Health and Safety Policies and Procedures

NIS Group Services Ltd Health and Safety Policy Statement

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NIS Group Services Ltd
Health and Safety Policy Statement

NIS GROUP SERVICES LTD will:

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of ‘Good Practice’ applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.

Communication and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.

Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.

Retain access to competent advice and assistance through the support of Carney Consultancy Ltd, thereby ensuring that we are aware of relevant changes in legislation and ‘Good Practice.’

Provide health surveillance for staff where appropriate and maintain records.

Co-operate with other organisations on construction sites to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities, and that we comply with the requirements of relevant legislation.

It is the duty of all of us when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed: Date: Position:
Accidents Policy

INTRODUCTION

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (See Accident Guidance) which are referred to in this policy.

It is our policy to:

- Record all injuries in our Accident Book and instruct employees on the procedure to be followed.

- Keep records of all accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.

- Seek advice from Carney Consultancy Ltd on any situation reportable under RIDDOR and any serious ‘near miss’ incident.

- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.

- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.

- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.

- Investigate all accidents, including ‘near miss’ incidents, to prevent recurrence.

- Ensure first aid (see First Aid Policy) provision is readily available.

- Contact Carney Consultancy Ltd if in doubt.
Accident Reporting and Recording Procedure

1. An accident or incident has been recorded and/or reported.
2. Contact Carney Consultancy Services to check whether the accident is reportable to the HSE.
3. Notify the HSE if necessary.
4. Keep a copy of the report form and any related documentation.
5. Where possible/appropriate, take photographs.
6. Assemble information relating to the accident/incident.
7. Determine witnesses and take statements.
8. Determine the true cause of the accident or incident.
9. Determine additional or improved control measures to prevent recurrence.
10. Implement controls.
11. Record.
Communication and Consultation Policy

INTRODUCTION

We recognise the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety.

It is our policy to:

• Establish effective lines of communication both internally and externally as required.

• Involve and consult with workers on issues affecting their health and safety at work and to take account of their views on these matters. Communication and consultation (see Guidance) takes place through:
  • Individual conversations
  • Staff meetings
  • Notice-boards
  • Internal publications
  • Health and Safety Committee meetings

• Provide information on performance, lessons learned from incidents, plans, standards, procedures and systems etc.

• Display the following:
  • The 'Health and Safety Law – What You Should Know’ poster
  • Our current Certificate of Employers’ Liability Insurance
  • Our Health and Safety Policy Statement (see Health and Safety Policy Statement)

• Consult with workers when changes to processes, equipment, work methods etc. are introduced into the workplace that may affect their health and safety at work

• Notify all workers of the arrangements for appointing a competent person.
Communication and Consultation Procedure

**Internal Inputs**
- Senior management
- Line Management
- Supervisory staff
- Workforce
- One-to-one conversations
- Safety Representatives

**External Inputs**
- Enforcement agencies
- Consultants
- Published information

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**Receive information**

Does the item of information require formal consultation?

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**Decision**

- **YES**
  - Decide on best method of communication, e.g., meetings, notice boards, one-to-one, e-mail, in writing, employee representatives
  - Keep records e.g., minutes of meetings, and copies of communications
  - Inform staff of method of feedback
  - Review feedback
  - Take corrective action if necessary

- **NO**
  - Identify information that needs to be communicated to staff

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See consultation procedure
Company Vehicles – Specialist Vehicles Policy

INTRODUCTION

We recognise the specific hazards and risks that are inherent in the use of specialist vehicles for work-related activities.

It is our policy to:

- Ensure that all operatives are fully trained, insured and in a fit state of health to operate specialist vehicles for work-related activities.

- Provide specialist training, including refresher training, where appropriate, to comply with any licensing or other requirements.

- Ensure that vehicles provided to employees are suitable for the purpose and the environment they are used in, and are safe to use.

- Check all driver licenses and certificates on a periodic basis.

- Ensure that vehicles are maintained in safe condition and that any examinations e.g. lifting equipment, MOTs etc. are carried out, as required.
A member of staff requires a specialist vehicle

The driving licence or certificate of the member of staff is examined for restrictions or endorsements and suitable class qualifications

The member of staff is questioned regarding their driving history, particularly accident history etc.

The member of staff is questioned regarding their eyesight

Additional specialist training is identified and provided

Information is provided to the member of staff regarding company rules on the use of equipment

The member of staff undergoes training on vehicle condition checks
Control of Substances Hazardous to Health Policy

INTRODUCTION

Hazardous substances can be brought into the premises for use in various activities and processes and can also be generated as a result of a process or activity. Exposure to hazardous substances can result in short and long term ill-health and injury, and even to fatalities. (See Guidance).

