifting equipment and the results are recorded
- Fork lift truck operators are required to undertake an inspection of trucks at the start of each shift and record it on the daily inspection log
- Defective equipment is taken out of service until repair or replacement
- Lifting equipment is used only by persons that have had suitable training in the safe operation and precautions or safeguards required
- Operators are formally authorised to use the equipment
- Records of training are kept.

24.7 Employees are instructed that they must never carry out unauthorised repair, maintenance, nor render useless or bypass any safety mechanism.

24.8 Patersons acknowledges its duty to safeguard our employees, and others who may be affected by our activities involving the use of machinery. We are committed to providing and maintaining machinery which is, so far as is reasonably practicable, safe and without risks to employees, and to complying with relevant legislation requiring this.

- We ensure training is provided to employees who are to use machinery
- All associated hazards such as rotating, cutting blades and projectiles are assessed and controlled
- Employees are instructed in defect reporting
- Repair or replacement is undertaken promptly by competent persons
- Dangerous machinery is secured when not in use
- All powered machinery is capable of being isolated
- Procedures specify that maintenance and cleaning is carried out with the equipment switched off

24.9 Risk assessments of the significant hazards associated with machinery is undertaken and the outcomes communicated to those affected. Safe systems of work are implemented and monitored. In addition;

- Where the outcomes of the risk assessment specifies, machinery is physically locked off or disconnected whilst cleaning, setting, maintenance and/ or repair work is undertaken.
- Access to machinery is restricted where hazards exist e.g.; rear of installation, gaps and nips where persons or limbs may be trapped or injured
- Machinery is subject to periodic formal inspection, testing and/or examination in accordance with current statutory requirements and manufacturers' instructions
- Moving parts are guarded appropriately in accordance with manufacturer's instructions, provisions and specified British Standards, guarding is maintained and inspected regularly
- Emergency stops, fixed and interlocking guarding safety checks are carried out and recorded
- Notices, signage and information is displayed as appropriate to identify hazards and controls necessary
- Monitoring of workplace safety is carried out by Management
- Trained and authorised persons only operate machinery
- Records of trained and authorised persons are retained

- Safety instructions are provided to contractors, and where appropriate, Permits To Work are issued and monitored

24.10 Employees are instructed in must never carry out unauthorised repair, maintenance, nor render useless or bypass any safety mechanism.

S25.0 SHIFT WORKING

25.1 Responsibilities

The Company acknowledges its duty to ensure the health and safety at work of our employees and includes controlling the risks, where these cannot be removed, of fatigue caused by shift working. Through the risk assessment and consultation procedures we organise and plan shift working arrangements and periodically review the arrangements.

25.2 Arrangements

We have a duty to identify workers who regularly work outside 'normal' working hours, while not specifically defined in law these are accepted to mean a work activity scheduled outside standard daytime hours where there may be a handover of duty from one individual or group to another within a 24 hour period.

In doing so we ensure;

- Sufficient rest time is given between shifts
- We limit the average hours of work for night workers
- We recognise groups of people more at risk such as new and expectant mothers, young and older workers
- We recognise associated risks such as driving and machinery operations
- We access advice and support of an Occupational Health Service provider where necessary
- We offer health assessments for night workers
- We consult with employees and/ or their representatives regarding changes to shift working arrangements

S26.0 UTILITIES

Electricity at work

26.1 Definition

This arrangement applies wherever there is use of electricity at work either in fixed (i.e. permanent) installations/ equipment or portable equipment (e.g. power tools, kettles, computers etc.)

26.2 Arrangements

Under the Electricity at Work Regulations, employers have a duty to ensure that electrical installations and equipment are inspected at appropriate intervals and properly maintained by competent persons.

26.3 The Company will ensure that inspections of fixed wiring installations⁶ should be conducted at least once every 5 years by a competent electrical contractor or sooner if that competent electrician recommends. A copy of the certificate of inspection should be retained at each site.

