

mectec engineering limited
The Complete Engineering Service

Company Health, Safety & Environmental Policy

Location

Date of Issue	Comments	Revision No.	Authorised by	Revision Date

Approved By:	
Position:	
Signed By:	Date:

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SECTION 1.0 Introduction

The purpose of this document is to outline the General Health, Safety & Environmental Policy of Mectec limited otherwise referred to within this policy as “The Company”.

In order to satisfy statutory requirements, The Company will review this policy on an annual basis and make any amendments as may be necessary.

The Company is committed to open consultation with employees and company representatives to this end The Company will comply with The Health Safety (Consultation with Employees) Regulations 1996 and the Safety Committee and Safety Representative Regulations 1977.

Lack of control over Health, Safety & Environmental issues and a failure to integrate the function into the overall scheme of Management influence is likely to result in:

- Harm to people
- Harm to the Environment
- Impaired business efficiency
- Financial loss through damage, delays and increased insurance premiums
- Bad publicity

The Company recognises success of the company is The Company’s effective management control and to this end, The Company has developed a Health, Safety and Environmental Management System to provide a structured approach to managing the organisation.

In order to minimise the possibility of accidents and associated loss, hazards arising out of The Company’s activities are identified, risks assessed and control measures established and enforced.

The Company is fully committed to Health, Safety and Environmental Management and requires the cooperation of all its employees and contractors to ensure total compliance with current health and safety legislation and standards.

SECTION 2.0 The Company's Policy of Health, Safety & Environment Statement

In addition to the moral and commercial obligations to prevent harm to persons, the company has to meet specific legal requirements for Health, Safety & Environmental Welfare.

The general duties of an employer are defined within The Health & Safety at Work Act 1974, The Environmental Protection Act 1990, The Environment Act 1995 and are expanded upon within The Management of Health & Safety Regulations 1999, The Workplace (Health, Safety and Welfare) Regulations 1992, and all other relevant Statutory Provisions and associated Codes of Practice and Guidance Documentation.

The Company Managing Directors will ensure compliance with all Health, Safety and Environmental Legislation that is applicable to the business.

It is therefore the Policy of The Company, where reasonably practicable, to develop, introduce and enforce the following.

- Safeguard the Health, Safety & Welfare of all employees, contractors and the general public whilst at work by appointing Health and Safety Advice and Guidance from an external consultant, seeking and sharing knowledge with the Health and Safety Executive (HSE) operating European Directives, British Industry Standards and Guidance, introducing Statutory Instruments, Guidance and Advice Notes.
- Ensure that persons who are not in their employment, but who may be affected by their work activities, are protected e.g. other workers, self-employed, visitors, members of the public (customers) and others etc.
- Provide safe plant and equipment for use at work and to ensure its proper operation, inspection, maintenance and test.
- Identify hazards associated with work activities, assess the risks and define the control measures required to eliminate or minimise the risk.
- Provide the necessary information, instruction, training and supervision for all employees, contractors and others who may be affected by hazards associated with The Company's work activities.
- Ensure that the work place, access to it and egress from it, is safe and without risk to health.
- Ensure that any substance, chemical, oil, grease, gases etc. which are to be used as part of the work process, are assessed for their possible effect on the health and environment and that the appropriate safe systems of work are adopted for their safe transportation, storage, use and disposal, ensuring that dust, fumes, noise and other occupational hazards, are controlled within safe limits.
- Ensure that no adverse environmental impact results from the work activities.
- Ensure that provision is made for adequate health and welfare facilities for employees, sub-contractors.

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- Involve the workforce in all aspects of Health, Safety & Welfare and solicit their full co-operation and assistance to create a safe working culture.
 - Ensure that formal monitoring arrangements are adopted to identify hazards and to check on control measures and their enforcement.
 - Ensure that consideration is given to dealing with accidents, incidents and emergencies and contingency arrangements are specified.

Health, Safety & Environmental issues rank equally with The Company's other objectives and observance of them is recognised as being consistent with the achievement of successful company performance.

One of the key elements to the achievement of any Health and Safety Management System is the allocation of suitable and sufficient resources; to this end The Company is fully committed. The Company will allocate suitable and sufficient resources to aid that development in the interest of Health and Safety Management.

