HEALTH & SAFETY POLICY

Compiled for

AA Safety Group Ltd

Director: Tanya Andrews

Signed: *Tanya Andrews*

***Date:* 10th June 2023**

Review Date: 9th June 2024

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TABLE OF CONTENTS

Health and Safety Policy Amendment Sheet

Record of Amendments

Version No:	Date:	Index Ref:	Brief Description of Amendment
1	April 2020		

Distribution:	Purpose of issue:	Number:

INTRODUCTORY NOTE

This health and safety management system Inclusive of the policy is divided into two sections – policy and arrangements.

The **'policy'** section contains the company's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the **'arrangements'** section, which includes guidance on procedures (including assessment and documentation procedures) to be observed and adhered to in the course of the company operations. Such guidance would be applied in conjunction with task and site-specific health and safety instructions and documentation pertinent to individual work activities and environments.

COMPLIANCE REVIEW

AA SAFETY GROUP LTD's health and safety policy shall be formally reviewed annually by **AA Safety Solutions Ltd** for as long as this company retains their services. This review shall cover all sections of the policy and shall ensure that:

a) The responsibilities reflect the current staffing of the company.
b) The arrangements remain unchanged.
c) The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

AA Safety Solutions Ltd shall undertake an annual review of the company's safety programme to ensure that the company is in compliance with the policy. This review shall check that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy are being adequately complied and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.

They will also evaluate:

1. The attitude to health and safety of both management and employees.
2. The effectiveness of the training carried out and the requirements for further training.
3. The effectiveness of the policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of the review shall be complied into a report for the Managing Director and shall include recommendations of the action to be taken to rectify any non-compliance.

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Managing Director of **AA SAFETY GROUP LTD**has produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring the technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information.
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together for the health and safety policy for **AA SAFETY GROUP LTD**.

Tannya Andrews
Director

SmokeFree Policy Statement

PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of **AA SAFETY GROUP LTD**that all out workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Managing Director. However, all employees are obliged to adhere to and support the implementation of the policy. He shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. He will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the company premises and in all smoke-free vehicles.

NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

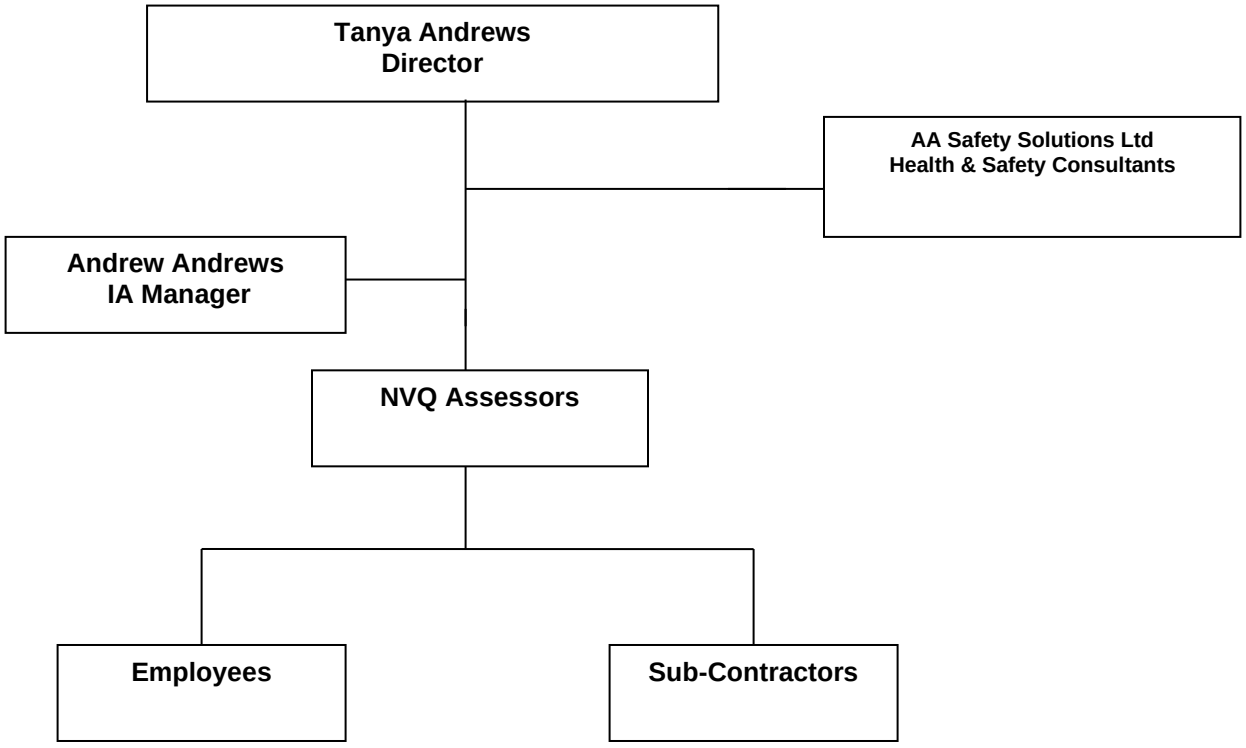
The NHS offers a range of free services to help smokers give up. Visit **gosmokefree.co.uk** or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Tanya Andrews

Directors

AA SAFETY GROUP LTD

Management Structure for Health & Safety



AA SAFETY GROUP LTD

Responsibilities for Health and Safety

Andrew Andrews - Director/Health and Safety Director

The Managing Director/Health and Safety Director's health and safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in the legislation or company development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover us provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. The board recognises its role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Health and safety objectives are set and their achievement is measured and reported to the annual report.
10. He actively leads the implementation of the health and safety policy.
11. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
12. He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
13. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
14. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
15. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
16. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
17. Where necessary, health and safety rules are developed.
18. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
19. He sets a good personal example by using the appropriate protective equipment whilst on site.

Supervisor and Foreman

The health and safety responsibilities at this level of management are to ensure that:

1. He understands the company's health and safety policy and understands his responsibilities.
2. He actively leads the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
7. All health and safety site rules are followed by all.
8. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
9. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
10. Safety training requirements are identified for all members of staff under his control to ensure that those members of staff are competent to undertake their work in a safe manner.
11. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
12. He sets a good personal example by using the appropriate protective equipment whilst on site.
13. His line manager is informed of any change to his state of health, either temporary or permanent, which might affect his working ability or his suitability to carry out any particular task or tasks.

Employees / Operatives / Contractors

The health and safety responsibilities of Operatives are to ensure that they:

1. Understand the company's health and safety policy, understand their responsibilities and comply with the requirements.
2. Use the correct tools and equipment for the task.
3. Use the personal protective equipment provided.
4. Only use tools which are in good condition.
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
7. Avoid improvisation.
8. Warm new employees of known hazards.
9. Refrain from horseplay and follow all health and safety site rules.
10. Do not misuse or abuse anything provided under statutory requirement in the interests of health and safety.
11. Co-operate with the company on all aspects of health, safety and welfare.
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
13. Report all accidents and incidents so that action can be taken to prevent reoccurrence.
14. Inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

AA Safety Solutions Ltd have been retained as the company's competent safety advisers and shall:

1. Ensure that the health and safety policy and documentation, as prepared by them, is reviewed and updated as required.
2. Provide a telephone advisory service relating to all aspects of health and safety at work.
3. Carry out site safety inspections as requested by the company.
4. Provide written reports and assessments for the company subsequent to the inspections.
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority.
6. If requested, assess all methods statements prepared by the company.
7. If requested, attend meetings regarding health and safety on behalf of the company.
8. If requested, provide health and safety training to both management and staff.
9. Ensure that we act to reduce imminent danger wherever that may be seen in any area of the company's responsibilities.

AA SAFETY GROUP LTD

Arrangements for Health and Safety

SECTION 3

Arrangements for Concerns over Health and Safety Issues

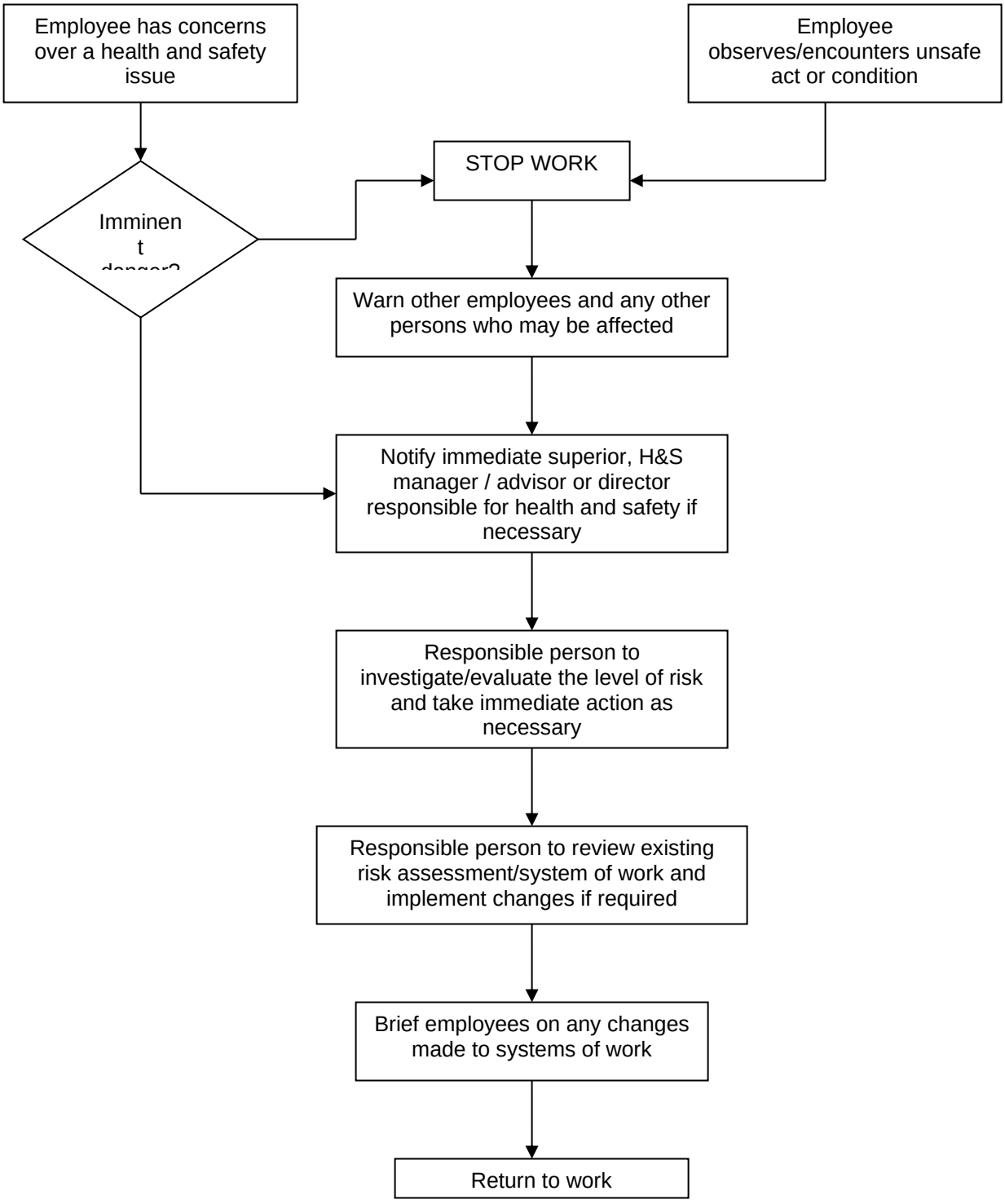
If any employee has any concern over health and safety issues they should tell their immediate superior or health and safety manager / advisor. If neither are available then they should tell the director to whom they report.

Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

AA Safety Solutions Ltd have been retained by this company for the purpose of assisting the company in keeping up-to-date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Their call out service and telephone advisory service is available. A director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below. Should a call be answered by an answer phone the caller must record the name, their company name and the number on which that person may be contacted.

Procedure for Concern over Health and Safety Issues



See guidance section for details

Guidance on Concerns over Health and Safety Issues

PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

IMMINENT DANGER

Guidance on dealing with outbreaks of fire and on bomb threats can be found in section M of this manual.

Other categories of imminent danger may include:

- Development of a fault condition in machinery.
- Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents – **unsafe acts** and **unsafe conditions**.

Unsafe acts may include:

- Using defective equipment.
- Using equipment incorrectly.
- Failing to use or incorrectly using personal protective equipment (PPE).
- Leaving equipment in a dangerous state.

Upon identifying an unsafe act it is the duty of every member of the workforce to **stop** the work being carried out, **warn** anyone who may be affected by the unsafe act and **report** the circumstances of the unsafe act to their immediate superior for action.

Unsafe conditions include:

- Poor underfoot conditions.
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding.
- Poor housekeeping.
- Poor lighting or ventilation.

These lists are not exhaustive.

Upon identifying an unsafe condition it is the duty of every member of the workforce to **stop** the work in that area, **warn** anyone who may be affected by the unsafe condition and **report** the circumstances of the unsafe condition to their immediate superior for action.

Safety in the office requires that each person co-operates and that common sense prevails.

The main categories of serious injury to office workers are:

- Falls from a height, e.g. down a staircase or from overreaching.
- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive strain injuries.
- Contact with moving parts of office machinery, e.g. shredders, guillotines.

IF IN DOUBT – CHECK!

SECTION 4

Arrangements for Managing Risks arising from Work Activities

Andrew Andrews is responsible for ensuring that risk assessments are carried out and for ensuring that the control measures are implemented and communicated to employees directly or through a Supervisor.

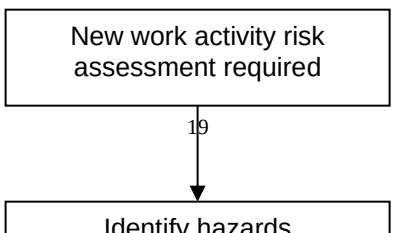
Risk assessments will be undertaken by **Andrew Andrews** with the advice and assistance of **AA Safety Solutions Ltd**, should it be requested. Any significant findings of risk assessments will be reported to the directors.

Andrew Andrews will be responsible for ensuring special risk assessment (see guidance below) is carried out for works to be undertaken by young persons, i.e. those under the age of 18 years. Copies of written risk assessments are to be sent to the parents or guardians of the young person.

Andrew Andrews will ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process is carried out. In any case, they shall ensure that all risk assessments are reviewed at least annually or when the work activity changes, whichever is sooner.

AA SAFETY GROUP LTD carries out a set of tasks which are frequently similar. To help control the risks of these tasks the company has produced a set of generic risk assessments, which are kept in a separate file.

Procedure for Managing Risks



Guidance for Managing Risks arising from Work Activities

INTRODUCTION

Employers have a duty to assess the risks to the health and safety of their employees at work and of persons not in their employment who may be affected by their work and to eliminate those risks or control them to a level that is acceptable.

This duty is qualified by the legal term “so far as is reasonably practicable”, which can be interpreted as meaning that the cost of measures necessary to avert a risk (whether in time, money or trouble) may be assessed against the degree of risk. In other words, an employer does not need to take a measure that is technically impossible or if the time, trouble or cost of the measure would be grossly disproportionate to the risk.

Risk assessment in itself is not complicated but must be carried out and recorded to ensure that work being done does not impose an unacceptable risk. The purpose and function of risk assessment may be expressed as follows:

- To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard).
- To identify the potential of the hazard being realised and the potential consequences of that realisation (risk).
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

1. Avoid risks if possible.
2. Combat risks at source.
3. Change the method of work to suit the individual.
4. Make use of technological developments.
5. Incorporate control measures into procedures within an overall planned structure to reduce risks.
6. Give precedence to controls which cover the whole workforce or activity.
7. Provide information and training to employees and self-employed persons.
8. Confirm that the control measures indicated by the risk assessment have been put in place and are effective.

The regulations make the following definitions, which must be clearly understood.

A **“hazard”** is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

“Risk” is the likelihood that the harm from a particular hazard is realised.

Risk is expressed as: **severity of the hazard x likelihood of occurrence**

RANKING RISKS

In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks.

To do this a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each task's likelihood and severity and multiplying those together a risk value for that task is established.

Likelihood – Probable frequency (taking into account whatever precautions are currently being taken):

Improbable occurrence	1
Remote occurrence	2
Possible occurrence	3
Probable occurrence	4
Likely occurrence	5

Severity of the hazard:

Nil – Trivial injuries	1
Low – Minor injuries	2
Medium – Major injuries to one person	3
Major – Major injuries to several people	4
High - Death	5

Risk – The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below:

LIKELIHOOD

SEVERITY	5	4	3	2	1
5	HIGH	HIGH	MEDIUM	MEDIUM	LOW
4	HIGH	HIGH	MEDIUM	LOW	LOW
3	MEDIUM	MEDIUM	MEDIUM	LOW	TRIVIAL
2	MEDIUM	LOW	LOW	LOW	TRIVIAL
1	LOW	LOW	TRIVIAL	TRIVIAL	TRIVIAL

The following issues should be considered in addition to the work activity information:

- Number of personnel exposed.
- Frequency and duration of exposure to the hazard.
- Failure of services, failure of plant and machinery components and safety devices.
- Exposure to the elements.
- Protection afforded by personal protective equipment.
- Unsafe acts (unintended errors or intentional violations of procedures).

These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

A simple risk-based control plan:

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL (1 – 3)	No action is required and no documentary records need to be kept. Monitoring is required to ensure that the controls remain effective.
LOW (4 – 8)	No action is required and no documentary records need to be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM (9 – 15)	Efforts must be made to reduce the risk but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH (16 – 25)	Work should not be started until the risk has been reduced. Considerable resources may have been allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken. **If it is not possible to reduce the risk even with unlimited resources work has to remain prohibited.**

The Risk Assessment Form

There is a need to assemble in one place all the pertinent information regarding the risks and hazards of the task being assessed. The risk assessment form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes (frequently there may be nothing to insert in some of them). Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk assessment is not an end in itself. It is simply a tool that allows the company to evaluate dangers to the workforce and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

YOUNG PERSONS

Special risk assessments need to be carried out on any risks to young persons (under the age of 18 years) before they start work. Existing assessments will be reviewed where young persons are already in employment. The young person's risk assessments will follow the same procedure as that for other risk assessments but will specifically take the following into account:

- The young person's inexperience, lack of perception of danger and immaturity.
- Their workplace and workstation.
- Any exposures to physical, chemical and/or biological agents.
- Any work equipment used.
- The work activities and processes to be undertaken.
- Any training provided and any risks from specified agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration, and processes.

Following the risk assessment a copy of the form should be forwarded to the guardians of the young person and a detailed briefing on the detail of the risk assessment given to the young person by their manager.

WORKPLACE RISK ASSESSMENT

OPERATION/PROCESS		DATE	Nº
LOCATION			
EQUIPMENT USED	CAN TASK BE ELIMINATED?	Yes	No
SUBSTANCES USED	ARE COSHH ASSESSMENTS NEEDED?	Yes	No
RISK PRIOR TO CONTROLS			
HAZARDS IDENTIFIED	Low	Med	High
EXPOSED PERSONS		TOTAL NUMBERS AFFECTED	
FREQUENCY OF EXPOSURE	DURATION OF EXPOSURE		
CONTROL MEASURES ALREADY IN PLACE	EXTENT TO WHICH THEY CONTROL RISK		
ADDITIONAL MEASURES REQUIRED	ACTION BY	BY WHEN?	
STATEMENT ON RESIDUAL RISKS			
ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS			
MONITORING RESULTS When the detailed control measures in place are adhered to the risks above should be reduced to an acceptable level.			
ASSESSOR	POSITION	REVIEW DATE	

Risk Assessment Form

SITE SPECIFIC ASSESSMENT

On each site each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.
Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: Insignificant / low / medium / high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick): Contractor Site Copy Employees Subcontractor Other Client		
On-site Assessment Signed:	Print Name:	Date

NOISE ASSESSMENTS

In accordance with the Control of Noise at Work Regulations we shall ensure that the risk to our employees from exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable. The levels of exposure averaged over a working day or week, and the maximum noise (peak sound pressure) to which employees are exposed in a working day shall determine the actions we will take as an employer. The values are:

- Lower exposure action values:
  - Daily or weekly exposure of 80dB;
  - Peak sound pressure of 135dB.

- Upper exposure action values:
  - Daily or weekly exposure of 85dB;
  - Peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values:
  - Daily or weekly exposure of 87dB;
  - Peak sound pressure of 140dB.

Exposure limit values take account of any reduction in exposure provided by hearing protection.

Exposure Assessment

If it is perceived that there may be a noise problem in our workplace we will assess the risks and put in place a programme of noise controls as necessary. The risk assessment should help us to:

- Identify where there may be a risk from noise and who is likely to be affected.
- Estimate our employees' exposure levels for comparison with the exposure action values and limit values (see above).
- Identify what we need to do to comply with the law, e.g. whether noise control measures and/or hearing protection are needed, and, if so, where and what type.
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Our estimate of employees' exposure shall be based on reliable information, e.g. measurements in our workplaces, information from other workplaces similar to ours (where available), and/or data from suppliers of machinery. It shall specifically take account of:

- The work they do or are likely to do.
- The ways in which they do the work.
- How it might vary from one day to the next.

Assessment Records and Review

Risk assessments shall be recorded (see the noise assessment for overleaf) along with any recommendations in an action plan. The plan shall set out what we have done and what we are going to do, with appropriate timescales, and who will be responsible for ensuring that those actions are carried out.

We shall review our risk assessment if circumstances in the workplace change which might affect noise exposures. We shall also regularly monitor and review the effectiveness of our actions to reduce our employees' exposure risk.

Competence to Assess

It is this company's policy to ensure that any risk assessment is carried out by a competent person. We may choose or need to seek advice and/or assistance from other competent sources, such as our health and safety advisors, in order to fulfil out noise assessment procedures.

Actions and Control Measures

Where assessment shows that our employees' noise exposure level is between the lower and upper exposure action values we shall as a minimum:

- Provide them with suitable hearing protection equipment if they ask for it.
- Provide employees with adequate information, instruction and training, such that they understand the associated risks and the duties placed on employers and employees by the regulations.
- Consider taking additional, reasonably practicable actions to further reduce risks in line with good practice and recognised standards within our industry.

Where assessment shows that exposure level is likely to be at or above the upper exposure action values we shall:

- Provide employees with suitable hearing protection equipment and enforce the wearing of it to immediately reduce the exposure risk.
- Identify if any areas of the workplace need to be designated as "Hearing Protection Zones (HPZs)".
- Demarcate and identify HPZs by means of appropriate safety signage and restrict access where it is practicable to do so.
- Implement a suitable health surveillance programme.
- Establish and implement a programme of organisational and technical measures to reduce exposure to as low a level as is reasonably practicable, such that in the longer term it may be possible to eliminate or reduce the need for hearing protection equipment and HPZs. These measures may include the:
  - Reduction of noise at source by use of quieter processes or equipment and through a low-noise purchasing policy for new equipment;
  - Isolation of the noise at source by use of engineering controls and/or changes to the design or layout of the workplace;
  - Reduction of time to which personnel are exposed to noise.

Employee Responsibilities

We shall endeavour to ensure that employees are made fully aware of their responsibilities under the Control of Noise at Work Regulations through our policy of providing adequate information, instruction and training. In order to help us control their exposure to noise employees must:

- Co-operate with any proposed actions we take in order to protect their hearing.
- Use any noise control devices, e.g. noise enclosures, and follow any working methods that are put in place.
- Use any hearing protection they are given, wear it properly and make sure they wear it all the time when doing noisy work within HPZs.
- Look after their hearing protection, check it remains in good condition and store it in designated areas where appropriate.
- Report any problems with their hearing protection or noise control devices to their supervisor straight away.
- Let their supervisor or line manager know immediately if they have any kind of ear trouble or hearing problems.

Health Surveillance

Where assessment above shows that our employees are, or are likely to be, regularly exposed to noise levels at or above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage, we shall provide suitable health surveillance programmes for individuals as required. Further information regarding noise exposure is contained in section O of this manual.

For further guidance on noise at work and how to control it see the guidance note regarding noise at work (B008).

Noise Assessment **Sheet Number** **Date:**			
OPERATIVE/BYSTANDER			
OPERATION/PROCESS			
LOCATION			
	MAIN NOISE SOURCE	**BACKGROUND NOISE SOURCES**	
DURATION			
CONTINUOUS/ INTERMITTENT			
SILENCED/ MUFFLED			
OPEN, SEMI OR REVERBERANT			
MONITORING RESULTS			
EXPOSURE ASSSESSMENT			
HEARING PROTECTION RECOMMENDATIONS			
CONTROL ACTION REQUIRED			
ASSESSOR		POSITION	
SIGNED		DATE	

Noise Assessment

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.

Completion of this side will ensure that your assessment is both appropriate and complete.

<table>
<tr><td colspan="3">Maximum number of people involved in activity:

Additional specific hazards identified:

Additional control measures required:

Assessment of remaining risks; Insignificant/low/medium/high</td></tr>
<tr><td colspan="3">Is residual risk level acceptable?</td></tr>
<tr><td colspan="3">Serious and imminent danger risks identified: Yes/No
Emergency action required:

Name(s) of competent person(s) appointed to take action:</td></tr>
<tr><td colspan="3">Circumstances which will require additional assessment:</td></tr>
<tr><td colspan="3">Circulation of Risk Assessment (tick)

Contractor Site Copy Employees

Subcontractor Other Client</td></tr>
<tr><td>On-site Assessment Signed</td><td>Print Name</td><td>Date</td></tr>
</table>

NOISE GENERATING TOOLS/PLANT REGISTER

Manufacturer	Model/Common Name	Average noise level (dB)	Maximum exposure time (hh:mm) to reach lower exposure action value (80dB(A))	Maximum exposure time (hh:mm) to reach upper exposure action value (85dB(A))

The exposure times are only an indication of the time it would take to reach the stated exposure action levels where the equipment is used in isolation from other noise sources throughout the working day.

To calculate the overall daily personal noise exposure ($L_{EP,d}$) the average noise level and exposure duration for each tool/plant operated should be entered into the HSE Noise Calculator (www.hse.gov.uk/noise/dailycalc.xls).

Noise Generating Tools/Plant Register

Guidance Notes for Managing Health and Safety Risks Arising from Work Activities

LONE WORKING

LONE WORKERS

Although there are a few special circumstances where, due to the risk and hazard, there is a prohibition (e.g. drivers) there is no general prohibition to employees working alone. However, it is obvious that lone workers may be exposed to special risks and that there is a need to address what special arrangements need to be made to cope with those risks.

There are two major areas of risk for lone workers:

1. The possibility of being unable to summon assistance if they have an accident or if they are incapacitated in some other way;
2. Their vulnerability to violence.

The risk assessment carried out under The Management of Health and Safety at Work Regulations 1999 ought to examine the special circumstance of lone workers; the control measures recommended by this assessment should be enforced.

The sort of concerns that should be examined in the risk assessment are:

1. What might go wrong?
2. How serious might it be?
3. Would the worker be able to summon help?
4. How would you check that they are OK?
5. Are they going to come across circumstances in which they will attempt to do something that requires two people?
6. Are they mentally and physically suited to working alone?
7. What instruction have they received?
8. Is that instruction in writing?
9. What training have they received?
10. How are you going to supervise them?
11. What first aid arrangements should be made?

This list is not exhaustive.

After considering these things and putting into place such precautions as you can, you must assess whether it is safe or unsafe for a particular worker to work alone.

NOISE AT WORK

Permanent hearing damage can be caused immediately by sudden, extremely loud, explosive noises, e.g. from guns or cartridge-operated machines; however, hearing loss is usually gradual because of prolonged exposure to noise.

Some people may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

Is there a noise problem in your workplace?

There is likely to be a noise problem if any of the following apply:

- Noise levels are intrusive for most of the working day;
- Employees have to raise their voices to carry out a normal conversation when about 2 metres apart for at least part of the day;
- Employees use noisy powered tools or machinery for more than half an hour each day;
- Activities include construction, demolition or road repair; wood working; plastics processing; engineering; textile manufacture; general fabrication; forging, pressing or stamping; paper or board making; canning or bottling; foundry works;
- There are impact noises due to hammering, drop forging, pneumatic impact tools, etc;
- Cartridge-operated tools or detonators, or guns are used.

The legal requirements

The Control of Noise at Work Regulations require employers to:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

Employees are required to:

- Co-operate with their employer, use any noise control devices e.g. noise enclosures and follow any working methods that are put in place;
- Use any hearing protection they are given, wear it properly and make sure they wear it all the time when doing noisy work and when in hearing protection areas;
- Look after their hearing protection;
- Report any problems with their hearing protection or noise control devices;
- Inform their employer or safety representative if they have any ear trouble.

The noise exposure limits are:

- Lower Exposure Action Values – a) daily or weekly exposure of 80 dB; and b) peak sound pressure of 135 dB;
- Upper Exposure Action Values – a) daily or weekly exposure of 85 dB; and b) peak sound pressure of 137 dB.
- Exposure Limit Values (which must not be exceeded) – a) daily or weekly exposure of 87 dB; and peak sound pressure of 140 Db.

Controlling the risks from noise

Wherever there is noise at work, employers should be looking for alternative processes, equipment and/or working methods which would make the work quieter or mean people are exposed for shorter times. Employers should also be keeping up with what is good practice or the standard for noise control within their industry.

Where you assessment shows that your employees are to be exposed at or above the upper exposure action values, you must put in place a planned programme of noise control.

Consider the following:

- Use a different, quieter process or quieter equipment;
- Introduce a low-noise purchasing policy for machinery and equipment;
- Introduce engineering controls e.g. avoid metal-on-metal impacts, such as line chutes with abrasion-resistant rubber, reduce drop heights; or add material to reduce vibration (‘damping’); isolate vibrating machinery or components from their surroundings with anti-vibration mounts or flexible couplings; fit silencers to air exhausts and blowing nozzles;
- Modify the paths by which the noise travels through the air to the people exposed, e.g. erect enclosures around machines to reduce the amount of noise emitted into the workplace or environment, use barriers and screens to block the direct path of sound, or position noise sources further away from workers;
- Design and layout the workplace for lo noise emission, e.g. use absorptive materials within the building to reduce reflected sound such as open cell foam or mineral wool; keep noisy machinery and processes away from quieter areas; design the workflow to keep noisy machinery out of areas where people spend most of their time;
- Limit the time spent in noisy areas – every halving of the time spent in a noisy area will reduce noise exposure by 3 dB.

Hearing Protection Equipment

Hearing protection should be issued to employees:

- Where extra protection is needed above what can been achieved using other noise controls as described above;
- As a short-term measure while other methods of controlling noise are being developed.

Hearing protection equipment **must:**

- Give enough protection (aim at least to get below 85 dB at the ear);
- Be suitable for the working environment e.g. consider if it will need to be worn with other protective equipment such as hard hats, dust masks and eye protection;
- Be comfortable and hygienic.

Hearing protection equipment **must not:**

- Over-protect i.e. cut out too much noise, as this can cause isolation which may present other hazards. It may also lead to an unwillingness to wear it.

How is noise measured?

Noise is measured in decibels (dB). An 'A-weighting' sometimes written as 'dB(A)', is used to measure average noise levels, and a 'C-weighting' or 'dB(C)', to measure peak, impact or explosive noises.

The basic instrument is a sound level meter. A dosemeter (personal sound exposure meter) worn by the employee can also be used. Dual-purpose instruments are also available which can operate as both sound level meters and dosemeters.

A calibrator to check the meter accuracy and a windshield to protect the microphone against air movement and dirt are essential accessories.

Where the sound pressure level is steady for long periods, non-integrating sound level meters, which give a simple indication of A-weighted sound pressure level, may be used for noise assessments. Where the sound pressure level is not steady, an integrating sound level meter is essential.

A sound calibrator should be used to check the meter accuracy each day before and after making any measurements. Calibrators give a tone at a specified sound pressure level and frequency for a specified microphone type using an appropriate adaptor. Make sure you have the right calibrator with the right adaptors for your microphone.

Some meters have an internal electronic calibration. The internal calibration only checks the accuracy of the instrument electronics and does not provide a check of the meter's microphone. However, it can be a useful cross-check of the accuracy of the meter and calibrator.

When assessing a person's noise exposure, make measurements at every location that they work in or pass through during the working day, and note the time spent at each location.

Operators may need to be present while the measurements are made, for example to control the machine. Measurements should be made with the microphone positioned close enough to the operator's head to obtain a reliable assessment of the noise to which they are exposed, but preferably not so close that reflections cause errors. The results are unlikely to be significantly affected by reflections if the microphone is kept at least 4 cm away from an operator. The microphone should be placed on the side where the noise levels are higher.

To avoid making large numbers of measurements, for example where the sound pressure level is changing, or if the person is moving within a noisy area, it is advisable to assume the worst case and measure at the noisiest location, or during the loudest periods.

The noise level to which an individual employee is exposed will normally change throughout the day because, for example, different machines or materials might be used at different times. You must take sufficient noise measurements to account for all these changes, recording the sound level and the person's exposure time at each noise level.

The time required depends on the nature of the work. A reading may take just 20 seconds or several hours.

Noise Assessment Checklist

The table below shows what you should or could expect to see in three different standards of noise assessment. To meet the minimum legal requirements, the assessment should contain at least the information indicated in the “Adequate” column below.

Content		***Adequate***	***Good***	***Excellent***
Purpose of assessment (legal basis)			✓	✓
Identification of those employees likely to be at risk of hearing damage (either names of employees, named groups of employees, or named tasks)		✓	✓	✓
Daily personal noise exposure (LEP,d) of those likely to be exposed at or above the lower exposure action values (calculated from levels of noise and times of exposure during working day)		✓	✓	✓
Levels of noise and times of exposure during working day used to calculate LEP,d			✓	✓
Peak noise exposure of those likely to be exposed at or above the peak sound pressure levels		✓	✓	✓
Indication of employer’s and employees’ legal duties relevant to levels of exposure		✓	✓	✓
Identification of sources of noise giving rise to the risk		✓	✓	✓
Summary of existing noise control measures			✓	✓
Comment on effectiveness of existing noise control measures				✓
Suggestions for priorities for control of noise (where necessary)			✓	✓
Hearing Protection	State whether what is currently in use is adequate	✓	✓	✓
	Suggestions for suitable alternatives	✓	✓	✓
	Which areas require marking as ‘Hearing Protection Zones’ (and correct sign to use)	✓	✓	✓
	Reference to criteria (BS EN 458) for selection of ‘suitable’ hearing protectors			✓
Name of person responsible for the assessment		✓	✓	✓
List of equipment used			✓	✓
Description of work activities assessed		✓	✓	✓

Content	***Adequate***	***Good***	***Excellent***
Photographs		✓	✓
Annotated sketch plans of work areas		✓	✓
Health surveillance (hearing checks) information (Required where employees are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason (e.g. they already suffer from hearing loss, or are particularly sensitive to damage)		✓	✓
Suggested noise control solutions			✓
Reference to and/or copies of relevant published noise control solutions (e.g. HSE industry-specific guidance)		✓	✓
Reference to and/or copies of general published guidance and information on noise (i.e. to facilitate training of employees)	✓	✓	✓
Employee training materials (e.g. a handout)			✓
Advice on low-noise purchasing policy			✓
Glossary of terms		✓	✓

REFERENCES:

HSE guidance on how to carry out a noise assessment: L108 – Reducing noise at work

HSE guidance for employers: INDG362 – Noise at work

HSE guidance for employees: INDG363 – Protect you hearing or lose it

HSE website: www.hse.gov.uk/noise

UPPER LIMB DISORDERS

INTRODUCTION

Upper limb disorders (ULDs) generally relate to medical conditions which affect muscles, joints, tendons and ligaments. ULDs can be caused or get worse by poor work practices. As the term suggests, it relates to areas of the upper torso such as the neck, shoulders, arms, wrist and fingers. Repetitive strain injuries (RSI) and musculoskeletal disorder of the upper limbs are common terms which fall within the definition of ULDs.

Employees who adopt, or are forced to adopt an awkward posture or apply too much force to their bodies for long periods or too frequently, can be at an increased risk of developing ULDs.

The failure to deal directly to resolve problems created by upper limb disorders can lead to serious health, lost of productivity, absenteeism and civil claims. Significant civil claims from ULDs injuries are well established.

Under the Management of Health and Safety at Work the employer must carry out a risk assessment to ensure that risks, which could lead to upper limb disorders, are adequately controlled.

ULD can occur in jobs that require an employee to carry out repetitive movements. Both office based and manual workers can be at risk from ULDs. Employees involved in following work activities can be at risk from developing ULDs.

1. Manufacturing and production line assembly workers

2. Electronic and electrical assembly workers

3. Workers involved in word processing, data-in-putting and keyboard workers

4. Food processing workers

5. Packers

6. Textile machinists

7. Construction workers

8. Retail workers

HUMAN FACTORS

Effective ways of controlling risk from ULDs are based on human factors which take into account individual capabilities and limitations. This consideration is termed Ergonomics.

REPETITIVE OPERATIONS

Work which is repetitive and requires the employee to use the same set of muscles increases the risk of the employee developing ULDs. This is a significant factor since the more the operative is exposed to the task, the more the risk of injury is increased.

The exposure to repetitive operations can be reduced by considering:

1. Job rotation to allow employees to carry out other tasks, thus reducing the period of exposure

2. Removal of the person from the task by automation

3. Adequate rest periods are provided

When considering assembly activities, the following factors should be considered to improve the layout of the workstation which would allow the employee to adopt a neutral position when working.

SEATING AT WORKSTATIONS

Seated workstations lead to fewer stresses being applied to employees' joints and muscles. Suitable seating, which can be adjusted in height and has adjustable back support that can be raised, lowered and tilted, should be provided. Swivel chairs with five pointed caster bases are best suited for assembly type work. When employees are engaged in precision work, a forward tilting seat and work surface can assist the operator in the assembly activity.

Foot rests should be provided to employees, where necessary.

STANDING AT WORKSTATIONS

Standing workstations may be provided for the operation of machinery or production line assembly. Factors to be considered in reducing the risk of ULDs whilst using standing workstations are:

1. The provision of alternatives to conventional seating, such as lean or foldaway seats and sit-stand seats

2. The provision of feeder tables to reduce the amount of bending and twisting

3. Placing control panels within easy reach of the employee

4. Ensuring mechanical handling devices are provided to eliminate any manual handling

LAYOUT OF WORKSTATION

The layout of the workstation should eliminate the need for the employee to carry out repetitive reaching.

Component picking bins should be placed within the individuals' reach zone, ideally within 450 mm of the front of the operator. Any components used in the assembly activity should be arranged in a semi circle to ensure that the employee does not have to over reach, which could lead to a loss of support provided by the seat. Tools needed in the assembly activity can be suspended to reduce the need for the employee to reach outside the work zone.