26.4 The Company will maintain an inventory of all portable electrical appliances used at each site location e.g. portable power tools, computers, fridges, kettles and determine the appropriate portable appliance testing (PAT) requirements (i.e. frequency and type of inspection) for each appliance. Any employee who brings and uses personally owned electrical equipment to work should inform the Health and Safety Manager so that inspection and testing needs might be determined. Records of testing and the inventory should be readily accessible. The Line Managers are responsible for the maintenance of the site inventories which should be retained in the company Health and Safety File.

26.5 In the intervals between formal testing of equipment employees must still regularly carry out visual inspections of such equipment to make sure that it is safe to use. Users must check for instance that the cable is in good condition, there are no signs of overheating, that RCD's (earth trip devices) where provided operate when tested etc. If a fault is identified then the equipment must be taken out of service until it is repaired by a competent person or replaced.

Gas installations

26.6 Definition

Any installation requiring mains or bottle fed gas to provide a fuel source. Gas by its very nature is explosive when mixed in the right proportions in air, (situation that can occur as a result of a gas leak). In addition, incomplete combustion of gas (e.g. perhaps through lack of ventilation to boilers) can result in the build of potentially fatal levels of carbon monoxide.

26.7 Arrangements

The Company will ensure that our gas appliances, flues and supply pipework are installed and maintained in accordance with the manufacturers' and all legislative requirements. Specifically we will:

- Engage only Gas Safe Registered engineers to undertake gas related work on our premises.
- Whenever we are advised that a gas appliance is unsafe and requiring disconnection by the competent engineer we will agree to the disconnection.
- Subject our appliances and gas installation to safety checks at least annually. Records of inspections will be retained at each site.
- Instruct our employees in emergency procedures in the event of a suspected gas leak.

26.8 Should any **employee** smell gas he/ she should notify Management immediately and:

- Call the **National Gas Emergency Service: 0800 111 999**.
- Avoid creating any source of ignition, e.g. naked flames, switching lights or other electrical equipment on or off.

26.9 Carbon Monoxide

Our employees are provided with information on carbon monoxide and the symptoms of poisoning.

- Our employees are instructed never to use a gas appliance if they suspect it is faulty
- Flues and chimneys are maintained and cleaned regularly by competent persons
- Records of maintenance are retained
- Employees are instructed in emergency procedures in the event of suspected carbon monoxide poisoning

⁶ i.e. the buildings wiring installation and the wiring to hard-wired equipment

- Carbon monoxide alarms compliant with British Standards are installed by competent persons where necessary. Inspection and testing records are maintained.

S27.0 VISITORS

27.1 Responsibilities

The Company is committed to ensuring the safety of our visitors to our workplace.

27.2 Arrangements

We will implement systems which provide the visitor, whether able bodied or disabled, and including contractors, with the reassurance that in the event of an emergency their safety and welfare will be our priority.

- We ensure our visitors safety is planned and organised
- We ensure visitors are not left alone without a nominated person responsible for their safety and welfare
- Safety instructions are provided to visitors
- We ensure our visitors are aware of the arrangements for fire or other emergencies
- We ensure visitors, including contractors working within our premises are signed in and out
- Where Personal Protective Equipment is required to be deployed, suitable and sufficient equipment is provided for Visitors' use.

S28.0 WELFARE ARRANGEMENTS

28.1 Definition

All workplaces are required to meet reasonable standards for welfare provision. This includes the provision of:

- Sanitary conveniences and washing facilities suitable for the number and gender of employees
- Hot and cold water, soap and clean towels or other means of cleaning or drying
- Drinking water
- Accommodation for clothing and facilities for changing where required
- Facilities for rest and to eat meals
- Suitable rest facilities for pregnant women and nursing mothers
- Adequate heating, ventilation and lighting

28.2 Arrangements

The Company is committed to meeting the above requirements so far as is reasonably practicable and will strive to ensure that appropriate standards are maintained. It can only do this with the co-operation and support of employees. It is therefore the responsibility of all employees to ensure that facilities and provisions made for their welfare are respected and not abused in any manner.