Name:

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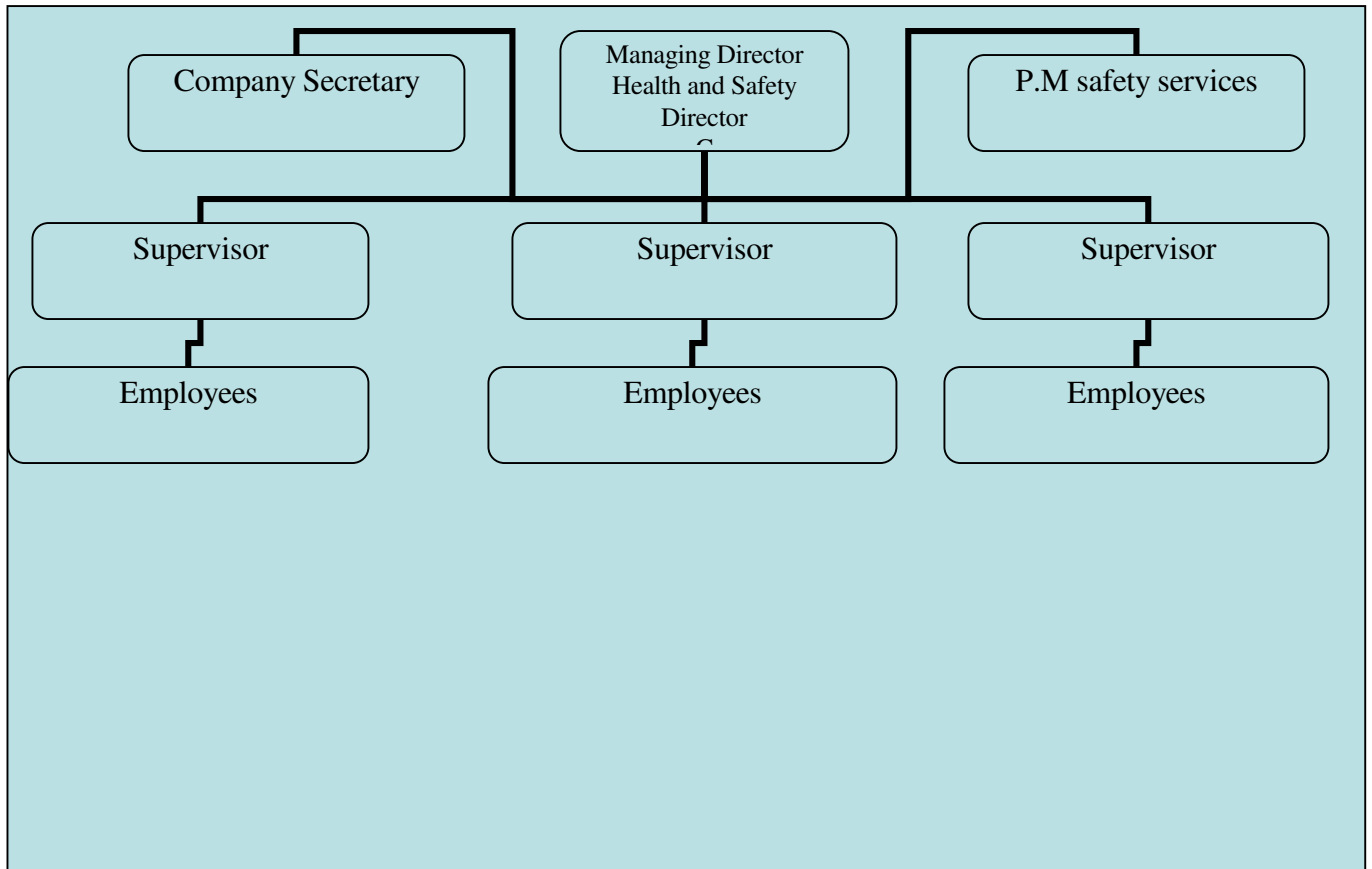
Position: Managing director

Date:

Next Review Date:

SECTION 3.0 Organisation to Implement the Policy

3.1 Organisational Flowchart



3.2 Managing Director:

The Managing Directors are responsible for all matters relating to Health and Safety.

It is the responsibility of the Managing Director to ensure the following:

- Ensures the appointment of a suitably trained and competent Director to be responsible for the Health and Safety Management of the company.
- Provide suitable financial and time resources for the implementation of a proactive Health and Safety Management Culture.
- Ensures compliance with all legal and statutory health and safety obligations.
- Ensure the Board appoint suitably qualified and competent persons within the company for all matters regarding health and safety.

3.3 Director Responsible for Health and Safety

- Provide suitable financial and time resources for the implementation of a proactive Health and Safety Management Culture.
- Appoints a suitably qualified and competent person for all matters regarding health and safety.
- Liaise directly with the appointed Company Health and Safety Advisors to ensure total compliance with current legislation and good practice.
- Understand and apply the Health and Safety Policy of The Company generally and in particular to ensure the co-ordination of and co-operation between The Company and all others concerned.
- Organise and provide the means for all necessary training.
- Ensure all accidents and incidents as determined by current legislation are reported to the enforcing authorities.
- Ensure good standards of discipline at all times.
- Set a personal example by the observing all safety procedures.
- Actively encourage employees and other persons to work safely and in compliance with current legislation and standards.