When large quantities of components are required in the assembly work, racking provided materials and finished items should be placed well within the individuals reach to prevent over stretching.

HAND TOOLS

With most assembly activities, hand tools are used. Use of excessive force by the employee when using hand tools can be a significant risk factor. Forces can also be applied to muscles and joints by handling heavy objects or when using tools which need to be impacted onto a material (such as hammering).

Local force and stress can be imposed on muscles, joints in the finger, arm and forearm when using tools held in the palm, such as pliers. Specifically designed hand tools which have been modified to ensure that employees adopt an ergonomic hand position are a solution to this problem.

Forces which need to be applied by employees when carrying out assembly work can be reduced by:

1. Careful selection of the correct tool

2. Routine sharpening of any cutting surfaces and faces

3. Routine inspection of the tool for wear and damage

4. Ensuring tools are provided with a suitable gripping surface

USE OF POWER TOOLS

A wide range of power tools are available and where practical, power tools should be provided as an alternative to hand tools. The use of power tools can significantly reduce the force which employees may be subjected to in their work activity.

However the following factors need to be considered if selecting power tools, over hand tools:

1. Suitability of the power tools for the task

2. The need for increased maintenance and inspection arrangements

3. Additional risks created by the use of pneumatic or electrical powered tools

4. Increases in the weight of tools (this can be controlled by suspending or counterbalancing the tools

LIGHTING

Poor lighting can lead employees to adopting poor working postures in order to see their work. Typically this could lead an employee to developing muscular problems in the neck and shoulders, if they find it difficult to see the work.

It is recommended that for the following activities, average illumination, which is measures in Lux (Lx), should be:

Activity	Average Lx	Minimum Lx
Assembly of large components	100	50
Office work	200	100
Electronic assembly	500	200

TRAINING

All workers and management need to be given basic training in the awareness of ULDs issues. Specific training needs to be given to particular employees at specific risk from thorough their job or task:

General training should include:

1. Early identification and awareness of the symptoms of ULDs

2. Work activities and tasks where risk factors are significant

3. Safe methods and practices to be adopted to prevent ULDs

AGENCY STAFF

INTRODUCTION

The use of temporary staff from employment agencies is now well established. Organisations employ temporary workers for many reasons, i.e. to cover for permanent employees who are sick or on holiday, or because they cannot recruit permanent staff.

However, all too often, the health and safety aspects that are related to the use of temporary staff from agencies are often neglected. In 2000, a Health and Safety Executive (HSE) research report found that 80% of agencies considered responsibility for an agency worker's health and safety lay with the host employer (i.e. the employer who hires the workers from the agency).

Most agencies and employers claimed to share information about health and safety but the report pointed out that, there was generally poor awareness of such issues. It was also found that around half of all agencies do not have measures in place to ensure they are fulfilling their health and safety obligations.

LEGAL POSITIONS

Under Section 2 of the Health and Safety at Work, etc Act 1974, employers are required to ensure, so far as reasonably practicable, the health, safety and welfare of their employees. Section 3 required an employer to "conduct his undertaking in such a way" so that persons not in his employment are not exposed to risks to their health and safety. This requirement applies equally to both the client and employment agency.

Employment agencies must abide by the Conduct of Employment Agencies and Employment Businesses Regulations. These state that "neither an agency nor an employment business may introduce or supply a work-seeker to a hirer unless the agency or employment business has obtained sufficient information from the hirer to select a suitable work-seeker for the position which the hirer seeks to fill".

To be included in this information are "any risks to health or safety known to the hirer and what steps the hirer has taken to prevent or control such risks" along with "the experience, training, qualifications and any authorisation which the hirer considers are necessary, or which are required by law, or by any professional body, for a work-seeker to possess in order to work in the position". Failure to do this could lead to prosecution of the agency in the event of a serious incident.

Both parties have responsibilities under the Management of Health and Safety at Work Regulations (MHSWR). Under Regulation 12, the host employer must provide to each outside employer, comprehensible information about the risks of the host undertaking and the controls in place to safeguard the relevant visiting personnel who will be working on site.

In addition, the host employer must ensure that temporary workers are provided with appropriate instructions and comprehensible information about any risks they might face.

Regulation 15(2) states that employers must provide any person employed in an employment business who is to carry out work in their undertaking with comprehensible information on any "special occupational qualifications or skills required to be held by that employee if he is to carry out his work safely", and any health surveillance required to be provided to that employee by or under any of the relevant statutory provisions.

In addition, the employment business must be provided with comprehensible information on:

- Any special occupational qualifications or skills required to be held by those employees if they are to carry out their work safely
- The specific features of the jobs to be filled by those employees (in so far as those features are likely to affect their health and safety).

Regulation 15 also requires the employment business to ensure that the information provided is given to the temporary worker. Related to this, the employer (host) also has a duty under Regulation 12(4) to check that information provided to an employer (including someone carrying on an employment business) is received by the employee.

DIVIDED RESPONSIBILITY

In addition to the above, other health and safety legislation places responsibilities on the host and the temporary worker's employer (i.e. the employment agency). This is an area that often causes confusion. The duties of the host employer include:

- Reporting dangerous occurrences involving temporary worker's under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
- Informing the worker and his or her employer of any personal protective equipment required for safe performance of the job;
- Providing suitable training and information in respect of any work equipment the temporary worker may use;
- Assessing any display screen equipment workstations to be used by temporary workers;
- Assessing any manual handling tasks to be carried out by the temporary worker;
- Assessing the risk to the worker's health from hazardous substances under the Control of Substances Hazardous to Health Regulations (COSHH);
- Providing safe electrical systems;
- Assessing any exposure to noise and providing hearing protection where required;
- The temporary worker's employer should:
- Report under RIDDOR any injuries, death or occupational diseases contracted by the temporary worker;
- Ensure that the temporary worker can complete a report in an accident book in the event of an accident;
- Provide adequate first-aid arrangements for the worker;
- Provide suitable personal protective equipment for the worker;
- Provide eyesight tests and glasses, where necessary;

- Provide any health surveillance identified as necessary by the host under COSHH or other relevant legislation;
- Consider whether workers will be exposed to health issues.

The general requirements contained within the MHSWR will cover other requirements such as emergency and evacuation procedures in the event of fire.

In practical terms, the host employer and the temporary worker's employer could enter into an agreement that the first-aid personnel and equipment on the host premises will be made available to temporary workers. Arrangements should be agreed before the temporary worker commences their employment and the host should ensure that they have suitable insurance cover to enable staff to treat non-employees.

Similar arrangements may be entered into for other requirements such as the provision of protective equipment or the provision of appropriate manual handling training, and it is important that they are well documented.

IN PRACTICE

The key to addressing the above legal requirements and ensuring safety is an effective management system based upon formal control, co-operation, goodwill and common sense between the employment agency and host organisation. The system should include a written policy, appropriate planning and organisation, provision of information and training and monitoring of its effectiveness.

The use of temporary workers is often dealt with at a departmental or divisional level, with those at higher echelons in the organisation or specialist (such as the health and safety advisor) not involved in the process.

It is often the case that the recruiters of temporary workers will not appreciate and understand the legal obligations or the potential health and safety implications if these legal obligations are not met. Even straightforward requirements such as the performance of a workstation analysis are often not undertaken.

Information and training are an integral part of implementing the management system. It is imperative that those involved in bringing temporary workers onto the premises are given the necessary information, instruction and training to ensure that the health and safety system is considered and applied when engaging temporary workers.

Communication is the key to managing the safety of temporary workers. A system of communication between the employment agency and the host employer should be established, and the employment agency should, in particular, be made aware of:

- The requirements of the job to be undertaken;
- Any health and safety implications identified;
- Any actions that the host feels the agency should be taking;
- Any qualifications or skills needed by the temporary worker to do the job safely;
- Any training that the agency should provide for the worker.

For ease of use, written specifications containing all relevant information can be drawn up for each job to be carried out by the temporary worker. These details can be provided both to the employment agency and the worker, thereby allowing both to determine suitability for the role.

The performance of risk assessments will allow the host company to meet its legal duties by collating and passing onto the employment agency and the temporary worker the necessary information on the risks and control measures required.

By identifying any risk, the levels of competence required of the contractor can be established. This host employer should ensure that the temporary worker has the required level of competence to carry out the job safely, i.e. asking for copies of certificates of competence before they start work.

The employment agency should ensure that the prospective candidates meet the requirements specified in the information provided by the host and that the host employer is made aware of any medical or other conditions which could affect the worker's health and safety. They should also detail any training the worker has received from the agency. For example, if an employee has a medical, or is pregnant, the host should be made aware of this, particularly if the role involves manual handling. Clearly in cases where a temporary worker is pregnant, their employment agency should undertake the necessary assessment of the risks when placing the person into employment and make the host aware of the individual's condition.

In order to facilitate safety management, it may be useful for each manager to keep records of which temporary workers are on site, who their employers are, what training they have received and what job they are carrying out. This could include a checklist of actions to take when engaging temporary workers so as to ensure all necessary steps are taken. Managers should check that:

- The job has been risk assessed;
- The employment agency has been given all necessary information in respect of the job;
- The prospective temporary employee has the necessary skills, knowledge and training;
- Information on emergency procedures has been provided to the temporary worker;
- Information on health and safety risks and what arrangements are in place to prevent or control the risks has been provided;
- Site safety rules have been provided;
- A workstation analysis has been completed.

SECTION 5

Arrangements for Managing Health and Safety in Construction

AA SAFETY GROUP LTD may, during the course of its activities, assume roles and responsibilities under the Construction (Design and Management) Regulations (CDM) 2015.

In so doing, this company shall comply with its duties under the requirements of these regulations insofar as they relate to our work activities and our relations with other duty holders during the course of the works. (See CDM compliance checklist at the end of this section).

AA SAFETY GROUP LTD may assume the following roles:

- Sub-Contractor

Although particular attention has been paid to the roles and responsibilities appointed within the CDM Regulations 2015**, AA Safety Solutions Ltd** would like to bring to the attention of **AA SAFETY GROUP LTD** the following regulations, as they may need to be adhered to during their appointment of the above roles;

Regulation 17 Safe places of construction work
Regulation 18 Good order and site security
Regulation 19 Stability of structures
Regulation 20 Demolition or dismantling
Regulation 21 Explosives
Regulation 22 Excavations
Regulation 23 Cofferdams and caissons
Regulation 24 Reports of inspections
Regulation 25 Energy distribution installations
Regulation 26 Prevention of drowning

Further reading can be found by going to;
http://www.hse.gov.uk/pubns/priced/l153.pdf

Supporting guidance documents for each role and responsibility can be found at;
http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/

Guidance for Managing Health and Safety in Construction

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. This section provides guidance on the legal requirements for CDM 2015 and is available to help anyone with duties under the Regulations. It describes:

• The law that applies to the whole construction process on all construction projects, from concept to completion; and

• What each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety.

Client Duties – Regulation 4

Clients are organisations or individuals for whom a construction project is carried out.

(1) A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.
(2) Arrangements are suitable if they ensure that—
(a) the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
(b) the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.
(3) A client must ensure that these arrangements are maintained and reviewed throughout the project.
(4) A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
(5) A client must ensure that—
(a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and
(b) the principal designer prepares a health and safety file for the project, which— (I) complies with the requirements of regulation 12(5);
(ii) is revised from time to time as appropriate to incorporate any relevant new information; and
(iii) is kept available for inspection by any person who may need it to comply with the relevant legal requirements.
(6) A client must take reasonable steps to ensure that—
(a) the principal designer complies with any other principal designer duties in regulations 11 and 12; and
(b) the principal contractor complies with any other principal contractor duties in regulations 12 to 14;
(7) If a client disposes of the client's interest in the structure, the client complies with the duty in paragraph
(5)(b)(iii) by providing the health and safety file to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and purpose of the file.
(8) Where there is more than one client in relation to a project—
(a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients; and
(b) except for the duties specified in sub-paragraph (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations;
(c) the duties in the following provisions are owed by all clients— (i) regulation 8(4); and
(ii) paragraph (4) and regulation 8(6) to the extent that those duties relate to information in the possession of the client.

Client Duties – Regulation 5 – Appointment of the Principal Designer

(1) Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing—
(a) a designer with control over the pre-construction phase as principal designer; and
(b) a contractor as principal contractor.
(2) The appointments must be made as soon as is practicable, and in any event, before the construction phase begins.
(3) If the client fails to appoint a principal designer, the client must fulfil the duties of the principal designer in regulations 11 and 12.
(4) If the client fails to appoint a principal contractor, the client must fulfil the duties of the principal contractor in regulations 12 to 14.

Notification – Regulation 6

(1) A project is notifiable if the construction work on a construction site is scheduled to—
(a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
(b) exceed 500 person days.
(2) Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.
(3) The notice must—
(a) contain the particulars specified in Schedule 1;
(b) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and
(c) if necessary, be periodically updated.
(4) Where a project includes construction work of a description for which the Office of Rail Regulation is the enforcing authority by virtue of regulation 3 of the Health and Safety (Enforcing Authority for Railways and Other Guided Transport Systems) Regulations 2006, the client must give notice to the Office of Rail Regulation instead of the Executive.
(5) Where a project includes construction work on premises which are or are on—
(a) a GB nuclear site (within the meaning given in section 68 of the Energy Act 2013);
(b) an authorised defence site (within the meaning given in regulation 2(1) or the Health and Safety (Enforcing Authority) Regulations 1998); or
(c) a new nuclear build site (within the meaning given in regulation 2A of those Regulations),
the client must give notice to the Office for Nuclear Regulation instead of the Executive.
Where a construction project must be notified, the client must submit a notice in writing to the relevant enforcing authority (HSE, Office of Rail Regulation (ORR) or Office for Nuclear Regulation (ONR) – see paragraph 50). Every day construction work is likely to take place (including weekends and bank holidays)
counts towards the period of construction work.

Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is **not** done as part of a business, whether for profit or not.
1) Where the client is a domestic client the duties in regulations 4(1) to (7) and 6 must be carried out by—

(a) the contractor for a project where there is only one contractor;
(b) the principal contractor for a project where there is more than one contractor; or
(c) the principal designer where there is a written agreement that the principal designer will fulfil those duties.
(2) If a domestic client fails to make the appointments required by regulation 5—
(a) the designer in control of the pre-construction phase of the project is the principal designer;
(b) the contractor in control of the construction phase of the project is the principal contractor.
(3) Regulation 5(3) and (4) does not apply to a domestic client.

Domestic Clients – Regulation 7

A domestic client is not required to carry out the duties placed on commercial clients in regulations 4 (Client duties for managing projects), 6 (Notification) and 8 (General duties). Where the project involves:

(a) only one contractor, the contractor must carry out the client duties as well as the duties they already have as contractor. In practice, this should involve doing little more to manage the work to ensure health and safety;

(b) more than one contractor, the principal contractor must carry out the client duties as well as the duties they already have as principal contractor. If the domestic client has not appointed a principal contractor, the duties of the client must be carried out by the contractor in control of the construction work.

General Duties – Regulation 8

(1) A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.
(2) A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).
(3) A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).
(4) A person with a duty or function under these Regulations must cooperate with any other person working on or in relation to a project, at the same or an adjoining construction site to the extent necessary to enable any person with a duty or function to fulfil that duty or function.
(5) A person working on a project under the control of another must report to that person anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others.
(6) Any person who is required by these Regulations to provide information or instruction must ensure the information or instruction is comprehensible and provided as soon as is practicable.
(7) To the extent that they are applicable to a domestic client, the duties in paragraphs (3), (4) and (6) must be carried out by the person specified in regulation 7(1).
Regulation 8 applies to anyone working on a project.

Duties of Designers – Regulation 9

Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.

(1) A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
(2) When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—
(a) carrying out or liable to be affected by construction work;
(b) maintaining or cleaning a structure; or
(c) using a structure designed as a workplace.
(3) If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable—
(a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
(b) provide information about those risks to the principal designer; and
(c) ensure appropriate information is included in the health and safety file.
(4) A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.
Who is a Designer; A designer is an organisation or individual, who:
(a) prepares or modifies a design for a construction project (including the design of temporary works); or
(b) arranges for, or instructs someone else to do so.
The term ‘design’ includes drawings, design details, specifications, bills of quantity and calculations prepared for the purpose of a design. Designers include architects, architectural technologists, consulting engineers, quantity surveyors, interior designers, temporary work engineers, chartered surveyors, technicians or anyone who specifies or alters a design. They can include others if they carry out design work, such as principal contractors, and specialist contractors, e.g. an engineering contractor providing design, procurement and construction management services. Where commercial clients become actively involved in designing in relation to their project, they may also be considered to be designers.

Duties of Designers – Regulation 9

What must a designer do;
• Make Clients aware of their duties,
• Preparing or modifying designs
• Take account of the general principles of prevention
The general principles of prevention are set out in Appendix 1 and provide a framework within which designers must consider their designs and any potential risks which may affect:
(a) workers or anyone else (eg members of the public) who may be affected during construction;
(b) those who may maintain or clean the building once it is built; or
(c) those who use the building as a workplace.
Designs prepared for places of work also need to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations) taking account of factors such as lighting and the layout of traffic routes.

Duties of Designers – Regulation 9

What must a designer do;
• Health and Safety Risks
• Taking account of pre-construction Information,
• Eliminating, reducing or controlling foreseeable risks through design,
• Providing design information,
• Cooperation with other duty holders,
Domestic Clients
A designer's role on a project for a domestic client is no different to the role undertaken for commercial clients. The designer must still carry out their duties to the extent necessary given the risks involved in the project. However, regulation 7 transfers the duties of the domestic client to another dutyholder (which dutyholder depends on the nature of the project) and designers will work to that dutyholder as 'client' for the project.

Duties of Principle Designer – Regulation 11

Principal designers** are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Pre-Construction Phase

1) The principal designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
(2) In fulfilling the duties in paragraph (1), and in particular when—
(a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
(b) estimating the period of time required to complete such work or work stages,
the principal designer must take into account the general principles of prevention and, where relevant, the content of any construction phase plan and health and safety file.
(3) In fulfilling the duties in paragraph (1), the principal designer must identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—
(a) carrying out or liable to be affected by construction work;
(b) maintaining or cleaning a structure; or
(c) using a structure designed as a workplace.
(4) In fulfilling the duties in paragraph (1), the principal designer must ensure all designers comply with their duties in regulation 9.
(5) In fulfilling the duty to coordinate health and safety matters in paragraph (1), the principal designer must ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other.
(6) The principal designer must—
(a) assist the client in the provision of the pre-construction information required by regulation 4(4); and (b) so far as it is within the principal designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.
(7) The principal designer must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

Duties of Principle Designer – Regulation 11

Who is a Principal Designer;

A principal designer is the designer as defined in Regulation 2(1) (see also paragraphs 72–74) with control over the pre-construction phase of the project. This is the very earliest stage of a project from concept design through to planning the delivery of the construction work. The principal designer must be appointed in writing
by the client.

The principal designer can be an organisation or an individual that has:
(a) the technical knowledge of the construction industry relevant to the project;
(b) the skills, knowledge and experience to understand, manage and coordinate the pre-construction phase, including any design work carried out after construction begins.
Where the principal designer is an organisation, it must have the organisational capability to carry out the role.

Principal designers may have separate duties as designers (see paragraphs 79–93).

Duties of Principle Designer – Regulation 11

What must a Principle Designer do;

In carrying out the duty to plan, manage, monitor and coordinate the pre-construction phase, principal designers must take account of the general principles of prevention (see paragraph 5 and Appendix 1) and, where relevant, the content of:

(a) pre-construction information (see Appendix 2);
(b) any construction phase plan (see Appendix 3). This will be relevant when the plan has implications for design work carried out after the construction phase has started, eg ground contamination discovered affecting the choice of piling method; and
(c) any existing health and safety file (see Appendix 4). In cases where a health and safety file has been prepared as part of previous construction work on the building, it should have information which will help the planning, management and coordination of the pre-construction phase.

This information should be taken into account particularly when decisions are being taken about design, technical and organisational issues to plan which items or stages of work can take place at the same time or in what sequence; and when estimating the time needed to complete certain items or stages of work.

Duties of Principle Designer – Regulation 11

What must a Principle Designer do;

The principal designer's work should focus on ensuring the design work in the pre-construction phase contributes to the delivery of positive health and safety outcomes. Bringing together designers as early as possible in the project, and then on a regular basis, to ensure everyone carries out their duties, will help to achieve this. This can be done as part of the normal design process. Regular design meetings chaired by the principal designer are an effective way to:

(a) discuss the risks that should be addressed during the pre-construction phase;
(b) decide on the control measures to be adopted; and
(c) agree the information that will help prepare the construction phase plan.
If the principal designer appoints any designers they must check they have sufficient skills, knowledge, experience and (if they are an organisation) the organisational capability to carry out the work. These checks should be carried out before appointment (see paragraphs 58–62 for further guidance).

The principal designer's role continues into the construction phase when design work is carried out and when gathering and preparing information for the health and safety file.

Duties of Principle Designer – Regulation 11

What must a Principle Designer do;

Principal designers must ensure, as far as is reasonably practicable, that foreseeable risks to health and safety are identified. In practice, this will involve the principal designer working with other designers involved with the project. The risks that should be identified are the significant ones and which are likely to arise:

(a) while carrying out construction work; or
(b) during maintenance, cleaning or using the building as a workplace once it is built.
Identifying insignificant risks is not an effective way of alerting other dutyholders to the important design issues they need to know about. Designers should be able to demonstrate they have addressed only the significant risks.

Duties of Principle Designer – Regulation 11

What must a Principle Designer do;

Once the risks have been identified, principal designers must follow the approach to managing them set out in the general principles of prevention (see Appendix 1). The principal designer must, as far as reasonably practicable, ensure that the design team:

(a) eliminate the risks associated with design elements.
If this is not possible (for instance because of competing design considerations such as planning restrictions, specifications, disproportionate costs or aesthetics):

(b) **reduce** any remaining risks; or

(c) **control** them, to an acceptable level. This relies on exercising judgement in considering how to manage the risks. The focus should be on those design elements where there is a significant risk of injury or ill health.

Duties of Principle Designer – Regulation 11

Working for a Domestic Client;

A principal designer's role when working on a project for a domestic client is no different to their role when carrying out work for a commercial client. They must still carry out the duties set out in regulations 8, 11 and 12 in proportion to the risks involved in the project. But, the effect of regulation 7 is to transfer the duties of the domestic client to another dutyholder. This can be the principal designer when the domestic client chooses to enter into a written agreement with the principal designer to transfer the client duties to them.

See Appendix 6 for guidance on how this affects what principal designers must do on domestic projects.

Duties of Principal Contractor – Regulation 13 (at the construction phase)

Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

(1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety;
(2) In fulfilling the duties in paragraph (1), and in particular when—
(a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
(b) estimating the period of time required to complete the work or work stages;
the principal contractor must take into account the general principles of prevention.
(3) The principal contractor must—
(a) organise cooperation between contractors (including successive contractors on the same construction site):
b) coordinate implementation by the contractors of applicable legal requirements for health and safety; and
(c) ensure that employers and, if necessary for the protection of workers, self-employed persons—
(i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4;
(ii) where required, follow the construction phase plan.
(4) The principal contractor must ensure that—
(a) a suitable site induction is provided;
(b) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and
(c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
(5) The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the preconstruction phase.

Duties of Contractor – Regulation 15

Contractors are those who do the actual construction work and can be either an individual or a company.

(1) A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
(2) A contractor must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
(3) Where there is more than one contractor working on a project, a contractor must comply with—
(a) any directions given by the principal designer or the principal contractor; and
(b) the parts of the construction phase plan that are relevant to that contractor's work on the project.
(4) If there is only one contractor working on the project, the contractor must take account of the general principles of prevention when—
(a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
(b) estimating the period of time required to complete the work or work stages.
(5) If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.
(6) The construction phase plan must fulfil the requirements of regulation 12(2).
(7) A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
(8) A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
(9) The information provided must include—
(a) a suitable site induction, where not already provided by the principal contractor;
(b) the procedures to be followed in the event of serious and imminent danger to health and safety;
(c) information on risks to health and safety— (i) identified by the risk assessment under regulation 3 of the Management Regulations, or
(ii) arising out of the conduct of another contractor's undertaking and of which the contractor in control of the worker ought reasonably to be aware; and
(d) any other information necessary to enable the worker to comply with the relevant statutory provisions.
(10) A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
(11) A contractor must ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with so far as they affect the contractor or any worker under that contractor's control.

SECTION 6

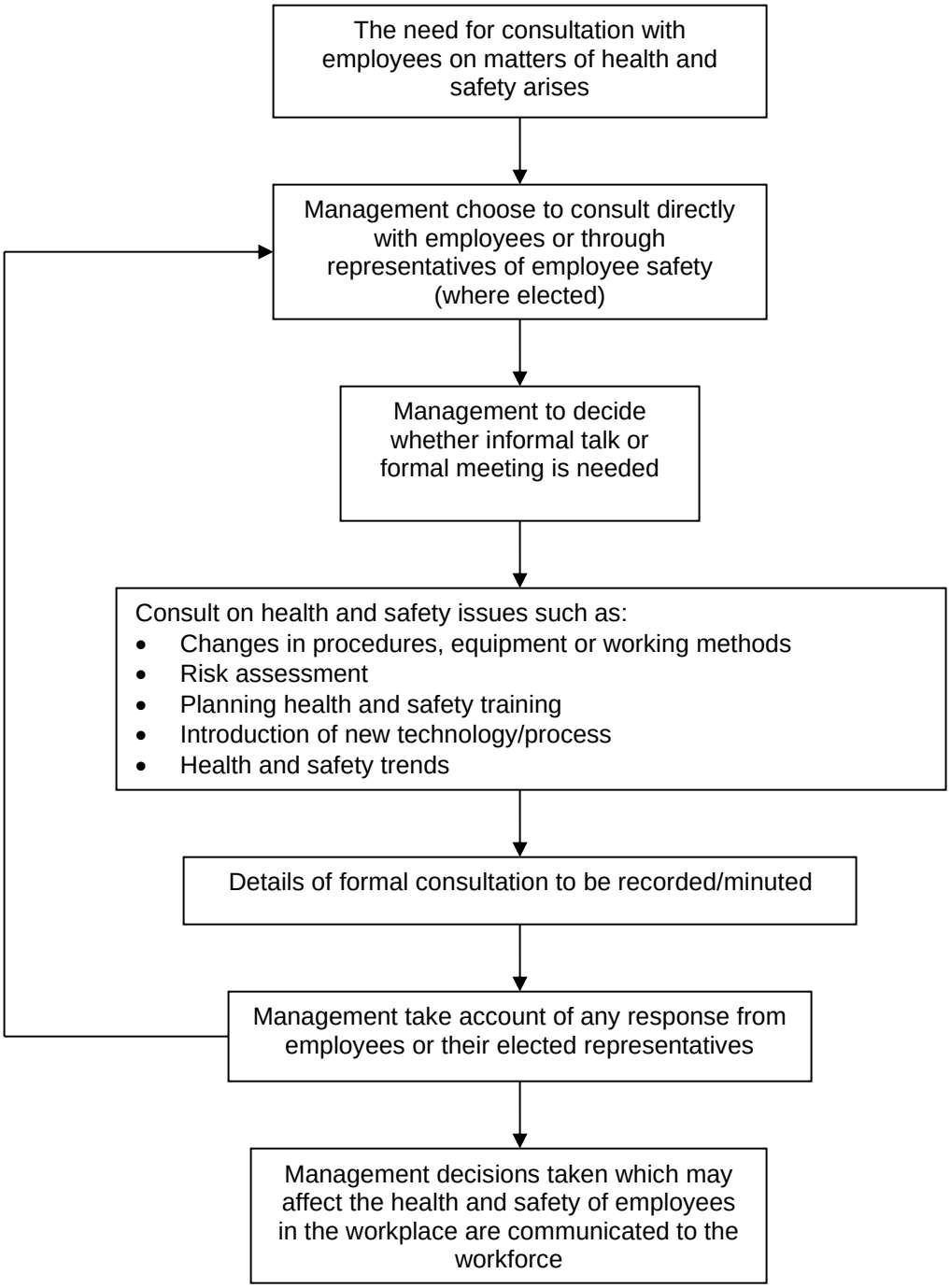
Arrangements for Consultation with Employees

Consultation shall be carried out on all matters to do with the health and safety of our employees at work including:

- Any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure.
- Appointing a competent person to help **AA SAFETY GROUP LTD** to comply with health and safety laws.
- When introducing new technology, tools or working processes.
- When planning health and safety training.
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.

Andrew Andrews will consult directly with individual employees or groups of employees.

Procedure for Consultation with Employees



See guidance section for details

Guidance on Consultation with Employees

INTRODUCTION

We will involve our employees in discussions regarding any of the following circumstances:

- Any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or ways of working.
- The company's arrangements for appointing competent people to help it satisfy health and safety laws.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and what they should do if they have to deal with a risk of danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

These discussions will be by the most convenient manner for both parties but will at least involve a letter delivered to all of our staff to ask if they have any input on these matters.

REPRESENTATIVES OF EMPLOYEE SAFETY

Where elected, representatives of employee safety have the following functions:

- To make representatives to the employer regarding possible risks and dangerous events in the workplace that may affect employees they represent.
- To make representations to the employer regarding general matters affecting the health and safety of the employees they represent.
- To represent the employees who elected them in consultation with an enforcing authority.

AVAILABILITY OF HEALTH AND SAFETY DOCUMENTATION AT THE WORKPLACE

It is a company requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the company health and safety policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for the company management to obtain for those works and which have a bearing on health and safety issues for that place of work.

GENERAL COMMUNICATION MEDIA

Health and safety information may also be transmitted by management to employees by way of memos, notice boards on company or site premises, minutes of meetings, site safety booklets and other media where deemed appropriate. It will be the responsibility of the managing director, on their representative, to decide how to transmit health and safety information to the company's employees.

Guidance Notes for Consultation with Employees

SECTION 7

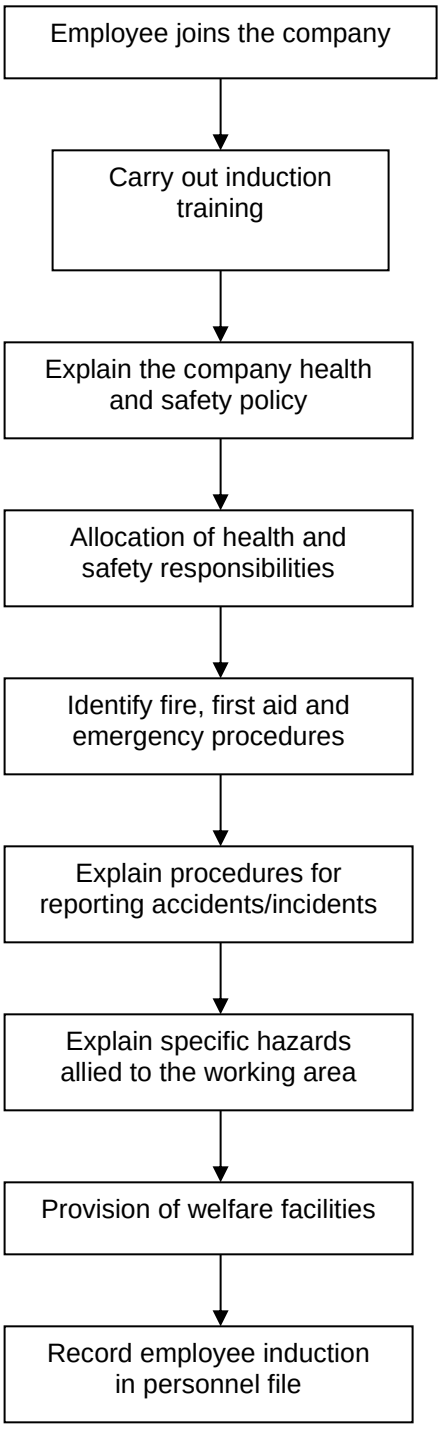
Arrangements for Induction Training

AA SAFETY GROUP LTD expects its employees to undergo specific induction training (which may be provided by the company or others) prior to works starting, in order that we may address the health and safety hazards associated with that particular area.

Andrew Andrews will ensure that all employees undergo company induction training.

Records of company induction training will be held at the company office by **Andrew Andrews.**

Procedure for Induction Training



See guidance section for details

Guidance on Induction Training

INTRODUCTION

All new members of staff should receive health and safety induction training as part of their general induction to the organisation. This should take place as soon as possible after they start, ideally upon arrival. The objective of the training is to ensure that new members of staff are familiar with all fundamental aspects of health and safety which relate to their employment and the contribution that they can make to a safe working environment.

SCOPE OF TRAINING

Areas to be covered:

- The individual's reporting lines, job title, duties and responsibilities.
- The company's health and safety policy including:
  - The organisation's commitment to health and safety in the workplace;
  - Legislative background to the health and safety policy;
  - The general statement of policy and its importance;
  - How to get access to the health and safety policy;
  - The organisational structure for managing health and safety;
  - The employee consultation process on health and safety issues;
  - Management and staff responsibilities and rules;
  - Arrangements and procedures;
  - Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points;
  - How the accident and incident reporting system works;
  - First aid arrangements;
  - Disciplinary procedures following breach of staff rules.
- Prohibited and hazardous areas, and smoking arrangements.
- Where to find individuals with special health and safety functions, e.g. health and safety advisers/co-ordinators, first aiders, fire wardens and safety and employee representatives.
- Details of any traffic controls and restrictions.
- Location of specific safety issues.
- Job-specific safety issues and access to relevant risk assessments, work procedures, control measures, etc.
- Details of any further training to be provided.
- The company's "smokefree" policy.

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

References

Health and safety management system
Fire notices
First aid notices
Location and job-specific requirements
Guidance relevant to the individual's work
Relevant specific/detailed risk assessments

INDUCTION SHEET

Site/area:

Company/person giving induction:

Date of induction:

The following items have been explained to the inductee:

- The company's policy for health, safety and welfare.
- The allocation of safety responsibilities on site.
- Site-specific rules.
- Safe systems of work, where applicable.
- General hazards in and around their work area.
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task.
- Fire and emergency procedures, including the location and use of extinguishers.
- The names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use.
- Use, availability and storage of protective clothing and equipment.
- Procedures for reporting accidents, injuries and property damage.
- The location of canteens, toilets, etc. and other welfare matters.
- The importance of hygiene and health.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

Signed by:
(Upon completion of safety induction)

Print name:

Company:

This form is to be held in the site records and then transferred to the company office on the completion of the task.

Induction Sheet

INDUCTION REGISTER

NAME	SIGNATURE	DATE OF INDUCTION	INDUCTED BY

Induction Register

SECTION 8

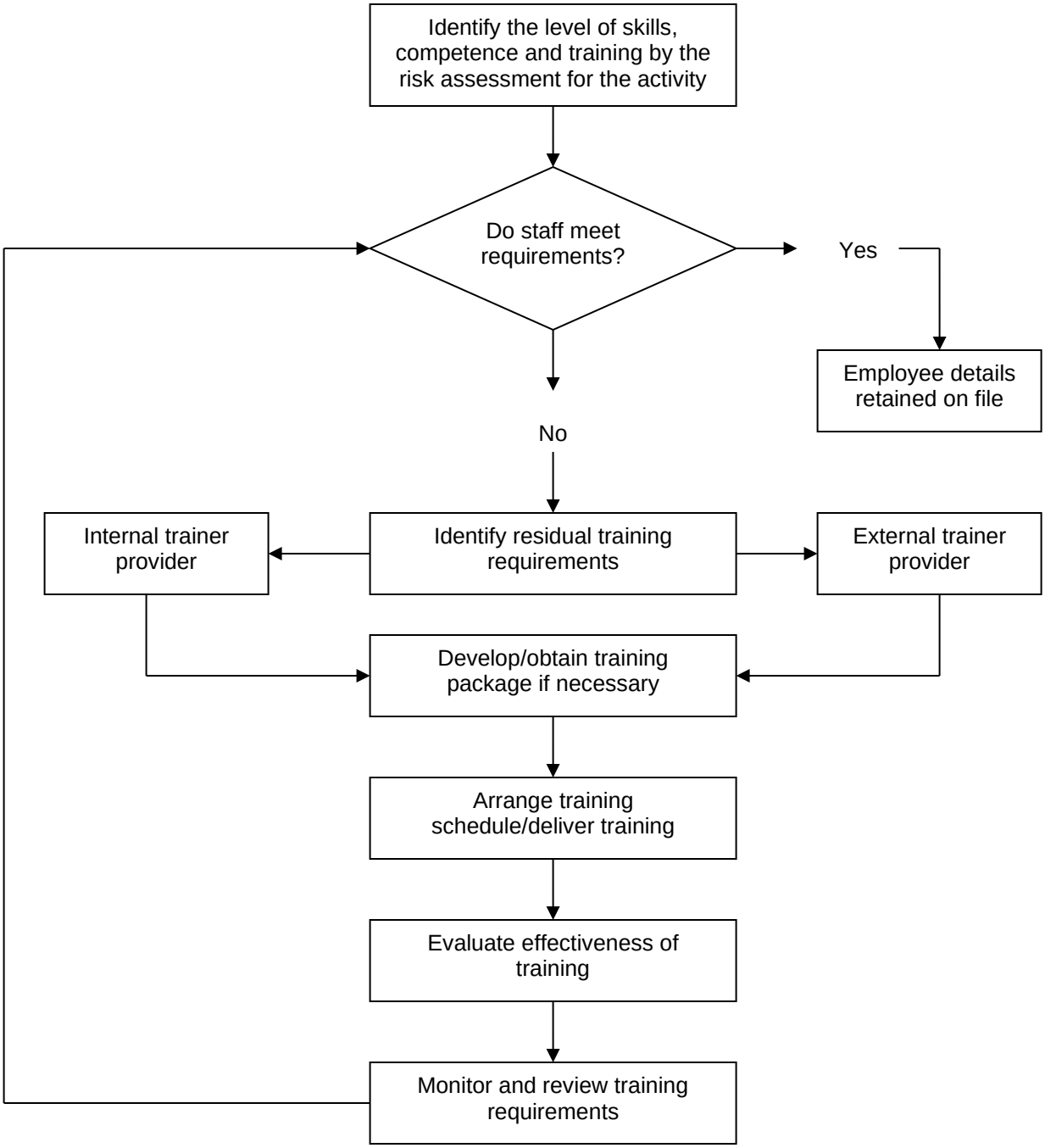
Arrangements for Training

Andrew Andrews will ensure that all members of staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects may be utilised along with internal training.

Although the managing director has a major role to play within the company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that their subordinates receive appropriate training and instruction and shall, therefore, liaise with the managing director regarding training needs.

Copies of all training records will be held at head office by Andrew Andrews.

Procedure for Training



See guidance section for details

Guidance on Training

INTRODUCTION

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

LEGAL REQUIREMENTS

There is a general requirement on all employers under the Health and Safety at Work Act to provide employees with adequate information, instruction, training and supervision.