It is our policy to:

- Ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent.

- Ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk are carried out.

- Maintain records of all hazardous substances used or created on the premises and keep manufacturers safety data sheets, where appropriate.

- Assess the risks to health from exposure to hazardous substances, and determine the control measures needed.

- Record the assessments, and review them periodically or when changes occur.

- Introduce effective control measures to ensure exposure to substances hazardous to health is eliminated or reduced to the lowest possible level.

- Monitor exposure to hazardous substances, and undertake an appropriate form of health surveillance, where necessary.

- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of hazardous substances.

- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances, and fulfil our legal duties in relation to statutory examinations, where required.
Control of Substances Hazardous to Health

- The hazardous substance is used as part of a work activity
- Obtain the manufacturer’s safety data sheet
- Carry out risk assessment
- Can a different substance with less or no hazard be used instead
  - YES → Change to safer substance
  - NO → Introduce appropriate control measures e.g. use of containment or extraction (or PPE)
- Train staff on implementation of control measures
- Monitor control measures
Display Screen Equipment (DSE) Policy

INTRODUCTION

We recognise that incorrect use of display screen equipment may result in ill health such as pains in the arms, neck, elbows, wrists, hands and fingers, temporary eyestrain and headaches, fatigue and stress.

It is our policy to:

- Identify ‘Users’ of DSE as defined under current legislation. In general we interpret ‘users’ as staff who use this equipment for at least an hour or more at a time, or more or less daily.

- Carry out a specific risk assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.

- Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.

- Ensure that risk assessments are regularly reviewed.

- Advise staff of the findings of the assessments on their own workstation.

- Advise ‘Users’ of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at our expense, when they are required specifically for using our DSE.

- Ensure the software we use is suitable for our tasks.

- Provide information and training for staff on the risks to health from using DSE and how to avoid them.
Display Screen Equipment (DSE) Procedure

1. Identify all ‘users’ of Display Screen Equipment
2. Check DSE furniture and associated equipment to ensure that components meet required standards
3. Carry out specific risk assessments
4. Decide on control measures and implement actions at individual workstations
5. Plan and organise users’ and operators’ activities and breaks to periodically interrupt daily work with DSE
6. Establish a system for the provision of free eye and eyesight tests and special corrective lenses where necessary. Inform users and operators of entitlement
7. Provide information and training to staff
8. Review assessments
Electrical Safety – Fixed Installation Policy

INTRODUCTION

The fixed installation consists of the switchgear and electrical distribution systems throughout our premises. We recognise that electrical equipment is potentially hazardous and will identify risks to persons and reduce those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Ensure that a competent electrician inspects and tests all fixed installations at the intervals recommend in current guidance and that the appropriate report is issued and retained.

- Inform employees that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.

- Ensure that all employees are informed of the need to speedily report any problems encountered in connection with electrical supplies, circuitry or switches.

- Ensure that those who carry out work on electrical systems are competent, and use the correct equipment.

- Isolate or take out-of-service any faulty electrical system or equipment.

- Test electrical circuits following repair and prior to reinstating their use.

- Provide emergency and first aid information to cover the actions to be taken in the event of electric shock or burns.
Electrical Safety – Fixed Installation Procedure

1. Arrange for a competent person to inspect and test
2. Decide if permit to work is required (Consult Carney Consultancy Services if necessary)
3. Ensure equipment is properly marked up
4. If necessary carry out works to make installation safe
5. Liaise with electricians undertaking work on safe procedures for isolation of equipment/breadcrumbs etc. e.g. permit to work
6. Identify areas where work will be taking place
7. Inform staff of works and areas out of bounds
8. Receive report on state of installation
9. Retain test results on site
10. Decide frequency and plan retest of fixed installation
11. Train staff to identify hazards and report defects
Electrical Safety – Portable Appliances Policy

INTRODUCTION

We recognise that the use of portable electrical appliances is potentially hazardous. We will identify risks to people, managing those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Maintain a register of all portable electrical appliances used by us and ensure that a competent person inspects and, where required, tests all such equipment at intervals identified in our risk assessment.

- Prohibit personal portable electrical appliances from being brought into our premises unless prior approval has been given and the equipment has been inspected by a competent person before use.

- Provide instruction to users of portable electrical appliances so that they are aware of the hazards and are able to spot visible defects prior to use.

- Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.

- Ensure that all staff are aware of the need to stop using portable electrical appliances if problems are encountered and report any defects immediately.

- Isolate or take out of service any faulty electrical equipment.