Any employee who is found to be responsible for wilful damage to Company supplied provisions will be subject to disciplinary action.

In the event that there are problems (e.g. malfunctions) with any of the provisions, these should be reported to the Manager who will take appropriate action as soon as is reasonably practicable to rectify any shortfalls.

The Line Managers and the Health and Safety Manager will conduct inspections of the work areas to ensure that standards are being maintained.

S29.0 WELLBEING

29.1 Definition

Whilst many of the measures discussed in this document are about physical safety, The Company is also committed to ensuring the general wellbeing of employees. This extends to psychological health and the need to prevent or manage stress. The HSE defines stress as “the process that arises where work demands of various types and combinations exceed the person’s capacity and capability to cope”. In addition CIPD⁷ state that to manage employee wellbeing requires “Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation”.

29.2 Arrangements

As a Company we endeavour to meet high management standards and the prevention of workplace stress by practical means:

- Assessment and monitoring of workloads, work patterns and the work environment
- Consultation with employees and their representatives on all issues raised and the proposed action relating to the prevention of workplace stress
- Supporting employees through systems of training and constructive feedback
- Commitment to promote positive behaviours at work to avoid conflict and ensure fairness through the implementation of policies and procedures to prevent or resolve unacceptable behaviour
- Job descriptions which are clear and management support to ensure employees are fully informed about their role
- Information for all employees outlining the procedures for the resolution of any uncertainties or conflicts within their role
- Timely information and consultation with employees with regard to any proposed changes and the impact these changes may have on their jobs. The provision of timetables for change and access to relevant support and where necessary, training

29.3 Employees must in turn, play their part by:

- Communicating concerns to management
- Being supportive of their colleagues
- Reporting all instances of bullying and harassment

S30.0 WORK AT HEIGHT

30.1 Responsibilities

The Company is committed to implementing measures to reduce the risks associated with working at height, this is defined as any place where a person could be injured if falling from it.

30.2 Arrangements

We will manage situations where working at height is necessary, within our own premises and those of our clients. We will conduct specific risk assessments in order to identify the risk control measures required to minimise the risks so far as reasonably practicable for routine and non-routine work at height. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations.

- We risk assess all work at height activities
- We plan, organise and supervise work at height
- We ensure appropriate work equipment is selected and used correctly

⁷ The Chartered Institute for Personnel and Development

- We Inspect and maintain all work equipment intended for use in work at height
- All ladders and stepladders used by our employees meet British Standard Industrial Class
- We provide our employees with Safe Systems of Work and ensure these are understood
- We manage risks from falling objects
- We ensure planning includes arrangements for emergencies and rescue
- We provide employees with adequate training to ensure they are competent to work at height
- We manage the risks from fragile surfaces
- We take account of weather conditions
- Special access arrangements are made where work involves difficult access

S31.0 FIRE SAFETY POLICY

31.1 Arrangements

Patersons Quarries is committed to complying with the requirements of all applicable fire and health and safety legislation. It is the aim of the organisation to safeguard all employees and others affected by our business undertakings against the risks of fire, so far as is reasonably practicable. Our duty of care extends not only to employees, but also to visitors, contractors, members of the public and others. It is therefore our policy to protect all persons in our premises from dangers of fire by ensuring a safe working environment for them, and providing safe systems of work.