Under the Management of Health and Safety at Work Regulations training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work. This means that, if the employee normally gets paid overtime, the time they spend after hours on training courses for health and safety should be remunerated in the same way as if they were working.

EMPLOYEE COMPETENCE

Employers must take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

Employers must decide the level of competence, i.e. the combination of these four elements, needed to carry out a job safely. There are also specific legal requirements for competence in certain areas of work, e.g. providing health and safety assistance, and working on electrical equipment and systems.

TRAINING NEEDS

Before adequate training can be provided it is necessary to identify individual training needs. General induction training must be given to all employees but, in addition to this, each new and existing worker is likely to require more detailed training to meet the specific needs of their job. Training needs should be identified when a person first begins a job and should be reviewed regularly. In between reviews training needs may become apparent, e.g. if a manager or supervisor notices an employee using work equipment incorrectly.

Training needs may be influenced by:

- Previous experience and training.
- The individual's capability and capacity for learning.
- The level of expertise and competence required for the job.

The training requirements of each particular job should be identified by the risk assessment for the particular activity and should be included in the job specification. Employers must provide

employees with adequate safety training if they change jobs or responsibilities and if new equipment or technology is introduced or existing equipment is modified significantly.

METHODS OF TRAINING

There are a variety of different training methods including:

- Training courses – used for briefings, technical training, large audiences, covering new subject areas and general principles.
- Demonstrations – used for demonstrating how to carry out specific activities or methods.
- Toolbox talks – used for passing on information on working procedures to groups of employees.
- On-the-job training – used for teaching an individual how to carry out the tasks they are responsible for.
- Workshops – used for encouraging participation during training courses.

Training may be given by:

- In-house personnel, e.g. line managers or employees with specific competence.
- External trainers delivering a tailored in-house course in the workplace.
- External trainers at an external venue.

TRAINING REQUIREMENTS

Management and supervisory staff should be trained in:

- The requirements of health and safety law in relation to their areas of responsibility.
- The health and safety policy.
- Safety rules, procedures, control measures, monitoring and checking arrangements, etc relevant to their areas of responsibility.
- Communication with their staff and their managers.
- How to supervise staff in relation to safety procedures, etc.
- Incident investigation.
- Identification of problems or improvements in health and safety arrangements.
- How and when to take disciplinary action against staff breaching safety rules, etc.
- Effective recruitment.
- Recognition of personal limitations in relation to health and safety knowledge.
- How and when to seek specialist advice.

TOOLBOX TALKS

Toolbox talks are an effective way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by company management or their authorised representatives at a frequency to be determined by this company. An example of the form used by this company to record toolbox talks is attached.

REFRESHER TRAINING

Refresher training is necessary to help refresh employees' memories on a particular subject area and to update them on changes in legislation, practice and policy. Competence will generally decline if skills are not used regularly. Refresher training is usually specific to a topic and is particularly relevant to some groups of workers, including the following:

- Those working with asbestos and hazardous substances.
- Crane operators.
- Drivers of company vehicles.
- Those handling flammable substances.
- Those working with ionising radiation.
- Operators of forklift trucks.
- Drivers of vehicles carrying dangerous substances by road.
- Safety and employee representatives.
- Qualified first aiders and appointed persons.
- Safety advisers and co-ordinators.
- Management staff.

The frequency of refresher training will depend on the complexity of the subject, how rapidly it changes and the ability of the individual to retain the information. In order to remember when the individual is due for fixed frequency refresher training, e.g. every 3 years for qualified first aiders, a written reminder should be included in the individual's training records.

If there is a significant change in legislation or practice, a refresher training may have to be provided *ad hoc* as well as on a regular basis, e.g. staff trained to operate a particular forklift truck would require additional training should a new truck of a different type or rating be brought into use. Management staff will need retraining following amendments to the health and safety policy to ensure consistent implementation of any new measures.

TRAINING REGISTER FOR EMPLOYEES

Name: **Start date:**

Job title: **Date of birth:**

DATE	TRAINING RECEIVED	TRAINING PROVIDER	RETRAIN DATE

Training Register for Employees

INFORMATION REGISTER FOR EMPLOYEES

Project: **Sheet Number:**

This register is to record the issuing of verbal instructions to members of staff (or sub-contractor labour). It is preferable, but not essential, that the person receiving the instructions signs to that effect.

NAME	DATE	INSTRUCTIONS GIVEN	BY WHOM	REFERS TO ASSESSMENT	SIGNED

Staff Information Register

TOOLBOX TALK REGISTER

DATE	TOPIC	NUMBER OF ATTENDEES	ATTENDEE LIST NUMBER	TRAINING PROVIDER

Toolbox Talks Register

TOOLBOX TALK ATTENDANCE FORM

Topic of talk:

Date:

NAME OF ATTENDEE	SIGNATURE

Toolbox Talk Attendance Form

SECTION 9

Arrangements for Safe Equipment and Plant

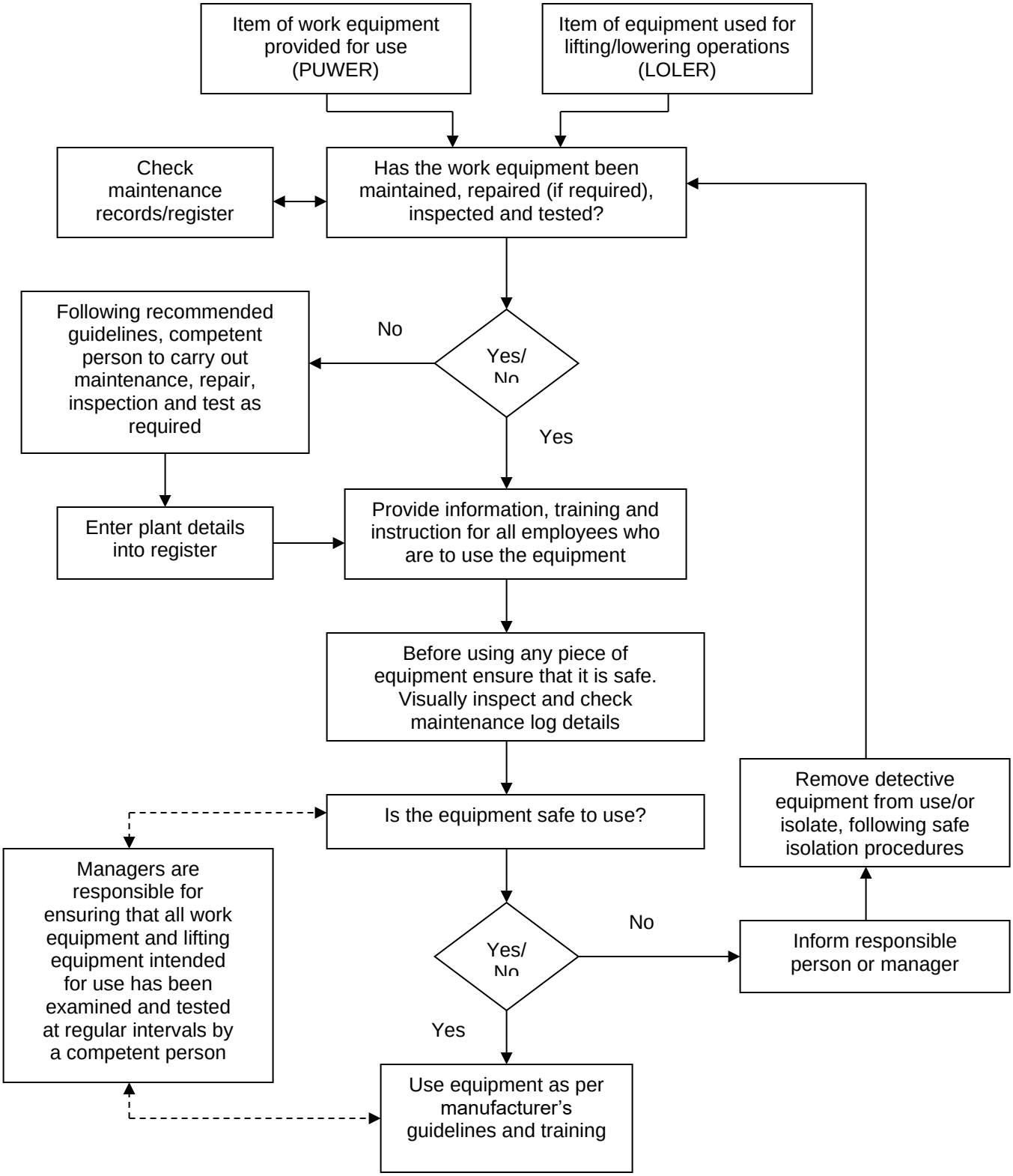
Andrew Andrews will ensure that new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in the Provision and Use of Work Equipment Regulations before it is purchased.

Andrew Andrews will be responsible for appointing competent persons to check, inspect and examine all plant and equipment in accordance with the requirements of relevant legislation and industry practice.

Andrew Andrews will be responsible for ensuring that effective procedures for the maintenance of plant and equipment are drawn up and implemented (including testing portable tools and appliances, i.e. PAT testing).

Faulty plant and equipment should be reported to **Andrew Andrews**.

Procedure for Safe Equipment and Plant



See guidance section for details

Guidance on Safe Equipment and Plant

INTRODUCTION

The Provision and Use of Work Equipment Regulations (PUWER) apply to all items of **"work equipment"** provided for **"use"** or **"used"**, either by employees or the self-employed.

The following definitions are relevant:

- **Work equipment** covers all machinery and tools from a major item of plant to a screwdriver.
- **Use** includes its cleaning, repair, modification, maintenance and servicing.

GENERAL REQUIREMENTS AND DUTIES

Employers have a duty to ensure that equipment provided for employees and self-employed persons working for the employer complies with the regulations.

It is the duty of any self-employed person working for a company to ensure that any equipment they provide complies with the regulations.

When company employees are permitted to provide their own equipment this equipment must also comply with the regulations.

In construction, items of work equipment are often used by a number of different contractors and it is essential that they co-operate with each other and that their activities are co-ordinated, as required by the Management of Health & Safety at Work Regulations. It is the company's policy that the provision and use of shared work equipment on construction sites shall be co-ordinated by the principal contractor.

This company shall ensure that equipment selected shall be suitable for the particular work it is provided to do, both for the operation concerned and for the conditions under which it will be used, and that equipment shall be maintained in safe working order and in good repair.

The extent of maintenance required may vary with the complexity of the equipment but even the simplest hand tools shall be subject to a daily visual check by the user for defects before use. Complex equipment is likely to require routine maintenance and planned preventative maintenance, which shall be carried out in accordance with manufacturers' recommendations.

A maintenance log may be required or be considered appropriate for some items of plant or potentially hazardous equipment. All maintenance records are to be kept up-to-date.

INFORMATION AND INSTRUCTION

All relevant health and safety information written instructions on the use of work equipment shall be made available to the workforce at all levels.

The information and written instructions shall cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise, and the methods to deal with them.

Information may be verbal or in writing but, whichever method is chosen, the company shall ensure that the workforce properly understands the instruction.

Adequate training in the use of work equipment and shall be given, both to “users” and to their supervisors and managers. The company shall assess what training is adequate.

SPECIFIC REQUIREMENTS FOR DANGEROUS PARTS OF MACHINERY

PUWER replaces most of the previous legal requirements for the guarding of machinery and requires effective measures to prevent contact with dangerous parts of machinery. Such measures must prevent access to the dangerous part or stop the movement of the dangerous part before access is gained.

If the dangerous part of the machine is in a place that cannot foreseeably be reached by anybody, no further measures are necessary as that part is said to be “safe by design or position”. However, in such cases access may be needed for maintenance or repair and, if no guards or other devices are in place, a suitable system of work or permit-to-work system shall be implemented. Four levels of effective measures are laid down:

1. Fixed, enclosing guards (barriers).
2. Other guards or protection devices (trip devices, safety mats, etc).
3. Protection appliances (jigs, holders, push sticks, etc).
4. Provision of information, instruction, training and supervision.

In many cases a combination of measures will be needed. All guards and protection devices must:

- Be suitable for the purpose, i.e. for the nature and use of the machine and the severity of the risks presented. They should also conform to all recognised standards.
- Be of good construction, sound material and adequate strength.
- Be maintained in an efficient state, in efficient working order and in good repair.
- Not give rise to any increased risk to health or safety themselves.
- Not easily be disabled or by-passed.
- Be situated at a sufficient distance from the danger zone they are protecting.
- Not unduly restrict any necessary view of the operation concerned.
- Be constructed or adapted so that they permit necessary routine repair or maintenance work.

PROTECTION AGAINST SPECIFIC HAZARDS

Subject to the note below, work equipment must incorporate protection or steps must be taken to reduce the risks against certain specific hazards:

- Material falling from equipment, e.g. a loose board falling from scaffolding.
- Material held in the equipment being unexpectedly thrown out, e.g. swarf ejected from a machine tool.
- Parts of the equipment breaking off and being thrown out, e.g. a burst abrasive wheel.
- Parts of the equipment coming apart e.g. collapse of falsework or scaffolding.
- Overheating or fire, e.g. due to bearings running hot or ignition by welding torch.
- Explosion of equipment, e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work.
- Explosion of a substance in the equipment, e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour, or welding work on a container with flammable residues.

The risk assessment made under the Management of Health and Safety at Work Regulations shall identify any of the above hazards and access the associated risks. Emphasis shall be placed on reducing the risks by minimising the chance of failure of work equipment and by mitigating the effect of any failures that occur, Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information also have important roles to play.

Note that the protection against specific hazards in respect of any risk to a person's health or safety may be covered by measures as stated in specific regulations and as such would override PUWER. These regulations include:

- The Control of Lead at Work Regulations.
- The ionising Radiations Regulations.
- The Control of Asbestos Regulations.
- The Control of Substances Hazardous to Health Regulations (COSHH).
- The Control of Noise at Work Regulations.
- The Construction (Head Protection) Regulations.

For example, COSHH would apply to leakage of a toxic substance or the discharge of coolant mist from a machine tool. PUWER would apply in the case of ejected swarf.

HIGH OR VERY LOW TEMPERATURES

The company shall ensure that protection is provided where there is a risk of contract with accessible surfaces of hot or very cold work equipment. Engineering measures, such as insulation, screens or barriers, shall be adopted in preference to personal protective equipment.

CONTROLS AND CONTROL SYSTEMS

The company shall ensure that the following requirements are met for powered work equipment:

When starting or changing operating conditions:

- One or more controls shall be provided, where appropriate, to start equipment and starting shall only be possible by using a control;
- A change in operating conditions, e.g. speed or pressure, shall only be possible by use of a control;
- Controls shall be designed and/or positioned so as to prevent accidental operation and must not be capable of operating themselves due to gravity, vibration, etc;
- The stop control, or controls, shall be readily accessible and bring the equipment to a safe condition, in a safe manner. It does not necessarily have to be instantaneous or to bring all moving parts to a halt.

Emergencies:

- An emergency stop control shall be provided if another safeguards are not adequate to prevent risk when some unplanned event occurs, e.g. someone becoming exposed to a hazard or a dangerous malfunction of the machine;
- Emergency stop controls, where appropriate, shall be provided at every control point and, where necessary, at other locations around the equipment so that action may be taken quickly. They shall be positioned as so to be easily reached and operated.

General:

- The intended purpose of each control shall be easily recognisable by wording or symbols and, where appropriate, by colour, shape and position;
- Normal operating controls shall not be placed where anyone using them might be placed at risk. So far as is reasonably practicable, controls shall be positioned so that the operators of the equipment are able to see that no other person is at risk from anything they set going. If this is not reasonably practicable a safe system of work shall be introduced to ensure the health and safety of others;
- Where appropriate, e.g. in the case of detonator, an audible, visual, or other suitable warning shall be given whenever work equipment is about to start. The warning shall allow sufficient time for those at risk to get clear or to prevent the equipment from starting.

Control Systems:

- The company shall ensure that failure of any part of a control system or its power supply shall lead to a “fail-safe” condition and not impede the operation of the “stop” or “emergency stop” controls.

ISOLATION FROM SOURCES OF ENERGY

Where appropriate, work equipment shall be provided with a clearly identifiable and readily accessible means of isolating the equipment from all its sources of energy. Reconnection of any energy source shall not expose a user to risk.

Isolation of equipment from its energy source is often necessary for maintenance or when an unsafe condition develops. Isolation means establishing a break in the energy supply in a secure manner, i.e. so that unintentional reconnection is not possible. The procedure will normally involve some form of permit-to-work system.

STABILITY

Precautions shall be taken to ensure that items of work equipment are “stabilised”, e.g. the use of outriggers with mobile cranes, where appropriate.

LIGHTING

The company shall ensure that all places where work equipment is used are suitably and sufficiently lit. The need to provide additional or special lighting shall be assessed, taking due account of the circumstances and types of task to be performed.

MAINTENANCE OPERATIONS

Where there is any risk to health and safety measures shall be taken, as far as is reasonably practicable, to ensure that work equipment can be maintained whilst it is shut down. If this is not reasonably practicable precautions shall be taken to prevent risks to health or safety of those carrying out maintenance work. In this context “maintenance” includes cleaning and repair. On construction sites the need to carry out maintenance on moving machinery is unlikely to arise.

MARKINGS AND WARNINGS

The company shall ensure that, where necessary, all work equipment is marked with the appropriate health and safety warning signs and notices. Examples of markings are:

- The maximum rotational speed on an abrasive wheel.
- The maximum safe working load on lifting equipment.
- Identification of gas cylinders by colour.
- Hazard symbols on dangerous substances.

Warnings are normally in the form of notices and signs. The latter shall conform to the Health and Safety (Safety Signs and Signals) Regulations. Warning devices, e.g. reversing alarms on vehicles, shall be clear and easily understood.

INSPECTION REQUIREMENTS

An inspection is required for work equipment whenever it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime for work equipment shall be set by the company based on manufacturers' information and other statutory obligations. Additional inspection requirements may be identified taking into account the work being carried out, any site specific risks that may affect the condition of the equipment and the intensity of use of the equipment.

Certain types of equipment are required to be inspected under specific regulations, e.g. working platforms under the Work at Height Regulations. Other regulations lay down specific items to be examined. These specific regulations take precedence over the requirements in PUWER.

RESPONSIBILITY FOR INSPECTION

A number of parties will have responsibilities for ensuring that work equipment is safe to use and that it has been inspected in accordance with the inspection regime. Hire companies must ensure that equipment they hire out complies with PUWER. Employers and self-employed persons have a duty to ensure that equipment they use or provide for use complies with PUWER and that includes ensuring that inspections are carried out by a competent person. If employees use equipment provided by another contractor the company has a duty to ensure that the equipment is safe to use.

If equipment is provided on site for common use, e.g. a compressor or abrasive wheel, the company shall establish who will take responsibility for the equipment and ensure it complies with the PUWER. As an employer, the company shall establish that it is safe for use by employees.

If hired equipment is used the company shall come to an agreement with the hire company as to who will carry out the inspections and when they will be carried out.

The company shall appoint a person to be responsible for ensuring that all company-owned plant and equipment is safe, maintained in good condition, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.

VISUAL INSPECTIONS

Low-risk equipment used for low-risk activities will not require a formal inspection. Visual checks may be required by the user before each use to ensure the equipment is in good condition, e.g. it should be checked that the head on the hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects. The person carrying out these checks must be competent. There is no need to record the results of the visual check by the operative.

In circumstances where additional hazards exist, low-risk equipment may need a more detailed check, e.g. a screwdriver used for work on a live electric supply or a torch that is taken into a confined space.

Equipment that is of a higher risk and equipment with moving parts should have a visual check before each use and may require a more formal check at specified intervals. This must be carried out by a competent person in addition to the daily checks carried out by the operator.

Inspection of equipment that poses a significant risk, e.g. dumpers, ride-on rollers, etc, will be carried out by a competent person in accordance with the company's inspection regime. These inspections are in addition to the daily checks carried out by the operator.

For the majority of equipment the formal inspection will be undertaken weekly. Some equipment will require more frequent inspections, e.g. equipment used in confined spaces may require an inspection before each shift.

RECORDING INSPECTIONS

Records of inspections must be made and kept. Examples of inspection registers can be found at the end of this section. Records can be attached to the equipment itself or stored electronically in a tamper-proof form. They are to be easily accessible by those who use the equipment or otherwise need the information. If the company uses equipment acquired from another user or provides equipment for use by another user and it is subject to an inspection regime that equipment must be accompanied by physical evidence of the last inspection.

It is the company's practice to keep all records of inspection and maintenance for future reference.

MARKING

A CE marking stamped upon equipment indicates that there is a European product directive and that the equipment has been manufactured to a certain standard. However, it does not guarantee that the equipment complies with the UK health and safety standards. Therefore, the company shall ensure that all equipment, whether CE marked or not, complies with UK health and safety requirements and is safe to use.

MOBILE WORK EQUIPMENT

Any work equipment which is intended to travel between different locations for the purpose of carrying out work whilst it is travelling or carrying out work when at its new location is classed as mobile work equipment. Examples include dumpers, forklift trucks, mobile cranes, land rovers, ride-on rollers, remote-controlled rollers, concrete wagons, etc.

Equipment that requires manual effort to power is not considered mobile work equipment, e.g. pallet trucks, sack barrows, wheelbarrows and bogeys. Portable work equipment that is moved from one place to another but used in a static position is also not considered to be mobile work equipment, e.g. compressors, concrete pumps and cranes that do not have pick-and-carry duties.

However, some equipment not considered to be mobile work equipment can become classed as mobile if it is towed, e.g. man-riding cars used in tunnelling. The requirements in Part lll of PUWER apply to this type of equipment when it is towed and, in each case, the company shall consider whether towing this equipment creates an additional risk to the operator and any passengers and shall implement any control measures detailed below that may be necessary.

EMPLOYEES CARRIED BY WORK EQUIPMENT

The company is committed to preventing employees falling out of work equipment, whether it is moving or stationary. To this end, provision of the following shall be considered:

- Cabs.
- Work Platforms.
- Seating and restraining systems, such as safety belts or handholds.

Where risk assessment shows that there is a need to protect employees from falling objects whilst being carried by work equipment the company shall ensure that cabs or falling object protection structures (FOPS) are fitted. The need for this type of protection will depend on the environment and the activities carried out.

RESTRAINING SYSTEMS

Where possible, full-body seat belts, lap belts or a purpose-designed restraining system shall be fitted to all work equipment that requires a restraining system. However, some work equipment will not be suitable for the fixing of restraining systems as there may not be adequate fixing points on the body of the vehicle or the operators may be doing an activity that will increase in risk should they wear a restraining belt.

Road transport vehicles that are also used to transport people around site are considered to be work equipment. The driver and front seat passengers must wear seat belts at all times. Passengers in the back of the van sitting in front-facing seats must wear seat belts provided. It is considered unsafe to fix seat belts for those sitting in bench seats along the length of the van. Drivers are to ensure that vehicles fitted with this type of seat travel at restricted speeds when carrying passengers.

ROLL-OVER PROTECTION

If equipment that travels whilst being used as work equipment could roll over and injure the operator or passengers or if it can roll more than 90 degrees the need to fit a roll-over protection (ROP) structure shall be assessed in order to ensure protection for the operator and passengers.

If it is reasonably practicable to comply with the requirement for ROP, and the situation requires it, then the company shall do so. Once the type of ROP most appropriate for the equipment has been determined the remaining risk to anyone carried by the equipment shall be established. If there is a chance of them being crushed by the equipment rolling over then a suitable restraining system shall be fitted.

It equipment cannot be fitted with roll-over protection, as it was not designed for this purpose, the company shall ensure that an engineering analysis is carried out by a competent person to determine what control measures can be taken. If the fitting of ROP would increase the risk to safety, i.e. it would destabilise the equipment or affect the integrity of the equipment or affect the integrity of the equipment, then the company does not have to comply with this requirement.

Similarly, if it would not be reasonably practicable to operate the mobile work equipment because of the ROP structure the company does not have to comply with this requirement. In areas where limited headroom would prevent the use of a ROP structure on a standard machine or specialist equipment shall be considered before a decision is taken to remove the roll-over protection.

If the equipment is stationary whilst carrying out the work the ROP requirement does not apply. However, if the equipment moves around on site between operations the risks to employees shall be assessed. Company owned vehicles driving on the road are work equipment and precedence shall be given to road traffic laws when the vehicles are used on the public highway.

SELF-PROPELLED WORK EQUIPMENT

The following requirements apply to mobile work equipment that is propelled by its own motor when in use, e.g. dumpers, forklift trucks, rollers etc.

The company shall ensure that an unauthorised person cannot start up this type of equipment. All such equipment shall require a key or other starter device and only authorised persons shall have access to them.

Effective devices for braking and stopping shall be fitted to all self-propelled equipment. In the event of the main braking device failing, there shall be a secondary facility that is easily accessible or an automatic system to prevent the equipment from running away.

Operators of self-propelled mobile plant must have a good direct field of vision from their operating position. If there are blind areas then construction shall be given to using mirrors, avoiding reversing, using a banksman and fitting reversing alarms where appropriate.

Where equipment is used in the dark it shall be equipped with suitable and sufficient lighting. Firefighting equipment shall be provided if the work equipment is carrying something that is a fire hazard.

PROVISION AND USE OF WORK EQUIPMENT – REPORT OF INSPECTION

Site address: **Company for whom inspection carried out:**

Date	Description of equipment and means of identification	Result of inspection	Next inspection due	Carried out by

Provision and Use of Work Equipment – Report of Inspection

EQUIPMENT MAINTENANCE REGISTER

Description:

Serial no:

Chassis no:

Identification no:

Purchase date:

Manufacturer's recommended period:

Due date:			
Actual date:			
Maintenance carried out:			
Defects rectified:			
Electrical integrity:			
Visual check:			
Competent person:			
Signed:			

Equipment Maintenance Register

SUGGESTED INSPECTION AND TEST FREQUENCIES FOR ELECTRICAL EQUIPMENT

Type of premises	**Type of equipment**	**User check** (Only recorded if a fault is found)	**Formal visual inspection** (Must be recorded – may form part of combined inspection and testing)	**Combined inspection and testing** (Must be recorded)
Construction sites	Fixed equipment IT equipment Movable equipment Portable equipment Hand-held equipment	None None Weekly Weekly Weekly	Monthly Monthly Monthly Monthly Monthly	Quarterly Quarterly Quarterly Quarterly Quarterly
Industrial including commercial kitchens	Fixed equipment IT equipment Movable equipment Portable equipment Hand-held equipment	Weekly Weekly Before each use Before each use Before each use	None None Monthly Monthly Monthly	Annually Annually Annually Biannually Biannually
Equipment used by the public	Fixed equipment IT equipment Movable equipment Portable equipment Hand-held equipment	For some equipment, such as children's rides, a daily check may be necessary by a supervisor/ member of staff	Monthly Monthly Weekly Weekly Weekly	Annually Annually Biannually Biannually Biannually
Schools	Fixed equipment IT equipment Movable equipment Portable equipment Hand-held equipment	Weekly Weekly Weekly Weekly Before each use (all checks to be made by a teacher/ member of staff)	None None 4 Monthly 4 Monthly 4 Monthly	Annually Annually Annually Annually Annually
Hotels	Fixed equipment IT equipment Movable equipment Portable equipment Hand-held equipment	None None Weekly Weekly Before each use	2 Yearly 2 Yearly Annually Annually Biannually	4 Yearly 4 Yearly 2 Yearly 2 Yearly Annually
Offices and shops	Fixed equipment IT equipment Movable equipment Portable equipment Hand-held equipment	None None Weekly Weekly Before each use	2 Yearly 2 Yearly Annually Annually Biannually	4 Yearly 4 Yearly 2 Yearly 2 Yearly Annually

The information on suggested inspection frequencies given above is taken from the Institution of Electrical Engineers Code of Practice for in-Service Inspection and Testing of Electrical Equipment. It is more detailed and specific than HSE guidance but is not considered inconsistent with it.

SUGGESTED INSPECTION AND TEST FREQUENCIES FOR ELECTRICAL EQUIPMENT – CONSTRUCTION SITES

Equipment/ Application	Voltage	User Check	Formal Visual Inspection	Combined Inspection & Test
Battery-operated power tools and torches	Less than 25v	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
50v portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v portable and hand-held tools, extension leads, site lighting, movable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and when 3 monthly
230v portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/Every shift	Weekly	Before first use on site and then monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs (Fixed)		Daily/every shift	Weekly	Before first use then 3 monthly
RCDs (Portable)		Daily/every shift	Weekly	Before first use then monthly
Equipment in site offices	230v office equipment	Monthly	6 Monthly	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	Weekly	Annually

STATUTORY REGISTERS INDEX

	EXAMINATIONS			INSPECTIONS		
Type of plant/ equipment for task	**Through examination**	**Carried out by**	**Recorded on**	**Inspections**	**Carried out by**	**Recorded on form no.**
Scaffolding	•	•	•	Weekly or after severe weather conditions	Competent person (e.g. scaffolder)	Company's own register
Excavations, earthworks, trenches, shafts, tunnels	Weekly or more often if part has been affected (e.g. collapse or explosives)	Competent person (e.g. supervisor)	Company's own register	Daily – before shift starts	Competent person (e.g. supervisor)	Company's own register
Cofferdams and caissons	Before men are employed therein and at least weekly	Competent person (e.g. supervisor)	Company's own register	Daily and before men are employed therein	Competent person	Company's own register
Lifting equipment used to lift people, e.g. mobile elevating work platforms, scissor lifts, man-riding baskets and passenger lifts	Before first use unless accompanied by certificate of conformity. Biannually and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Company's own register	Weekly	Competent person (e.g. crane driver)	Company's own register
Lifting equipment used to lift goods, e.g. cranes, vehicle hoists, good lifts, gin wheels, ropes used for access, forklift trucks, lorry loaders (hiabs) and goods lifts	Before first use unless accompanied by certificate of conformity. Annually and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Company's own register	Weekly	Competent person (e.g. crane driver)	Company's own register
Lifting accessories, e.g. chains, ropes, slings components for attaching loads for lifting, e.g. hooks, eyebolts, lifting beams or frames etc.	Before first use unless accompanied by certificate of conformity. Biannually and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Company's own register	Weekly	Competent person	Company's own register
"Installed" lifting equipment, e.g. hoists, tower cranes or gantry cranes	After each installation. After exposure to weather conditions likely to affect stability, every 12 months and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Company's own register	Weekly	Competent person (e.g. crane driver)	Company's own register

Be aware that any lifting equipment which normally undergoes an annual inspection, e.g. a mobile crane, needs a biannual inspection if the use is changed to lift people, e.g. with a man-riding basket.

Statutory Registers Index

Guidance Notes for Safe Equipment and Plant

PLANT & EQUIPMENT

GENERAL

The proper selection and maintenance of mechanical plant and equipment and the provision of information, instruction and training in their use are requirements of the Provision and Use of Work Equipment Regulations 1998.

The manufacturer's instructions shall be available, on site, with every machine and shall be strictly complied with.

DRIVERS, OPERATORS AND BANKSMEN

All drivers, operators and banksmen shall be competent to perform their duties. No person under the age of 18 years is permitted to operate any plant, unless they are under the close supervision of a competent person.

Prior to operating an item of plant the driver shall be properly trained and instructed as to the safe working load of that item of plant, the correct loading and unloading techniques and shall be made aware of the dangers associated with the overloading of the plant.

Passengers shall not be carried on any item of plant, unless it has been designed and fitted with seating for passengers.

Plant shall be parked on firm, level ground, with the engine stopped, brakes on and any load or attachment lowered to the ground. When left unattended, all items of plant are to be locked and the keys removed.

MAINTENANCE

A competent person shall maintain all items of plant in accordance with the manufacturer's instructions.

Repairs will be carried out as and when necessary and are only to be undertaken by a competent person.

Records of repairs carried out should be kept with the vehicles documentation to develop a history of the vehicle.

Operators shall report all defects to the site supervisor immediately on discovery. Plant, which has defects likely to affect the safety of its operations, shall not be used.

All defects should be entered into a defect book for the site or premises where plant and equipment is operated.

GENERAL HAZARDS

1. Operating mechanical plant in the vicinity of the overhead or underground services shall only be carried out in accordance with the system as detailed in the section “Overhead and Underground Services”.

2. Noise from plant shall be reduced at source, where possible. Reference shall be made to the section “Noise”.

3. All persons not involved with the operation of plant shall keep away from areas where plant is operating.

4. Due to the restriction of the operator’s field of visibility, the operator is to carefully check around the machine for obstructions, prior to operations. Where the machine is being used in confined areas a banksmen shall be used to ensure that the machine is not obstructed or that the machine’s movements do not endanger persons.

5. When used in adverse weather conditions, reduced visibility or at night headlights shall be used and all persons working in the area of plant shall wear reflective jackets or waistcoats.

6. Where the movement of machines creates a dust hazard, damping down of the area shall be carried out. If necessary, employees shall be issued with dust masks.

7. Plant and equipment is to be parked in such a way that it does not cause an obstruction to other plant, vehicles or pedestrians. If plant breaks down in a position that is likely to cause an obstruction, it shall be clearly marked with warning signs, diversionary cones or barriers and shall be illuminated during the hours of darkness.

8. Plant required to operate on inclines shall be fitted with roll over protection structures and driver’s seat belts.

9. Plant is, where possible, to be kept away from the sides of excavations. If this is not possible, the excavation shall be evacuated of personnel whilst the plant is operating in the vicinity or passing by.

10. When used in confined space, adequate ventilation shall be provided to remove any build up of exhaust gases or fumes.

11. Safe means of access and egress shall be provided to all cabs and operators shall mount and dismount the machine using the access provided. Operatives should not jump from machines.

12. When roll over protection is fitted, seat belts are to be worn by operators by mobile plant. This will keep the operator inside the confines of the safety cell provided by any roll over protection scheme.

13. Every moving part of any prime mover, every part of transmission machinery and every dangerous part of any other machinery, whether driven by mechanical power or not, shall be securely guarded. Any guards removed for maintenance or repair shall be replaced before the machine is set in motion.

14. The speed of the machine's operation is not to exceed the permitted speed on the site, the safe capabilities of the machine or of the operator.

15. Drivers shall not remain in the machine whilst it is being loaded, unless it is fitted with a suitable overhead protective canopy.

TYRE CHANGING

Different types and sizes of tyres and wheels will require different precautions and the following are only general precautions. The manufacturer's information is to be consulted before any tyres are changed:

1. Tyres shall never be inflated, deflated, mounted or dismounted without the correct tools, equipment and expertise. Manufacturer's recommended procedures shall always be followed;
2. Sound timber shall always be used to support the jack when jacking up plant. The jack is not to be relied on to support plant whilst work is carried on underneath it. The machine shall be supported on substantial timber packing or axle stands designed to take its weight;
3. Tyres shall be deflated prior to removal by depressing the valve core;
4. The tyre bead shall be lubricated prior to fitting the tyre, with the recommended lubricant. The maximum inflation pressure specified by the manufacturer is never to be exceeded in order to seat the tyre;
5. Persons are not to stand on, over or in front of a tyre when it is being inflated. An extension air hose shall be used enabling persons to stand to one side or the tyre shall be inflated in a safety cage;
6. If the tyre is wet or dry ballasted the machine/tyre manufacturer's instructions shall be closely adhered to;
7. Tyre pressures shall be clearly marked on the side of the vehicle conveniently close to the tyre.

SECTION 10

Arrangements for the Safe Handling and Use of Substances

Andrew Andrews will be responsible for identifying all substances that require a COSHH assessment and for checking that new substances can be used safely before they are purchased.

Andrew Andrews will be responsible for undertaking COSHH assessments, or they may, at their discretion, delegate this responsibility to another competent employee.

Andrew Andrews will be responsible for ensuring that all actions identified in the COSHH assessments are implemented, that all relevant employees are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.

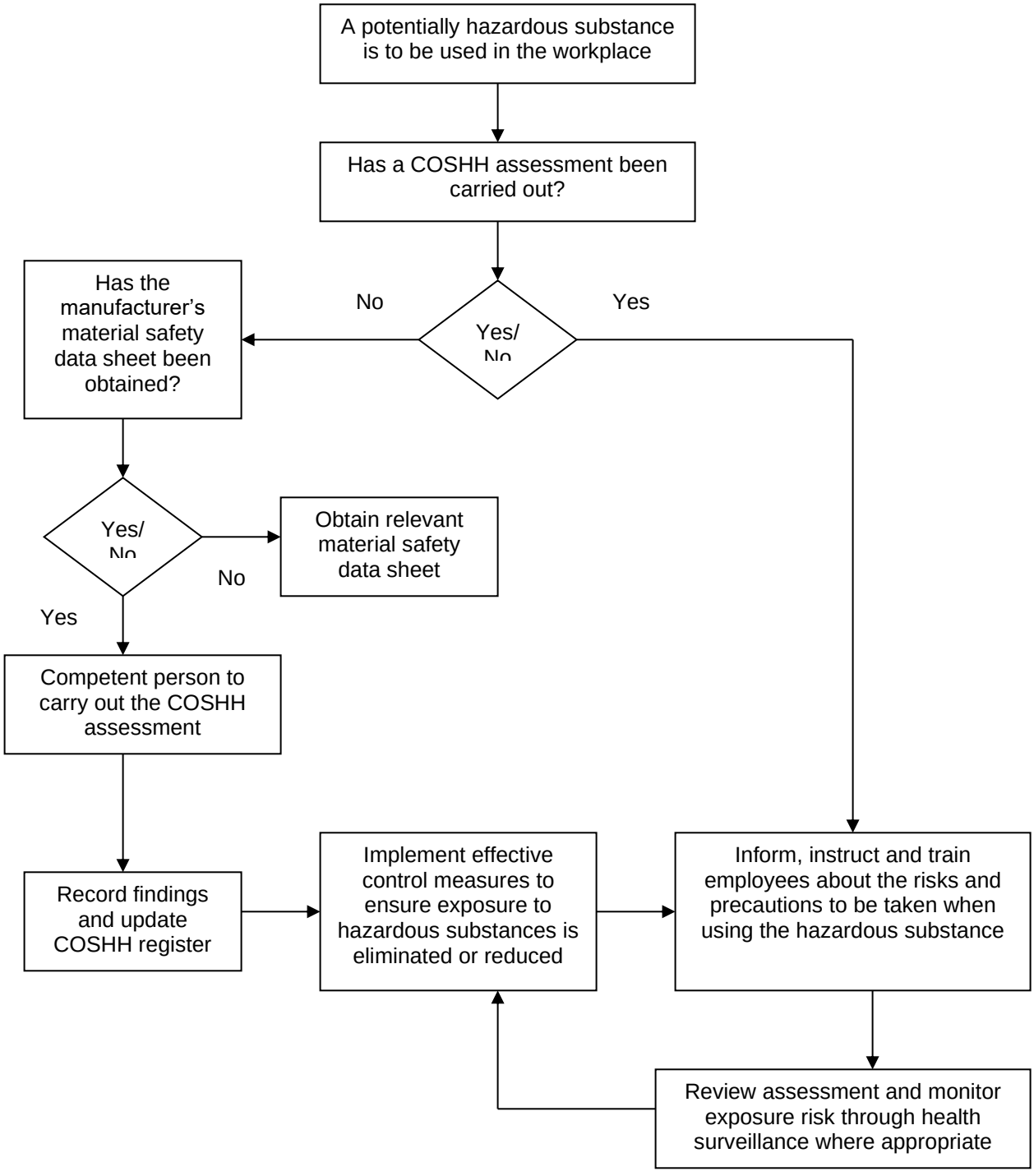
AA Safety Solutions Ltd would like to bring to the attention of **AA SAFETY GROUP LTD** the following regulations

The Control of Substances Hazardous to Health
Regulations 2002

Paying particular attention to the following schedules;

Schedule 4. Frequency of thorough examination and test of local exhaust ventilation plant used in certain processes.
Schedule 5. Specific substances and processes for which monitoring is required.
Schedule 6. Medical surveillance

Procedure for the Safe Handling and Use of Substances



See guidance section for details

Guidance on Safe Handling and Use of Substances

INTRODUCTION

Regulation 6 of the COSHH Regulations requires an employer to formally assess all operations and/or processes which are liable to cause exposure to hazardous substances.