- Test electrical appliances following repair and prior to reinstating their use.

- Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.

- Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.
Electrical Safety – Portable Appliances Procedure

Make an inventory of all portable electrical appliances, including personal equipment authorised to be used on site

Arrange for a competent person to inspect and test

Decide on inspection and test intervals in accordance with guidelines (Consult Carney Consultancy Services if necessary) Plan future inspection and tests

Ensure equipment is properly marked up

Retain test results on site

Ensure staff are aware of basic checks of equipment and how to report defects if faulty
Fire Safety Policy

INTRODUCTION

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to our health and safety (see Fire Safety Guidance).

It is our policy to:

- Assess the risks from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, fire fighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct staff in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters (see Fire Records Section).
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.
Fire Safety Procedure

1. Carry out a fire risk assessment and document findings

2. Identify persons at risk who may need assistance to evacuate or move to a safe place

3. Ensure that there is a method for giving warning of fires and that it can be heard in all areas of the workplace

4. Ensure the workplace can be evacuated safely in the dark or in the event of a power failure

5. Display fire evacuation notices and ensure all escape routes are adequately signed

6. Ensure all escape routes and exits are free of obstruction and that fire fighting facilities are readily available

7. Maintain fire detection, warning systems and installation

8. Train staff, carry out fire drills and keep records
Fire Notice

FIRE ALARM:

The fire alarm system is ……………………………

IF YOU DISCOVER A FIRE:

• Operate the nearest fire alarm

• Immediately vacate the premises by the nearest available exit and proceed to the assembly point indicated below. Do not use lifts.

DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

IF IT IS SAFE TO DO SO AND IF YOU HAVE THE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

• Always ensure there is a safe exit route before attempting to extinguish any fire.

• Leave the building immediately if you cannot control the fire or your escape route is threatened.

WHEN INFORMED OF A FIRE:

• Immediately vacate the premises by the nearest available exit

• Proceed to the assembly point indicated and await roll call.

• Close all doors behind you.

Report to the person in charge of your assembly point which is located at:

.............................................................................................................................................................................

DO NOT RE-ENTER THE BUILDING UNLESS TOLD TO DO SO BY:

.............................................................................................................................................................................
First Aid Policy

INTRODUCTION

We recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train suitable numbers of first aid personnel.
- Provide and maintain suitable and sufficient first aid facilities (see First Aid Guidance).
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide additional training for first aid personnel as necessary to take into account any specific hazards.
First Aid Procedure

Assess the number of first aid personnel required considering work patterns, number of employees and specific hazards.

Determine level of training required by first aid personnel e.g. ‘First-Aiders’ or ‘Appointed Persons’ for low risk areas.

For Appointed Persons

Provide training by HSE Approved organisation.

For First Aiders

Provide training in emergency first aid by HSE approved organisation.

Provide first aid kits in suitable locations, including travel first aid kits for peripatetic workers.

Display notices informing employees of first aid personnel and location of first aid facilities.

First Aid personnel to check and replenish contents of first aid kits on regular basis.

Review first aid arrangements periodically.
First Aid Notice

FIRST AID
is available from

FIRST AID BOX LOCATION
Gas Safety Policy

INTRODUCTION

If gas appliances and pipework are incorrectly installed and inadequately maintained, staff and others may be at risk from carbon monoxide poisoning, explosions and fire. (See Guidance).

It is our policy to:

- Use gas appliances which conform to appropriate standards.
- Ensure gas appliances and pipework are installed and maintained by a competent person.
- Keep records relating to gas appliance and pipework maintenance and safety checks.
- Create an emergency plan to deal with gas leaks, fire or explosions and train staff in its implementation.
Gas Safety Procedure

1. Identify gas appliances on the premises and create an inventory
2. Identify the locations of gas shut-off valves and guard any vulnerable installations and appliances
3. Establish an emergency plan for gas leak, fire or explosion
4. Train/instruct staff on action to take in the event of gas related incidents in accordance with emergency plan. Keep records
5. Arrange for maintenance and servicing to be carried out by a competent person
6. Keep records of maintenance and testing
7. Arrange for in-house checks to be undertaken on flues, grilles and airbricks to ensure that they are not blocked or obstructed
Health Surveillance Policy

INTRODUCTION

There are a large number of substances and or processes that may have an adverse effect upon the health of persons that are exposed to them. The extent of the health effects depends upon the inherent hazard of the substance/process, the time of exposure to the hazard and the concentration to which the person is exposed. Exposure to those substances known to be inherently very hazardous is controlled by specific sets of Regulations which in many cases require those persons exposed to them to undergo regular health surveillance to ensure that the control measures used remain effective.