3.4 Duties of the Health & Safety Management Consultants

- To assist in developing a proactive attitude to Health, Safety and Environmental matters by advising on and encouraging, a positive Health & Safety Management culture throughout the organisation.
- To inform the Managing Director, and the Company Secretary of any relevant new legislation and standards that directly affect the company's undertakings.
- Recommend working methods for compliance with current legislation and standards and assist with dissemination of this information throughout the organisation.
- To carry out, on request, site inspections, and report their findings, in the form of a written report to the Managing Director.
- To highlight any management, employee/subcontractor training requirements and, where appropriate, provide such training with regard to Health & Safety, in the form of on site modular training ("Toolbox Talks") or off site tuition relating to legal compliance or the avoidance of specific risk.
- To feedback information, suggestions, problems, concerns etc., from the workforce to the manager and assist him to measure performance and to set objectives to effect improvement.

3.5 Duties of all Supervisory Staff

- Liaise directly with the Managing Director and Company Safety Advisors on all matters regarding Health and Safety.
- Ensure compliance with The Company's Health & Safety Policy and all relevant legal requirements.
- Report all accidents, near misses, dangerous occurrences and all unsafe acts to the Managing Director.
- Ensure that all accidents, incidents and near misses are investigated to a conclusion.
- Ensure that all staff attend the company organised training.
- Ensure correct channels of communication when working on the company's premises.
- Ensure the correct standards of supervision are afforded to all work tasks.
- Ensure good standards of discipline at all times.
- Ensure risk assessments have been compiled for all work tasks.
- Ensure all control measures to reduce the risk of harm have been implemented.
- Ensure all plant and equipment are maintained and operated in compliance with current legislation and company safe operating procedures.
- Ensure cooperation between company employees and those persons likely to be affected by The Company's activities.
- Ensure that all working areas are inspected in compliance with current legislation and company procedures.
- Ensure high standards of housekeeping at all times.
- Ensure the promotion of safe and healthy working practices.
- Ensure all defective equipment is removed out of service and documented.

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- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

3.6 Duties of all Employees.

All persons at work carry individual responsibilities and these are outlined in the Health & Safety at Work Act 1974, Sections 7 and 8 as follows:

- To take reasonable care of themselves and other persons who may be affected by their acts or omissions.
- To co-operate with the employer so far as is necessary to enable the employer to comply with his statutory duties.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare.

Failure to comply with the above may render the employee liable to disciplinary action as determined by the Terms and Conditions of their Contract of Employment.

In particular, all persons working within The Company will at all time:

- Work to recognised industry safe working procedures.
- Cooperate with the company on all matters regarding health, safety and welfare.
- Cooperate with the client / customers on all matters regarding health, safety and welfare.
- Report all defective equipment to their Supervisors.
- Maintain good housekeeping standards at all times.
- Ensure tools, plant, equipment and hire vehicles are in good order and that they comply with the Provision and Use of Work Equipment Regulations 1998. and vehicles are safe for public roads
- Use appropriate personal protective equipment as determined by the specific risk assessment.
- Report all accidents, incidents and near misses to their immediate Supervisor and cooperate fully in any future investigation.
- Set a personal example by the observing safety procedures, encourage work colleagues and other persons to do likewise.
- Operate all company vehicles in compliance with current U.K. Legislation and the Company Driving Policy.

SECTION 4.0 Health and Safety Arrangements

This section lists the arrangements that comprise the main elements of The Company's Health & Safety Management System.

The arrangements will receive consideration for all work undertaken by The Company and in particular, when formulating risk assessments, safe systems of work.

For further specialist advice, the services of the health and safety advisors are available to the company, its employees.

4.1 Training

In order to continually assess the competence level of all employees, the company has adopted a Training Needs Analysis (TNA) programme and will carryout regular employee personal assessments.

The Health and Safety Director and the company will identify the training requirements for each employee with regard to their tasks, job specification and competence levels along with any health and safety related training that is required.

As a minimum, Health and Safety Awareness training will be given to each employee and this will be further supplemented by specific training identified within the training needs analysis.

The training programme divides into four main categories:

- Induction Training for New Starters, e.g. Company and Industry Health and Safety Procedures, Client's Site Safety Awareness, Working at Heights and Use of Access Equipment, Safe use of machinery, plant, equipment, Refuelling vehicles and tools, etc.
- Skills Training e.g. Use of Machinery and Plant, Use of Mobile Plant, Working at Heights, Work Equipment, First Aid, Manual Handling, Risk Assessment, HGV licences etc.
- Site based modular training or "Toolbox Talks" covering, Safe working practices, Safe use of tools and equipment, Safe operation of plant and equipment, working at Heights, etc.
- Safety Management Training covering company policies and procedure, Risk Assessment procedures, etc.

In addition the Company will at all times ensure that:

- Training records are recorded and placed with each individual employee's personal records.
- Refresher training will be highlighted during review of personal training files at regular intervals and in conjunction with the training needs analysis.
- The identification of suitable training is the responsibility of the health and safety director.

The Managing Director is responsible for ensuring all employees receive specific health and safety training.

4.2 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 Regulation 3 (1) (a) (b) lays a duty on “every employer to carry out an assessment of the risks to health and safety of his employees and non employees while they are at work”.