This section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks to health caused by exposure to hazardous substances. The objective of the assessment is to ensure that the correct decisions are made on the control of hazardous substances in the workplace.

The assessment also demonstrates that the company has considered all the factors relevant to the work and that informed judgements have been made with the regard to the risk, the actions necessary to achieve and maintain adequate control of the risk, the requirements for monitoring exposure to the substances, and health surveillance of employees who may be at risk.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the complexity and variability of the processes involved.

SURVEY AND DATA SHEETS

The first process is to survey the site for substances. Once this is done, obtain the material safety data sheet (MSDS) for each substance and formally assess the use of those substances which are hazardous in use. The safety data sheet has the following purposes:

- It acts as a formal system of approval for substances being introduced in the workplace, in that only substances which have a safety data sheet should be purchased and used.
- It provides all the information on a hazardous substance that an employer is required to provide to their employees under Regulation 12 in a standard and rational format.
- It provides all the essential information necessary to carry out the formal assessments as required under Regulation 6.

When the assessment is completed, the sheet should be filed in a COSHH safety data sheet file and be updated if and when the supplier provides further information or there are alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been gathered, it is necessary to classify each substance that has been identified as hazardous to health under the COSHH Regulations. This can be achieved by scrutinising the information gained on the substance using the criteria set out below.

For the purpose of the COSHH Regulations a hazardous substance is defined as any substance, including any mixture, which is:

- A substance listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which the general nature of the risk is given as very toxic, toxic, harmful, corrosive or irritant. This information should be displayed on the labelling on the container of all such substances introduced to the work area.
- A substance which has been assigned a workplace exposure limit (WEL) by the Health and Safety Commission and published in the HSE guidance note EH40 – Occupational Exposure Limits.
- A biological agent which creates a hazard to the health of any person.
- Dust of any kind, except dust which is a substance within paragraph 1 or 2 above, when present at a substantial concentration in the air.
- A substance, other than those already given, which creates a hazard to the health of any person because of its chemical or toxicological properties and the way it is used or is present in the workplace.

For paragraph 5 above it may be possible to reach a decision as to the hazardous nature of the substance using your existing knowledge of exposure experience, process, etc. In other causes it may be necessary to draw upon the experience of others such as a competent occupational hygienist, health adviser or toxicologist.

SUBSTANCES TO BE ASSESSED

Once the classification of substances has been carried out, all substances identified as hazardous will need to be formally assessed in accordance with Regulation 6.

COMPETENCY TO ASSESS

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be done competently, in order to comply with the regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment then should it be carried out with a combination of both in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, and examine any records and inspect the workplace.

The assessor must have an understanding of the COSHH Regulations and their aims, and should have read and understood this manual.

PROCEDURE

In order to carry out a competent assessment the following procedure is to be followed:

1. **Review the information** – A review of the information available on the operation/process/substance should be carried out. This should comprise the supplier's safety data sheets, records of any tests and examinations carried out on control measures and the results of any exposure monitoring and health surveillance previously carried out.
2. **Study the operation and/or process** – Having reviewed the information in 1 above, the operation and/or process itself must be closely studied. It is important to understand exactly what happens during the operation and/or process to ask questions of those involved in order to appreciate the hazards involved. The supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established.
3. **Evaluate the risk** – In order to evaluate the risks to health, the following must be considered:
   - The hazardous properties of the substance (the information reviewed in 1, above, should supply this.)
   - Information on health effects provided by the supplier, including information contained in any relevant safety data sheet.
   - The level, type and likely duration of exposure.
   - The circumstances of the work, including the amount of the substance involved.
   - Activities, such as maintenance, where there is a potential for a high level of exposure.
   - The effect of preventative and control measures, which have been or will be taken in accordance with Regulation 7.
   - Conclusions regarding the risk.

These factors are dealt with in more detail below.

The possibility of exposure can be broken down into five areas:

1. **Risk of exposure** – Whether it is reasonably foreseeable that an accidental leakage, spillage or discharge of the substance could occur.
2. **Frequency of exposure** – If it is reasonably foreseeable that exposure could occur, how often is that exposure like to be? This can normally be ascertained from past experience and general knowledge.
3. **People at risk** – There is a need to identify the people at risk of exposure to the substance, whether they are exposed by working directly with it or are in the vicinity of the work, or areas, where the substance is handled, transported, processed, collected, packaged, stored, disposed of, or discharged. This includes members of the public and other non-employees.
4. **Routes of entry into the body** – Whether the hazard of exposure is due to inhalation, swallowing, absorption through or contamination of the skin.
5. **The quantity to which people are likely to be exposed** – It is necessary to evaluate and assess the quantities to which people are likely to be exposed. The concentration of the substance can, sometimes, be evaluated with the use of indicator tubes, dust lamps, etc. However, detailed measurements may need to be carried out to confidently establish these levels. Whenever levels are monitored or measured they should always take into account the circumstances that could be expected to give rise to the highest levels of exposure.

The likely duration and concentration of the exposure must always be known precisely in any of the following situations, where:

- Exposure routinely and frequently occurs.
- A high level of exposure can be foreseen.
- The substance has been assigned a workplace exposure limit (WEL).
- The substance is known to be particularly hazardous.

Where the magnitude or significance of the exposure is uncertain, detailed measurements will be normally required to enable the requirements for the prevention or adequate control of exposure to be assessed. The likely duration of exposure can normally be ascertained from past experience and general knowledge.

CONCLUSIONS REGARDING THE RISK

Once all the information has been gathered and collated it should be possible to reach conclusions regarding the risks to health resulting in exposure to the hazardous substance. It is felt that there is still insufficient information to reach reasonable and valid conclusions further information and advice should be sought.

Where the risk assessment indicates that health monitoring is required for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health, or otherwise requisite for protecting the health of employees, it will be necessary to introduce a system of monitoring the exposure of employees to substances hazardous to health. Records of this monitoring must be kept for at least 40 years where the record is representative of the personnel exposures of identifiable employees, or for at least 5 years in any other case from the date of the last entry.

EXPOSURE JUDGED NOT TO BE A RISK TO HEALTH

The following examples are considered reasonable grounds for reaching the conclusion that the substance does not present a risk to health:

- The process and/or operation is carried out to the same or better standard as the Health and Safety Executive, Industrial Advisory Committee or trade association guidance on good practice, which give assurance of insignificant exposure.
- The quantities of substances or rate of use are too small to constitute a risk to health under foreseeable circumstances, even if the control measures fail.
- Measurements have previously been taken of the process and/or operation, including in a “maximum exposure” situation, which have confimed that exposure is not a risk to health at any time and that the conditions of the process, operation and substances are demonstrably the same.
- The process and/or operation is performed strictly in conformance with well-documented procedures, information and the conditions as detailed by the suppliers of the plant and/or substance in which they give valid assurance that the operation, process and/or substance will not give rise to risks to health.

Risks should not be judged as negligible unless there is certain and valid evidence to back up this judgement. Where this is not available the risks must be identified and precautions instituted to protect the health of those exposed.

EXPOSURE JUDGED TO BE A RISK TO HEALTH

Where exposure is either known, or found to be occurring, in situations where prevention is reasonably practicable the risk must be considered unacceptable.

COSHH/DSEAR ASSESSMENT RECORD

Product:						
SDS reference:			**Date completed:**			
SDS date:			**Date for review:**			
Assessor details:	AA Safety Solutions		**Reviewed by:**			
Activity/details of use:						
Hazards:	 Explosive	 Oxidising	 Flammable	 Harmful to environment	 Gas under pressure	
Indicate "Yes" or "No":						
Hazards:	 Serious long term health hazard	 Toxic	 Harmful /irritant	 Corrosive	Other	
Indicate "Yes" or "No":						
Further information:	e.g. - Irritating to eyes, and skin - May cause sensitization by inhalation and skin contact					
Precautions:	 Gloves	 Protective footwear	 Protective overalls	 Face mask	 Respiratory Protection	 Safety glasses	 Hearing protection
Indicate "Yes" or "No":							
Further information:							
Storage and transport:							
Recycling, disposal:	Dispose of as normal industrial waste. NB: The user's attention is drawn to the possible existence of regional or national Regulations regarding disposal.						
Emergency action	**General**			**Spillage**			
	Ensure all employees are familiar with the below actions and can conduct them competently should an emergency arise.			Implement a spill response plan, using provided spill kits. Dispose of as hazardous waste.			

		Steps to be taken by staff:	Emergency services
	**Fire**	Suitable extinguishing media: - Water spray - Polyvalent foam - BC powder - Carbon dioxide	Instructions: - Cool closed containers with water if they are exposed to the fire - Dilute toxic gases with water spray - Take account of environmentally hazardous firefighting water

	**First aid**	**Eyes**	Eye contact: - Rinse immediately with plenty of water - Seek medical advice
		Skin	Skin contact: - Rinse immediately with plenty of water - If irritation persists: seek medical advice
		Swallowing	After ingestion: - Never give water to an unconscious person - Do not induce vomiting - Seek medical advice
		Inhalation	After inhalation: - Remove the victim into fresh air - Seek medical advice

Details of substance	
Details of hazardous/dangerous substances which the product contains:	
Workplace exposure limits which apply:	
Level, type and duration of potential exposure:	
Hazardous properties (include risk phrase (R):	
Manufacturers' limitations of use:	
Risk control measures for normal use	
Describe any exposure monitoring and health surveillance:	
Risk control measures already in place:	
New or improved risk control measures required:	

Chemical reactions to be avoided:						
Maintenance arrangements, e.g. for extraction systems, PPE etc.:						
Assessment of risk						
With the above risk controls the risk is:	High		Medium		Low	
Is the risk adequately controlled?	Yes		No			
Can the substance be substituted for one that is less hazardous?	Yes		No			

Note. A copy of the safety data sheet must be filed with this assessment.

ASSESSMENT REGISTER

Once an assessment has been carried out for an operation and/or process a copy of that particular assessment record should be filed. To readily identify the operations and/or processes assessed, each assessment should be recorded in the assessment register.

This register should be completed as follows:

- Operation and/or Process – Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process.
- Location – The location within the premises should be clearly identified.
- Record Number – The record number of the assessment.
- Date – The date on which the assessment was completed/revised.

As reassessments are completed, these details should also be entered in the assessment register.

EXPOSURE – PREVENTION OR CONTROL

Regulation 7 requires that exposure to hazardous substances must be either prevented or, where this is not reasonably practicable, adequately controlled.

This section of the manual is concerned with explaining what is considered to be “adequate control” and the approach to be followed in order to achieve it.

Control of Exposure

Workplace exposure limits (WELs) are occupational exposure limits set under the Control of Substances Hazardous to Health Regulations. These limits are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air averaged over a specific period of time referred to as a time-weighted average (TWA). Two time periods are used: long-term exposure limit (LTEL) of 8 hours and short-term exposure limit (STEL) of 15 minutes. STELs are set to help prevent effects, such as eye irritation, which may occur following a few minutes’ exposure.

If the exposure to a substance assigned a WEL, as listed in Table 1 of the HSE guidance note EH40, is reduced as far as is reasonably practicable and is in any case below that WEL, it shall be considered to be adequately controlled.

When considering how far the exposure should be reduced below the WEL the nature of the risk likely to be caused by the substance must be weighed against the cost, the amount of time needed and the trouble required in taking the measures necessary to reduce the risk.

The non-assignment of a WEL does not necessarily signify that the substance is safe and without risk to health.

The routes of exposure to substances include inhalation, ingestion or absorption through the skin or mucous membranes.

In any of the above, exposure should be controlled to a standard where the level of exposure is such that nearly all the population could be repeatedly exposed daily without any adverse effect. The information necessary to set this standard may be available from a variety of sources, such as manufacturer or supplier of the substance, occupational health publications or industrial and trade associations.

Prevention and Control Measures

The initial approach to the prevention and control of exposure to harmful substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately prevent or control exposure then the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the prevention or control of any exposure could be any combination of the following and should be considered in the order given:

1. Prevention of exposure:

- The elimination of the substance, removing the risk in total;
- The substitution of the substance with a less hazardous substance, a less hazardous form of the substance or dilution of the substance.

2. Control of exposure:

- The total enclosure of the operation and/or process;
- The alteration, modification or replacement of the plant, process and/or operation, or safe system of work to minimise the generation of, or suppress or contain, hazardous substances and to restrict the area of contamination in the event of any spills or releases, both routine and accidental, of those substances;
- The provision of local exhaust ventilation to totally remove the airborne hazardous substance at source and dispose of it safely;
- The provision of partial local exhaust ventilation to reduce the exposure to airborne hazardous substances;
- The provision of sufficient general ventilation to reduce the exposure to airborne hazardous substances;
- The reduction of the number of person exposed;
- The reduction of the length of exposure;
- The prohibition of smoking, eating or drinking in the workplace;
- The provision and use of suitable personal protective equipment;
- The provision of adequate facilities for the cleaning, maintenance and repair of personal protective equipment;
- The provision of adequate welfare facilities as already outlined;
- The regular and effective cleaning of the workplace and/or plant to remove contamination;
- The provision of suitable arrangements for the safe storage and safe disposal of hazardous substances.

Existing Control Measures

The control measures already in existence are to be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate consideration will be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

Company control measures include, but are not restricted to, the following:

- Hygiene Facilities – Adequate washing facilities are provided for use by all persons likely to be exposed to hazardous substances. The facilities reflect the nature and the likely levels of any exposure and are sufficient to permit the user to achieve a standard of personal hygiene commensurate with the adequate control of the exposure and the need to prevent the spread of the substance. Eye wash facilities may need to be provided in case of emergency.

- Personal Protective Equipment – Where protective clothing is used or there is a risk of contamination of personal clothing and effects then accommodation for that clothing and personal effects, and changing facilities, will be provided. Changing facilities are designed to ensure that personal clothing does not become contaminated with hazardous substances from the workplace, the risk of cross contamination between contaminated clothing and clean clothing is minimised and that they can be easily and effectively cleaned.

- Eating, Drinking and Smoking – Personnel are prohibited from eating, chewing, drinking or smoking in any area which is likely to be contaminated with any harmful substance.

- Eating and Drinking Facilities – Where it is necessary to reduce the risk of exposure by prohibiting the consumption of food or drink in the workplace facilities for this will be provided outside the contaminated area. These facilities will be conveniently placed in relation to the workplace and the hygiene facilities and will be so designed as to ensure that they will not become contaminated with substances emanating from the workplace and can be easily and effectively cleaned.

Maintenance of Personal Protective Equipment

The company undertakes to ensure that personal protective equipment, including protective clothing, is properly stored, checked at suitable intervals, and when discovered to be defective, repaired or replaced before further use.

PPE which may be contaminated by a substance hazardous to health must be removed and kept apart from uncontaminated clothing and equipment and it must be ensured that contaminated clothing is decontaminated and cleaned or, if necessary, destroyed.

COSHH ASSESSMENT REGISTER

OPERATION / PROCESS / SUBSTANCE	LOCATION	RECORD NUMBER	DATE

COSHH Assessment Register

Asbestos Management

INTRODUCTION

Breathing in air containing asbestos fibres can lead to asbestos related diseases, mainly cancers of the lung and chest lining. Past exposure to asbestos is currently believed to kill 3,000 people in a year in this country and this number is expected to increase over the next 10 years. There is no cure for asbestos related disease.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

Although it has been illegal to use asbestos in the construction or refurbishment of any premises for several years, many thousands of tonnes were used in the past and much of it remains in place. If these materials remain in good condition and are not disturbed there is no risk to health of the premise's occupants or visitors. However, if damaged or disturbed, asbestos fibres can be released into the air and breathed in.

THE DUTY TO MANAGE ASBESTOS

The Control of Asbestos Regulations requires all persons who have maintenance or repair responsibilities for non-domestic premises to manage the risk from asbestos.

If you are this duty holder you must:

1. Find out whether your building contains asbestos and what condition it is in.
2. Assess the risk.
3. Prepare and implement a plan to manage that risk.

IDENTIFYING AND LOCATING ASBESTOS

The first step to preparing a suitable management plan is to take all reasonable steps to locate any asbestos-containing materials (ACMs) on the premises. This can be done in several ways:

- Inspect any building plans or other relevant documents such as builders' invoices or the health and safety file for details of materials used in construction or refurbishment.
- Carry out a thorough inspection of the premises both inside and out to identify ACMs.
- Consult architects, employees or safety representatives, who may have further information and who have a duty to co-operate and make this information available.

Should the age of the building or the information obtained provide strong evidence that no ACMs are present to the duty holder needs only to record why this evidence indicates no asbestos is present.

It should always be presumed that a material contains asbestos unless there is strong evidence to the contrary.

Prior to carrying out any inspection or survey, a risk assessment must be carried out of the likely hazards, such as from the use of any access equipment and exposure to asbestos.

In some cases where the premises are small and no maintenance work is planned it may be appropriate for the duty holder to carry out their own inspection. In all other cases a trained and competent person should be employed to carry out a survey.

The organisation instructed to carry out this survey should be able to produce evidence of their training, suitable liability insurance and confirmation that HSE guidance MDHS 100 “Surveying, Sampling and Assessment of Asbestos Containing Materials” is to be followed.

Where asbestos or materials presumed to contain asbestos are found this must be recorded and kept available to all persons on the premises. There may be areas inaccessible to the surveyor, such as ceiling voids, ducts or roofs; these areas should be recorded as presumed to contain asbestos unless there is strong evidence to the contrary.

HSG 264

There are now 2 types of survey – Management surveys and demolition surveys.

Management Survey.

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM’s in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to access their condition.

The survey will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises depending on what is reasonably practicable for individual properties.

Refurbishment & Demolition Survey

An R&D survey is required before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACM’s in the area where the refurbishment work will take place or in the whole building if demolition is planned.

There is a specific requirement in CAR 2012 for all ACM’s to be removed as far as reasonably practicable before major refurbishment.

MANAGEMENT PLAN

Once identified, the condition of the ACMs must be accessed. The duty holder should check whether the materials have become detached from their base, been damaged or have their coatings peeled and broken off, and if debris or dust can be found nearby.

The duty holder must next decide whether, due to the amount, condition and location of the ACMs identified there is a risk to people working on or near it. Factors to consider include:

- The amount and condition of asbestos.
- The location of the asbestos.
- Whether there is easy access to the asbestos.
- Whether the asbestos is likely to be disturbed by work processes or accidentally.
- The number of persons working nearby.
- Whether work or maintenance is planned in the vicinity.

If the asbestos is in good condition, not likely to be damaged, worked on or disturbed it is usually safer to leave it in place and manage it.

If it is decided to leave ACMs in place, a register should be drawn up detailing where all ACMs are to be found, including an annotated plan of the premises. Each ACM should be labelled and persons working within the premises advised of their presence. Furthermore a permit-to-work system should be adopted to prevent ACMs being disturbed during any future works.

If the asbestos is in poor condition or likely to be disturbed in any way it must either be repaired, encapsulated or removed by a competent contractor. This may need to be carried out by a licensed contractor.

The final steps are to check what has been done and regularly review and monitor the effectiveness of the plan. The duty holders must satisfy themselves that the ACMs have not deteriorated or are unlikely to be disturbed by a change in the type of occupancy or forthcoming works.

CHECKLIST

Find	You must check if materials containing asbestos are present.
Condition	You must check what condition the material is in.
Presume	You must assume the material contains asbestos unless you have strong evidence to the contrary.
Identify	If you are planning maintenance or refurbishment or if the material is in poor condition, you may wish to arrange for the material to be sampled by a specialist.
Record	You must record the location and condition of the material on a plan or drawing.
Assess	You must decide if the condition or location means he material is likely to be disturbed.
Plan	You must prepare and implement a plan to manage these risks.

ACTION PLAN

The following table indicates the recommended action to be taken should asbestos- containing materials be located within the premises.

Minor Damage • The material should be repaired and/or encapsulated. • The condition of the material should be monitored at regular intervals. • The material should be labelled. • All persons should be informed of the presence of asbestos.	**Good Condition** • The condition of the material should be monitored at regular intervals. • The material should be labelled. • All persons should be informed of the presence of asbestos.
Poor Condition • Asbestos in poor condition should be removed.	**Asbestos Disturbed** • Asbestos likely to be disturbed should be removed.

All work must be carried out in accordance with the Control of Asbestos Regulations and may require a licensed contractor to undertake it.

DEALING WITH SUSPICIOUS MATERIALS

On discovery or disturbance of ACMs, or any other suspicious material, the following procedure must be followed:

1. Stop work.
2. Inform others locally not to further disturb the material.
3. Where appropriate, seal and cordon off the area and post appropriate warning signage.
4. Where appropriate, follow decontamination procedure as per the emergency procedures in the plan of work.
5. Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate.
6. Do not return to task until the area is given the all clear and you are instructed to do so.

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

Legal Obligations – awareness and training requirements

The Control of Asbestos Regulations (CAR) 2012 came into force on 6th April 2012, updating previous asbestos regulations.

The use of all asbestos containing materials was not banned until 1999. This means any building built or refurbished before the year 2000 could contain asbestos.

Therefore, under Regulation 10 of CAR 2012 every employer must ensure that adequate information, instruction and training is given to those employees who are liable to be exposed to asbestos during the course of their work.

All workers who are liable to disturb asbestos during their normal work should be trained so that they can recognise asbestos containing materials and know what to do if they come across them. The training needs to be appropriate for the work and the roles undertaken by individuals. There are three types of asbestos training:

- Awareness training
- Training for work with asbestos that does not require a licence from HSE
- Training for asbestos work that does require a licence from HSE.

SECTION 11

Arrangements for Providing Information, Instruction and Supervision

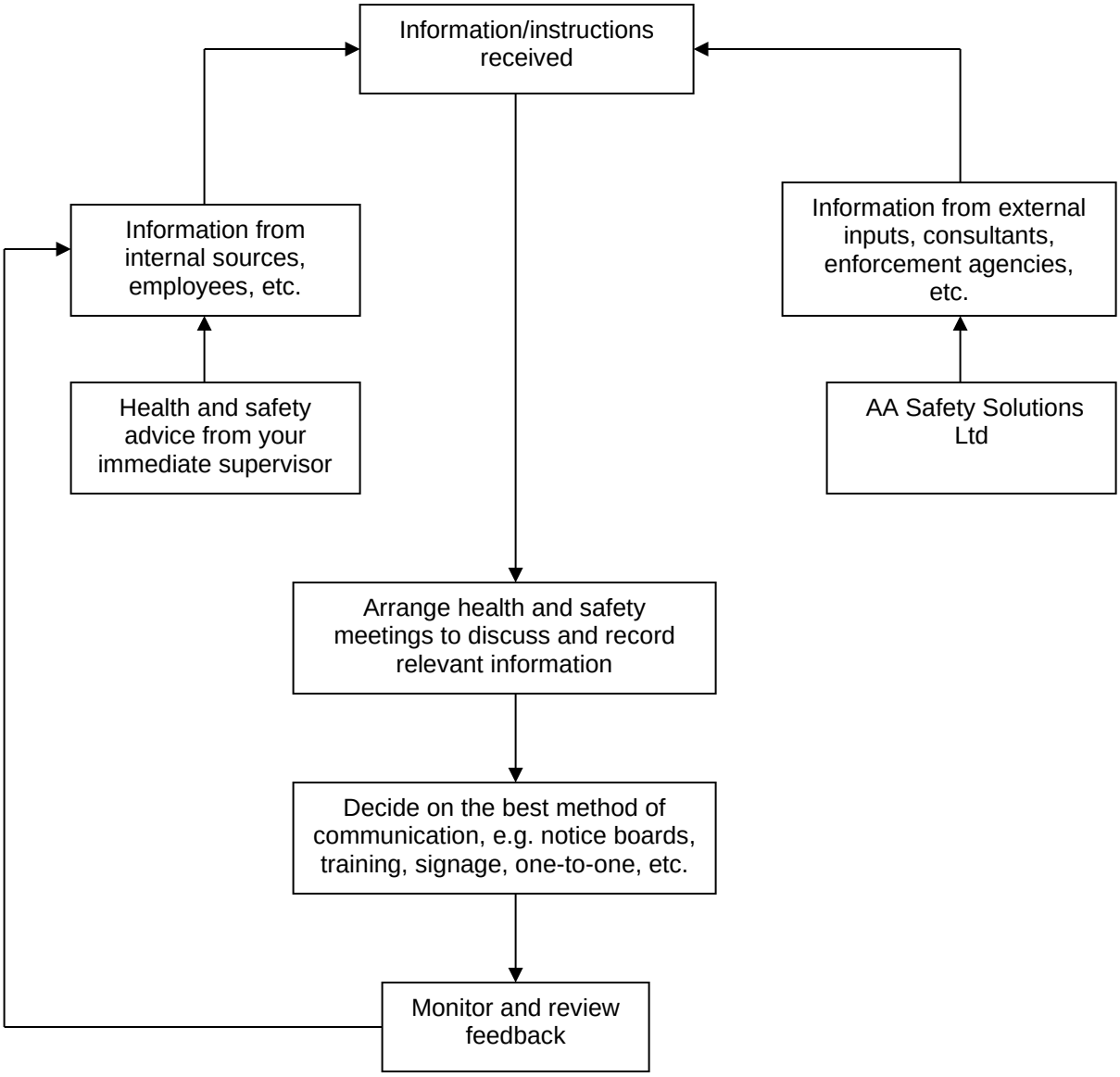
The health and safety law poster is displayed at all fixed company workplaces and should also be displayed at each temporary site within the common welfare areas. The health and safety law poster contains the following information:

- Names and locations of trade unions or other safety representatives and groups they represent.
- Management of health and safety appointed person(s) health and safety responsibilities.
- Name and address of enforcing authority whose health and safety inspectors cover this workplace (e.g. the HSE or your local authority's environmental health department).

Andrew Andrews shall ensure that adequate supervision of young workers is provided. Day-to-day supervision shall be carried out by the relevant workplace manager or supervisor.

Andrew Andrews is responsible for ensuring that our employees working at locations under the control other employers are given relevant health and safety information.

Procedure for Providing Information, Instruction and Supervision



See guidance section for details

Guidance for Providing Information, Instruction and Supervision

SAFEY SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations apply to all work premises and activities but do not apply to signs relating to the supply of dangerous substances, the transport of dangerous goods by road or rail, or to signs regulating road of rail traffic.

The regulations cover the provision and use of safety signs and signals which are required to be displayed or used when a risk assessment shows that, in spite of protective measures, the risk cannot be eliminated or sufficiently reduced and a significant risk remains.

Safety Signs

Safety signs must conform to the requirements overleaf. Signs should be illuminated where appropriate and must be kept clean and properly maintained.

Signals

These include:

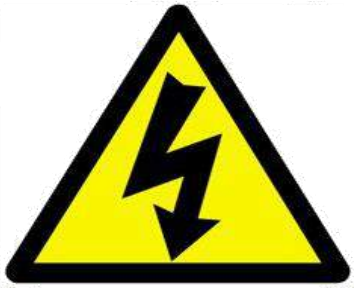
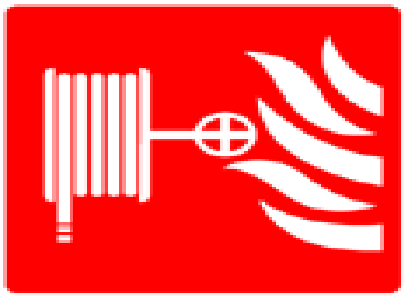
- Acoustic signs and/or verbal communication to signal danger, e.g. to call for emergency evacuation. Such signals shall be tested at frequent intervals.
- Hand-signals or verbal communication to guide persons carrying out hazardous or dangerous manoeuvres, e.g. crane signals. The signals detailed in the regulations differ from those recommended in BS 7121 Code of Practice for the safe use of cranes. However, the signals referred to in BS 7121 may continue to be used.

Training

Employees shall be given sufficient information, instruction and training about the meaning and safety signs and signals and on the relevant action that must be taken.

Further Guidance

Further information is given in the HSE booklet L64 “Safety Signs and Signals: Guidance on Regulations”.

TYPE OF SIGN	SHAPE	SYMBOL/COLOUR	
Prohibitory: (e.g. “NO SMOKING”)	Round	Black pictogram on white background, red edging and diagonal line	
Warning: (e.g. “ELECTRICAL RISK”)	Triangular	Black pictogram on yellow background with black edging	
Mandatory: (e.g. “EAR PROTECTION MUST BE WORK”)	Round	White pictogram on blue background	
Emergency escape or first aid:	Rectangular or square	White pictogram on green background	
Fire fighting: (e.g. “EMERGENCY FIRE HOSE”)	Rectangular or square	White pictogram on red background	

Safety Signage – Types and Examples

SMOKEFREE WORKPLACES

The **"smokefree"** law applies to virtually all "enclosed" and "substantially-enclosed" public places and workplaces, including both permanent and temporary structures.

Premises are considered enclosed if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.

Premises are considered substantially-enclosed if they have a ceiling or roof but have an opening in the walls which is less than half the total area of the walls.

SMOKEFREE VEHICLES

Work vehicles must be smokefree if they are used in the course of paid or voluntary work by more than one person, regardless of whether they are in the vehicle at the same time.

SMOKEFREE HOME WORKING

Any part of a private dwelling used **solely** for work purposes must be smokefree if:

- It is used by more than one person who does not live at the dwelling.
- Members of the public attend to deliver or to receive goods and/or services.

SMOKEFREE SIGNAGE

"No smoking" signs need to be displayed in a prominent position at every entrance to smokefree premises. Signs must meet the following minimum requirements.

- At least one must be a minimum of A5 in area (210mm x 148mm) and display the words **"No Smoking – It is against the law to smoke in these premises".**
- Each must display the international no smoking symbol at least 70mm in diameter.

Smokefree vehicles need to display a "no smoking" sign in each compartment of the vehicle in which people can be carried. It must show the international no smoking symbol illustrated opposite.

SMOKEFREE LAW ENFORCEMENT

Failure to comply with the smokefree law is a criminal offence. Local councils are responsible for enforcing the smokefree law in England and have the legal power to enter premises or board vehicles to determine if anyone is breaking the law.

Employers who control or manage smokefree premises and vehicles have a legal responsibility to prevent people from smoking in them and to ensure that the required "no smoking" signs are in place. Employers should ensure that their employees are aware of the law and that they now work in a smokefree environment.

Notwithstanding the requirements of the smokefree law, employers retain a general duty of care under the Health and Safety at Work Act to protect their employees from the effects of second-hand smoke where exposure to it may be considered unavoidable in their workplace.

For further information on the smokefree law visit the Department of Health website: www.smokefreeengland.co.uk

SITE DOCUMENTATION

Notices

The following notices will be displayed in a prominent position on site:

- Health and safety law placard.
- A copy of your company's employers liability insurance.
- F10 (as appropriate).
- Copy of the organisation's health and safety policy statement.

It is also recommended that the following are displayed:

- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) – abstract (in areas where highly flammable liquids or LPG is used).
- Any other abstracts of regulations that are relative to works being carried out on site.

Prescribed Registers

- Weekly record of inspection as required by the Construction (Design and Management) Regulations (CDM) for:
  - Excavations;
  - Cofferdams;
  - Caissons.
- Weekly record of inspection as required by the Work at Height Regulations (WAHR) for:
  - Scaffolds.
- Record of inspection and/or through examination as required by The Provision and Use of Work Equipment Regulations (PUWER) of the Lifting Operations and Lifting Equipment Regulations (LOLER) for all other equipment.
- Accident book – record of injuries incurred on site.

Documents

- Health and safety plan.
- Methods statements for all tasks where there is a foreseeable risk.
- Assessments required:
  - Risk;
  - COSHH;
  - Environmental;
  - Noise;
  - Manual handling;
  - Confined space;
  - Specialist, e.g. asbestos, RPE.
- Evidence/certificates of competence (including training) for any equipment used/tasks carried out.

SITE RULES

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in an employee's contract of employment or a breach of contract from that employee's employer. It should also be borne in mind that contravention of health and safety legislation is a criminal offence and that a prosecution can be taken against an individual by the Health and Safety Executive.

WORKING PRACTICES

It is the responsibility of all employees, contractors and visitors to ensure that:

- No machine or item of plant or equipment is operated by any person unless they have been trained and are authorised to do so.
- All machine guarding is in place and correctly adjusted prior to machinery being used.
- Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard is reported immediately.
- No machine, or item of plant or equipment is left unattended or cleaned whilst in motion, unless the operator is authorised to do so.
- No repairs, maintenance or adjustments to machines, or items of plant or equipment are carried out, unless the operator is authorised to do so.
- All substances are used only in accordance with the written instructions.
- All substances are stored in accordance with the written instructions and are returned to storage after use.
- All hazard notices or warning signs displayed on the premises are obeyed.
- All notices displayed in the workplace are read and operatives understand their instructions.
- All safety equipment and facilities provided are used and are not misused or wilfully damaged.
- The work area is kept clean and tidy at all times.
- All waste is disposed of in the correct container.
- All liquid spills are cleaned up immediately.
- All emergency procedures relevant to their work area are obeyed.
- Emergency exits and equipment are not obstructed.
- Any use of or damage to firefighting equipment is reported immediately.
- Prompt medical assistance is sought for any injury received at work and the injury is reported as soon as possible.

MISCONDUCT

Any person on site found to have acted in any one of the following ways shall be liable to disciplinary procedures:

- Wilfully breaching the company's safety rules or health and safety policy.
- Removing any guard or protective device without permission.
- Operating any machine, plant or equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated "no smoking" areas or whilst using flammable substances.
- Taking part in horseplay or practical jokes.
- Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- Misusing compressed-air, electric or pneumatic equipment.
- Overloading lifting equipment.

ADMINISTRATIVE ARRANGEMENTS

Notification

The following written notifications may be required. The responsibility for making these notifications should be established prior to any notification being given.

To the Health and Safety Executive:

- Form OSR1 prior to occupation of offices, which are to be used for more than 6 weeks of fixed or 6 months if mobile and in which persons are employed for more than 21 man hours per month.
- Form F10 where construction is expected to last more than 30 days or involve more than 500 person days.
- Where radiography is to be carried out 28 days' notice may be required. (Where radiography is carried out the relevant section of the manual shall be provided.)
- Where asbestos is being removed a license may be necessary and work notified in accordance with that license or 14 days' notice given. (Where work with asbestos is carried out the relevant section of the manual shall be provided.)

To the local authority:

- Notification of intended demolition.
- Application for consent to carry out any activity creating noise under Section 61 of the Control of Pollution Act.
- Notification to dispose of wastes, in particular specified wastes.
- Application to erect scaffolding or other structures on the public highway.

To the statutory undertakings:

- Requests for the location of underground services.
- Request for the isolation of overhead or underground services.
- Request for the provision of temporary site services.

Guidance Notes for Providing Information, Instruction and Supervision

HEALTH & SAFETY RULES

EMPLOYEES

Introduction

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in the employees' contracts of employment and shall, at the discretion of the management, lead to constant dismissal.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

WORKING PRACTICES

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended whilst in motion, unless you are authorised to do so.
5. No machine, plant or equipment is to be cleaned whilst in motion, unless you are authorised to do so.
6. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
7. All substances are only to be used in accordance with the written instructions.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
11. All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
12. Protective clothing and safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. Any use or damage to fire fighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.

MISCONDUCT

Any employee found to have acted in any one of the following ways, shall be liable to company's disciplinary procedures:

1. Wilfully breaching the safety rules or Safety Policy;
2. Removing any guard or protective device without permission;
3. Operating any machine, plant or equipment without authority;
4. Misusing items provided for first aid;
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work;
6. Defacing or removing notices, signs, labels or any other warning device;
7. Misusing any chemical, flammable substance, toxic material, etc.;
8. Smoking in designated "No Smoking" areas or whilst using flammable substances;
9. Taking part in horseplay or practical jokes;
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence;
11. Misusing compressed air, electric or pneumatic equipment;
12. Overloading lifting equipment.

This list is not exhaustive.

SITE RULES

EMPLOYEES

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in the employee's contracts of employment and, at the discretion of the management, shall lead to instant dismissal.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

Working Practices

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended whilst in motion, unless you are authorised to do so.
5. No machine, plant or equipment is to be cleaned whilst in motion, unless you are authorised to do so.
6. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
7. All substances are only to be used in accordance with the written instructions.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
11. All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
12. Protective clothing and safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. Any use or damage to fire fighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.
20. Misconduct.

Any employee, found to have acted in any one of the following ways, shall be liable to the company's disciplinary procedure:-

1. Wilfully breaching the safety rules or Safety Policy.
2. Removing any guard or protective device without permission.
3. Operating any machine, plant or equipment without authority.
4. Misusing items provided for first aid.
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
6. Defacing or removing notices, signs, labels or any other warning device.
7. Misusing any chemical, flammable substance, toxic material, etc.
8. Smoking in designated "No Smoking" areas or whilst using flammable substances.
9. Taking part in horseplay or practical jokes.
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
11. Misusing compressed air, electric or pneumatic equipment.
12. Overloading lifting equipment.

(The above list is not exhaustive)

VISITORS

The following rules are designed to assist in the control of visitors to the premises. It is of importance that persons visiting the premises should not be allowed to wander freely. In the event of fire it is important to know the number of persons in the area and their location, to ensure that, on evacuation, the buildings are in fact empty.

Protective Clothing and Equipment

Visitors are required to wear and use the protective equipment, which shall be supplied where necessary.

Accidents

All accidents or incidents occurring on the premises must be reported.

Fire

Visitors are required to follow any fire procedures displayed and are to obey any "No Smoking" controls.