It is our policy to:

- Identify all substances/processes that may cause adverse acute/chronic health effects.
- Prepare and maintain an inventory of all such substances/processes.
- Eliminate the use of such substances/processes or substitute them by less hazardous substances/processes where practicable.
- Identify staff who may be at risk from substances/processes having an adverse health effect.
- Undertake risk assessments on the work activities where hazardous substances/processes are used.
- Inform staff of the health risks associated with use of the substances/processes.
- Train staff in the safe methods of work and in particulars the use of the control measures.
- Provide health surveillance for those members of staff potentially at risk.
Health Surveillance Procedure

- Prepare an inventory of hazardous substances/processes
- Can hazardous substances be eliminated or substituted?
  - YES: Identify users of substances/processes
  - NO: Carry out assessments on hazardous substances/processes
- Are there any current health problems?
  - YES: Seek advice from Occupational Health doctor/nurse
  - NO: Train and inform staff, set up reporting system for health problems
- Arrange health surveillance
Hazard Reporting Policy

INTRODUCTION

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards (see Hazard Reporting and Recording Guidance) before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause them.

It is our policy to:

- Have an effective system for the reporting of hazards found by staff in their workplace.
- Ensure all reported hazards are dealt with expeditiously and efficiently.
- Check that action has been taken following receipt of a hazard report.
- Train staff to verbally report the following circumstances immediately.
  - Discovery of a fire
  - Ineffective, defective or missing guards
  - Damaged or ineffective personal protective equipment or clothing
  - Faulty equipment that cannot be operated safely
  - Insufficient training or information to carry out your work safely
  - Insufficient information on the use and handling of a hazardous substance
  - Spillage of a hazardous substance
  - Potential incident or dangerous occurrence
  - Complete checklists for hazard spotting at prescribed intervals.
Hazard Reporting Procedure

1. Locate ‘Hazard Record’ forms in prominent accessible areas.
2. Inform employees of the Hazard Records locations and how to complete them.
3. Employee identifies hazard.
4. Employee contacts Supervisor immediately.
5. Supervisor decides on action to take.
6. Employee completes form.
7. Senior Manager monitors reports and actions.
Lifting Operations, Equipment and Accessories Policy

INTRODUCTION

The result of failure in use, or misuse, of this type of equipment can lead to serious injuries or death, not only to users but also to those in the vicinity of lifting operations.

Lifting equipment includes equipment used for carrying persons, and lifting accessories are such items as chains, strops, slings, ropes and ‘D’ shackles.

It is our policy to:

• Provide lifting equipment and lifting accessories that are suitable for the lifting operation on which they are to be used.

• Uniquely identify each accessory and item of lifting equipment, and maintain a register, and mark equipment to show it can be used for lifting persons.

• Install lifting equipment in such a way as to reduce the risk of the equipment or load striking a person.

• Ensure all lifting equipment and accessories are marked to indicate their safe working load and provide any other marking appropriate to the configuration of use and for reasons of health and safety.

• Subject all items of lifting equipment and lifting accessories to thorough examinations by a competent person at intervals required by the examination scheme and where exceptional circumstances could jeopardise safety.

• Ensure that, prior to putting into use, we have evidence that all items of lifting equipment and lifting accessories are thoroughly examined by a competent person.

• Store equipment and accessories in such a way as to prevent damage or degradation.

• Keep all records of thorough examinations, tests, inspections and defect reports throughout the lifetime of the lifting equipment and in the case of lifting accessories for 2 years.

• Carry out risk assessments on all lifting operations and take action on their findings.

• Ensure that all lifting operations are properly planned by a competent person, are supervised and carried out in a safe manner.

• Provide suitable training for all users of lifting equipment and those involved in lifting operations.

• Take out of use and segregate any dangerous or faulty equipment or accessory until the item is repaired, tested and returned to service, or the item is rendered unusable and disposed of.
Lifting Operations, Equipment and Accessories Procedure

1. Identify all items of lifting equipment and accessories by a unique mark and enter into a register.

2. Ensure that all items of equipment are either thoroughly examined prior to putting into service or if the item has not been used previously ensure that an 'in date' declaration of E.C. conformity is held.

3. Keep records of tests, inspections, thorough examinations and defect reports.

4. Ensure that all lifting equipment is installed in such a way as to reduce the risk of the equipment or the load striking persons.

5. Provide suitable and secure storage for lifting accessories to prevent damage and unauthorised use.

6. Mark each item of equipment and accessory with its safe working load or provide information with the equipment, on the safe working load of the various configurations. Ensure that person-carrying equipment is marked to show this.