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.

Control measures are defined in the form of written safe working procedures, method statements, safety plans and they are relayed (through formal information channels, instruction and training) to the persons at risk by the management team.

In order to ensure control procedures are being observed risk assessments when completed will introduce or recommend control measures. These control measures will then be developed into safe working procedures;

A continuous procedure of audit and review will be a major part of the safety management system.

The Management of Health & Safety at Work Regulations 1999 specifically refers to the employment of young persons, pregnant or recently pregnant females as requiring specific risk assessment (see section Employment of Young Persons), and suitable control measures will be implemented to reduce the effects of any hazards upon this group of employees.

Where there is a risk of serious and imminent danger;

An assessment of the risk will be undertaken for potentially serious and imminent danger, where applicable fire emergency, evacuation and other emergency situations will be assessed.

4.3 Management, Supervision and Activity Control

Ultimate responsibility for the management of health & safety within the company lies with the Managing Director. This responsibility is delegated to key members of staff primarily the Supervisors, who on a daily basis will provide direct supervision at all operational levels.

The Company will provide adequate resources and support, to enable all members to adequately control and co-ordinate all the company’s activities at an operational level.

4.4 Safe Place of Work and Housekeeping

Housekeeping is an essential feature of accident prevention and good working practices and to that end the company will ensure that all working areas within the company premises are as far as reasonably practicable kept clean and tidy at all times.

Adequate secure storage arrangements for materials will be provided and accumulations of waste will be disposed of in compliance with all current environmental legislation.

4.5 Environmental Protection & Waste Control

The policy of The Company is to ensure, so far as reasonably practicable, that any environmental impacts from the company's operations are minimised. The company will take as much care as is reasonably practicable to reduce the impact to the environment and other people who may be affected by their activities (e.g. noise and fume generated by certain activities).

Since 1st April 1996 the enforcement of Environmental Protection Legislation has been the primary responsibility of the Environmental Agency and the Scottish Environmental Protection Agency. The principal legislation governing waste disposal is contained within the Environmental Protection Act 1990 and The Hazardous Waste Regulations 2005 and The Landfill Regulations 2004.

Information on compliance with the duties of waste disposal can be found in the Department of Environment approved code of practices "Waste Management Duty of Care"

4.5.1 Waste Control:

The two main categories of waste covered by the environmental protection legislation are:

- Hazardous Waste
- Non Hazardous Waste

It is important to establish which category of waste is generated by the company's undertakings, as the legal requirements relating to the identification, transportation and disposal are different for each. The company will ensure compliance with current legislation by carrying out periodic reviews of the type of waste generated by the company's undertakings.

4.6 Communication

It is a requirement of the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999; that employers undertake such communication with the workforce so as to enable the promotion and development of health and safety in the workplace and also to monitor its effectiveness.

In addition The Health and Safety Information for Employees Regulations 1989, require employers to provide Health, Safety and Welfare information in the form of an approved poster or an approved leaflet.

Communication and consultation will be effected through such media as Induction's, Toolbox Talks, s, Safety Review Meetings Bulletins and Formal and Informal means of communication.

4.7 Welfare Arrangements

Welfare will be provided in accordance with the Workplace (Health, Safety and Welfare) Regulations

All the welfare facilities upon company managed premises will be subject to total compliance.

Where work is site going to another site, the company will ensure that the client provide welfare facilities in compliance with the above regulations.

4.8 First Aid Arrangements

The Company will ensure compliance with the Health and Safety (First Aid) at Work Regulations 1981 (**currently under review**) by appointing suitably qualified persons as approved by the Health and Safety Executive. The appointment of the number of such persons will be after the compilation of a suitable and sufficient First Aid Risk Assessment.

All site based & transient operatives will be instructed as to the location of site based First Aid Posts and the employees who are proficient in the provision First Aid. If so required the company will utilise the use of the Clients first aiders.

4.9 Monitoring, Audit and Review

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

These include monthly safety inspection reports completed by the management team.

As arranged by the Managing Director an independent monitoring and auditing programme carried out by the Health and Safety Consultants which will supplement the above arrangements.

A programme of review meetings will be implemented to assess the company's safety inspection and auditing management procedures.

The Company are committed to good Health and Safety Management and with the assistance of the Safety Consultants will review the health and safety policy annually and/or when new Legislation or Directives, Approved Codes of Practice and Guidance are introduced or when changes in company activities are implemented to comply with industry best practice.

4.9.1 Public Relations

All levels of management are responsible for dealing with and setting up procedures for recording initial enquiries, complaints etc., from clients and the general public.

All communications will be dealt with courteously and expeditiously. All complaints and follow up actions will be recorded and reviewed as necessary.

SECTION 5.0 Reporting of Accidents & Dangerous Occurrences

Certain injuries, dangerous occurrence and disease are required by law to be reported to the Health & Safety Executive (HSE) as per The Reporting of Injuries and Dangerous Occurrence Regulations 1995 (RIDDOR 1995).