CONTRACTORS

In the context of the Health and Safety at Work Etc. Act 1974, the term contractor has a wide definition. Any person or organisation that enters into an agreement, whether written or oral, with the Company to provide any service is regarded as a contractor. This includes window cleaners, builders or a specialist.

Contractor's Contact

The contractor's contact is to ensure that:-

1. The contractor has received a completed copy of the Contractors Information Sheet, prior to any work starting;
2. The contractor's work is monitored to ensure that they are complying with the Company's Health and Safety Policy.

CONTRACTORS SAFETY INFORMATION

This Safety information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all contractors and persons under their control and forms part of the Terms of the Contract.

Contractors are required to ensure that:-

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
2. Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
3. They comply with all the requirements of the Company's Health and Safety Policy;
4. They comply with all the relevant legislation applicable to the workplace;
5. They provide the correct protective equipment and clothing to their employees at the contractor's expense;
6. Employees remain within the designated areas of their work;
7. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statue or Common Law.

Failure to comply with the Company's Health and Safety Policy or any legal requirements will lead, at the employer's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

CONTRACTORS SAFETY INFORMATION SHEET

Your Contact within the Company is: - . . . . . .

First Aid kits are located at: - . . . . . .

Contractors are responsible for ensuring that all persons under their control know and understand the fire procedures applicable to their work areas and the location of any firefighting equipment within those areas.

Means of escape and access routes into the work areas are not to be obstructed without prior permission.

All accidents or dangerous occurrences are to be reported, immediately, to the above contact.

Welfare facilities are provided as agreed within the contract and are not to be misused.

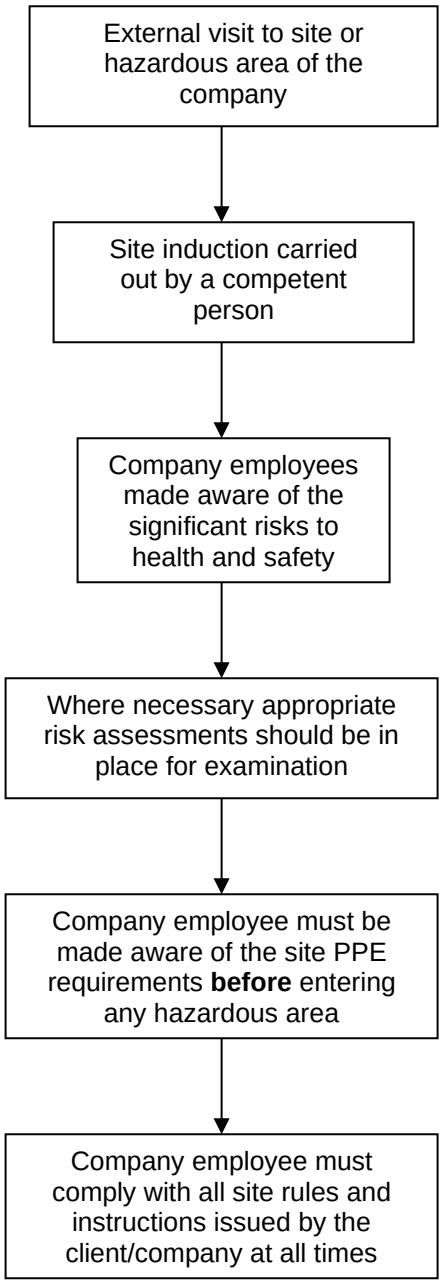
All registers and other documents required by Statue are to be available for inspection by the employer or their safety advisers at all times.

SECTION 12

Arrangements for Company Staff Visiting Hazardous Areas/Sites

If company employees are required to work in/visit external work sites or parts of the company's premises that are deemed to be hazardous then there will either be a specific risk assessment or safe system of work which might incorporate a permit-to-work system to ensure their safety. It will be for **Andrew Andrews** to ensure that a safe working procedure is generated and adhered to. Employees are required to comply with the requirements of that safe working procedure.

Procedure for Company Staff Visiting Hazardous Areas/Sites



See guidance section for details

Guidance for Company Staff Visiting Hazardous Areas and Sites

INTRODUCTION

“Hazardous areas” in the context of this section relates to the areas within the company premises or on external work sites, e.g. construction sites, rail works, confined spaces, works over water, where company employees are required to work/visit on company business.

It is the policy of this company that in the event of any of our company employees being required to periodically work at or visit external work sites, or parts of the company’s premises that are deemed to be hazardous, the following health and safety rules and procedures shall be put into effect:

HAZARDOUS AREAS WITHIN THIS COMPANY’S PREMISES

The manager/supervisor in control of the hazardous area(s) must ensure that:

- Written procedures are in place for the effective monitoring and/or supervision of company staff required to work in or visit hazardous or restricted areas.
- A risk assessment is made of the hazardous area in question to identify company staff at risk and control measures required to reduce that risk. The risk assessment must be recorded and be readily available for inspection purposes and must take the provision of first aid into account.
- Company staff at risk are made aware of hazardous or restricted areas on the company premises through provision of information, instruction or training (this may include induction training as the case may be), before entering such areas.
- The area is adequately signed to indicate the nature and severity of the hazard and the precautionary measures required (this may include display of a safe system of work for the area, symbolic safety signs requiring personal protective equipment to be worn in the affected area, etc.)
- There is an adequate provision of personal protective equipment readily available for use by company staff before entering the hazardous area and that such staff are aware of where that equipment is located.
- A suitable and effective emergency and evacuation system is in place for the area concerned, which is tested at regular intervals.

In the case of external personnel (e.g. cleaners, members of public, visitors, etc.) entering the hazardous area the precautions above must still be taken as if that person were an employee of this company.

HAZARDOUS EXTERNAL SITES

Where it is necessary for company/employees to visit or work at external sites that present a significant risk to their health and/or safety the following procedures must be in place prior to any works being carried out:

- Company employees must be made aware of the significant risks to health and safety of the site concerned (such information may be in the form of induction training and should be provided either by the client or by this company), as well as arrangements in place/required to be taken to adequately reduce such risks to the lowest levels. Where the degree of hazard or risk warrants such action, risk assessments and/or safe systems of work must be drawn up, but put in place and be available to company employees. The responsibility for determining the level of risk, the appropriate action to be taken and liaison to help determine risk will be a management function of this company.
- Any personal protective equipment required to be worn on site must be provided (either by the client or this company as the case may be) and worn **before** entering the hazardous area.
- All safety rules and instructions relating to the hazard/s or risk which are displayed or provided by the client/this company **must** be complied with at all times (in certain cases this may include a permit-to-work system).

SECTION 13

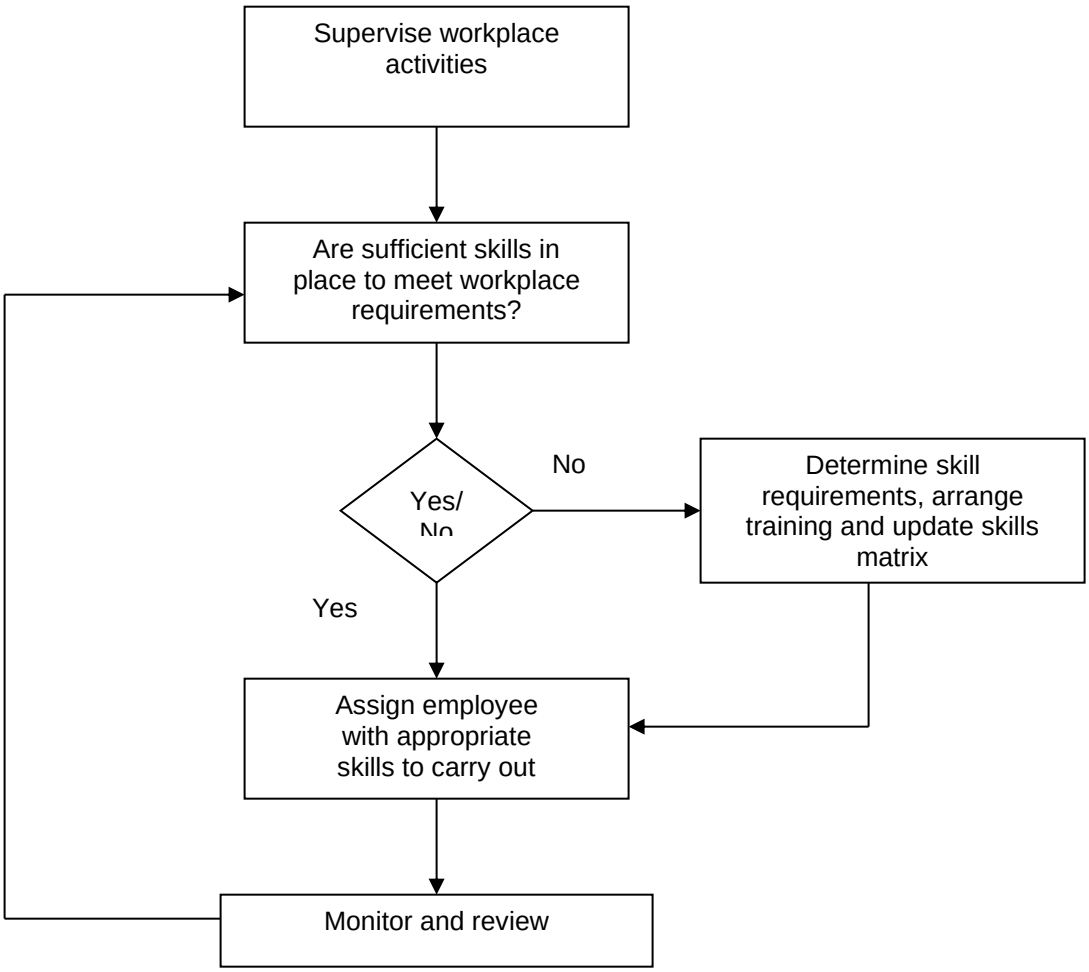
Arrangements to Assess Employee Competency for Tasks and Training

Andrew Andrews will deem who is competent to carry out the following tasks:

- Supervising and monitoring workplace activities.
- Advising on risk assessment.
- Equipment maintenance and repair.
- Administering first aid.
- Working at height.
- Operating plant and/or machinery.
- Controlling lifting operations.

Andrew Andrews will identify, arrange and monitor training provided either in-house or by external providers.

Procedure for Assessing Employee Competency for Tasks and Training



See guidance section for details

Guidance on Assessing Employee Competency

Frequently there is a need to deem competence to carry out a task or oversee a task and convey authority to use a particular piece of equipment. Competence is not defined precisely in any current regulation or act. The nearest we get is from the Management of Health and Safety at Work Regulations.

"A person shall be regarded as competent … where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures."

When in doubt a judge would often turn to a renowned dictionary. From the Cambridge International Dictionary of English:

"- competence, competency *noun* the ability to do something to a level that is acceptable."

Modern regulations insist that it is for the employer to deem competency and so to be able to carry out a (dangerous) task to a level that is acceptable we need to demonstrate that the individual has "training and experience or knowledge and other qualities" to enable them to carry out that task safely.

In some circumstances there is a qualification that helps. Generally we accept that the person who has passed a driving test and holds a driving license is competent to drive. Or a training course, e.g. attendance at a safety awareness course, may be sufficient to think that a person is competent to be in a certain area and not cause harm to themselves or others. In other circumstances the knowledge that the operative has carried out this task safely for the last 10 years, without danger, may be sufficient to deem competence. Where there is a legal requirement for training, e.g. driving a forklift truck, then satisfying that requirement will be a necessary part but perhaps not the whole reason for deeming competence.

Where a person is deemed competent or given authority to carry out a task then it would be wise to record that fact.

Competence may be required in overseeing or supervising, advising on safety-critical matters, using particular equipment or working in certain environments.

An incomplete guide list follows:

- **Overseeing or Supervising:**
  - Supervising site personnel;
  - Supervising on-site activities;
  - Supervising use of machinery;
  - Supervising young persons or trainees.

- **Advising on Safety-Critical Matters:**
  - Advising on risk assessment;
  - Carrying out occupational health monitoring;
  - Carrying out equipment maintenance/repair;
  - Operating plant or machinery;
  - First aid.

COMPETENCE/AUTHORISATION REGISTER

Name: . . . . . .

Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		

Competency/Authorisation Register

SECTION 14

Arrangements for Manual Handling Operations

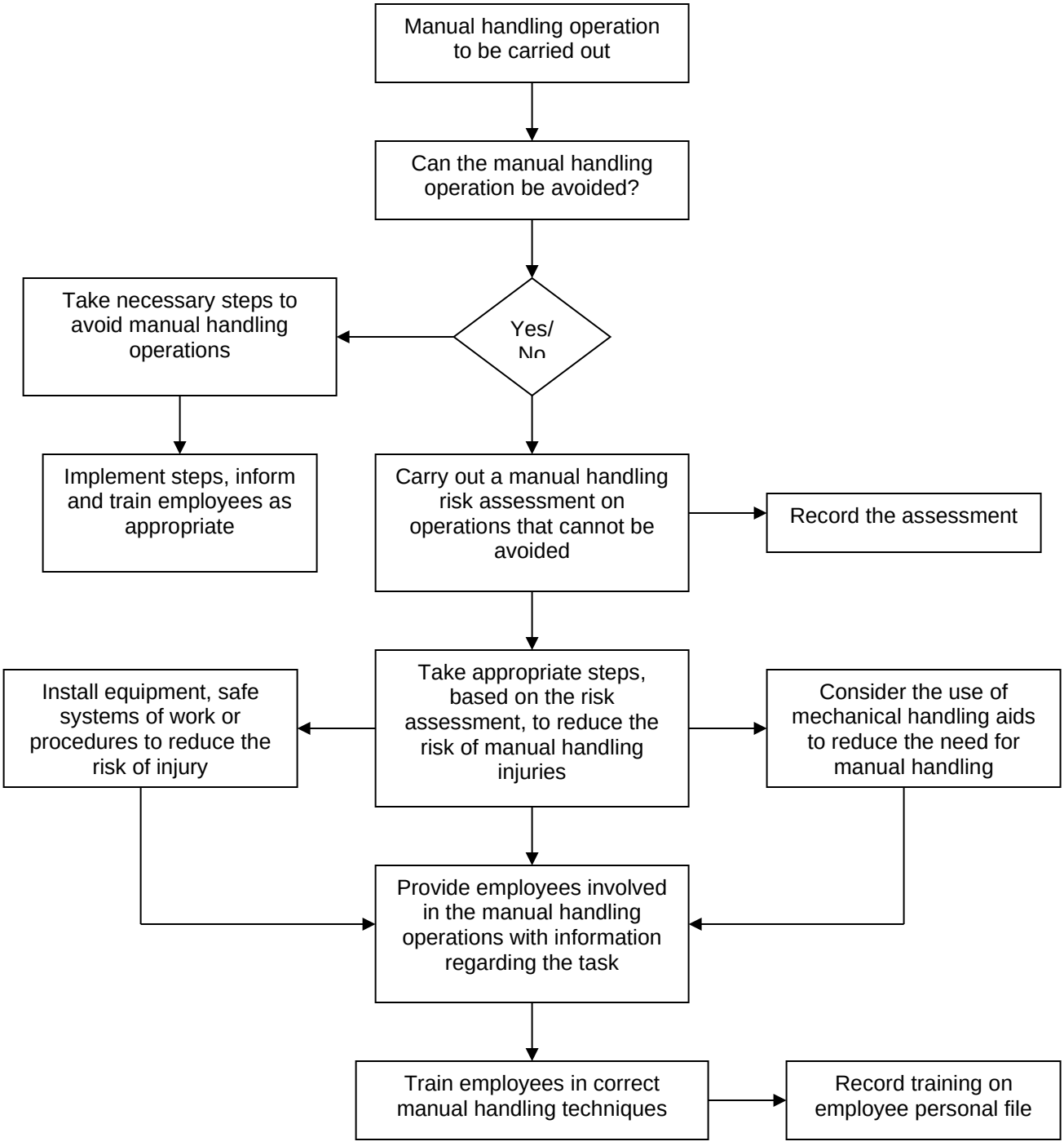
Manual handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Manual Handling Operations Regulations the company will endeavour to avoid the need for employees to undertake the manual handling operations that involve a risk of injury. If this is not reasonably practicable then the company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this company (as their employer) to alleviate or reduce the risk of manual handling operations will be communicated to the company's employees.

Procedure for Manual Handling Operations



See guidance section for details

Guidance on Manual Handling Operations

INTRODUCTION

The Manual Handling Operations Regulations apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations.

They will include not only lifting but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

As an employer, the company is required to take three key steps:

1. Avoid hazardous manual handling operations where reasonably practicable.
2. Adequately assess any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment and the individual's capability. Unless the assessment is very simple, a written record will be needed.
3. Reduce the risk of injury as far as is reasonably practicable.

PRINCIPLES

The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles – back and abdominal muscles are weak, the leg and thigh muscles are strong. A good posture at the start of the lift is essential; slight bending of the back, hips and knees is preferable to fully flexing the back (stopping) or fully flexing the hips and knees (squatting). If the load can be kept close to the body a person can act as a human elevator – resulting in far heavier loads being lifted with far less effort.

There are six significant points in manual handling:

1. Grip – A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips; continued use of them leads to strained fingers and forearms.
2. Back – The back should be slightly bent, as should the hips and knees, in order to get close to the load and then to raise it, pushing upwards with the leg muscles. The back should not be flexed any further while lifting, as can happen if the legs begin to straighten before starting to raise the load. Avoid twisting the back or leaning sideways, especially when the back is bent.
3. Head – Keep the head up when handling. Once the load is held securely, look ahead, not down at the load.
4. Feet – The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other in order to maintain balance. The position provides a stable base as the load is lifted. Be prepared to move the feet during the lift to maintain stability – turning by moving the feet is better than twisting and lifting at the same time.
5. Arms – Where possible, the load should be hugged as close to the body as possible so that the body does not become unbalanced.
6. Body – Keep the load close to the body for as long as possible while lifting and keep the heaviest side of the load next to the body.

OTHER PRECAUTIONS

- A person should always be able to see where they are going.
- It is good to look over the route before lifting to ensure that there are no obstructions or obstacles in the way.
- Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides.
- Hand hooks or other lifting aids are to be used if loads are unwieldy or irregular in shape.
- If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of their capabilities, help is to be sought.

EXAMPLE OF A WORKPLACE RISK ASSESSMENT FOR MANUAL HANDLING

OPERATION/PROCESS **MANUAL HANDLING OF GENERAL ITEMS**	DATE	Nº
LOCATION		

EQUIPMENT USED Various, including barrows, lifting aids.	CAN TASK BE ELIMINATED?	Yes	No
SUBSTANCES USED Various.	ARE COSHH ASSESSMENTS NEEDED?	Yes	No

RISK PRIOR TO CONTROLS

HAZARDS IDENTIFIED	Low	Med	High
Musculo-skeletal injuries if the load is too heavy or awkward			×
Operative falling / tripping			×
Contamination from the substance being carried		×	
Impact injury from fall of material being carried		×	

EXPOSED PERSONS Operative	TOTAL NUMBERS AFFECTED Various
FREQUENCY OF EXPOSURE Various	DURATION OF EXPOSURE Various

CONTROL MEASURES ALREADY IN PLACE	EXTENT TO WHICH THEY CONTROL RISK
1. Utilize mechanical lifting and carrying aids where possible. 2. Operative involved in handling to be assessed for physical capability prior to lifting and carrying (operative to be trained in Kinetic method of lifting. 3. Operative to get assistance if load too heavy (team lift if necessary) if item is over 25 kg in weight. 4. Ensure good housekeeping standards i.e. site kept tidy/waste build-up minimized. 5. Ensure access equipment, ladders etc will take weight of operative and load being carried. 6. Ensure loads being carried are secure and are not likely to move during the lift. 7. Operative to wear PPE against substance / material being carried.	1. Reduces the amount of manual lifting required. 2. Ensures operative capable of carrying out the task. 3. Team lifting will help reduce strains. 4. Helps ensure clean/safe route for carrying load thus reducing potential for trips / falls. 5. Helps prevent access equipment falling. 6. Will help prevent load toppling over and/or operative falling. 7. Provides some protection to operative against injury and contamination.

ADDITIONAL MEASURES REQUIRED	ACTION BY	BY WHEN?
Operative to be made aware of COSHH assessment findings for materials being moved.	Supervisor	Prior to task

STATEMENT ON RESIDUAL RISKS

When the detailed control measures in place are adhered to, the risks above should be reduced to an acceptable level.

ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS

Further risk assessments must be carried out for pregnant women, nursing mothers or young persons.

MONITORING RESULTS

Monitoring is required to ensure that the controls remain effective.

ASSESSOR	POSITION	REVIEW DATE Review for each job and as required during works

Manual Handling – Workplace Risk Assessment Example

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.
Completion of this side will ensure that your assessment is both appropriate and complete.

<table>
<tr><td colspan="3">Maximum number of people involved in activity:

Additional specific hazards identified:

Additional control measures required:

Assessment of remaining risks: insignificant / low / medium / high</td></tr>
<tr><td colspan="3">Is residual risk level acceptable?</td></tr>
<tr><td colspan="3">Serious or imminent danger risks identified: Yes/No
Emergency action required:

Name(s) of competent person(s) appointed to take action:</td></tr>
<tr><td colspan="3">Circumstances which will require additional assessment:</td></tr>
<tr><td colspan="3">Circulation of Risk Assessment (tick)

Contractor Site Copy Employees

Subcontractor Other Client</td></tr>
<tr><td>On-Site Assessment
Signed</td><td>Print Name</td><td>Date</td></tr>
</table>

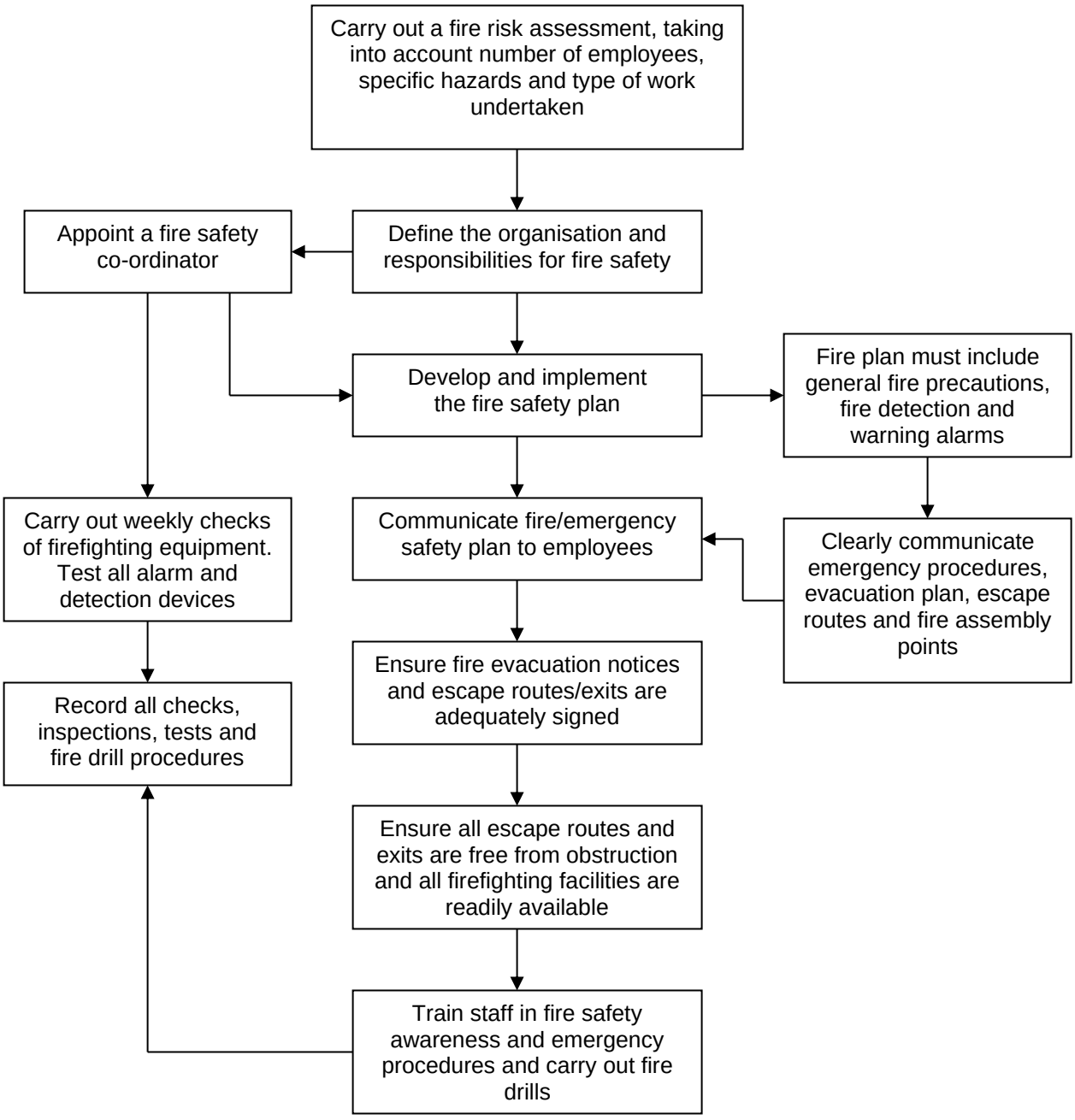
SECTION 15

Arrangements for Fire and Emergencies on Company Premises

It is the policy of this company that suitable and sufficient fire and emergency procedures be in place at the company premises in order to facilitate effective evacuation of other appropriate action, and to ensure that employees' personal health and safety is not put at risk unduly the course of such action. **Andrew Andrews** will ensure that the procedures are put in place, implemented and maintained.

In the event of a fire, explosion or damage to services (water, electric or gas) occurring, full details of the incident are to be passed to **Andrew Andrews** as soon as possible, who in turn will inform the Principal Contractor immediately.

Procedure for Fire and Emergencies on Company Premises



See guidance section for details

Guidance and Fire Emergencies on Company Premises

Suitable and sufficient fire and emergency procedures should be in place at the company premises in order to facilitate effective evacuation or other appropriate action and to ensure that employees' health and safety is not put at risk unduly during the course of such action.

FIRE PRECAUTIONS

Andrew Andrews is to ensure that:

1. Sufficient firefighting equipment is available on the premises **the company control** and that it is serviced/maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the firefighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 4 above.
5. The following check is made of the premises, either personally or by a designated member of staff, when work ceases:
   - Electric, gas and oil equipment not required to operate overnight is switched off;
   - Equipment in use overnight is safe;
   - No cigarettes are left smouldering;
   - Fire doors and smoke stop doors are closed;
   - Windows are closed, outside doors locked and the premises are secure against intruders.

FIRE/EMERGENCY ACTION

(To be displayed at all places of work)

The fire alarm device for these premises consists of:

The assembly point is located:

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring:

1. Raise the alarm. If you are not in gear an alarm device should **"FIRE"** and give the **location.**
2. Inform xxx who will alert the Fire Brigade by telephone and inform anyone else in the building.
3. Put the fire out if that is possible without putting yourself in danger/report you presence to **xxx** at the assembly point.

Full details of the incident are to be passed to **xxx** as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm. If you are not near an alarm device shout **"FIRE".**
2. Inform **xxx** who will summon the Police by telephone and inform anyone else in the building.
3. Report your presence to **xxx** at the assembly point.

Full details of the incident are to be passed to **Andrew Andrews st** as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm the following action is to be taken:

1. Evacuate the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
2. Report your presence to **Andrew Andrews** at the assembly point.
3. Do not re-enter the building until the senior fire officer declares that it is safe to do so.

Summoning the Fire Brigade

The information that shall be required is:

1. **AA SAFETY GROUP LTD**
2. **Address**
3. **BRIEF DETAILS OF THE EMERGENCY, e.g. FIRE IN THE GROUND FLOOR**

(Fire/Emergency Action Sign)

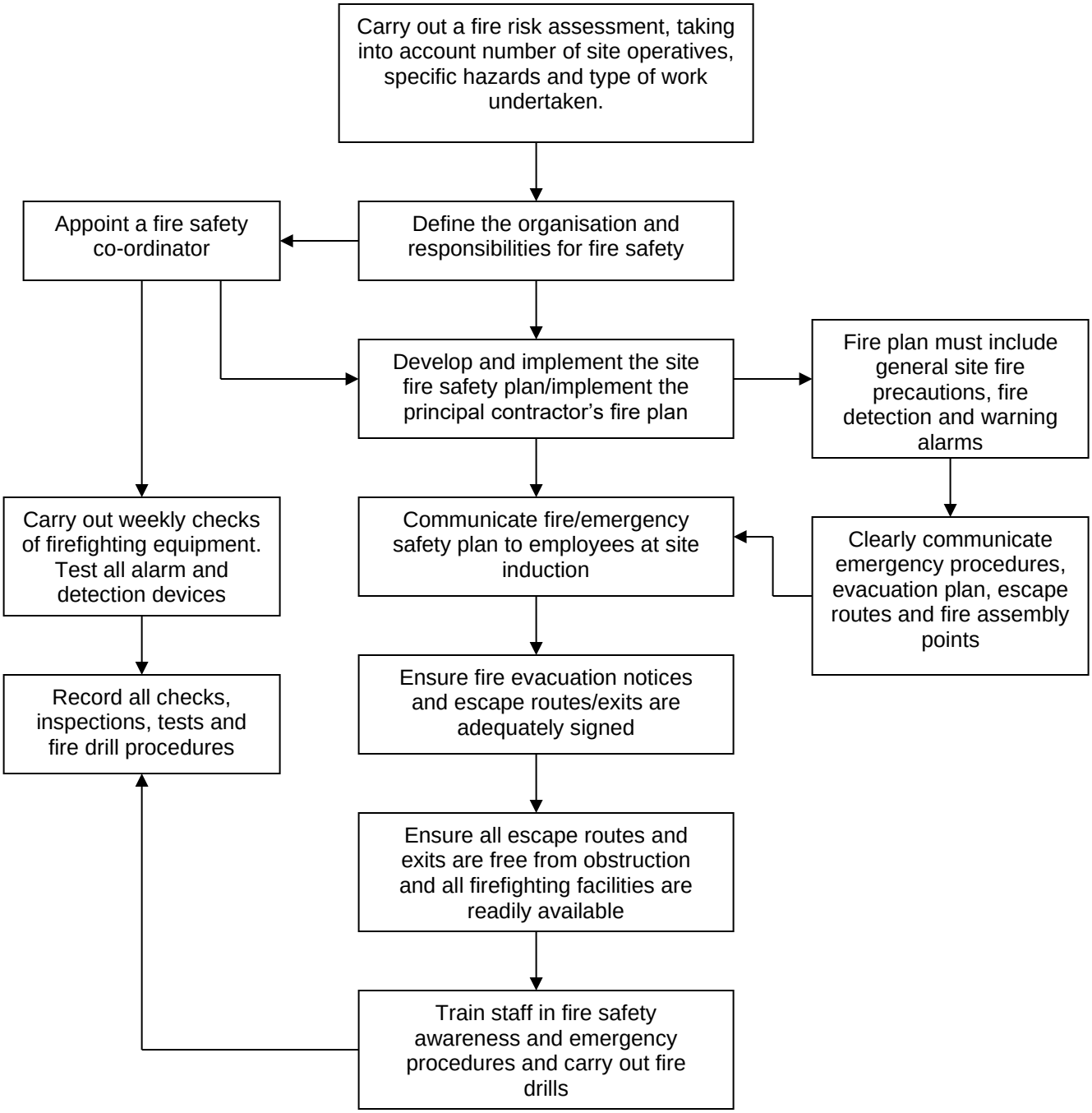
Fire wardens:

Names of fire wardens and areas they control:

Andrew Andrews – Director and Supervisor

Due to the nature of the premises it will not always be possible to have a designated fire warden in each area. It is imperative, therefore, that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

Procedure and Fire Emergencies on Site



See guidance section for details

Guidance for Fire and Emergencies on Site

Suitable and sufficient fire and emergency procedures should be in place at each site in order to facilitate effective evacuation or other appropriate action and to ensure that operatives' health and safety is not put at risk unduly during the course of such action. The following is an example of the type of procedures that would be in place at the site, although it is possible that these procedures may be more detailed or complicated depending on the nature, extent and complexity of the site, and if there are any exiting emergency/fire procedures in place for the site.

FIRE PRECAUTIONS

The site manager is to ensure that:

1. Sufficient firefighting equipment is available on the site and that it is serviced/maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the firefighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the site, either personally or by a designated member of staff, when work ceases:
   - Electric, gas and oil equipment not required to operate overnight is switched off;
   - Equipment in use overnight is safe;
   - No cigarettes are left smouldering;
   - Fire doors and smoke stop doors are closed;
   - Windows are closed, outside doors locked and the premises are secure against intruders.

This will require that a fire petrol is carried out 1 hour after the end of any hot-works.

A suitable fire assembly area will be designated in compliance with routine orders issued by the company representative or defined in the health and safety plan.

UNDERGROUND SERVICES

In the event that any underground services are struck contact is to be made with the organisation to which the underground services belong. All work in the area is to cease until such time as the services have been examined and the area is made safe. A list of the relevant organisations is to be retained on site.

TEMPORARY ACCOMODATION

Site accommodation presents a series of hazards that vary with usage. Temporary site huts see service as offices, workshops, canteens, drying rooms, tool stores, rest rooms and other uses. Frequently they are many of these things at the same time.

The basic hazard is FIRE

The Fire Certificates (Special Premises) Regulations require a fire certificate where a temporary building will house more than 20 people or more than ten people on a floor other than the ground floor. Application is made on form FP1 to the HSE (NOT the Fire Brigade).

In order to secure this certificate the following criteria must be satisfied:

- Fire exits must be conspicuously marked, easily and immediately able to be opened from the inside and have unobstructed access and a suitable means of escape.
- Adequate firefighting equipment must be available.

Precautions

Temporary buildings should be at least 10.0 metres away from the permanent structure to create a fire gap. Where the break is less than 6.0 metres then the temporary building should not add to the spread of fire or the creation of smoke/toxic fume. In order to ensure this the following standards apply.

- Internal ceiling and all wall surfaces to BS 476 part 7.
- External roof surface to BS 476 part 3.
- Walls and roof 30 minute fire resistance to BS 476 parts 20 and 22.
- Doors and windows 30 minute fire resistance to BS 476 parts 20 and 22.
- Supporting members 30 minute fire resistance to BS 476 parts 20 and 21.
- Metal thread staircases to be used (SFRP).

Where the temporary building is located within another building, fire access and escape routes should be clearly marked.

FIRE EMERGENCY ACTION

(To be displayed at all places of work)

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring on site:

1. Raise the alarm. If you are not near an alarm device shout **"FIRE"** and give the **location**.
2. Inform the site manager or their duty who will alert the Fire Brigade by telephone and inform anyone else in the building/on site.
3. Put the fire out if that is possible without putting yourself in danger.
4. Report to the senior person at the assembly point.

The site manager or their duty is to ensure that full details of the incident are to be passed to the contracts manager as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm. If you are not near an alarm device shout **"FIRE".**
2. Inform the site manager or their deputy who will summon the Police by telephone and inform anyone else in the building/on site.
3. Report to the senior person at the assembly point.

The site manager or their deputy is to ensure that full details of the incident are to be passed to the contracts manager as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm the following action is to be taken:

1. Evacuate the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
2. Report to the senior person at the assembly point.
3. Do not re-enter the site until the senior fire officer declares that it is safe to do so.

THE ASSEMBLY POINT IS LOCATED: _____

Summoning the Fire Brigade:

The information that shall be required is:

COMPANY NAME: _____

LOCATION OF THE FIRE (SITE ADDRESS): _____

_____

BRIEF DETAILS OF THE EMERGENCY, e.g. FIRE IN THE GROUND FLOOR
Fire/Emergency Action Sign

Fire wardens

Names of fire wardens and areas they control:

_____

_____

_____

_____

Due to the nature of the premises/site it will not always be possible to have a designated fire warden in each area. It is imperative therefore that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

FIRE SAFETY INSPECTION CHECKLIST

Company name:

Area inspected/site address:

No.	ITEM	YES/NO N/A	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located at fire points?			
08	Fire alarm used?			
09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months or sooner where applicable?			

Fire Safety Inspection Checklist

No.	ITEM	YES/NO N/A	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
11	Fire marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	“No Smoking” and similar warning signs displayed in areas of flammable materials storage?			

Person completing checklist:

Job title:

Date:

FIRE RISK ASSESSMENT

to comply with the requirements of
The Regulatory Reform (Fire Safety) Order

Company name:	**Date:**
Workplace address:	**Contact name:** **Contact number:**
Nature of occupancy:	**Use of remainder of building:** (e.g. multiple occupancy)

Construction of building:		
Which areas of the building are covered by this assessment?		
Are any areas of the building not covered by this assessment?		
Number of floors in the building:	**Number of staircases in the building available as exit routes from the workplace:**	**Number of final exits:**
Maximum number of employees at risk in the workplace:	**Maximum number of other persons at risk in the workplace:**	

Action required	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**
Indicate by ✓									

Assessor:	**Position:**	**Review date:**

STEP 1 – FIRE HAZARDS	FIRE HAZARDS IDENTIFIED
What are the possible sources of ignition within the workplace? Consider the following: • Smoking materials. • Faulty electrical equipment/overloaded electrical sockets. • Heat from processes. • Some chemicals (should be identified as oxidising materials). • Oxygen supplies from cylinder storage. • Arson.	
What sources of fuel may present a fire hazard in the workplace? Consider the following: • Flammable liquid-based products, e.g. pains, varnishes, thinners, adhesives. • Flammable liquids/solvents, e.g. alcohol (spirits), white spirit, methylated spirit, cooking oils, disposable cigarette lighters. • Flammable chemicals, e.g. cleaning products, photocopier chemicals. • Flammable gases, e.g. liquefied petroleum gas (LPG), acetylene. • Displays and stands. • Drapes, hangings, decorations. • Packaging materials, stationary, advertising material. • Plastics and rubber, e.g. video tapes, polyurethane foam-filled furniture, polystyrene-based materials, exercise mats. • Upholstered seating and cushions, soft furnishings, textiles. • Litter and waste products, particularly shredded paper, wood shavings, off-cuts, dust accumulation. • Fireworks and pyrotechnics.	
What hazardous processes generally take place within the workplace? For example, welding, cutting, grinding, refuelling of vehicles, etc.	
STEP 2 – PERSONS/GROUPS AT RISK	**PERSONS/GROUPS IDENTIFIED**
Who are the persons at significant risk in the event of a fire? • Employees/helpers who are unfamiliar with the premises. • Lone workers, e.g. cleaners. • Visitors/casual users. • Less able persons, e.g. those with mobility, hearing or vision impairment. • Unaccompanied children. • Emergency services, i.e. firefighters, ambulance crews.	