7. Train staff on the safe slinging, use and handling of equipment and accessories and ensure they are aware of how to take damaged or faulty equipment and accessories out of service.

8. Carry out risk assessment on all lifting operations and put into effect any additional control measures identified.

9. Ensure that all items of lifting equipment and accessories are suitable for the required task—correct type, size and safe working load rating.

10. Provide competent persons and supervision to ensure that all lifting operations are planned and carried out in a safe manner.
Lone Working Policy

INTRODUCTION

We recognise that staff who works alone may be exposed to hazards that are not usually present when working with other staff. We additionally recognise that extra precautions are required to safeguard the health and safety of lone working staff.

It is our policy to:

- Carry out a suitable and sufficient risk assessment for lone working activities.
- Provide a safe system of work for staff.
- Provide appropriate information and training to all lone working staff.
- Make adequate first aid provision for all alone working staff.
Lone Working Procedure

1. Identify staff who work alone
2. Install a formal visitation recording and travel arrangement system
3. Install an end-of-work/working day confirmation system, including details of nominated persons to receive notification from lone working staff
4. Provide information and training on procedures
5. Provide communications equipment if necessary
6. If any adverse incidents occur, take details of the incident from the employees involved
7. If necessary offer counselling and legal support
8. Analyse incidents
9. Regularly review procedures and implement additional controls if required
Maintenance Policy

INTRODUCTION

There is a legal requirement to ensure all workplaces and equipment used at work are adequately maintained. (See Guidance).

It is our policy to:

- Carry out routine maintenance to our premises, plant and equipment to ensure that there are no significant risks to the health and safety of our staff and others who could be affected.

- Ensure that those who carry out maintenance are competent to do so and, where appropriate, provide documentation and records of their maintenance activities.

- Ensure that where specialised examinations or inspections are required, they are carried out by a competent person, e.g. fire safety equipment.

- Routinely maintain items of fabric, plant and equipment that are not included in the statutory examination and testing arrangements.

- Ensure that maintenance is carried out in such a way that it does not present significant risks to the health and safety of those undertaking the work, or others who may be affected by the maintenance activity.

- Establish the frequency at which maintenance activities are carried out to ensure that:
  - Safety related features always function correctly
  - Manufacturers’ guidance is followed
  - Operating conditions such as the working environment, intensity and frequency of use do not affect equipment safety to such an extent as to create an increased risk to health and safety.

- Agree specific maintenance responsibilities with companies that supply us with leased or hired work equipment.

- Carry out inspections of work equipment prior to use for the first time and following re-installation after moving, to ensure correct installation and that the equipment can be used and maintained safely.

- Record these inspections when the safety of the equipment depends on the installation.

- Operate a planned maintenance scheme which includes safety related features of all out plant and equipment.
Maintenance Procedure

- List all items of fabric, plant and equipment that require routine maintenance (See Guidance)

- Ensure maintenance arrangements are in place with hire company

- Arrange for maintenance to be carried out by contractor/supplier

- Is equipment hired?
  - YES: Is external resource required?
    - YES: Appoint competent in-house staff
    - NO: Competent person defines frequency and type of maintenance required
  - NO: Agree maintenance responsibilities

- Competent person defines frequency and type of maintenance required

- Agree maintenance responsibilities

- Retain records

- Monitor, review and revise maintenance schedule to ensure that it is completed and comprehensive

- Review and meet training needs for operation and maintenance of all new equipment
Manual Handling Operations Policy

INTRODUCTION

We recognise that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

It is our policy to:

- Avoid, as far as is reasonably practicable, the need for members of staff to carry out manual handling tasks (see Guidance) that involve a risk of being injured.
- Carry out an assessment of manual handling activities which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform members of staff of their duties.
- Train members of staff as appropriate.
Manual Handling Operations Procedure

1. Carry out a survey of work activities to identify manual handling activities

2. Could any of the manual handling operations result in significant risk of injury?
   - Yes: Take steps to avoid the manual handling operations
   - No: Record the survey

3. Is it possible to avoid the manual handling operation at reasonable cost?
   - Yes: Install equipment, systems of work or procedures to reduce the risk of injury to as low a level as possible at reasonable cost
   - No: Carry out a risk assessment using proforma

4. Identify which operations could be undertaken using equipment or other systems of work to avoid the need to carry out manual handling activities

5. Install equipment, systems of work or procedures to reduce the risk of injury to as low a level as possible at reasonable cost

6. Provide employees involved with manual handling operations with information regarding the characteristics of the loads

7. Train employees in correct manual handling techniques
Monitoring and Checking Policy

INTRODUCTION

We recognise the importance of carrying out monitoring and checking to ensure that our performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

We also recognise that for the monitoring system to be effective both active and reactive monitoring (see Monitoring and Checking Guidance) must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring the matter will be investigated fully so that steps can be taken to prevent recurrences.