It is The Company's policy to investigate all accidents and near misses. Where the risk element is high, establish the immediate and underlying causes and, where reasonably practicable, recommend measures to prevent a re-occurrence.

In all such circumstances, the Safety Consultants will be requested to attend site as soon as possible, to carry out an investigation on behalf of company.

5.1 Accident Injury Reporting Procedures

5.1.1 Introduction

All work activities are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (currently under review).

- All employees, trainees, apprentices and members of the public are included.
- Please refer to company Health and Safety Manual.

5.1.2 Scope of Regulations (See schedule in Regulations)

- Fatal Accidents
- Major injuries
- Accidents involving more than 3 day's absence from work or from normal work duties
- Occupational diseases
- Dangerous Occurrences
- Gas Incidents

5.1.3 Internal Notification Procedures

- Any accidents must be immediately reported to the employee's manager and recorded within the Company Accident Report Book.
- The Manager shall then investigate the incident.
- The report should then be passed to the company director.
- If the accident / incident so warrants the director will utilise the services of the company health and safety advisors to carry out an investigation of the accident / incident

5.1.4 External Notification Procedures

- Any accidents or dangerous occurrences that fall within the schedule of the above regulations shall be reported to the Health and Safety Executive via Form 2508 or electronically via the web page [http:// www.riddor.gov.uk](http://www.riddor.gov.uk)

5.2 Fire and Emergency Arrangements

Fire risk prevention will follow the requirements of the The Regulatory Reform (Fire Safety) Order 2005 which came into force 1st April 2006.

The Managing Director is responsible for ensuring the undertaking of Fire Risk Assessments at the company office premises; these will be recorded in accordance with the Management of Health and Safety at Work Regulations 1999 and displayed a the premises.

All employees working upon clients' sites will comply with the clients' local site Fire and Emergency rules.

The company Risk assessment will be reviewed annually and/or when any significant changes have taken place.

Arrangements will be made for:

- Communication with Emergency Services
- Fire Prevention
- Evacuation of all staff
- Evacuation of staff with special needs
- Fire fighting capability
- Drills and exercises
- Inspection
- Maintenance
- Records

SECTION 6.0 Plant, Machinery, Work Equipment and Electrical Equipment,

All machinery, plant tools and equipment must comply with the Provision and Use of Work Equipment Regulations 1998, The Electricity at Work Regulations 1989 and other statutory provisions and Approved Codes of Practice.

The Managing Director is responsible for ensuring that all mobile plant, work equipment, tools and electrical equipment is adequately maintained and a record of maintenance is logged within the company maintenance records. All inspections shall be carried out by suitably appointed competent persons.

Electrical equipment, office-based equipment and all operatives' tools are subject to planned maintenance and Portable Appliance Testing (PAT). Test periods are set out in the table below.

Records will be kept of all testing of work equipment and electrical equipment. The register is the responsibility of the designated manager, who will ensure a competent person is assigned to carry out all testing of portable equipment within the periods/intervals as set out in the table below or sooner where the equipment used is subject to heavy usage and conditions likely to damage the equipment or will be subject to wear and tear.

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery operated tools: (Less than 20 volts) Drills, circular saws	No	No	No
Extra low voltage: (Less than 50 volts AC)e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology: e.g. desk top computers, laptop computers, Visual display screens	No	Yes 2 – 4 Years	up to 5 years
Photocopiers, fax machines	No	Yes 2 – 4 Years	up to 5 years
Double insulated equipment NOT hand held but moved occasionally e.g. Fans table lamps, slide projectors	No	Yes 6 months – 1 Year	No
Double insulated equipment HAND held e.g. floor cleaners, vacuum	Yes	6 months – 1 Year	No
Earthed equipment (Class 1) e.g. Electric kettles, microwaves, ovens	Yes	Yes 6 months – 1 Year	Yes 1 – 2 Years
Cables, leads, extension leads and plugs connected to the above	Yes	Yes 6 months -1 Year	Yes 1 – 2 Year

NB: Inspection and testing of equipment should also be carried out:

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- When there is reason to suspect the equipment is faulty or damaged but cannot be confirmed visually.
 - Any equipment that can be confirmed visually that damage or a fault has occurred.
 - After any repair, modification, or similar work to the equipment and its integrity needs to be established.

The competent person must keep a record of all equipment inspected.

The supplier of any such equipment will be responsible for the integrity and conformity with current UK and European legislation. All plant and equipment must be supplied with current test certification and records of inspection etc.

Failure to supply current test certificates or records of the equipment will render the supply agreement as void.

Only trained and competent persons will be allowed to use all machinery, fixed and mobile plant, equipment and tools.

Tools plant and equipment that is not suitably maintained and of serviceable use, will not be used and must be reported to the responsible manager. The work equipment will then be removed from service and a record of this action will be kept.