STEP 3 – EVALUATING THE RISKS	
Are all the identified hazards adequately controlled? Yes/No If no record finding below*.	
From the hazards identified in Step 1 what is the likelihood of a fire occurring in the area being assessed?	✓ or circle as appropriate: Low / Medium / High
Taking into consideration the hazards identified in Step 1 and the persons identified as being at significant risk in Step 2, what is the likely severity of a fire that may occur in the area being assessed?	✓ or circle as appropriate: Low / Medium / High

*Existing significant hazards/risks that are not adequately controlled.	
Further action required?	
Action by:	**By when:**

STEP 4 – FIRE DETECTION, FIRE WARNING AND EMERGENCY LIGHTING	
Type of fire detection system (describe): Are detectors of the right type/in appropriate locations? Does the detection system ensure that a fire warning is raised in time for all occupants to escape to a place of total safety?	
Type of fire warning system (describe): Is the warning system sufficient for the risks involved?	
Can the means for giving a warning be clearly understood throughout the whole site?	
If the fire detection and warning system is electrically powered does it have a back-up power supply?	
Is an emergency lighting system installed? Is an emergency lighting system required? (Will the premises be used in hours of darkness?)	
If installed, is the emergency lighting system independent of the main power supply?	
Have employees been informed about the fire alarm system? Do they know how to operate it? Do they know how to respond to it?	
Are there sufficient numbers of fire action signs displayed, i.e. what to do in the event of a fire? Have the relevant details been filled in?	
Are there any areas, particularly unoccupied ones, where there could be a delay in detecting the start of a fire?	
Further action required?	
Action by:	**By when:**

STEP 5 – MEANS OF ESCAPE	
Are all persons in the workplace able to react quickly in the event of a fire? If not who is affected?	
Is a refuge area needed to protect those unable to react quickly in the event of a fire? If so has one been established?	
Do exits lead to a place of safety?	
Are all gangways and escape routes free from obstruction?	
Are there enough exits? Are they in the right place and wide enough?	
Are all escape routes/final exits correctly signed?	
Are fire doors kept closed (not “wedged” in the open position)?	
Are self-closing devices on fire doors working properly?	
Where appropriate, do doors used for means of escape open in the direction of travel?	
Can all final exit doors be opened easily and immediately if there is an emergency?	
Further action required?	
Action by:	**By when:**

STEP 6 – FIRE DRILLS, WHAT TO DO IN THE EVENT OF A FIRE	
Are regular fire drills carried out? At what frequency?	
Are the results of the fire drills recorded?	
Are fire marshals/fire wardens nominated and suitably trained?	
Where is the assembly point situated? Is it clearly identified?	
Do employees known what to do in the event of a fire?	
Do contractors/visitors to the site know what to do in the event of a fire?	
Is a roll call carried out? By whom?	
Further action required?	
Action by:	**By when:**

STEP 7 – MEANS OF FIGHTING FIRE	
Are sufficient fire extinguishers sited throughout the workplace?	
Are fire extinguishers: The correct type? Located correctly? Easily accessible? Mounted in a wall or stand? Appropriate signage displayed?	
Have persons likely to use the fire extinguishers been given adequate instruction and training? If yes when?	
Further action required?	
Action by:	**By when:**

STEP 8 – CHECKS, TESTING AND MAINTENANCE	
Are the following checked? Escape routes? At what frequency? (Recommended daily.) Firefighting equipment? At what frequency? (Recommended weekly.) Emergency lighting system? At what frequency? (Recommended monthly.) Are the results recorded?	
Is the fire detection and warning system checked? At what frequency? (Recommended weekly.) Are the results recorded?	
Have the fire detection and warning/emergency lighting systems been tested and maintained by a competent person within the last 6 months? Are the results recorded?	
Have the fire extinguishers been tested and maintained by a competent person within the last year? Are the results recorded?	
Further action required?	
Action by:	**By when:**

STEP 9 – EMERGENCY PLAN	
Has an emergency plan been developed? (Existing clients' policies contain emergency plans – is the plan being used?)	
Is the emergency plan displayed in prominent locations around the site? (This could be provided by fire action notices or, in more complex premises, may need to be more detailed.)	
Further action required?	
Action by:	**By when:**

Guidance Notes for Fire and Emergencies

FIRE INSTRUCTIONS & DRILLS

TRAINING AND INSTRUCTION

All employees shall receive instructions and training on initial employment and thereafter annually to ensure that they understand the fire precautions, the practical use of fire extinguishers and hose reels, and the action to be taken in the event of a fire. This shall include persons engaged on duties outside normal working hours, such as security personnel and cleaners.

Such instruction shall be given by a competent person and shall be based upon written instructions.

The instruction and training shall include the following:

- The action to be taken on discovering a fire.
- The action to be taken on hearing the fire alarm.
- How to raise the alarm, including the location and activation of alarm points, telephones and alarm indicator panels.
- The correct method of calling the emergency services.
- The location and correct use of firefighting equipment.
- The escape routes to be used and muster points.
- The importance of the need to ensure that fire doors are not obstructed or propped open and are closed when the alarm is sounded.
- The isolation of electrical and gas supplies and stopping the machinery, where appropriate.
- The evacuation of members of the public and other persons who may occupy the building.

Certain categories of personnel shall be given further training in matters that are particular to their own responsibilities at the time of a fire. These categories shall include:

- Department heads.
- Security staff.
- Telephonists.
- Supervisory staff.

ALARM TESTS

The fire alarm shall be tested weekly in all buildings, using a different actuation point for each test. A check is to be carried out in each building to ensure that the alarm is audible from every position within the building.

FIRE DRILLS

Fire drills shall be carried out every 6 months. Consideration shall be given to the simulated blocking of fire evacuation routes to provide realistic conditions.

FIRE INSTRUCTION NOTICES

Notices detailing the action to be taken in the event of fire shall be displayed in conspicuous positions in all parts of the building.

RECORDS

Records shall be kept of all activities relating to fire and fire prevention and shall include:

- Dates of any training and instruction given, fire drills and alarm tests.
- Type of training, instruction, drill or test.
- Duration of time or drill.
- Name of person carrying out training, instruction, drill or test.
- Names of persons receiving training or instruction.

PREMISES FIRE SAFETY PROCEDURE

TRAINING AND INSTRUCTION

All employees are to be made aware of their responsibilities in the event of an emergency.

Fire training should be given at regular intervals:

- Within the first month of employment: Two instruction periods.
- To staff on night duties: Quarterly.
- To staff on day duties: Biannually.

The instruction and training shall include the following:

- How to raise the alarm.
- How to call the Fire Brigade.
- When not to tackle a fire.
- How to use a fire extinguisher correctly and safely.
- The correct evacuation procedures for the premises.
- Where the assembly points are.
- The contents of the fire risk assessment.
- The importance of trying to do everything possible to reduce draughts which may fan the fire, closing all windows and doors if possible, when leaving the building.
- Who is the responsible person designated to meet the fire appliance when it arrives?

DO NOT re-enter the building for any reason.

FIRE DRILLS

For industrial and commercial premises drills should be conducted at least annually to simulate fire conditions, i.e. one escape route obstructed, no advance warning given other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of management.

Whilst it is recommended that the Fire Brigade are notified of a fire drill, in order to prevent them being summoned by concerned neighbours, they must not be called as part of the exercise – this is a criminal offence.

FIRE INSTRUCTION NOTICES

Notices detailing the action to be taken in the event of the fire shall be displayed in conspicuous positions in all parts of the building.

INSPECTIONS AND RECORDS

Means of Escape

Fire doors are provided to prevent the spread of smoke and heat and must be kept shut at all times. Never prop them open or remove self-closing devices.

Corridors and stairways must be kept clear of storage and waste material.

It must be ensured that final exit doors can be readily opened from the inside without the use of a key and that the areas outside the final exit doors are kept clear of obstruction at all times.

Portable Fire Extinguishers

These are intended for fires in the early stages. Ensure that all employees know where the extinguishers are sited and how to operate them safely. Always ensure that they are inspected and maintained regularly.

- Routine inspection by the user
  It is recommended that monthly inspections of portable fire extinguishers are carried out to ensure that they are in their proper position and have not been discharged, suffered obvious damage or are incorrectly pressurised (when fitted with a pressure gauge).

  Any extinguisher not available for use should be replaced.

  Details of each monthly inspection must be given in the relevant section of the log book.

- Annual inspection, service and maintenance by a competent person
  No guidance is given as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools, etc. specified therein.

- Intervals of discharge
  It is recommended that the intervals of discharge are determined by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools, etc. specified therein.

Fire Alarm System

It is recommended that the fire alarm system is maintained and tested as per BS 5839-1 – "Testing and Maintenance of Fire Alarm and Detection Systems".

- Daily inspection
  Check that the "charger on" indicator shows. Inspect for any fault indicator showing, or sounder operating. Inform the designated responsible person of any fault.

- Weekly test
  Ensure that all indicators showing by resetting according to the instructions provided with the panel and check that the internal sounder operates. Operate a call point or detector to test the system. Check the sounders operate. Reset the alarm panel. Each week choose a different zone, in rotation, to ensure that all call points and detectors are tested at regular and equal intervals. Check all call points and detectors and ensure that none are obstructed in any way. Enter the results of tests into the log book.

- Six-monthly test
  Check all previous log book entries and clarify that any remedial action has been taken. Check the battery and its connections. Operated a call point or detector in each zone to test the fire alarm as per above. Remove mains supply and check that the battery is capable of supplying the alarm sounders.

- Annual test
  As per the six-monthly test with an additional test of all detectors and call points; and check for operation.

- Every 2-3 years
  Appoint a competent person to clean smoke detectors to ensure correct operation and freedom from false alarms. Special equipment is required for cleaning smoke detectors and this will normally be undertaken by the manufacturer for a specialist contractor.

- Every 4 years
  Appoint a competent fire alarm engineer to replace sealed lead acid batteries.

Emergency Lighting System
It is recommended that the emergency lighting system is tested in accordance with BS 5266.

- Daily
  Check that the indicator light and all maintained luminaries are operating. Check that any previously recorded fault has been rectified. Record any faults.

- Monthly
  In addition to the daily test procedures you must simulate a mains failure of no more than one-quarter of the rated duration.

- Six-monthly
  In addition to the monthly test procedures you must simulate a mains failure for a continuous period of 1 hour.

- Three-yearly
  In addition to carrying out the monthly test procedures you must simulate a mains failure for the full rated duration of the luminaire.

At the end of each test the powers should be restored and the indicator lamp checked to ensure that it is lit.

Smoke Detectors
Regularly inspect smoke detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

All smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with the manufacturer's instructions. Good practice would be to formally inspect the smoke detectors at the same time as portable fire extinguishers and to test them weekly to ensure correct operation.

FIRE DRILL RECORD FORM			
Company:			
Premises address:			
Date:	**Time:**		
Total number of participants:			
Staff:	**Visitors:**	**Others:**	
Evacuation time:			
Miscellaneous information (simulated inaccessibility, etc.):			
Problems identified:	**Action to be taken:**	**Date action completed:**	
Signature:	**Date of next drill:**		

NOMINAL ROLL – EMERGENCY EVACUATION

Name	Comment

SECTION 16

Arrangements for First Aid, Medical Emergencies, Accidents/Incidents

FIRST AID

Andrew Andrews will ensure that there are sufficient first aiders available on all sites. First aid kits are kept at the following locations:

company vehicles

The responsibility for ensuring they are kept fully stocked at all times rests with the first aiders/appointed persons.

First aid kits kept in the company's vans are the responsibility of the driver of the van.

MEDICAL EMEGENCIES

In the event of an injury or sudden illness on site the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to **Andrew Andrews** as soon as possible.

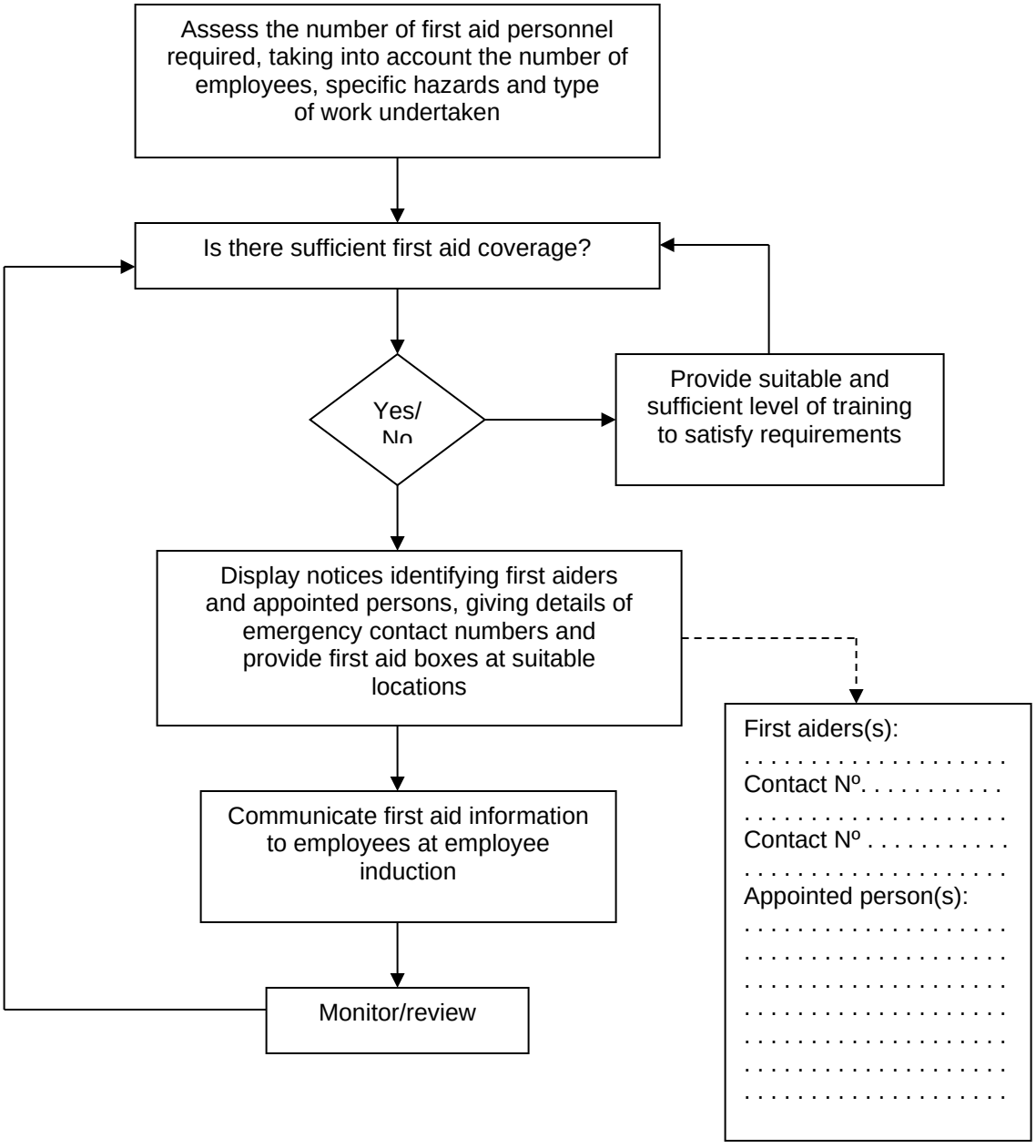
ACCIDENTS/INCIDENTS

All accidents and cases of work-related ill-health are to be record in the accident book, which is located.

Andrew Andrews is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

Andrew Andrews is responsible for investigating accidents/incidents, ill health and dangerous occurrences. At his discretion he may call on **AA Safety Solutions Ltd** to assist with the investigation.

Procedure for Assessing First Aid Requirements



See guidance section for details

Guidance for Assessing First Aid Requirements

In accordance with the Approved Code of Practice (ACoP) relating to first aid provision, this company recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the company. The ACoP states that if the assessment identifies a need for first aiders than employers should ensure that they are provided in "sufficient numbers at appropriate locations".

It is recognised by this company that the assessments carried out need not to be recorded but, as employers may have to justify their decisions, it should look at the following:

	ASPECTS TO CONSIDER	IMPACT OF FIRST AID PROVISION
1.	What are the risks of injury and ill-health arising from the work identified in the risk assessment?	If the risks are significant the company may need to employ, train and appoint first aiders.
2.	Are there any specific risks, e.g. working with: • Hazardous substances? • Dangerous tools? • Dangerous machinery? • Dangerous loads or animals?	The following need to be considered: • Specific training for first aiders; • Extra first aid equipment; • Precise location of first aid equipment; • Informing emergency services; • First aid room.
3.	Are there parts of the establishment where different levels of risk can be identified?	Different levels of provision will probably need to be made in different parts of the premises.
4.	Are large numbers of people employed on site?	First aiders may need to be employed for the higher probability of an accident.
5.	Record of accidents and cases of ill-health. What type are they and where did they happen?	It may be necessary to: • Locate first aid provision in certain areas. • Review the contents of first aid boxes.
6.	Are there inexperienced workers on site, or employees with disabilities or special health problems?	The following will need to be considered: • Special equipment. • Local positioning of equipment.
7.	Are the premises spread out, e.g. there are several buildings on the site or multi-floor buildings?	Provision in each building or on several floors will need to be considered.
8.	Is there shift work or out-of-hours working?	There needs to be first aid provision at <u>all</u> times people are at work.
9.	Is the workplace remote from emergency services?	Local medical services will need to be informed of the location of the premises. Special arrangements with the emergency services may need to be considered.

TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working on sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 50	At least one appointed person
	50-100	At least one full first aider
	More than 100	One additional first aider for every 100 employed
Medium risk e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk e.g. most construction work, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed
	Where there are hazards for which additional first aid skills are necessary	In addition, at least one first aider trained in the specific emergency action

It must be noted that most construction work is in the high-risk category and that specific hazard training is no longer approved by the Health and Safety Executive (HSE).

FIRST AID ASSESSMENT CHECKLIST

The minimum first aid provision for each work site is:

- A suitably stocked first aid container.
- A person to take charge of first aid arrangements.
- Information for employees on first aid arrangements.

FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

When the assessment of first aid requirements has been completed, this company will provide the materials, equipment and facilities needed to ensure that the level of first aid cover identified as necessary will be provided for all staff at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

FIRST AID CONTAINERS

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each work site, suitable for the particular circumstances.

It will be ensured that first aid containers are easily accessible and placed, of possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid.

Tablets and medication should <u>not</u> be kept.

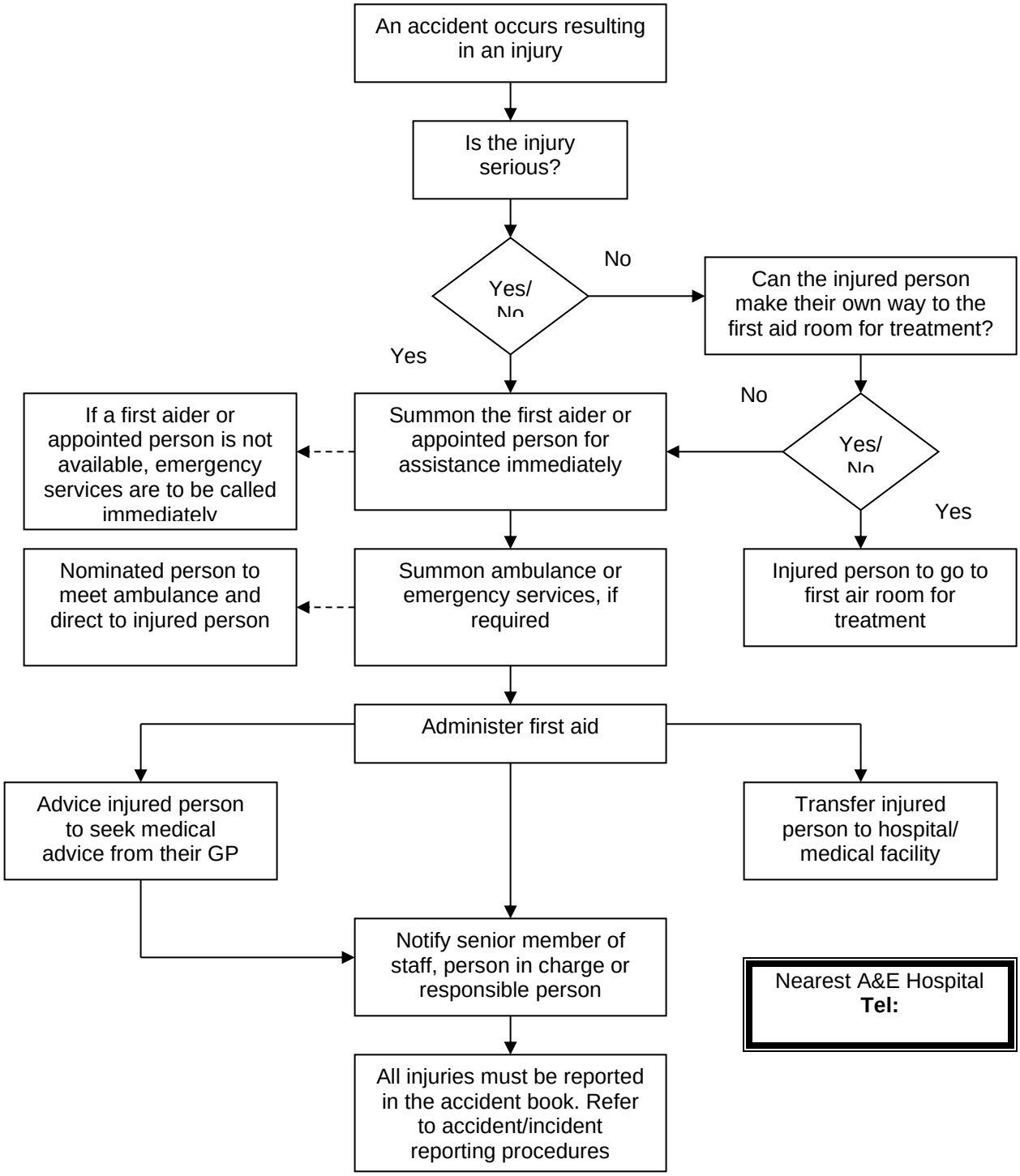
As there is no mandatory list of items that should be included in a first aid container this company will decide what to include from information gathered during our assessment of first aid needs. As a guide, where no special risk arises in the workplace a minimum stock of first aid items would normally include:

- A leaflet giving general guidance on first aid, e.g. the HSE leaflet “Basic Advice on First Aid at Work”.
- Individually wrapped sterile adhesive dressings in assorted sizes, appropriate to the type of work (dressings may be of a detectable type for food handlers).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium-sized individually wrapped sterile unmedicated wound dressings-approximately 12cm x 12cm.
- Two large sterile individually wrapped unmedicated wound dressings – approximately 13cm x 13cm.
- One pair of disposable gloves.

As this is a suggested contents list only, equivalent but different items will be considered acceptable.

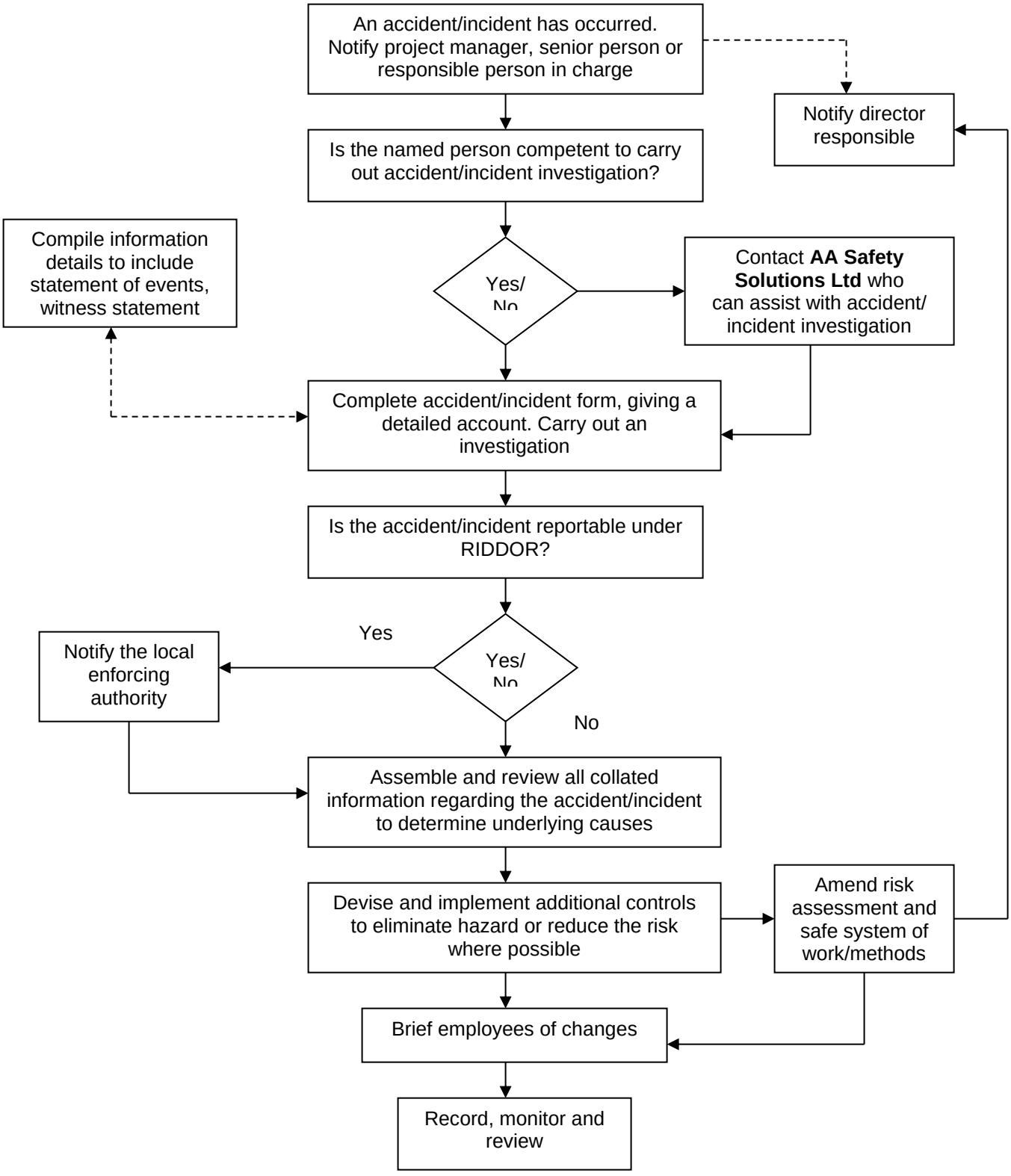
Where mains tap water is not readily available for eye irritation at least 1 litre of sterile normal saline in sealed, disposable containers will be provided.

Procedure for Dealing with Medical Emergencies



See guidance section for details

Procedure for Accident/Incident Investigation and Reporting



See guidance section for details

Guidance for Accident/Incident Investigation and Reporting

In the event of an employee of this company suffering any of the following:

- Fatal injury.
- Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc).
- An injury resulting in the employee being absent from work for more than 7 days.
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc).

Certain procedures must be followed as described below.

Initially the accident **must** be reported to your supervisor as soon as possible and be reported in the company accident book held on the premises. These working on sites away from the company premises are to ensure that the accident is reported to head office for entry in the company accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury.
- Date and time of the injury.
- Name of person reporting the injury.
- Cause of the injury.
- Any action taken as a result of the injury.
- Whether or not the injury is reportable to the enforcing authority (the Health and Safety Executive or local authority).
- Nature of the injury (e.g. part of the body affected).

The supervisor is required to report the incident to company management who will decide if it is reportable to the enforcing authority. If it is, an appointed member of management will fill in the details required on the official reporting form: F2508 or F2508A (F2508RA or F2508RB for Railwork) and send it to the enforcing authority within the time period specified by law. Details of the accident reporting telephone line are given overleaf. Over seven-day injuries must be reported within 10 days to the HSE office (or the local authority environmental health department) that serves the location of the accident. Serious incidents, which are reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days unless reported to the Incident Contact Centre by phone or via the Internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the company's internal accident investigation form and that remedial measures are put into place to prevent a reoccurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident in the accident book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of the public (or other person who is not an employee of this company) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment the accident/injury must be reported to company management **without delay.**

Where an incident has occurred that is classified as a dangerous occurrence it must be reported to management **without delay** – even if no one was injured.

ACCIDENT REPORTING TELEPHONE LINE

On 1st April 2001 the Health and Safety Executive (HSE) launched a national accident reporting system that provides all employers in England, Scotland and Wales with a single telephone number and address for reporting workplace accidents and cases of ill-health under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre allows employers to report accidents, cases of ill-health and dangerous occurrences to the enforcing authorities by telephone without the need to follow up the report in writing. The centre also allows the employers to report accidents to the enforcing authorities by email or via the internet for the first time.

The move was designed to simplify the UK's existing accident reporting system by replacing the 500 different telephone numbers and addresses then used to report workplace accidents with a single Incident Contact Centre.

NATIONAL NUMBER

Under this system, a single national telephone number and address was introduced for reporting RIDDOR incidents in England, Scotland and Wales. In addition to the telephone hotline, employers are able to report incidents by sending a completed RIDDOR incident report form by email, internet, fax or post.

Telephone the Incident Contact Centre, Monday to Friday from 8.30 a.m. to 5.00 p.m. on:

0845 300 9923

Employers are also able to report RIDDOR incidents by email to: **riddor@natbrit.com**, by visiting the centre's website at: **www.riddor.gov.uk**, or by fax on: **0845 300 9924**

In addition, employers are able to send postal reports to: **Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.**

Copies of the leaflet "RIDDOR Reporting: Information about the New Incident Centre" (MISC310) are available free from HSE books on: (Tel) 01787 881165.

ACCIDENT/INCIDENT REPORT FORM

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number:

Full name of person completing this report:

Date investigation requested: Date and time investigation commenced:

Location where the investigation is being carried out: *(Is it at the actual location of the incident or off site?)*

Name of Company this investigation is being carried out for:

Name and Job title of person supplying information:

TYPE OF INCIDENT (Please tick relevant boxes)

Fatality		User seven day injury		No time lost	
Major Injury		In hospital more than 24 hours		Member of public/other contractor injured	
Over seven day injury		Dangerous occurrence		Became unconscious	
Reportable disease		Damage incident		Needed resuscitation	

THE INJURED PERSON

Name of Injured Person:

Age: Sex: M/F

Status: Employee ☐ Self Employed ☐ Trainee ☐ Trade Contractor ☐ Other ☐

Injured Person's Home Address:

Telephone Number:

Occupation when injured:

Normal Occupation:

Years of Experience in Normal Occupation:

Nature of injury or condition, and the part of the body affected:

Company Name of Injured Person's Employer:

THE ACCIDENT/INCIDENT

What is the exact location of the accident/incident:

Date and time of accident/incident:

What is the normal activity carried out at the location at the time of the accident/incident:

What job was being done by the injured person when they were injured:

What step of the job was in progress:

Describe what happened and how. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Name, employer's names and telephone numbers of witnesses:

What was the immediate cause of the accident/incident?

TRAINING AND RECOMMENDATIONS

What job instruction has injured person received relating to the incident, and when?

What action has been taken to prevent a reoccurrence?

What further recommendation do you make?

Was there a Risk Assessment performed for this task?

Had the recommendations been followed?

Does the risk Assessment need amending?

Date and time investigation completed:

SIGNATURE OF INVESTIGATOR _____

IS IT IMPORTANT THAT THIS FORM BE SENT TO THE DIRECTOR IN CHARGE OF HEALTH AND SAFETY AT HEAD OFFICE AS SOON AS COMPLETED.

INJURED PERSON'S STATEMENT

Full Name of Person Making this Statement: *(Please print)*

Signed: ……

Date: ……

WITNESS STATEMENT

Full Name of Witness: *(Please print)*

Name of Employer:

Contact Telephone Number:

Signed: ……

Date: ……

Guidance Notes for Accident Reporting and Investigation

RIDDOR REPORTING

INTRODUCTION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require that some work-related accidents, diseases and dangerous occurrences are reported to the relevant enforcing authority. Employers, the self-employed and those in control of work premises all have duties under RIDDOR 2013.

DEATH OR MAJOR INJURY

If there is an accident connected with work and an employee, or a self-employed person working on company premises is killed or suffers a major injury (including as a result of physical violence), or a member of the public is killed or taken to hospital, the enforcing authority must be **notified immediately** by the quickest practicable means and, where required, a report sent within 10 days.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and relevant transport systems

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form.
Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

NEAR MISS

A near miss is any other occurrence where injury has not occurred but which clearly could have done. The term “near miss” has no basis in law but is a term frequently used in safety management. Enforcing authorities do not need to be notified of near misses. However, it is strongly recommended that a full investigation is carried out in line with the company’s accident reporting and investigation procedures.

How to make a RIDDOR report

Who should report?
Only ‘responsible persons’ including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please refer to our advice.

Reporting online (Extract from HSE)

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using. A series of frequently asked questions is available to help you complete your online form.

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
Reporting out of hours
The HSE and local authority enforcement officers are not an emergency service.
More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE ways to contact HSE webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form.
Paper forms
There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports:

Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

SECTION 17

Arrangements for Health Surveillance/Management of Occupational illness

Health surveillance is the application of systemic, regular and appropriate procedures to detect early signs of work-related ill-health in employees who are exposed to certain health risks and acting on the results. It provides information to allow for the detection of harmful health effects at an early stage and checks that control measures are working, highlighting what and where further action might be needed. It also provides an opportunity to train and instruct employees and gives employees the opportunity to raise any concerns.

We shall consult with the employees concerned before introducing health surveillance, so that they understand the aims of the importance of their co-operation, in order to ensure that any health surveillance is to be effective.

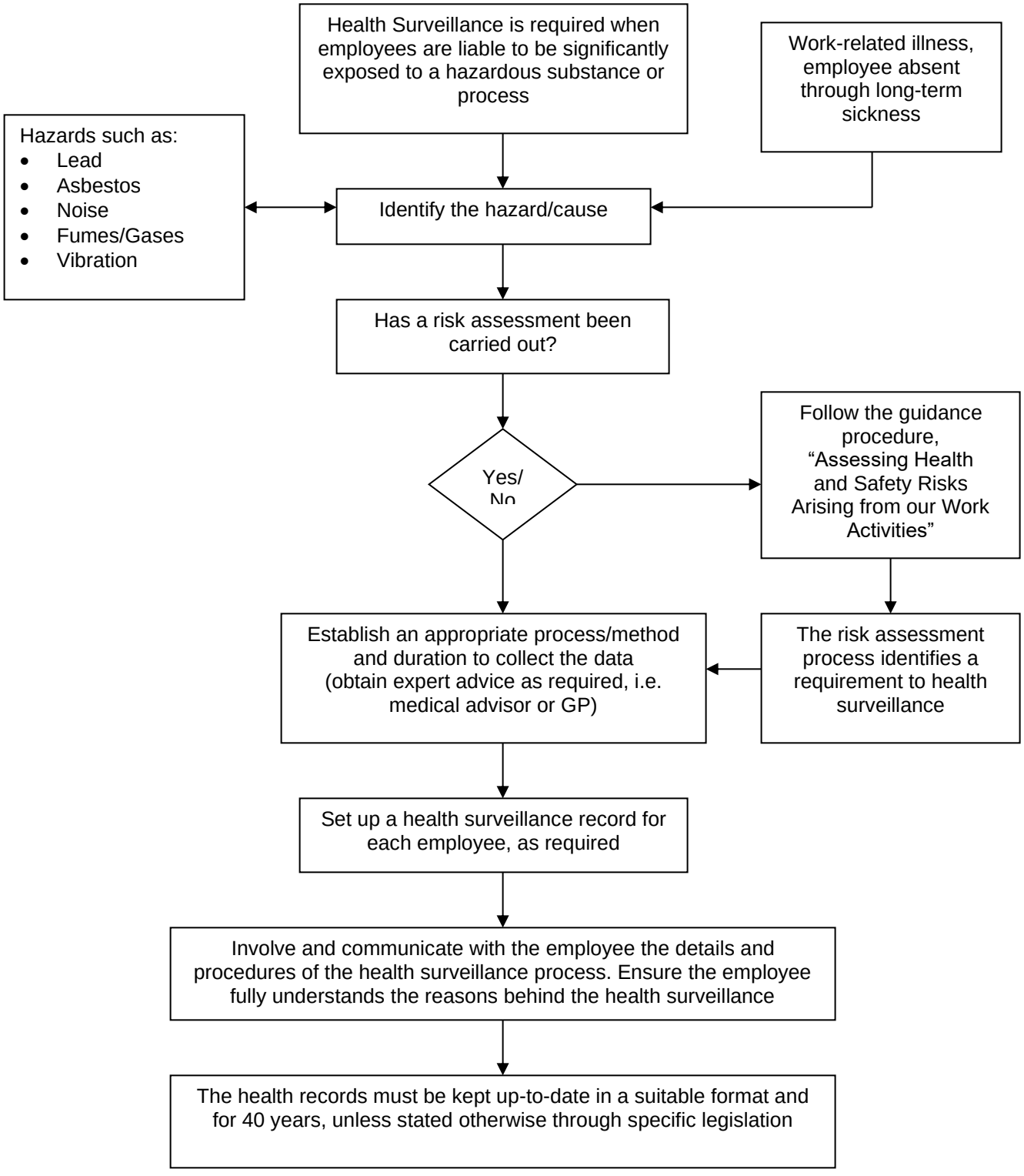
Andrew Andrews will identify when one of those circumstances exists. He will then seek assistance from a competent individual or body, e.g. occupational nurse/doctor, the Employment Medical Advisory Service (EMAS) or other suitable occupational health service provider. He shall also consult our appointed health and safety advisors for further advice on the levels of health surveillance required.

Andrew Andrews will keep all records generated as a result of health surveillance. Medical questionnaires will be treated as confidential and kept securely in personnel files.

Andrew Andrews is responsible for investigating work-related causes of sickness absences and is responsible for acting upon investigation findings to prevent a reoccurrence.

The company has developed a stress policy to deal with incidents of work-related stress. As part of the arrangements to implement the policy, this company has contracted the services of **AA Safety Solutions Ltd** to provide assistance programme.

Procedure for Health Surveillance/Management of Occupational Illness



See guidance section for details

Guidance for Health Surveillance/Management of Occupational Illness

INTRODUCTION

Health surveillance includes:

- Collecting, maintaining and reviewing health records for individual employees (personal information about the individual employees shall be kept confidential).
- Checks for signs of readily detectable conditions by a responsible person, e.g. a specially trained supervisor or first aider.
- Enquiries, inspections and examinations by a qualified person such as an occupational health nurse or appointed doctor.
- Medical surveillance under the supervision of a doctor. In certain cases the doctor must be an employment adviser or a 'relevant' doctor.