It is our policy to:

- Carry out monitoring and checking as part of our health and safety arrangements at agreed frequencies, i.e. active monitoring.
- Carry out reactive monitoring following an accident, ill health or incident to ensure lessons are learnt from the event.
- Designate key employees to undertake monitoring and checking activities.
- Provide training and support to those employees undertaking monitoring and checking activities.
- Ensure all policies, procedures and activities are covered by monitoring and checking (see Monitoring and Checking Section).
- Have all completed monitoring and checking forms validated by a senior management.
- Implement any required corrective actions identified by the monitoring and checking as soon as is reasonably practicable.
- Keep records of the monitoring and checking.
Monitoring and Checking Procedure

1. Identify and appoint senior manager(s) to carry out monitoring ensuring all the company’s policies, procedures and activities are covered.

2. Identify and appoint key employee(s) to carry out checking activities.

3. Train appointed managers and employees how and when to complete monitoring and checking forms.

4. Inform managers and employees of dates when monitoring and checking are to be carried out.

5. After monitoring and checking have been carried out, are there items which require corrective action to be taken?
   - YES: Manager/employee to complete a ‘corrective action checklist’
   - NO: All completed forms to be given to senior management for validation.

6. All completed forms and corrective action records to be given to senior manager for validation and approval for corrective actions required.

7. When the corrective action implemented, the ‘date completed’ section on the corrective action checklist should be filled in.

8. Keep completed monitoring/checklists for three years.
Noise at Work Policy

INTRODUCTION

We recognise that exposure of staff to excessive noise may result in both temporary and/or permanent hearing deterioration or loss. It is important, therefore, to ensure that we control exposure to excessive noise.

It is our policy to:

- Reduce the risk of hearing damage to staff to the lowest level reasonably practicable.
- Consider all other control measures before providing personal protective equipment to employees.
- Carry out assessments of exposure and maintain assessment records.
- Establish hearing protection zones, where required.
- Provide ear protection for staff exposed to excessive noise.
- Maintain and ensure staff use personal protective equipment.
- Provide relevant information, instruction and training to members of staff.
- Ensure that manufacturer information regarding noise levels generated by plant and equipment is provided to members of staff, where relevant.
Noise at Work Procedure

Is it difficult to hear someone standing 2 metres away without having to shout? 

- **NO**
  - No further action

- **YES**
  - Arrange for noise assessments to be carried out by a competent person
  - Maintain suitable records of the assessment
  - Consider eliminating/reducing the noise at source
  - Introduce any further engineering control measures
  - Establish hearing protection zones as necessary
  - Provide Personal Protective Equipment (PPE) as required, See PPE Policy
  - Carry out the required training and instruction
  - Monitor effectiveness of control measures
Personal Protective Equipment (PPE) Policy

INTRODUCTION

The requirement for provision of Personal Protective Equipment (PPE) is usually determined by risk assessment. PPE is only used as a last resort where risks to health and safety cannot be controlled adequately by other means.

It is our policy to:

- Provide personal protective equipment where a risk assessment concludes that personal protective equipment is required.
- Ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide personal protective equipment that conforms to relevant British and European standards.
- Provide members of staff using PPE with relevant information and training.
- Supervise and monitor staff to ensure the personal protective equipment is being used correctly.
- Keep a record of all personal protective equipment issued.
- Discipline employees who repeatedly refuse to use PPE in the correct way.
Personal Protective Equipment (PPE) Procedure

1. Review risk assessments to identify where PPE is required

2. Consult PPE suppliers to ensure PPE is suitable and conforms to British and European standards, i.e. BS(EN)

3. Provide instruction, information and training for employees on use and maintenance of PPE

4. Where appropriate provide training on correct fitting of PPE

5. Issue PPE to individuals and complete PPE Issue Record

6. Supervise and monitor use, storage, maintenance, availability and re-issue of PPE

7. Ensure that non-disposable respiratory protective equipment is inspected at appropriate intervals and records kept
Pressure Systems Policy

INTRODUCTION

Pressure systems have the potential to cause significant injury or damage to property in the event of an unexpected release of stored energy as a result of system or component failure. The correct installation, maintenance, examination, testing and use is vital. (See Guidance).