6.1 Hand and Power Tools

The hazards associated with hand and power tools are:

- Failure or disintegration of tools
- Proximity to moving or cutting parts
- Flying particles
- Heat and sparks
- Electric shock
- Crushing or pinching
- Whole Body and Hand Arm Vibration Injuries

Tools that are correct for the job, in a safe condition and used correctly will improve productivity as well as safe working conditions, e.g.:

- Wooden handles on tools must be free of splinters or cracks and solidly attached to their working heads.
- Suitable anti-vibration aids must be fitted to all power tools.
- Electric power tools will be fitted with residual circuit device for 240volt or be 110volt.
- Electric leads will be maintained free of cuts, abrasions and kinks.
- Tools with exposed moving parts will be provided with guards to minimise exposure to operator.
- All power tools will be stopped and as applicable pneumatic, hydraulic, high pressure water or electrical supply disconnected to make any adjustments to the tool.

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- All fuel powered tools will be shut down for re-fuelling..
 - Extension or leverage increases will not be used on tool handles.
 - Tools with ‘mushroomed’ striking faces must be replaced. If these faces are to be redressed, the tool shall be inspected for cracks and proper temper restored before re-using.
 - Grinding wheel and cutting blades speed and size will be compatible with the speed and power capability of the driving shaft.
 - All tools will be regularly inspected, repaired and lubricated as required to maintain them in a safe condition. Records will be kept of such inspections.
 - Power activated tools will include safety features that will minimise the possibility of accidental operation.
 - Personnel and protective clothing requirements for each type of tool will be established and enforced.
 - Pneumatic / Water / Hydraulic hoses and electrical leads, leading to tools at work areas will be located or covered to protect them from external mechanical damage.

SECTION 7.0 Working Practices

Employees over the age of 18 years must be supervised when undertaking training or operational awareness. All employees under the age of 18 years must be fully supervised at all times (see specific “Young Persons Risk Assessment”).

- Employees must not operate any item of machinery, plant or equipment unless they have received suitable training and are authorised to do so.
- Employees must make full and proper use of all equipment guarding. Guards must not be removed.
- Employees must immediately report to their line manager any fault, damage, defect or malfunction in any item of machinery, plant, equipment and tools.
- Maintenance and cleaning of any operational machinery and plant must be done so in compliance with manufacturer’s operational instructions and the company safe working procedures.
- Employees must not leave any item of machinery, plant or equipment in motion whilst unattended unless authorised to do so.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or under adequate supervision.
- Employees must not make any repairs or carry out maintenance work to any plant or equipment of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc. in accordance with all written instructions.
- Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use and at the end of the working period.
- Employees must observe all pedestrian and vehicle controls in force on or off the premises.

7.1 Hazard/Warning Signs and Notices

The company will ensure compliance with the Health and Safety (Safety Signs and Signals) Regulations 1996. Employees must comply with all hazard/warning signs and notices displayed on the company premises and upon clients premises and sites. All signs will be regularly maintained and cleaned, no person shall remove a safety sign or notice unless specific authority has been granted by their line manager.

7.2 Working Conditions/Environment

The company will ensure all working conditions comply with the provisions of the Workplace (health, safety and welfare) Regulations 1992.

- Employees must make proper use of all equipment and facilities provided to control the working condition/environment.
- Employees must keep stairways, passageways, work areas and access and egress routes clear and in a clean and tidy condition.
- Employees must dispose of all waste materials within the working area, using the facilities provided.
- Employees must use the correct methods when removing any articles or waste for disposal.
- Employees must clear up spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste chemicals and other substances at the correct disposal points
- Employees must not pollute watercourses, sewers or drains with chemicals, or substances.

7.3 Personal Protective Equipment

The Company is committed to the Personal Protective Equipment Regulations 1992 as amended.

In order to demonstrate this commitment the company will compile a personal protective equipment risk assessment, and based on the out come of these risk assessments, suitable and sufficient personal protective equipment (PPE) will be issued where the control measure indicates the requirements. Suitable training will be provided for the use of the issued PPE.

All PPE will be supplied by The Company without charge as required by the Health and Safety at Work Act etc. 1974 and The Personal Protective Equipment Regulations 1992 as amended 2002.

Personal protective equipment will not be issued as a means of priority control, but may be initiated as an additional control or end result control.

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.
- Any person found to be recklessly interfering with anything provided for health and safety including abusing PPE, will be subject to the Company disciplinary procedures.

SECTION 8.0 Noise

The Company will undertake suitable and sufficient Noise Assessments as determined by The Noise at Work Regulations 1989 as amended by The Physical Agents / Control of Noise at Work Regulations (2006).

The Company will ensure that as far as reasonably practicable all steps are taken to reduce the risk of exposure to its employees and others likely to be effected by such work activities. Specific personal hearing protection shall be provided when the level of personal exposure can not be reduced as far as reasonably practicable.

SECTION 9.0 Working at Height

The following should be read in conjunction with the Working at Height Regulations 2005.