The Control of Substances Hazardous to Health Regulations require health surveillance to be undertaken where employees are exposed to substances hazardous to health, there is an identifiable disease or adverse health effect related to the exposure and there are valid techniques for detecting indications of the diseases or the effect.

The Control of Asbestos Regulations require employers to ensure that health records are kept for employees who undertake licensable work and that adequate medical surveillance is provided through a relevant doctor.

The Control of Lead at Work Regulations requires that where exposure to lead is significant employees are to be under medical surveillance.

The Control of Vibration at Work Regulations require employers to provide health surveillance for all employees who are likely to be regularly exposed to vibration levels at or above the daily exposure action value or are considered to be at risk for any other reason.

The Control of Noise at Work Regulations require the provision of health surveillance for all employees who are likely to be regularly exposed to noise levels at or above daily upper exposure action values or are at risk for any other reason, e.g. they already suffer from hearing loss or are particularly sensitive to hearing damage.

Additionally, the Management of Health and Safety at Work Regulations require that employees are provided with such health surveillance as appropriate heaving regard to the risk to their health and safety identified by risk assessments and may also be appropriate where there is a significant risk of:

- Sun burn/skin cancer from working in direct sunlight.
- Silicosis from working with silica based products.
- Asthma from working with respiratory sensitizers, e.g. adhesives, bitumen, solvents.
- Dermatitis from working with skin sensitizers, e.g. cement, bitumen, acids, alkalis.
- Cancer from working with carcinogenic materials, e.g. mineral oils, wood dusts.
- Radiation sickness.
- Decompression illness.
- Stress (as defined by the HSE, i.e. "an adverse reaction people have to excessive pressure or other types of demands placed on them").

STRESS POLICY

INTRODUCTION

This stress policy has been developed in full consultation with management and employee representatives and has been endorsed by the management team. The policy covers all employees. Failure to comply with this policy may lead to disciplinary action being taken.

DEFINITION OF STRESS

Stress is defined by the HSE as “an adverse reaction people have to excessive pressure or other types of demands placed on them”.

We wish to make it clear that “stress” is not the same as “pressure”. Pressure can be motivating and challenging, and improve performance. By “stress” we mean something that is negative; a response to too much pressure or too many demands, which the person finds difficulty in coping with.

LEGAL OBLIGATIONS

We acknowledge that we have a duty of care to the mental health and well-being of our employees. We will treat stress in the same way as any other health hazard and assess risks to mental health and well-being when necessary. Where an employee becomes disabled through stress-related illness we will make reasonable adjustments where practicable. We acknowledge that we should act reasonably to prevent risks that are reasonably foreseeable. Any recording of information will conform to the latest data protection regulations.

POLICY STATEMENT AND COMMITMENT

AA SAFETY GROUP LTD recognises that stress can be a considerable risk to both physical and mental health. This policy explains the action we are taking as an employer with regard to stress-related problems in the workplace. The aim is to prevent stress-related problems from occurring if possible but also to state what will be done in the event that employees experience problems.

AA SAFETY GROUP LTD are committed to promoting a good, supportive climate and working culture, and a culture of openness, where stress is not seen as a personal weakness and where employees under stress can access appropriate support.

We anticipate the following **benefits from implementing the stress policy:**

- Improved working climate and culture.
- Greater openness about sources of pressure at work, at all levels.
- Better awareness in all employees of stress-related issues.
- Greater consistency of approach from managers in dealing with stress.
- Earlier identification of stress-related problems.
- Improved skills in managers.
- Overall reduction in key stress indicators.
- Improved and better-utilised support services.

RISK ASSESSMENT AND MANAGEMENT

Stress indicators, e.g. stress-related absence and staff turnover, will be monitored and risk assessments will be carried out as necessary. Key staff will be trained in carrying out risk assessments and we will adopt a team approach, e.g. where hazards have been identified a working group will be formed with representatives from human resources, health and safety, management and employees. The group will gather data, analyse and interpret results, and make recommendations on reducing stress risk.

Managers will have a key risk management role, especially at the level of individual employees. They will be trained for this role (see below).

The Role of Managers

- Managers have a critical role in minimising and managing stress risks, and will receive relevant training to give them the skills and knowledge to be able to implement the policy. All managers will be required to attend this training. Part of this training will include input on identifying the signs and symptoms of stress. Once problems are identified managers should be prepared to discuss stress-related issues, especially work-related stressors, with employees and seek to develop individual action plans where reasonable and appropriate. These plans should not be open-ended but be time-limited and reviewed at agreed stages.

- Managers have a critical role in offering support to employees and in facilitating support from elsewhere as necessary. Managers are not expected to take on the role of counsellors. However, managers will be expected to use good communication skills in their tackling of stress-related issues. Managers are expected to be consistent in their approach to stress-related absence and to refer employees to relevant support services including the employee assistance programme provided by AA Safety Solutions Limited when necessary.

- Managers are encouraged to maintain good communication at all times. This should be face-to-face communication wherever possible. Good communication reduces unnecessary uncertainty and prevents stress. Positive feedback is encouraged and any criticism should be constructive. Managers should seek to consult and involve staff at the earliest appropriate stage in decisions that affect them.

- Managers should be aware of employees' training and development needs, especially when an employee is taking on a new job or their role has changed.

- Managers should monitor and review workloads to ensure that they do not become excessive.

- Managers should manage poor performance and attendance effectively in order to prevent unnecessary pressures on colleagues.

- Managers should not regard stress as a weakness and should encourage open discussion about sources of pressure at team meetings. Treating employees who have stress-related conditions less favourably may be discriminatory.

- Managers should adopt an "open door" policy. This enables managers to be more approachable and will assist them in identifying stress-related problems at an early stage, allowing early intervention.

- Managers should be clear about the roles and responsibilities of staff.

- Managers should regularly monitor and review stress indicators, e.g. patterns of absence.

- Managers should be consistent in their approach to stress-related absence. In particular, managers should be aware that increased absence might indicate underlying stress problems. Managers should use the opportunity of return-to-work interviews to discuss stress-related problems when appropriate. Where an absence is stress-related an early referral to occupational health is recommended. Managers should seek advice from human resources if in any doubt.

Support for Managers

- All managers will receive appropriate training in order to implement this policy. Its main aim will be to assist managers in identifying stress-related problems and to minimise associated risks.

- Managers will receive briefings on the roles of the employee assistance programme and the support they can get from human resources with regard to the implementation of this policy.

- Managers should not hesitate to seek advice and/or support if they feel they need it.

- Managers need also to be aware of support-services available to employees, of how to refer employees and of how employees can self-refer.

- The role of support services will be discussed as part of the managers' training.

EMPLOYEES' RESPONSIBILITIES

Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems they are unaware of.

Employees should avoid unnecessary absence. Excessive absence puts additional pressure on colleagues that may lead to stress in others. Employees should refer to the absence management policy is in any doubt.

Support for Employees

All employees can now access a confidential counselling service through the employee assistance programme – details of which are posted on all notice boards. Appointments can be made at any time, including during working hours. The service is free and confidential, and employees are encouraged to use this service, whatever the nature of the stress-related problem.

Lack of skills in a new role, for example, can cause stress and employees should not hesitate to approach managers to discuss training and development needs at any time.

Employees can also approach HR for advice on stress-related problems or any health matter.

Working Relationships

Good, supportive working relationships have a buffering effect against stress. Managers should be supportive and all employees are encouraged to be supportive of each other.

Poor working relationships have the opposite effect and can be a cause of stress. Bullying and harassment, in particular, can cause stress. Employees should report cases of bullying or harassment to line management or to a director. Details of where employees can access support if they feel they are being bullied or harassed are posted on all notice boards.

EVALUATION AND REVIEW

This policy will be evaluated over a 12-month period from the commencement date. Stress indicators will be monitored, as will the numbers of employees accessing support services. In addition, both quantitative and qualitative data will be gathered for evaluation purposes. The policy will be reviewed once the evaluation process is complete. Any comments or suggestions that employees have with regard to this policy are strongly encouraged. Employees can made use of suggestion boxes, email or any other communication channel.

STRESS AWARENESS QUESTIONNAIRE

Complete the questionnaire below, circling the rating for each question that is the closest to your normal behaviour. When you have completed this, total your score and read the summary for that score.

Ratings	1 = Never	2 = Sometimes	3 = Often	4 = Always

1	I will often act before thinking	1	2	3	4
2	I don't like taking advice	1	2	3	4
3	I will cancel social engagements because of work	1	2	3	4
4	I often miss lunch because of work commitments	1	2	3	4
5	I sometimes push myself physically too hard	1	2	3	4
6	I put off dealing with difficult situations	1	2	3	4
7	I find it difficult to refuse a request	1	2	3	4
8	I often get impatient	1	2	3	4
9	My family sometimes comes second to work	1	2	3	4
10	I am often late	1	2	3	4
11	I react badly to criticism	1	2	3	4
12	I often feel that there is not enough time	1	2	3	4
13	I do not like to keep waiting	1	2	3	4
14	I have little time to relax	1	2	3	4
15	I find it difficult in a new environment	1	2	3	4
16	I get angry easily	1	2	3	4
17	I sometimes take on too much	1	2	3	4
18	I find it difficult to delegate	1	2	3	4
19	I feel guilty if I am not busy at work	1	2	3	4
20	I take on too many jobs at once	1	2	3	4
21	Sometimes I find it difficult to cope	1	2	3	4
22	I often feel emotional at work	1	2	3	4
23	I feel frustrated when stuck in traffic	1	2	3	4
24	I tend to bottle up my emotions	1	2	3	4
25	I know when I am stressed	1	2	3	4
	TOTAL				

Score between 1 – 25 = OK
Score between 25 – 50 = mildly stressed – observe
Score between 50 – 75 = Cause for concern management action required
Score between 75 – 100 = Immediate action required refer to medical practitioner

Stress Awareness Questionnaire

Guidance Notes on Health Surveillance / Management of Occupational Illness

HEALTH SURVEILLANCE

WHY CARRY OUT HEALTH SURVEILLANCE?

The benefits of health surveillance are that it can:

- Provide information to detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs.
- Check that control measures are working well by giving feedback on risk assessments, suggesting where further action might be needed and what that might be.
- Provide data, by means of health records, to detect and evaluate risks.
- Provide an opportunity to train and instruct employees further in safe and healthy working practices.
- Give employees the change to raise any concerns about the effect of their work on their health.

WHEN IS HEALTH SURVEILLANCE APPROPRIATE?

Health surveillance is required where you answer “yes” to all of the following:

- Is the work known to damage health in some particular way?
- Is it reasonably likely that damage to health may occur under the particular conditions at work?
- Are there valid ways to detect disease or condition? (Health surveillance is only worthwhile where it can reliably show that damage to health is starting to happen or becoming likely. A technique is only useful if it provides accurate results, is safe and practicable.)
- Is surveillance likely to benefit the employee?

For example, these criteria would be met in the following circumstances:

- High noise levels are known to cause hearing loss.
- A valid technique – hearing tests – can detect the effect of noise on the hearing of individuals who work in noisy conditions.
- Hearing tests will benefit employees by identifying those at risk so that measures can be taken to protect them and improve working conditions.

Other tips for assessing whether health surveillance might be appropriate include:

- Known previous cases of work-related ill-health in the workplace.
- Reliance on personal protective equipment (PPE) as an exposure control measure.
- Evidence of ill-health in the jobs found within the construction industry.

Health surveillance is likely to be required for employees who are significantly exposed to:

- Hazardous substances such as chemicals, solvents, fumes, dusts, gases, vapours, aerosols, biological agents and carcinogenic materials (under the Control of Substances Hazardous to Health (COSHH) Regulations).
- Asbestos (under COSHH and the Control of Asbestos Regulations).
- Lead (under COSHH and the Control of Lead at Work Regulations).
- Noise (under the Control of Noise at Work Regulations).
- Hand-arm and whole-body vibration (under the Control of Vibration at Work Regulations).
- Ionising radiation (under the ionising Radiation Regulations).
- Compressed air work environments (under the Compressed Air Regulations).
- Ultra-violet radiation, i.e. direct sunlight.

HAZARDOUS ACTIVITIES/PROCESSES NOT REQUIRING HEALTH SURVEILLANCE

Many activities may be carried out by employees that, although potentially hazardous to health, do not require formal health surveillance. In such cases exposures are so rare, short or slight that there is only a minimal risk to the employee. Employers must ensure that under these circumstances all employees are provided with information, instructions and training on how to protect their health from these hazards.

KEEPING RECORDS

Employers must keep an up-to-date health record for each individual employee placed under health surveillance. It should contain at least the following particulars which are approved by the HSE:

- Identifying details:
  - Surname and forename;
  - Permanent address;
  - Sex;
  - Date of birth;
  - National Insurance Number;
  - Date of commencement of present employment;
  - A historical record of jobs in this employment involving exposure to identified substances requiring health surveillance.

- Results of all other health surveillance procedures, including medical surveillance, and the date on which and by whom they were carried out. The conclusions should relate only to the employee's fitness for work and will include, where appropriate:
  - A record of decisions of the medical inspector or appointed doctor;
  - Conclusions of the medical practitioner, occupational health nurse or other suitably qualified or responsible person.

Individual health records must be kept for a considerable period. Under Regulation 11(3) of COSHH this period is 40 years following the last entry; other regulations may or may not prescribe other specific requirements. Health records should not include confidential clinical data and may be kept in any format, e.g. paper or electronically. Where records are kept electronically, employers should ensure that they have a suitable back-up system in the event of a serious computer failure.

MONITORING

Health surveillance is only appropriate and worthwhile if you can act upon the results. If employees are suffering from adverse health effect, e.g. respiratory diseases or dermatitis, then you must further exposure to the substance. This may be a change of process or material, by relocating the worker or by the provision of respiratory protective equipment (RPE) or personal protective equipment (PPE). RPE and PPE are only suitable where exposure to the substance constitutes a small part of the work, i.e. for short periods of time.

CONCLUSION

In assessing the need for health surveillance remember the following:

- Health surveillance is not a substitute for preventing or controlling exposure; rather it is a way of seeking to protect employees' health.
- Using the right technique in the right way at the right time is critical. Getting it wrong can be expensive. Also remember that some tests are themselves not free from risk, e.g. x-rays, and the results, if inaccurate or badly explained, could add additional stress to employees.
- Whichever technique is used, you should carry out health surveillance systematically and regularly.
- Simply carrying out health surveillance procedures is not enough; it is essential you act upon the results.

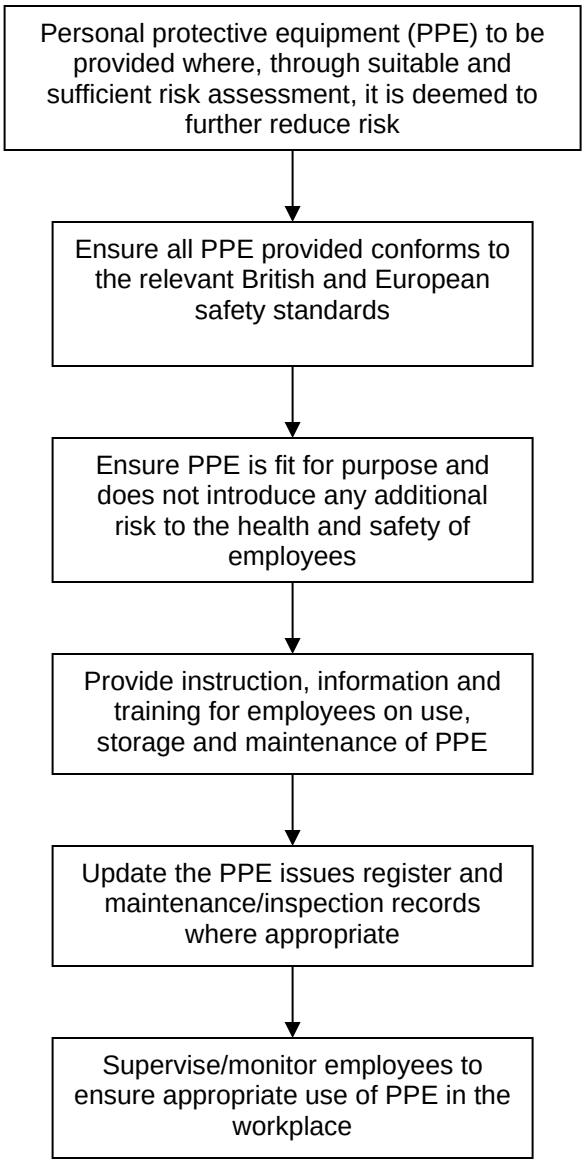
SECTION 18

Arrangements for Personal Protective Equipment

Personal protective equipment (PPE) requirements will be defined by the risk assessment process. Whatever is defined will be communicated to employees and any PPE needed to make the task safe will be supplied to employees by the company, free of charge.

It will be for site supervisors to ensure that all employees have been shown how to use, store and check their PPE and that they actually use it.

Procedures for Personal Protective Equipment



See guidance section for details

Guidance on Personal Protective Equipment

INTRODUCTION

The company is required by Section 2 of the Health and Safety at Work etc. Act to provide a safe place of work. The provision of personal protective equipment (PPE) may assist the company in attaining this requirement.

Under Section 7 of the same act employees are required to co-operate with the company and look after their own health and safety. It is, therefore, a legal requirement that the employee uses the protective equipment provided by the company.

The need to utilise PPE will become apparent as part of the risk assessment process. Where a risk assessment defines the need for PPE this company will ensure that the PPE is suitable for the task, suitable for the operative to wear, is properly maintained and that the operative is properly trained to use it.

PPE is to be used at the last resort; all other practicable risk control measures are to be taken first.

It should be noted that, although the company is not obliged to provide them with protective equipment, the self-employed and trade-contractors are also required to wear this equipment where and when designated.

Hard Hats

These must be worn where there is a risk of injury either from falling materials or from striking the head against projections. The only exception is in the case of Sikhs, whilst wearing turbans. It should be noted that, in this case, the company's liability for injuries is reduced. Hard hats shall comply with BS EN 397.

Ear Defenders

Hearing protection is to be worn whilst carrying out all noisy operations or in noisy areas. Selected equipment should comply with the specification in BS EN 352. For further guidance see the information regarding noise assessments in section B.

Eye Protection

To be used wherever there is a risk of contamination from chemicals, either by vapour or splashing, or risk from dust or any danger from flying particles. All eye protection shall comply with BS EN 166 except in the case of lens filters for welding, which shall comply with BS EN 169.

Respiratory Protection

Specialist operations will be covered in separate sections of the manual if tasks requiring respiratory protection are carried out.

Disposable dust masks shall be provided and are to be used whilst performing operations giving rise to nuisance dust.

Hand Protection

Gloves shall be provided for the handling of objects which may be sharp, rough, hot, cold, contaminated with either chemical or biological agents or liable to cause a hazard by breaking in the hand, e.g. glass. Barrier creams shall be provided for use when dealing with mildly irritant substances.

Foot Protection

Safety footwear is to be worn in all areas where there is a risk of injury to the feet from either materials or equipment crushing the feet or from materials penetrating the soles of the feet. In this circumstance steel toe-caps and mid-soles to BS EN 346 will be the requirement. In addition, if there is a risk of penetration by chemicals or water the footwear should be able to withstand that.

High-Visibility Clothing

This is made from PVC impregnated with fluorescent pigments. It **must** be worn by anyone working on or near the roadside; also by anyone else working in areas where it is important to be seen to be safe, e.g. banksmen; or when there is a moving plant and poor visibility. All high-visibility clothing shall comply with BS EN 471; the flame retardant version shall meet BS EN 469.

Safety Harnesses

Harnesses should be used only if the use of other, safer work equipment is not reasonably practicable, the work can be performed safely while using a harness as a personal fall protection system and both the user and a sufficient number of available people have received adequate training specific to the planned operation, including rescue procedures.

Harnesses must always be secured to a safe anchorage when in use.

Harnesses are to be stored in a cool, dry and well-ventilated place away from direct sunlight and away from any materials that are likely to cause them damage.

All harnesses are to be examined by a competent person every 3 months and a record kept of the examination.

PPE REGISTER

When PPE is issued to an individual it is to be recorded on the form provided. A copy of this form is contained overleaf.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

Name: **Site:**

Item	Type	Date issued	Signed	Date returned	Signed
Helmet					
Gloves					
Eye protection					
Hearing protection					
RPE/Dust protection					
Foul weather gear					
High-visibility clothing					
Foot protection					
Harness					
Other (specify)					

Personal Protective Equipment (PPE) Register

PPE – EUROPEAN STANDARD COMPLIANCE

Item	Type	Standard	Comment
Eye protection	General purpose	BS EN 166S	
	Impact grade 1	BS EN 166B	Recommend
	Impact grade 2	BS EN 166F	for
	Chemical goggles	BS EN 166-3	construction
	Dust goggles	BS EN 166-4	
	Lens filters for welding	BS EN 169	
Hearing protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety	BS EN 345	
	General purpose protective	BS EN 346	Includes steel mid-sole
	Chainsaw use		
Hand protection	General purpose industrial gloves	BS 1651	
	Rubber gloves for electrical purposes	BS EN 60903	
	Chemical resistant gloves	BS EN 464	
	Protective gloves for chainsaw users	BS EN 381	
	Heat resistant for welders/burners	BS 2653	
Protective clothing	General clothing	BS EN 340	
	High-visibility clothing	BS EN 471	
	Protective clothing for chainsaw users	BS EN 381	
	Protective clothing for welders	BS 2653	
	Personal buoyancy equipment	BS EN 384	
Head protection	Industrial hard hats – heavy duty	BS EN 397	
Respiratory protective equipment	Full-face masks	BE EN 136	
	Self-contained open-circuit compressed-air breathing apparatus	BS EN 137	
	Fresh-air hose breathing apparatus	BS EN 138	
	Compressed-air line breathing apparatus	BS EN 139	
	Half-masks and quarter-masks	BS EN 140	
	Gas filters and combined filters	BS EN 141	
	Particle filters	BS EN 143	
	Self-contained closed-circuit breathing apparatus	BS EN 145	
	Power-assisted filtering devices incorporating helmets and hoods	BS EN 146	
	Power-assisted filtering devices incorporating full-face, half- or quarter-masks	BS EN 147	
	Filtering half-masks against particles	BS EN 149	
	Power-assisted fresh-air hose breathing apparatus incorporating a hood	BS EN 269	
	Compressed-air line breathing apparatus incorporating a hood	BS EN 270	
	Compressed-airline or power-assisted fresh-air hose breathing apparatus incorporating a hood	BS EN 271	For use in abrasive blasting operations
Safety harnesses	Full body harness	BS EN 361	
	Pole belts	BS EN 358	
	Rescue harness	BS 3367	
	Retractable fall arrester	BS EN 360	e.g. Sala Block
	Guided type fall arrester	BS EN 353	
	Shock absorbers	BS EN 355	
	Lanyards	BS EN 354	

PPE – European Standards Compliance

SECTION 19

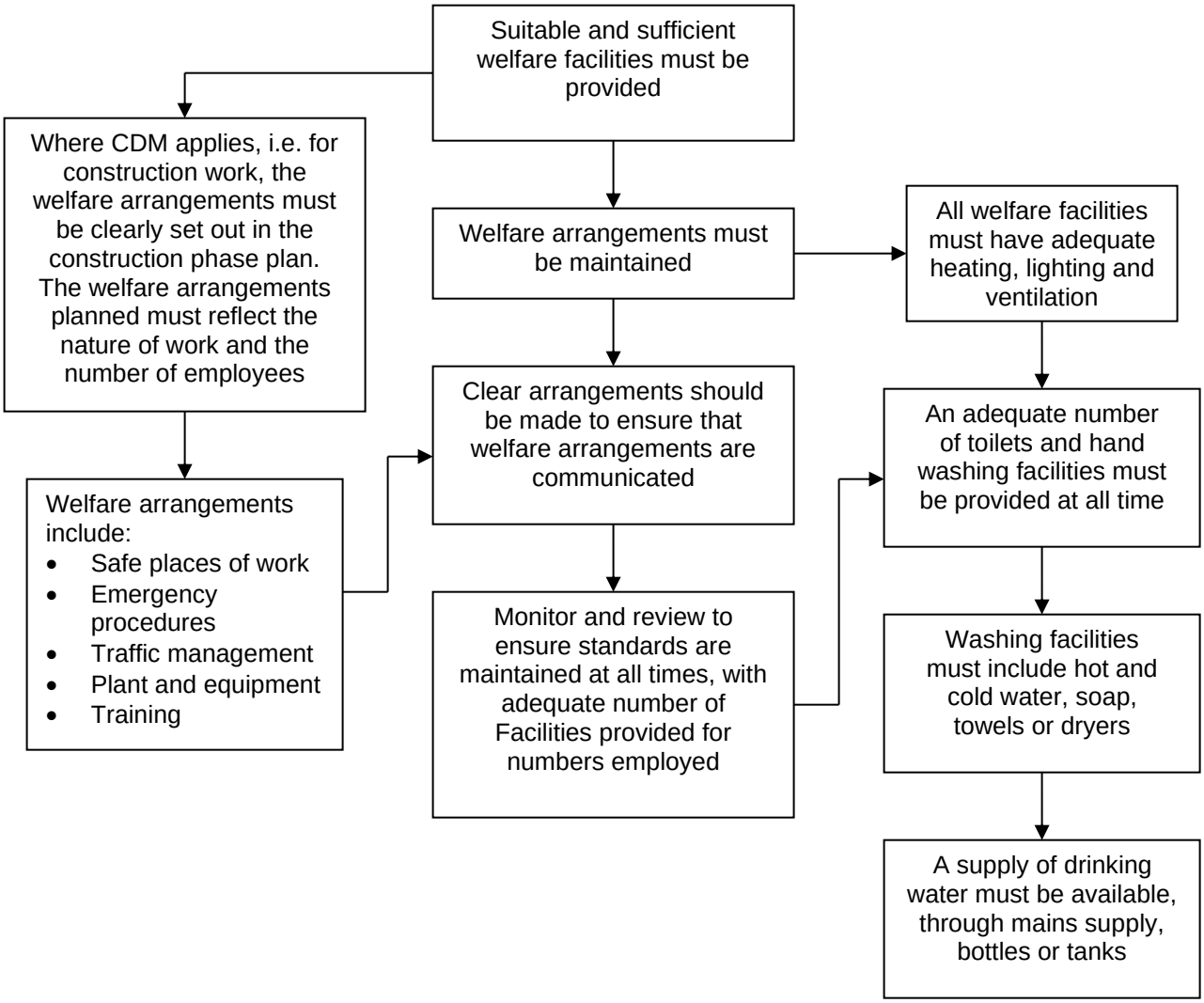
Arrangements for Employee Welfare, Safety and Health

Welfare facilities are provided for use of employees. **Andrew Andrews** will be responsible for ensuring facilities on company premises comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations and that a regular cleaning and maintenance regime is implemented.

Where appropriate, and in accordance with our duties under the Construction (Design and Management) Regulations, **Andrew Andrews** will be responsible for ensuring sufficient site welfare facilities are provided for all “notifiable” and “non-notifiable” construction projects.

Contract or site managers will be responsible for ensuring the necessary site specific arrangements are in place prior to deployment to site.

Procedure for Employee Welfare, Safety and Health



See guidance section for details

Guidance on Employee Welfare, Safety and Health

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS

The Workplace (Health, Safety and Welfare) Regulations require, as far as is reasonably practicable, the following:

MAINTENANCE OF WORKPLACE, EQUIPMENT, DEVICES AND SYSTEMS

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance. Guidance on safe equipment and plant, including maintenance requirements and procedures is dealt with in section G of this manual.

VENTILATION

In order to comply with ventilation requirements, effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh- or purified-air. For health and safety purposes any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant.

TEMPERATURE IN INDOOR PLACES

Although no values are accorded to temperatures in the regulations this company will ensure that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16º within 1 hour of work commencing. However, in order to achieve a reasonable indoor temperature the company will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. A provision under this section is that the company must provide a sufficient number of thermometers in the workplace to enable employees to determine the temperature inside the workplace.

LIGHTING

Every workplace inside the company's premises will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural. Emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting.

CLEANLINESS

It is a requirement of the regulations and company policy that every workplace and all furniture, furnishings and fittings be kept sufficiently clean. Surfaces of walls, floors and ceilings of all indoor workplaces will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials will not be allowed to accumulate in a workplace except in suitable receptacles.

The construction of all floors and traffic routes will be suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless fitted with suitable handrails) and slippery surfaces that constitute a risk to health and safety. All floors will have an adequate means of drainage where necessary.

So far as is reasonably practicable, all floors and traffic routes will be free of obstructions, articles and substances that may cause a person to slip, trip of fall.

All traffic routes which are staircases will be fitted with suitable and sufficient handrails and (where appropriate) guardrails, unless a handrail cannot be provided without obstructing the traffic route.

WORKSTATIONS AND SEATING

Every workstation will be so arranged so that it is suitable both for the person undertaking the work and the work being performed.

Where a workstation is outdoors it will be, as far as is reasonably practicable, protected from adverse weather conditions in such a way that can be evacuated swiftly in the event of an emergency and so that any person at the workstation is not liable to slip or fall.

A suitable seat will be provided for each person at work in the workplace whose work includes operations of a kind that the work (or a substantial part of it) can or must be done seated. A suitable footrest will be provided where necessary.

A workstation assessment checklist can be found in section B.

FALLS OR FALLING OBJECTS

So far as is reasonably practicable, suitable and effective measures will be taken to prevent either of the following events:

- Any person falling a distance liable to cause personal injury.
- Any person being struck by a falling object liable to cause personal injury.

Any area where there is a risk to health and safety as a result of the above will be clearly indicated where appropriate.

So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into dangerous substance in the tank, pit or structure will be securely covered or fenced. Any traffic route over, under or in an uncovered tank, pit or structure – as mentioned above – will be securely fenced. A “dangerous substance” in this context means:

- Any substance likely to scald or burn.
- Any poisonous substance.
- Any corrosive substance.
- Any fume, gas or vapour likely to overcome a person.
- Any granular or free-flowing solid substance or any viscous substance which, in any case, is of a nature or quantity which is liable to cause danger to any person.

WINDOWS AND TRANSPARENT OR TRANSLUCANT DOORS, GATES AND WALLS

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate will be of safety material or be protected against breakage, and be appropriately marked or incorporate features so as to make it apparent.

WINDOWS, SKYLIGHTS AND VENTILATORS

It is the policy of this company to provide on its premises only windows, skylights or ventilators that can be opened, closed or adjusted in a manner which does not expose any person performing such an operation to a risk to their health or safety. Furthermore, no window, skylight or ventilator will be permitted to be in a position that, when open, exposes any person in the workplace to a risk to their health and safety.

It is the policy of this company to provide on its premises only windows and skylights that are designed and constructed so as to be able to be cleaned safely. Where this cannot be achieved alternative arrangements will be devised so as to render the window cleaning operation safe and without risks to health and safety.

TRAFFIC ROUTES

It is the policy of this company to organise every workplace in such a manner that pedestrians and vehicles can circulate in a safe manner. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes, and distance of doors, gates and pedestrian access points leading to vehicular traffic routes), sufficient in number, in suitable positions and of sufficient size. All traffic routes will be suitably indicated where necessary for reasons of health and safety.

DOORS AND GATES

Doors and gates will be suitably constructed (including being fitted with safety devices where appropriate) and the following devices or features will be included if required:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use.
- Any upward opening door or gate will have a device to prevent it falling back.
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person and, where necessary for reasons of health and safety, will be able to be operated manually unless it opens automatically in the event of a power failure.
- Any door or gate which is capable of opening by being pushed from either side will, when closed, have a built-in feature to enable a clear view of the space close to both sides.

ESCALATORS AND MOVING WALKWAYS

Where provided, such equipment will be equipped with any necessary safety devices and be fitted with one or more emergency stop controls, which are easily identifiable and readily accessible.

SANITARY CONVENIENCES

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit, and will be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences will be provided for men and women. In a situation where a part of or the whole workplace is not new, or is a modification or alteration, and was in existence prior to these regulations coming into force in 1993 (and thus fell under the provisions for sanitary facilities in the Factories Act 1961) then sanitary facilities will be deemed acceptable provided that there is at least one suitable water closet for every 25 females and one water closet for every 25 males.

WASHING FACILITIES

Suitable and sufficient washing facilities, including showers if appropriate, will be provided at readily accessible places if required by the nature of the work or for health reasons.

Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room. Facilities will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot hair dryer). The rooms containing the washing facilities will be well-lit and ventilated and will be kept in a clean and orderly state.

Separate shower facilities will be provided for men and women unless the room is capable of being secured from the inside and the facilities inside the room are intended for the use of only one person at a time.

DRINKING WATER

The company will ensure that an adequate supply of wholesome drinking water will be provided for all persons at work in the workplace. Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Additionally, suitable and sufficient cups or other drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

ACCOMODATION FOR CLOTHING

Suitable and sufficient accommodation will be provided in a suitable location for the clothing of any person at work which is not worn during working hours and for special clothing which is worn at work but which is not taken home. This will involve separate accommodation for clothing worn at work and for other clothing. Such accommodation will be secure. So far as is reasonably practicable, the accommodation will include facilities for the drying of clothing.

FACILTIES FOR CHANGING CLOTHING

Suitable and sufficient facilities will be provided for any person at work in the workplace to change clothing in all cases where the person has to wear special clothing for the purpose of work and that person cannot, for reasons of health propriety, be expected to change in another room. Separate changing facilities for males and females will be provided as required.

FACILITIES FOR REST AND TO EAT MEALS

Suitable, sufficient and readily accessible rest facilities shall be provided. Rest areas or rooms shall have sufficient tables and seats with backrests for the number of workers likely to use them at any time. They shall include suitable facilities to eat meals where meals are regularly eaten in the workplace and the food would otherwise be likely to become contaminated. Where provided, eating facilities shall include a facility for preparing or obtaining a hot drink and workers shall be provided with a means for heating their own food where hot food cannot be obtained in or reasonably near to the workplace.

Where required, rest facilities for pregnant women or nursing mothers shall be provided.

DOCUMENTATION

Documentation required by health and safety legislation to be kept and/or displayed on the production facility/office premises will be as follows:

- **Notices:**
  - Health and safety law placard.
  - Fire and emergency plan.
  - A copy of the company's employer's liability insurance certificate.
  - A copy of the company's health and safety policy statement.

Any other abstracts of regulations that are relative to works being carried out within the workplace will be displayed as applicable.

- **Prescribed Registers:**
  - Record of inspection and/or through examination of equipment as required by PUWER or LOLER.
  - Accident book – record of injuries occurring in the workplace.

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) COMPLIANCE CHECKLIST

1.	Are all places of work safe and free from risk? *If no describe the steps that are being taken to correct this.*	YES/NO
2.	What steps have been taken to prevent access to places that are not free from risk?	
3.	What steps have been taken to ensure that fresh- or purified-air is available at every workplace? What system is in place to detect a failure of this air?	
4.	Can all windows, skylights and ventilators be opened from a safe position? *If no what steps are being taken to remedy the situation?*	YES/NO
5.	Has suitable provision been made so that windows and skylights can be cleaned safely? *If no what steps are being taken to remedy the situation?*	YES/NO
6.	What steps have been taken to ensure that the temperature at any indoor place of work is reasonable?	
7.	Has suitable and sufficient lighting been provided at every workplace and traffic route? *If no describe the steps being taken to correct this.*	YES/NO

Workplace (Health, Safety and Welfare) Compliance Checklist

Workplace Health Safety and Welfare Compliance Checklist Cont…

8.	Is there a system in place for a secondary lighting system? *If no describe the steps being taken to correct this.* …… …… …… ……	YES/NO
9.	Is there a traffic route/traffic routes on premises? *If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed.* …… …… …… ……	YES/NO
10.	Are areas around workplaces clear from items that may cause a slip, trip or fall? Are floors sufficiently clean and dry? *If no what steps are being taken to ensure workers' safety, particularly in emergency evacuation situations?* …… …… …… ……	YES/NO
11.	Is it possible that materials or objects could fall and cause injury? *If yes describe the precautions to prevent people from being struck.* …… …… …… ……	YES/NO
12.	Are there a sufficient number of suitable emergency routes? *If no describe the steps being taken to correct this.* …… …… …… ……	YES/NO
13.	Are all doors and gates suitably constructed and have safety devices been fitted where necessary? *If no what steps will be taken to correct this?* …… …… …… ……	YES/NO
14.	Have maintenance checks been carried out to escalators or moving walkways? *If no what steps will be taken to ensure such checks are done?* …… …… …… ……	YES/NO

Workplace Health Safety and Welfare Compliance Checklist Cont…

15.	Is it possible for any structure to collapse? *If yes what steps will be taken to ensure that this does not occur?*	YES/NO
16.	Is it possible for people to fall into water or other liquid where there is a risk for them to drown? *If yes describe the steps being taken to prevent this.*	YES/NO
17.	Is there a possibility that fire, explosion, flooding or asphyxiation could occur? *If yes describe the steps that are being taken to prevent the risk this.*	YES/NO
18.	Is there suitable and sufficient firefighting equipment, fire detection and alarm systems which are suitably located? Are employees trained to use such equipment? *If no describe the steps being taken to correct this.*	YES/NO
19.	Are there sufficient toilets, washing facilities and areas to change clothing or rest close to the work place? *If no describe the steps being taken to correct this. How will they be cleaned and maintained?*	YES/NO
20.	Is all statutory documentation and prescribed registers displayed clearly or easily accessible? *If no what steps will be taken to correct this?*	YES/NO

Inspection carried out by (Name): **(Signed)**

Results of inspection passed for action to (Name): **(Position)**

Date:

Guidance on Employee Welfare for Construction Projects

The Construction (Design and Management) Regulations (CDM) apply both “notifiable” and “non-notifiable” construction projects. These regulations require that welfare facilities sufficient to comply with the requirements of Schedule 2 are provided throughout the construction phase of all projects. Site welfare facilities should include:

SANITARY CONVENIENCES

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.

Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

WASHING FACILITIES

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall, so far as is reasonably practicable, be provided or made available at readily accessible places.

Washing facilities shall be provided:

- In the immediate vicinity of every sanitary convenience, whether or not provided elsewhere.
- In the vicinity of any changing rooms, whether or not provided elsewhere. (Further information regarding changing rooms and lockers is provided below).

Washing facilities shall include:

- A supply of clean hot and cold, or warm, water (to be running water so far as is reasonably practicable).
- Soap or other suitable means of cleaning.
- Towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit.

Washing facilities and the rooms containing them shall be kept in clean and orderly condition.

Separate washing facilities shall be provided for men and women, except where such facilities are provided in a room the door of which is capable of being secured from the inside and the facilities in each such room are intended to be used by only one person at a time. This provision shall not apply to facilities which are provided for washing hands, forearms and the face only.