31.2 Specific Objectives

- To ensure compliance with all relevant legislation
- To liaise with the local fire authority where appropriate
- To undertake suitable and sufficient fire risk assessments of our premises
- To identify and implement reasonably practicable control measures to control risks from fire
- To communicate and practice fire procedures
- To maintain and test fire fighting equipment, fire detectors and alarm systems
- To ensure there are adequate numbers of trained persons responsible for supervising and implementing controls and the emergency fire action plan
- To conduct regular fire safety checks and record the findings

31.3 Responsibilities of the Company

We ensure that the fire risk assessment is recorded, and brought to the attention of all employees and an emergency fire action plan is recorded and is communicated to all employees

- We ensure escape routes are clear and free from obstructions
- We ensure that our fire policy, fire procedures, and fire risk assessments are reviewed regularly and the fire safety controls are implemented and monitored by a competent person
- We will record and communicate contingency plans for when life safety systems are out of orders such as alarm systems, fire detection and smoke control systems
- We communicate this policy and fire safety measures to all employees during induction and regularly throughout their employment. We inform others as necessary such as contractors and visitors

31.4 Responsibilities of employees

- **Employees** must keep exits and escape routes clear from obstructions at all times

- **Employees** must report to management any adverse issues or incidents which maybe a fire hazard
- Employees must participate in our escape drills, and any other training which is provided

31.5 Fire Drills

In order to ensure people on the premises know what to do in the event of a fire and what action to take to ensure the premises can be safely evacuated we will undertake fire drills at least twice every year.

31.6 Fire Equipment Testing and maintenance

We will ensure regular testing and maintenance of all fire safety systems is undertaken to meet the requirements of relevant fire safety legislation and British Standards.

31.7 Fire Risk Assessment

The fire risk assessments will be completed for each site and reviewed regularly and as a result of any significant change by a competent person. Employees who have a management role will be given details of the findings of the fire safety risk assessments and will receive additional training which will enable them to discharge their specific responsibilities.

31.8 Information and Training of Employees

Training given to employees will support the fire safety strategy and our emergency plans, records will be retained to verify that adequate training has been given.

The fire safety training will be specific to the premises and will include the following;

- Action to be taken on discovering a fire
- How to raise the alarm and subsequent actions to take
- The significant findings of the fire safety risk assessments
- The measures taken to reduce the risk of fire
- The identity of people nominated with responsibilities for fire safety
- Any special arrangements for serious and imminent danger to persons from fire
- Procedures for alerting visitors and members of the public including where appropriate, directing them to exits
- Arrangements for summoning the Fire and Rescue Service
- The measures in place to ensure a safe escape and how they will operate
- The personal emergency egress plans for disabled persons
- Evacuation procedures for everyone in the building to reach an assembly point at a safe place
- The fire prevention and fire safety measures and procedures in the premises and where they impact on employees and others in the building
- The location of and where appropriate, the use of fire fighting equipment
- Location of escape routes, especially those not in regular use
- How to open doors on escape routes including the use of emergency fastenings
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- The importance of good housekeeping
- The risks from flammable materials used or stored on the premises
- Precautions to be taken to minimise and control risks, employees roles in reducing and controlling fuel and ignition sources
- How to stop machinery, processes or simply isolate power supplies where necessary in the event of fire

Responsibility for the implementation of this policy and subsequent reviews lies ultimately with the Managing Director. Duties have been delegated to Line Managers and Fire

Wardens for the day to day implementation, management and monitoring of the Company's fire safety procedures.

S.32 SAFETY RULES FOR EMPLOYEES

It is the general policy of Patersons Quarries to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and of those other people who could be affected by the operation of our business. In order to achieve compliance with current legislation and protect those persons affected by our business activities, we have introduced policies and arrangements. Safety rules are communicated to employees and compliance with these is monitored through line management. It is your legal duty to co-operate and assist us as your employer to meet our obligations.

Employees receive health and safety information and instruction during their induction to the organisation. Employees will also receive the appropriate training as specified by the outcomes of risk assessments and training needs analysis. Where necessary, supervision will be provided.

SAFETY RULES FOR EMPLOYEES

The following safety rules are designed to protect our employees and others who may be affected by our activities and form part of our health and safety policy. As an employee you are required to apply these rules, in addition to any other work procedure for which you have been trained and authorised to carry out.