The company will as far as reasonably practicable prevent or reduce the exposure of their employees to the task of “working at heights”. In the event of the necessity for employees to work at height, all reasonable steps shall be taken by the company to provide a safe working environment.

9.1 Arrangements for Securing the Health and Safety of Workers

The Company will:

- carry out an assessment of the risks involved in any work at height and take steps to eliminate or control them
- provide all the necessary equipment to allow safe access to and egress from the place of work
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to and stored at the workplace.
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible

SECTION 10.0 Safe Use of Access Equipment

10.1 Safe Use of Ladders

As far as reasonably practicable ladders shall only be used for the means of access and egress from a designated working platform. If any work has to take place from a ladder it will only be done so after the carrying out of a specific risk assessment; as a minimum all work will be of a short duration and the individual employee shall be able to maintain a secure handhold at all times whilst carrying out the work.

Reference: Working at Height Regulations 2005.

HSE Guidance on the Safe Use of Ladders and Stepladders, November 2005.

BS1129:1990 Use of Portable Timber Ladders and Access Equipment.

BS2037:1994 Use of Aluminium Ladders.

BSEN131-1 Ladders Part 1

Electricity at Work Regulations 1989

SECTION 11.0 Manual Handling and Lifting

The company recognizes that work related muscular-skeletal injuries from manual handling can affect all staff. It will take all reasonable steps to reduce, and will have the aim of eliminating, these injuries and will make diligent attempts to avoid putting staff at risk.

Work activities which involve hazardous manual handling will have been identified by the identification and risk assessment under the Management of Health and Safety at Work Regulations 1999. These activities include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force. The Manual Handling Operations Regulations 1992 apply to these activities.

Manual handling operations which present a risk of injury are identified:

Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation:

Those operations which cannot be avoided are assessed using an ergonomic approach which considers the task, the load, the environment and individual capability to determine the level of risk. The assessment should be recorded to show that it has taken place and to allow for easy review if circumstances change:

Measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work:

All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences:

Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed:

DUTIES OF EMPLOYEES

- The co-operation of employees is essential in reducing and eliminating the risks from manual handling. Staff should therefore ensure that they comply with the following requirements:
- They should follow the safe system of work designed and introduced by the management and should not deviate from this without good reason:
- They should use any mechanical aids which have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the manager/supervisor:
- They should assist and cooperate with the process of the assessment of risk:

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- They should assist the supervisor with the implementation of staff training, should attend training sessions as required and should apply the knowledge gained from training to their daily work:
 - They should report all accidents and occurrences which either caused, or could have caused, injury:
 - They should inform the supervisor if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition:
 - They should not undertake any manual handling operation which they believe is beyond their capability:
 - They should report any unsafe systems of work to the supervisor

SECTION 12.0 COSHH and Safe Working Practices

All use of chemical products should be made the subject of good standards of Industrial Hygiene and Safe Working Practice.

The Control of Substances Hazardous to Health Regulations 2002 and EH40 2005 requires that as far as reasonably practicable the elimination of hazardous substances and/or the substitution with less hazardous substances.

Hierarchy of Control Measures:

- Elimination of exposure
- Substitution of substance to one less harmful
- Adequately control the exposure to any substance
- Monitoring the exposure of employees
- Health surveillance where assessed as a requirement
- Training and information to all persons exposed to hazardous substances
- PPE must only be used as the last resort

No person will be permitted to use any substance unless an assessment has been made of that material and all control measures have been implemented using the hierarchy of controls as listed above.

Employees will be issued with specific and generic assessments with regard to the substances used by The Company, detailed advice or assistance on what is desirable or obligatory in this respect may be obtained from The Health and Safety Executive (HSE).

SECTION 13.0

Working on client's premises.

Working on other premises represent the main circumstances where strict controls are necessary to ensure the health and safety of all those affected, which includes clients, client's employees and members of the public. Additional controls will be required for work carried out in domestic premises, working on or adjacent to public highways and pedestrian routes. Particular attention must be paid to the old, infirm, disabled and children.

SECTION 14.0 Vehicles

Policy for staff driving Company Vehicles

This Code of Practice sets out the requirements for staff who wish to drive a company-owned vehicle. However, staff that use other vehicles, e.g. hired or their own car are advised to follow this policy.

The company takes seriously its 'duty of care' and as such considers the safety of the occupants of its vehicles and all people on site to be of paramount importance. Drivers need to be particularly aware of the safety of the many pedestrians whilst driving around the sites and respect the maximum speed limit.

All staff that are required to drive a company vehicle must have passed their U.K. driving test or European equivalent. Copies of the driving licence are held on file by the company, who needs to check their validity before vehicle keys are issued.