DRINKING WATER

An adequate supply of wholesome of drinking water will be provided or made available at readily accessible and suitable places.

Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

Where a supply of drinking water is provided there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

CHANGING ROOMS AND LOCKERS

Suitable and sufficient changing rooms shall be provided or make available and readily accessible places if:

- A worker has to wear special clothing for the purposes of their work.
- They cannot, for reasons of health or propriety, be expected to change elsewhere.

Where necessary for reasons of propriety, separate rooms or separate use of rooms by men and women shall be provided.

Changing rooms shall:

- Be provided with seating.
- Include, where necessary, facilities to enable a person to dry and any special clothing, their own clothing and personal effects.

Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away:

- Any such special clothing which is not taken home.
- Their own clothing which is not worn during working hours.
- Their personal effects.

FACILITIES FOR REST

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.

Rest rooms and rest areas shall:

- Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.
- Where necessary, include suitable facilities for any women at work who is pregnant or a nursing mother to rest lying down.
- Include suitable arrangements to ensure that meals can be prepared and eaten.
- Include the means for boiling water.
- Be maintained at an appropriate temperature.

Working Time Regulations

INTRODUCTION

The Working Time Regulations deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Some of these rights can be amended if an employer comes to a "collective" or a "workforce" agreement with their workers.

- A collective agreement is one that has been negotiated through a trade union.
- A workforce agreement is one that has been agreed by the employer and their workers or workers' representatives.

In general, a worker is someone for whom an employer provides work, controls when and how the work is done, and pays tax and national insurance contributions. The majority of agency workers and freelance workers are likely to be "workers" but not the genuinely self-employed as they are paid on the basis of an invoice rather than wages.

The regulations apply to trainees over school-leaving age engaged on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. An adult worker is a worker who has attained the age of 18 years. A young worker is a worker who is older than the minimum school-leaving age but is under 18 years of age.

HOURS OF WORK

The company shall ensure that all reasonable steps are taken so that workers do not work more than an average of 48 hours a week (including overtime) in any reference period – which will normally be a period of 17 weeks. If a worker is absent from work an annual, sick or maternity leave during a reference period the calculation of average weekly hours for that period shall include the total number of hours worked immediately after the reference period during the number of working days which equals the number of days of absence.

An individual worker may agree with the company to work more than 48-hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to terminate any agreement they have made, but only after giving the company at least 7 days' written notice of their intention to do so. An agreement may specify the period of notice a worker is required to give the company if they wish to terminate the agreement. This period must not exceed 3 months.

However, under no circumstances must a young worker's working time exceed 8 hours a day or 40 hours a week.

NIGHT-TIME WORKING

The term "night-time" is defined in the regulations as meaning a period, determined by a collective or workforce agreement, of at least 7 hours including the period between midnight and 5.00 a.m. Where there is no agreement night-time means the period between 11.00 p.m. and 6.00 a.m.

A "night-worker" is a person who normally works at least 3 hours of their daily working time during night-time but this arrangement can be altered through a collective or workforce agreement.

The “restricted period” in relation to a worker means the period between 10.00 p.m. and 6.00 a.m. or, where the worker’s contract provides for them to work after 10.00 p.m., the period between 11.00 p.m. and 7.00 a.m.

A night-worker’s normal hours of work are not to exceed an average of 8 hours in each 24-hour period over a 17-week period. Averaging is not permitted where a night-worker’s work involves special hazards or heavy physical or mental strain. There is a limit of 8 hours on the worker’s actual daily working time. The work of a night-worker shall be regarded as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement or if it is recognized in a risk assessment as involving a significant risk. The night-time limits and the reference period may be modified or excluded by a collective or workforce agreement.

The company shall ensure that free health assessments are offered to any workers who are to become night-workers and night-workers shall also be given the opportunity to have further assessments at regular intervals. The frequency of repeat assessments will vary between individuals according to the type of night-work, its duration and the age and health of the individual worker.

Young workers shall be entitled to a health and capacities assessment if they work during the period between 10.00 p.m. and 6.00 a.m. Issues that shall be included in this assessment are physique, maturity and experience, and the type of work that is to be undertaken by the young person.

REST PERIODS

In each 24-hour period an adult worker is entitled to a rest period of at least 11 consecutive hours whilst a young worker is entitled to a rest period of at least 12 consecutive hours.

In addition to their daily rest periods, workers are entitled to weekly periods of rest. The company shall ensure that adult workers are able to take 24 hours uninterrupted rest in each 7-day period or, alternatively, either one 48-hour rest period or two 24-hour rest periods in each 14-day period.

The company shall ensure that young workers are able to take rest periods of not-less-than 48 hours in each 7-day period.

Where an adult worker’s daily working time exceeds 6 hours they are entitled to an uninterrupted rest break of at least 20 minutes. Young workers are entitled to a rest break of at least 30 minutes if their daily working time exceeds 4½ hours.

A collective or a workforce agreement may modify the rest breaks of adult workers. The rest breaks of young workers must not be modified.

ANNAUL LEAVE

The current minimum annual leave entitlement for full-time employees, i.e. those who work a 5-day week, is 4.8 weeks (24 days), calculated on the basis of one-twelfth of their annual entitlement for each complete month of service. As from April 2009, this will increase to 5.6 weeks (28 days).

There is no statutory entitlement to bank and public holidays. These are simply days on which a worker may receive leave under the terms of their contract. As with other contractual leave, these days may be used by the company as part of the leave it is required to provide under these regulations. If a worker is paid for a public holiday that day may count towards their entitlement to annual leave.

Leave may be taken only in the leave year in which it is due. It may not be replaced by a payment in lieu, except where a worker's employment is terminated.

A collective or workforce agreement may contain the date on which the leave year begins. Where no such date is agreed a worker's leave year will begin on one of the following dates:

- On 1st October if the worker started with the company on or before October 1st 1998.
- On the date the worker started employment if that employment started after October 1st 1998.

RECORDS

The company shall keep adequate records to show whether the limits on weekly hours of work and night-time work are being achieved for each of its workers.

Workers who have opted out of the 48-hour limit on their working week shall be identified. The terms on which they have been opted out shall be recorded and the hours worked during each reference period specified. The company shall also keep, where appropriate, records showing that the requirements concerning health and capacity assessments are being complied with. The company shall determine the form in which records are kept but all records must be maintained for 2 years from the date on which they are made.

SECTION 20

Arrangements for Drugs and Alcohol

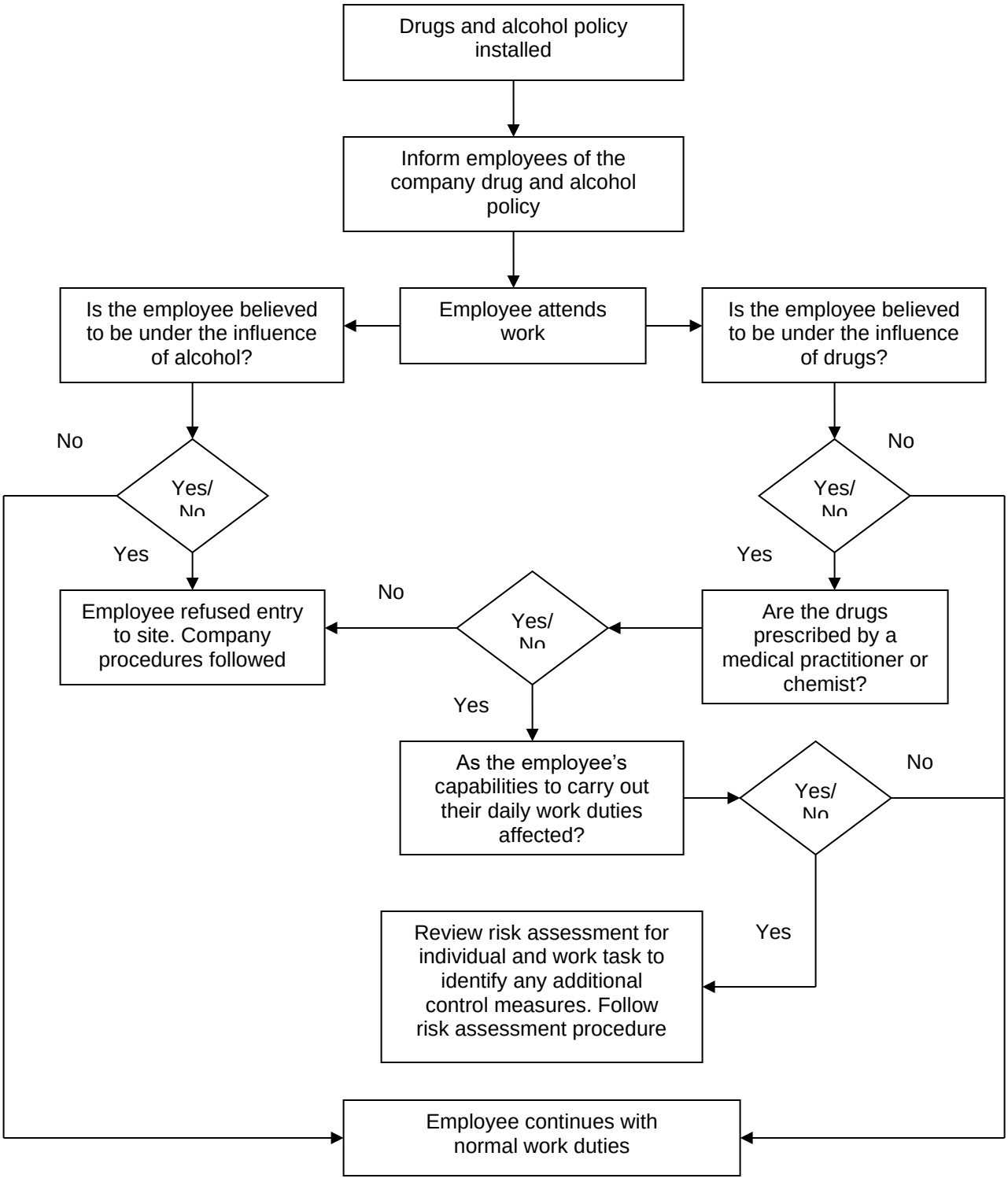
To assist in the safe performance of our duties, **AA SAFETY GROUP LTD**operates a strict policy of **no alcohol** and **no drugs** in the workplace.

No alcohol or drugs will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

Procedure for Drugs and Alcohol



See guidance section for details

Guidance on Drugs and Alcohol

To assist in the safe performance of our duties, the consumption of alcohol or drugs will not be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety and for the safety of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

SECTION 21

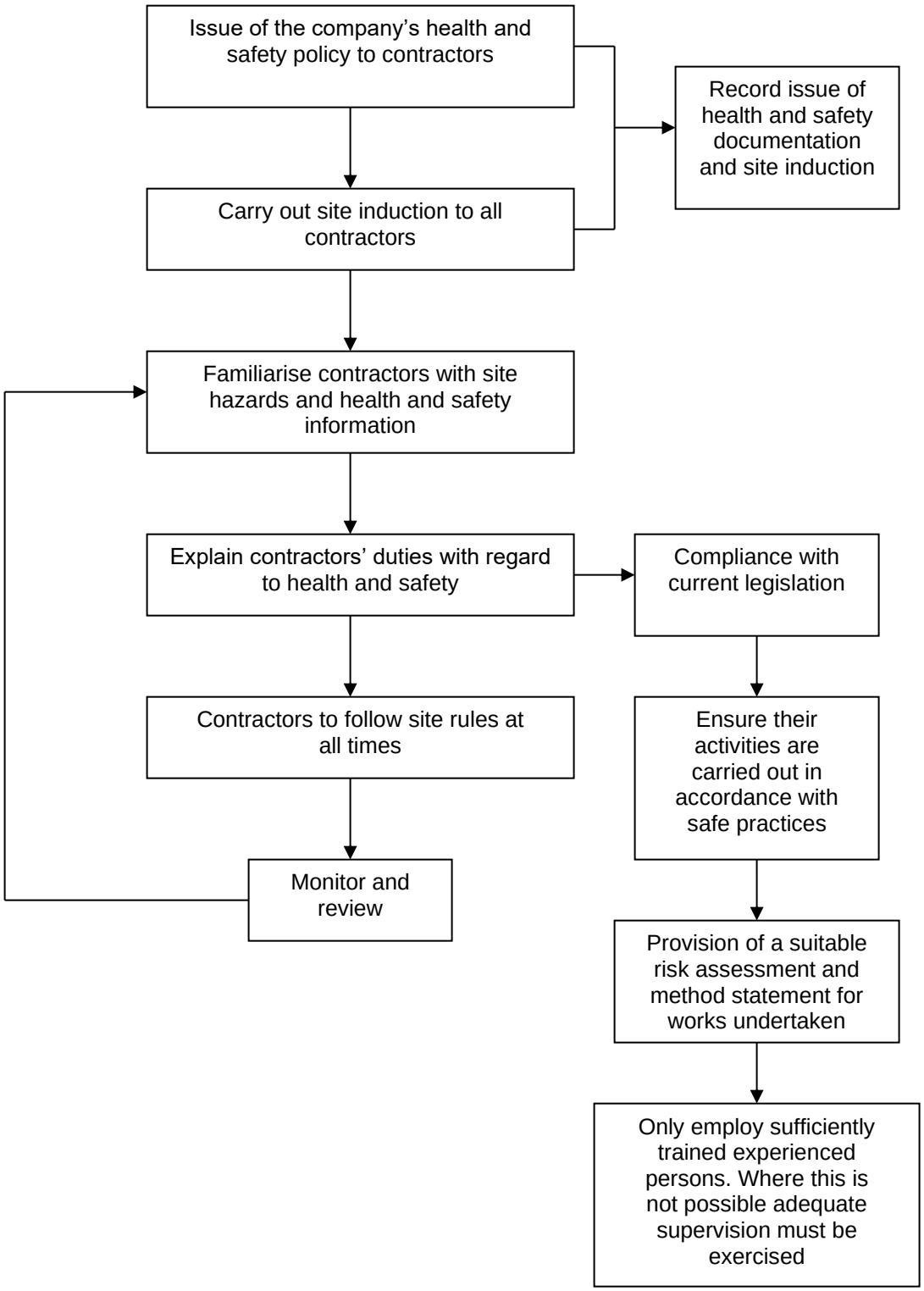
Arrangements Concerning Trade Contractors' Safety Information

Safety information, which forms an integral part of the company's health and safety policy, is applicable to all trade-contractors and persons under their control and forms part of the terms contract. Trade-contractors are required to ensure that:

- They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site.
- Their activities are conducted in accordance with the safe practices as detailed in this policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act.
- They comply with all the relevant legislation applicable to the workplace.
- They provide the correct protective equipment and clothing to their employees at the contractor's expense.
- Employees remain within the designated areas of their work.
- The only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves trade contractors of their duties and obligations under statue or common law. Failure to comply with **AA SAFETY GROUP LTD's** health and safety policy or any legal requirements will lead, at **AA SAFETY GROUP LTD's** discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

Procedures for Providing Trade Contractors' Safety Information



See guidance section for details

Guidance on Trade Contractors' Safety Information

VETTING HEALTH AND SAFETY COMPETENCE

In order to assess whether a contractor has allocated adequate resources to fulfil their health and safety obligations in terms of health and safety law it will be necessary for the contractor to complete the company's vetting questionnaire.

The responses obtained from the contractor, and thorough evaluation and rating of this return will also serve to gauge the contractor's commitment to health and safety and adherence to recognized standards of competence.

Each contractor tendering for work with this company will be required to complete the vetting questionnaire and a decision will be taken by this company's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this company.

In order to rate or access any item it is necessary to have a scoring system. This is an operational system:

Score	Rating	Example
0	Zero	Topic not covered, no action/evidence
1	Very poor	Topic badly covered, no action/evidence
2	Poor	Topic badly covered, some action/evidence
3	Good	Topic covered, some action/evidence
4	Very good	Topic well covered, procedure well followed
5	Excellent	Procedure in place, evidence of compliance

Thus a contractor will develop an average score. A contractor ought to be competent if they can average more than a score of 3. It is borne in mind that the degree of competence necessary for a simple task carried out in a "safe" environment is less than that required for a complex task in a more dangerous workplace.

VETTING A SMALLER CONTRACTOR'S HEALTH AND SAFETY COMPETENCE

Assessing a contractor who employs less than five people will not be as simple. Their legal requirement is to obey the legislation but without the burden of writing these things down. The questionnaire overleaf may assist.

The responses obtained from the contractor and thorough evaluation of this return will serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this company will be required to complete the vetting questionnaire and a decision will be taken by this company's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this company.

CONTRACTOR HEALTH AND SAFETY COMPETENCE ASSESSMENT

Name of company:

Address:

Tel: **Fax:**

Email address:

Nature of business:

Does your company have five or more direct employees? *If yes please answer all questions. If no please answer all questions except 1 and 2*	YES/NO	
Does your company have/operate the following: *If yes please attach evidence*	Rating	
1. A health and safety policy? *Please attach your policy statement, describe the health and safety responsibilities of management, and provide an index listing of your general arrangements, and health and safety procedures*	YES/NO	
2. An environmental policy? *Please attach your policy statement*	YES/NO	
3. A procedure for making risk assessments? *Please attach an example of a completed assessment*	YES/NO	
4. A procedure for making COSHH assessments? *Please attach an example of a completed assessment*	YES/NO	
5. A person appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations? *Please provide details and evidence of health and safety training and qualifications or CV* Name: Position: Company:	YES/NO	
6. A health and safety training programme for employees? *Please supply details of courses attended in last 5 years*	YES/NO	
7. A health and safety training programme for management/supervisory staff? *Please supply details of courses attended in last 5 years*	YES/NO	
8. An accident investigation procedure? *Please provide details*	YES/NO	

Contractor Health and Safety Competence Assessment

9. An accident recording system? *Please provide the number of accidents in the last 3 years* "Over-three-day" reportable: Major: Fatal:	YES/NO	
10. A plant selection and maintenance procedure? *Please provide details*	YES/NO	
11. A vetting procedure for contractors or sub-contractors to ensure that they are competent to carry out their work? *Please provide details*	YES/NO	
12. A procedure for informing staff about health and safety matters? *Please provide details*	YES/NO	
13. A procedure for discussing/consulting staff about health and safety? *Please provide details*	YES/NO	
14. Access to health and safety information? *Please provide details*	YES/NO	
Any other comments that you wish to bring to our attention regarding health and safety:		

Name of person completing questionnaire: **Job title:** **Date of completion:**
Required action (for assessor's use only):
Grading:
Evaluated by:
Date:

SELF-EMPLOYED CONTRACTOR COMPETENCE ASSESSMENT

Name: .....

Address: ……..

……...

……

Tel: …… **Mob:** ……...

Email: ……...

Trade / Skill: ……

		Rating
Training Have you recently undertaken any of the following types of training courses? • Site safety for operatives or supervisors • Site safety for supervisors • Asbestos awareness • Trade or skill (refresher) • First aid (4 day full or 2 day refresher) • Other health and safety related training (e.g. fire) *If yes please indicate which and provide course details, dates and copies of certificates where possible*	YES/NO	
Qualification/memberships Are you working towards or do you currently hold any of the following qualifications or individual memberships? • CSCS card (trainee, operative, experienced, supervisory) • CCNSG safety passport • CPCS or equivalent plant operators card • CISRS, CORGI, IPAF, SKILLcard, other • NVQ, C&G or certificates • Trade or professional associations *If yes please indicate which and provide a photocopy of cards, certificates or relevant correspondence as appropriate*	YES/NO	

Self-Employed Contractor Competence Assessment

		Rating
Experience Do you have relevant work experience? *If yes please provide details such as a list of some recent projects or contracts on which you have worked along with contact details of the person who can verify that the work was carried out with due regard for health and safety*	YES/NO	
Insurance Do you have any of the following insurance cover? • Public and product liability • Employers liability • Personal accident *If yes please indicate which and provide a copy of your current insurance schedules which should contain the level of over held, policy numbers and expiry dates*	YES/NO	
Signed: **Date of completion:**		
Required action (assessor's use only):		
Grading:		
Evaluated By: …….. Date: ……		

SECTION 22

Arrangements for Safety Monitoring, Audit and Inspection

Progressive improvement in health and safety can only be achieve through the constant development of policy, approaches to implementation and techniques of risk control.

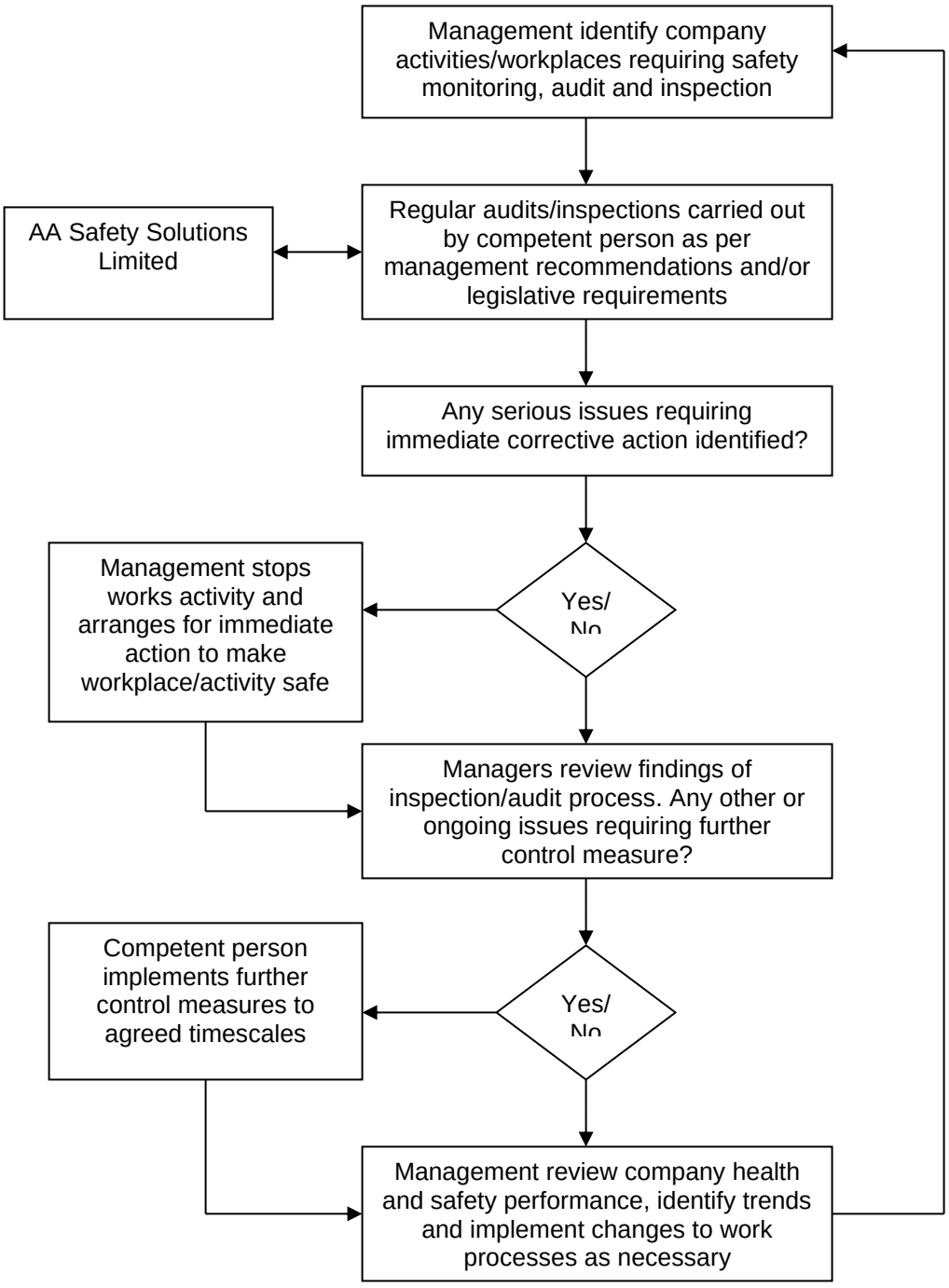
Andrew Andrews will ensure that a systematic audit of all safety arrangements will be carried out on a regular basis.

Andrew Andrews will ensure that places of work are inspected regularly and in accordance with statutory requirements.

Where requested, the company health and safety advisers, **AA Safety Solutions Ltd** will visit the workplace to carry out safety inspections and audits.

Records of safety inspections and audits will be kept in order that the directors of **AA SAFETY GROUP LTD** can monitor the performance of the company and improve the overall safety culture within the workforce.

Procedure for Safety Monitoring, Audit and Inspection



See guidance section for details

Guidance on Safety Monitoring, Audit and Inspection

INTRODUCTION

Workplace monitoring, and health and safety performance checks are key management responsibilities for ensuring ongoing health and safety standards within the workplace remain at an acceptable level. Regular workplace audits, inspections and management reviews go some way to help ensure those standards are maintained.

WORKPLACE INSPECTIONS

Inspections should only be carried out by a competent person, such as the company health and safety manager or an external safety advisor. Any issue posing a significant risk to health and safety requires immediate management action and should, where possible, be rectified there and then. All issues are to be recorded and reasonable timescales specified to rectifying/addressing any outstanding issues.

Where required, a formal report shall be completed before the end of the working period with a copy issued to the person for whom the inspection was carried out. The safety manager or appointed person shall regularly check that any outstanding issues have been suitably addressed and rectified.

Statutory inspection reports shall be kept at the workplace for at least 3 months after the date of the report.

Safety Audit Checklist

The following should be checked when carrying out an inspection:

- Company health and safety policy is being adhered to.
- Relevant documentation such as risk assessments, method statements, safety plans, etc is specific to the works being carried out.
- Workplace inductions have been carried out for all personnel.
- All personnel are adequately trained to carry out their tasks safely.
- All protective clothing and equipment is in good order and is being used correctly.
- All plant and equipment is in good order, suitably guarded and inspected/maintained at the required intervals by a competent person.
- Any potentially hazardous substances used have been COSHH assessed, are being handled and stored correctly, and relevant safety information, where appropriate, is readily available.
- All places of work, including access routes, are safe and have been inspection in due time by a competent person.
- The provision of adequate lighting, including secondary lighting systems.
- The provision of adequate first aid facilities.
- The provision of adequate fire precautions.
- The provision of adequate welfare facilities.
- The provision of adequate emergency arrangements.
- The provision of safe pedestrian and vehicular traffic routes.
- That all statutory notices are displayed in the workplace.

WORKPLACE SAFETY INSPECTION CHECK SHEET

Location: **Date:** **Carried out by:**

	Satisfactory – (tick) Unsatisfactoy – (cross)	Action Date
SAFETY MANAGEMENT		
Policy available to employees?		
Registers being completed?		
Safety plan adhered to/updated?		
HEALTH AND WELFARE		
Toilets adequate?		
Rest facilities adequate?		
Drying space adequate?		
First aid facilities adequate?		
Washing facilities adequate?		
Drinking water and cups provided?		
FIRE PRECAUTIONS		
Alarm system/detection system?		
Extinguishers adequate?		
Fire precautions understood?		
Hot-works permits?		
Flam store?		
RISK		
Hazards identified?		
Assessments produced?		
Effectiveness monitored?		
Assessments complied with?		
COSHH		
Substance survey?		
Data sheets collected?		
Assessments produced?		
Assessments complied with?		
NOISE		
Monitoring?		
Hearing protection in use?		
Hearing protection zones established?		
TRAINING		
Induction carried out for all?		
Task training OK?		
Fire training carried out for all?		
POWER TOOLS		
Trained operators?		
Maintenance register up-to-date?		
PLANT		
Trained operators?		
Maintenance forms signed/up-to-date?		
Sufficient space?		
Properly used/loaded?		
LIFTING OPERATIONS		
Trained operators?		
Trained banksmen?		
All equipment tested?		
Certificates seen?		
Maintenance forms signed?		

	Satisfactory – (tick) Unsatisfactoy – (cross)	Action Date
MANUAL HANDLING		
Risks assessed?		
Staff trained?		
Good practice observed?		
ELECTRICS		
Circuits earthed?		
Trip switches in use?		
All 110 volts?		
All tools checked?		
Maintenance register held?		
EMERGENCY PLANS		
Published?		
Tested?		
Secondary lighting in place?		
TRAFFIC ROUTES		
Signed?		
Separation working?		
SCAFFOLDS		
Plumb and level?		
All boards there?		
Toe-boards/guard rails OK?		
Ladders sound and tied?		
Competent inspection?		
EXCAVATIONS		
Shored/battered?		
Barriers/warnings?		
Access/egress safe?		
Underground services checked?		
Competent inspection?		
GASES		
Properly stored?		
Trained users?		
PPE		
Being used properly?		
In good repair?		
Correct equipment?		
HOUSEKEEPING		
Site tidy?		
Traffic routes clear?		
Material stacking OK?		
Fencing secure/signed?		
Waste removal OK?		
Timber denailed?		

Workplace Safety Inspection Check Sheet

Name and address of the Company/Person on whose behalf the inspection was carried out:

SITE INSPECTION REPORT

Construction (Design and Management) Regulations 2007
Report of results of every inspection made is pursuance of regulation 31(4) or 32(2)

Address of the place of work inspected:

Description of the place of work or part of that place inspected (i.e. excavations, cofferdams and caissons)	Date & Time of Inspection	Details of any matter identified that could give rise to a risk to the health or safety of any person	Can work continue?	If not, name of person notified	Details of any action taken as a result of any matter identified	Details of any further action considered necessary	Name and position of the person making report	Date report handed over

Workplace Inspection Report

SECTION 23

Arrangements for Waste Disposal

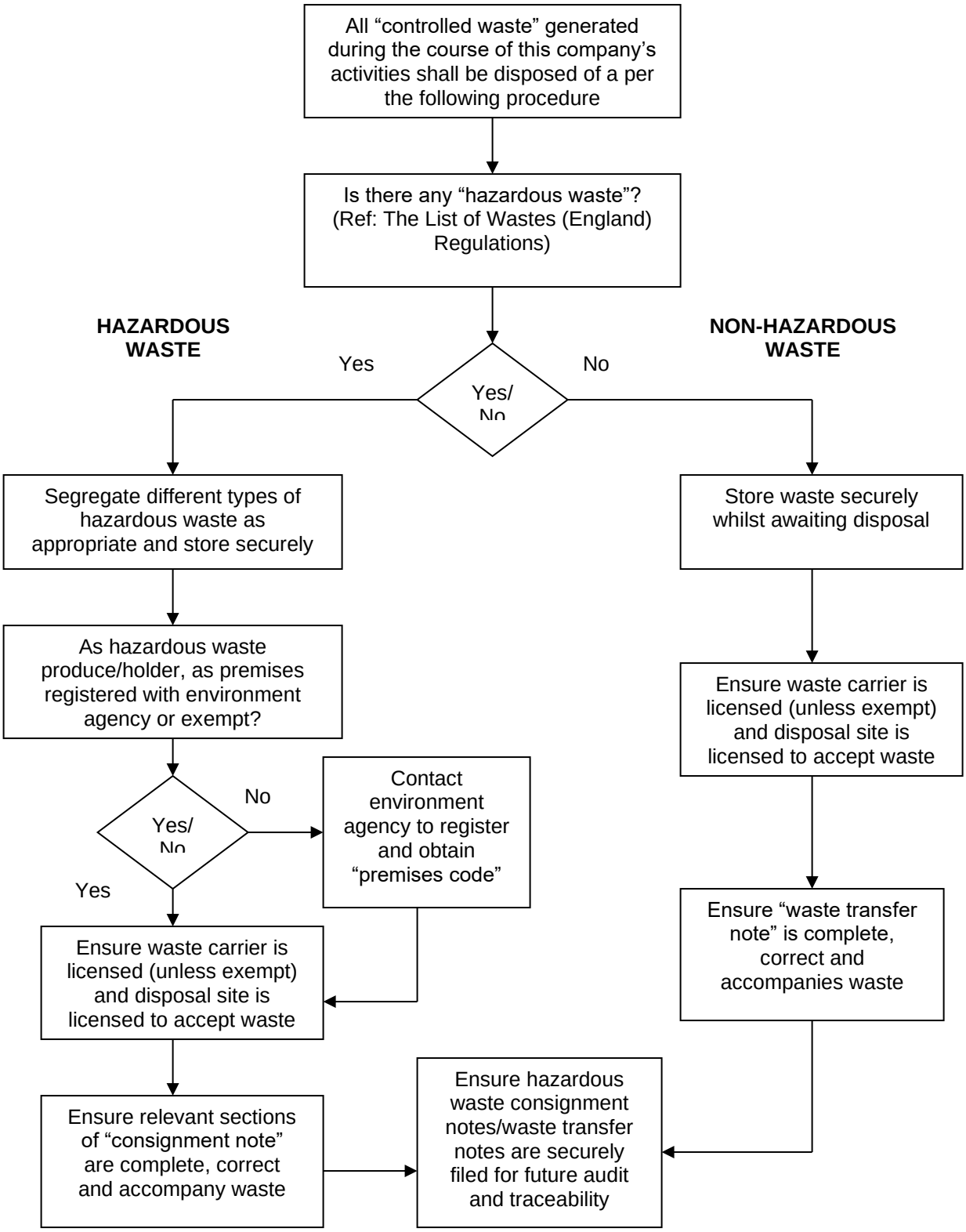
All waste generated during the course of this company's activities shall be deemed "controlled waste" and disposed of in a responsible manner in accordance with our duty of care under the Environmental Protection Act.

Andrew Andrews shall ensure that all waste materials are stored and disposed of in accordance with company procedures and relevant legislation.

Andrew Andrews shall ensure that disposal of all "non-hazardous waste" is accompanied by and recorded through a system of signed "waste transfer notes".

Andrew Andrews shall ensure that disposal of all "hazardous waste" is accompanied and recorded through a system of signed "hazardous waste consignment notes".

Procedures for Waste Disposal



See guidance section for details

Guidance on Waste Disposal

WASTE MANAGEMENT DUTY OF CARE

The duty of care applies to “controlled waste”. Waste is defined as “any substance or object which the producer or the person in possession of it discards or intends or is required to discard”. Additionally, the duty of care applies to anyone who is the holder or carrier of such waste. The only exception to this is for occupiers of domestic property for the household waste generated from their home.

“Controlled waste” means waste from households, commerce or industry. A further subdivision can be made into “hazardous” and “non-hazardous” wastes depending on the effect of these wastes on health and the environment.

“Producer” means anyone whose activities produce waste or who carries out pre-processing, mixing or other operations resulting in a change in its nature or composition.

“Holder” means anyone who imports, produces, carries, keeps, treats or disposes of controlled waste or, as a broker, has control of it.

The Environmental Protection (Duty of Care) Regulations, the Controlled Waste Regulations and the Hazardous Waste Regulations place legal responsibilities on waste producers and holders to ensure that the disposal of all controlled waste is safely managed and that records are kept for audit by the relevant authorities.

AUTHORITIES AND ADVISORY BODIES

The following authorities and advisory bodies should be consulted where appropriate:

- The Environment Agency (EA).
- The Scottish Environment Protection Agency (SEPA).
- The Health and Safety Executive (HSE).
- The Local Authority Environmental Health Department.
- The Local Authority Waste Disposal Department.
- The Interdepartmental Committee of the Redevelopment of Contaminated Land, Department of the Environment, 43 Marsham Street, London SW1 3PY.

PREMISES NOTIFICATION

Where more than 200kg of hazardous waste is produced at, or removed from, premises during any 12-month period there is a requirement to notify the premises to the EA or SEPA.

It must be noted that exemption from notification does not exempt the producer from any other aspect of the Hazardous Waste Regulations, e.g. an office disposing of small quantities of spent fluorescent light tubes (i.e. less than 200kg) must still prepare hazardous waste consignment notes.

DISPOSAL CONTROLS

All waste processes must be regularly monitored. This should include weekly (or daily) checks on all waste collection area, checks on the correct segregation of waste and checks on the contractors who remove the waste.

Appropriate documentation must be completed to provide an auditable trail for the waste.

Carriers must be registered in order to collect waste, and the disposal and recovery facilities must be licensed to take the waste.

It must be remembered that the duty of care for waste continues all the way down the line to the point of final disposal. Thus, if an incompetent contractor allows waste to escape after collection then the responsibility may rest with the producer of the waste. It is therefore crucial that organizations select competent contractors to deal with their waste.

In summary, the following actions must be carried out:

- Notify the premises (unless exempt) to the EA or SEPA where hazardous waste is produced.
- Appoint a competent waste carrier, ensuring that they are registered and hold an appropriate license (this can be checked through the EA's website).
- Ensure that appropriate documentation is completed and accompanies waste:
  - Waste transfer notes for non-hazardous waste (see example from below);
  - Hazardous waste consignment notes for hazardous waste (multi-part forms are available from the EA or SEPA).
- Ensure documents are securely filed (waste transfer notes must be kept for a minimum of 2 years and hazardous waste consignment notes for a minimum of 3 years).
- Ensure that the final disposal site is registered and has a license to accept specific types of waste.

It is strongly recommended that you also:

- Get references from other clients before you appoint a waste sub-contractor. It may also be appropriate to audit the contractor on issues such as staff training, equipment and vehicles, any previous convictions for waste offences, and policies and procedures.
- Visit the disposal or recovery facilities that finally deal with the waste. It may be appropriate to audit the facility to ensure compliance with your duty of care and legal obligations.

NON-HAZARDOUS WASTE TRANSFER NOTE

A. DESCRIPTION OF WASTE

1. Description of the waste being transferred:

2. European Waste Catalogue Code:

3. How is the waste contained?
Loose □ Sacks □ Skip □ Drum □ Other □ Please describe □

4. What is the quantity of waste? (number of drums, tones etc.):

B. CURRENT HOLDER OF THE WASTE (TRANSFEROR)

Full name:
Name and address of company:

Which of the following are you? (one or more boxes may apply)

Waste produce	□	Holder of waste management licence	□	Licence no: Issued by
Waste importer	□	Exempt from waste management licensing	□	Reason why:
Waste collection authority	□	Registered waste carrier	□	Registration no: Issued by:
Waste disposal authority (Scotland only)	□	Exempt from requirement to register	□	Reason why:

C. PERSON COLLECTING THE WASTE (TRANSFEREE)

Full name:
Name and address of company:

Which of the following are you? (one or more boxes may apply)

Waste collection authority	□	Authorised for transport purposes	□	Specify purpose:
Waste disposal authority (Scotland)	□	Holder of waste management licence	□	Licence no: Issued by:
		Exempt from waste management licensing	□	Reason why:
		Registered waste carrier	□	Registration no: Issued by:
		Exempt from requirement to register	□	Reason why:

D. ADDRESS OF PLACE OF TRANSFER:

Date of Transfer: Time of transfer (for multiple loads give between dates):
Name and address of broker (if applicable):

TRANSFEROR TRANSFEREE

Signature:

Full name:
Representing:

Waste Transfer Note