It is our policy to:

- Ensure that pressure systems are installed by a competent person.
- Install new pressure systems in positions which would minimise injury and damage in the event of unexpected releases of stored energy.
- Establish safe operating limits of pressure systems prior to use and ensure that they are clearly marked on the system.
- Have a competent person draw up a written scheme of examination for systems where steam or fluid is stored, including its pipe work, at above 0.5 bar.
- Ensure that a competent person carries out all such maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- Ensure that all systems not subject to a written scheme of examination are maintained in accordance with the manufacturers recommendations.
- Rectify without undue delay any repairs arising from any reports on the condition of the systems or from any fault reporting system.
- Provide operators with adequate and suitable instruction of the safe operation of pressure systems and any emergency procedures.
- Retain all relevant records i.e. manufacturers safety information, written schemes, examinations reports, modifications and examination postponements at the location of the pressure system to which it refers.
Pressure Systems Procedure

- Are the pressure systems mobile or subject to a lease/hire agreement?

  - YES
    - Do pressure systems contain:
      - A relevant fluid stored above 0.5bar
      - Vessels whose pressure rating x volume is greater than 2500 litres
      - Steam
    - Establish safe working limits and clearly display them on the system
    - Ensure a competent person draws up a written scheme of examination
    - Ensure that thorough examinations and tests are carried out in accordance with the written scheme
    - Maintain in accordance with the manufacturer’s recommendations
    - Provide operators with suitable instruction on the safe operating procedures
    - Collate all relevant records and retain at the location of the pressure system

  - NO
    - Provide operators with suitable instruction on the safe operating procedures
    - Provide operators with suitable instruction on the safe operating procedures
    - Provide operators with suitable instruction on the safe operating procedures
Risk Assessment Policy

INTRODUCTION

We recognise that risk assessments are the most important part of effective health and safety management. Risk assessments (see Guidance) help us to prevent accidents and ill health by considering the hazards that exist and how we manage them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring.

Carney Consultancy Ltd have carried out a General Risk Assessment on our behalf which is held in our ‘Risk Management’ documentation.

‘Specific’ risk assessments are required by certain regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations for this requirement.

It is our policy to:

- Appoint a competent person or persons to carry out risk assessments, recording their details on our Health and Safety Law poster.
- Carry out detailed risk assessments on hazardous activities.
- Identify and carry out those specific risk assessments we are legally required to carry out.
- Carry out detailed risk assessments on hazardous activities.
- Implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train staff on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.
Training Policy

INTRODUCTION

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our staff’s perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment, it is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff are competent and confident when carrying out their work, it is our legal responsibility to provide adequate Health and Safety training (see Guidance).

It is our policy to:

• Identify the health and safety training needs associated with our work activities.

• Provide the following health and safety training for our staff:
  • Induction training for new starters
  • Training on our Health and Safety Policies and Procedures
  • Work activity training relevant to the member of staff, including the use of any equipment
  • Training required by specific legislation
  • Training on Fire and Emergency procedures including alarm raising
  • Training on the recognition, handling and use of hazardous substances
  • Awareness training for Management staff
  • Refresher training where identified in our training needs analysis

• Keep records (see Training Records)
Training Procedure

1. Establish the work content of the job
2. Specify the level of competence required for each task. Consider individual characteristics that may be needed.
3. Assess current competence of individual staff against this analysis
4. Identify staff training needs
5. Identify and if necessary train trainers for each topic
6. Identify external training providers
7. Add trainers to approved trainers list
8. Develop training package if necessary
9. Arrange training dates
10. Deliver training
11. Assess effectiveness of training
12. Amend training and re-deliver if necessary
13. Amend training and re-deliver if necessary
Visitors Policy

INTRODUCTION

As an employer and occupier of premises, we have a duty of care towards all visitors (see Guidance), including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

It is our policy to:

- Ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises.
- Control the access of visitors, including contractors, to ensure the health, safety and security of our staff.
- Ensure visitors are aware of our rules and procedures.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Take or direct visitors to the fire assembly point in the event of an evacuation of the premises.
- Record all injuries to visitors in the Accident Book and carry out a thorough investigation (see the Accident/Investigation Report Form). If the injury is of a serious nature or fatal, we will make contact with Carney Consultancy Ltd, our health and safety consultants, for further advice.
- Inform visitors of our smoking policy.
Visitors Procedure

- All visitors are directed to use the intercom at the main door.
- Visitors are asked to read the visitors' rules.
- Visitor completes details in visitors book, person responsible for visitor informed.
- If appropriate visitors badge issued.
- Visitor is accompanied by responsible person. In event of fire alarm, visitor escorted back to assembly point.
- Visitor returns badge, completes departure details and leaves premises immediately.
- Responsible person to ensure incidents and injuries involving visitors are recorded.
- Monitor and review visitors procedures.
Visitors’ Rules