EMPLOYEES MUST:

1. Take reasonable care of yourself and others
2. Co-operate with the Company in all aspects of health and safety
3. Comply with instructions for emergency procedures
4. Keep fire escape routes clear
5. Report all accidents, 'near misses' and damage to equipment or property as soon as possible
6. Work safely and in accordance with instructions and safe work procedures
7. Report hazards and hazardous situations immediately
8. Use all protective equipment as instructed
9. Comply with workplace signage
10. Carry out manual handling tasks as instructed
11. Inform your Manager of any condition or ill health which may affect your ability to work
safely including:
 - Diarrhoea, sickness and other stomach disorders
 - Discharge from eyes, ears, nose or sore throat
 - Septic skin conditions eg; sores, boils, septic cuts etc.
 - Any other infection
12. If you drive for work you must report any medical condition that could affect your

ability to drive safely

EMPLOYEES MUST NOT:

1. Attempt to extinguish a fire unless trained to do so and can do so without putting themselves at risk
2. Obstruct access to fire equipment or Fire Doors
3. Deliberately misuse, damage or interfere with anything provided for health and safety purposes
4. Remove, alter, bypass or disable any safety devices
5. Carry out any procedure which you are not authorised to perform
6. Use any equipment which you are not authorised to use
7. Attend work under the influence of drugs or alcohol

Employees may be summarily dismissed in line with the Company's disciplinary procedures if they breach the safety rules and/ or commit any action which seriously endangers the health and safety of an employee or any other person whilst at work.

S.33 WORKING AWAY FROM COMPANY PREMISES

Company employees must be aware that this Health & Safety policy must be adhered to when working on group premises or other premises – this included any form of transport on company business.

Company employees will make themselves aware of the rules and restrictions imposed by the person or firm controlling or occupying those premises and will fully comply with the stated procedures.

The company rule applying to confidentiality will apply equally to any information or data relating to others, which may be obtained as a result of company activities.

The company rule regarding the removal or disposal of property will apply equally to the property of those on whose premises the employee may be working on as a result of employment.

Where the company employee is working on the premises of others feels that their personal safety and health is threatened for whatever reason, they may withdraw from the premises immediately. Where possible, the worksite should be made safe, but the situation must be reported to the controller of the premises and the company. Where the company employee is subject to any harassment, physical or mental, this will be reported to the company as soon as practicable.

All personal protective equipment must be worn when on company premises and follow other premises site specific rules.

S.34 TRAVELLING IN AND DRIVING OF COMPANY VEHICLES

For the purpose of this policy, those private vehicles authorised for company employees to travel and for which the company pay a mileage rate, shall be regarded as being company vehicles. Where the employee is required to hire a vehicle in the course of their employment, then they will be responsible for compliance with this policy.

All drivers will ensure that their vehicle is at all times roadworthy. The driver will visually check the condition of their vehicle daily and the operation of all road and brake lights weekly.

Drivers will not use mobile telephones, radios or other hand held appliances whilst driving. Approved "hands free" kits may be used, where this does not distract the driver.

Drivers and passengers will wear seat belts at all times when the vehicle is in motion.

No "child" (a person below minimum statutory school leaving age) may be carried in a company vehicle during the course of the drivers work.

The driver will be aware of the loading restrictions for the vehicle and will never overload the vehicle. It is the responsibility of the driver to ensure that the tyre pressures are correct for the current loading of the vehicle. Where the vehicle is to be used for towing, the driver will ensure that the statutory requirements in relation to this are complied with.

Where the vehicle has more than 9 seats, including that of the driver, the driver must be over 21 years of age. All drivers of company vehicles must be authorised by the company and must lodge a copy of their driving licence with the company before authorisation.

All company car drivers must immediately report to the company any road accident or caution for a road traffic offence, whether or not this related to the company vehicle.