ALL VISITORS MUST:

• Follow the fire procedures displayed on the premises
• Adhere to our No Smoking policy
• Park vehicles in such a way as to not obstruct fire escape routes, roads, access or other vehicles
• Either be (a) accompanied or (b) authorised to enter the premises
• Remain within authorised areas and not enter any restricted areas unless accompanied
• Not take anything from the premises without permission
• Report all incidents and/or injuries to the host
• Wear protective clothing which will be supplied when necessary

We reserve the right to search visitors’ bags, packages and vehicles
Work Activities Policy

INTRODUCTION

Our work activities are diverse and may present significant hazards to our health and safety which must be controlled. This policy outlines the actions to be taken to identify hazards and control risks and illustrates our commitment to those controls.

It is our policy to:

- Carry out risk assessments (see Risk Assessment Policy) on activities which present hazards to health and safety
- Provide appropriate control measures to minimise risks arising from work activities including information, instruction, training and supervision.
- Train staff to carry out their work in a safe manner
- Develop work instructions where necessary to control health and safety (see Work Activities Guidance), over and above our health and safety rules.
Work Activities Procedure

Is there a risk to health & safety from this activity?

NO

No further action at present. Keep activity under review

YES

Has a risk assessment been carried out for this activity?

YES

Ensure that the assessment has been brought to the employees attention and review as necessary (see risk assessment policy and procedure)

NO

Are the hazards adequately controlled by measures included in other risk assessments?

YES

Ensure that employees are aware of the control measures and are using them

NO

Carry out a risk assessment of the activity (see risk assessment policy and procedure)

IMPLEMENT THE CONTROL MEASURES IDENTIFIED IN THE RISK ASSESSMENT INCLUDING, IF APPROPRIATE:
- Written work instructions
- Written method statements
- Generic risk assessments

IDENTIFY AND IMPLEMENT ADDITIONAL CONTROL METHODS REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL
Work Equipment Policy

INTRODUCTION

We recognise that work equipment (see Guidance) can present hazards and risks to all our staff, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised.

It is our policy to:

- Provide work equipment for staff that is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, inspected and tested (see Record of Testing/Maintenance Form) as required.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, training and instruction where appropriate to all staff who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards.
- Provide protection against high or low temperatures.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary, and are suitable for the equipment and location.
- Ensure that all control systems are safe.
- Provide suitable means of isolating the work equipment from sources of energy.
- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.
Work Equipment (New) Procedure

Identify requirements of the task(s) to be carried out

Identify equipment available (if necessary seek suppliers' advice)

Is equipment suitable?

Is a detailed assessment required?

Does equipment meet the requirements?

Introduce equipment

Provide any necessary training and instruction

Maintain equipment

Carry out detailed risk assessment using proforma prior to delivery
Work Equipment (Existing) Procedure

Is the work equipment suitable for the work being carried out?

- NO
- YES

Is a detailed assessment required?

- NO
- YES

Can it be adapted or modified?

- YES
- NO

Carry out detailed risk assessment using proforma prior to delivery

- YES
- NO

Does equipment meet the required standard?

- YES
- NO

Continue use and maintain equipment

- YES
- NO

Consider replacement (Refer to procedure for new equipment)

- YES
- NO

Can it be modified or adapted at reasonable cost?

- YES
- NO

Carry out modifications

- YES
- NO

Provide any necessary training or instruction
Workplace Environmental Policy

INTRODUCTION

We recognise that a safe and healthy work environment (see Guidance) is not only a legal requirement but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

• Provide a comfortable work environment which is safe and without risk to health.
• Control the following factors affecting our general working environment to ensure compliance with legislation:
  • Temperature
  • Ventilation
  • Lighting, including emergency lighting
  • Individual workspace requirements
  • General layout of work areas
  • Waste disposal, including contaminated or hazardous waste
• Provide and maintain safe access to and egress from the workplace.
• Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
• Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
• Keep floors and walkways clean, and free from obstruction and slipping and tripping hazards.
• Provide and maintain the following welfare facilities:
  • An adequate number of toilets for the gender mix at our premises
  • Washing, changing and clothing storage facilities where appropriate
  • Rest areas, including arrangements for non smokers to avoid inhalation of smoke
  • Rest facilities for pregnant workers and nursing mothers
• Ensure the workplace, its equipment, services and facilities are maintained
• Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.