Drivers must understand and agree to abide by the following:

- (a) Declare any convictions obtained after obtaining their driving license by informing promptly their line manager and supplying a copy of their endorsed driving licence.
- (b) To appreciate their 'Duty of Care' towards all other users of the company premises and drive with care, consideration and at a speed appropriate to the conditions around the premises.
- (c) It is the driver's responsibility to ensure that a pre-journey safety check is carried out on the vehicle; the following list is for guidance:
 - Tyres appear road worthy, free of unusual signs of wear or low/high pressure
 - Vehicle body is in safe condition and no apparent fuel, oil or other fluid leaks
 - No load is overhanging the extremity of the vehicle
 - All warning /hazard lights are in working order
 - Driving mirrors are clean and suitably adjusted for the driver
 - Windscreens are in good condition (not obscured by snow/dirt and not chipped, cracked etc.)
 - Wash bottles have a sufficient supply of liquid

-
- (d) When a vehicle is out for more than a day, particularly for extended periods, it is the driver's responsibility to ensure that extra daily checks are made, namely checking the oil and cooling system fluid levels, the tyre pressures and the lights.
 - (e) Alcohol must not be consumed, either whilst on driving duty or for 12 hours previous to taking charge of a company vehicle.
 - (f) Drivers are not permitted to drive under the influence of drugs. If any driver is taking medication, which could affect his/her driving, they should obtain clearance from their line manager and where necessary written advice from their own or the company appointed doctor with regard to the medication they are taking.
 - (g) Drivers are expected to comply with EU restrictions on hours of driving.
 - (h) No smoking is to be allowed in any vehicle at any time.

Seatbelts

Seat belts are fitted to all company vehicles. Drivers are expected to wear them at all times and it is their responsibility to do so, otherwise the insurance against injury in the event of an accident is invalid.

Mobile Phones

The Company will not force an employee to use a mobile telephone when driving as part of their duties. The Company will however inform employees that, under the Road Vehicles it is an offence whilst driving to use a hand held device to:

- Speak or Listen to a phone call.
- Use a device interactively to access any sort of data- including internet, text or other images.
- To hold a hands free phone or other mobile device at any point whilst driving.
- The use of a hand held device even when stationary (e.g. Traffic Jam, Traffic Lights etc) will remain an offence.

Therefore The Company will promote safe driving for employees by requesting that the use of mobile phones when driving is not undertaken.

In the Event of an Accident

If a driver is involved in a road traffic accident, which causes injury to another person or animal not in the vehicle, or damage to another vehicle or roadside property; the driver needs to take the following actions:

If safe to do so;

- Stop and exchange details (driver and vehicle owner's name and vehicle registration number) with the third party involved. This is a legal requirement.
- Inform the police of the accident if somebody is injured or if the third party does not exchange details.
- Obtain the name and address of the owner/driver of other vehicle(s) involved along with registration number(s) and name(s) of their insurers.

- Obtain the names and addresses of independent witnesses, if any.
- Make a note with a sketch of the accident location, position of vehicles involved, road signs, measurements etc.

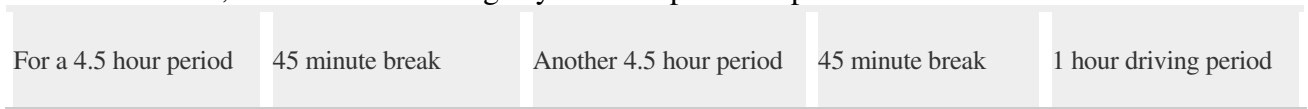
Policy for the hours of driving company vehicles

There are EU rules on the number of hours that a person can work and drive. Where a driver also spends time undertaking other work activity besides driving the total hours worked **must** be considered as a factor when planning the **total driving time** within any 24 hour period. *No working day should exceed thirteen (13) hours.*

The Daily Driving Limit

No driver should drive for more than a total of 9 hours (which can be increased to 10 hours twice a week) in any 24 hours.

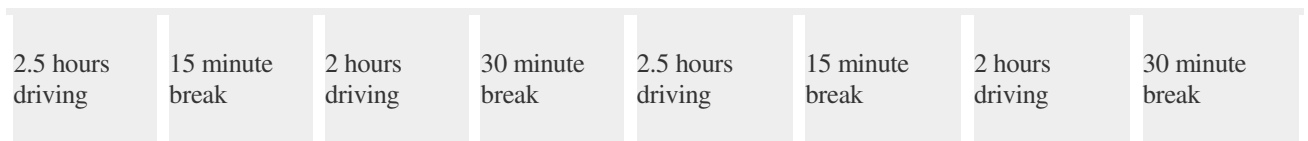
The EU rules require a rest period of 45 minutes or 2 or 3 rest stops, of not less than 15 minutes each that total 45 minutes, must be taken during any 4.5 hour period as per the chart below:-



The company policy requires in the addition that no driver must drive continuously for more than 2.5 hours without a break of at least 15 minutes.



Hence the driving regime for a single driver should be:-



Total 9 hours driving, 1.5 hours cumulative break period.

How should breaks from driving be taken?

During any break a driver must not drive or undertake any other work. If the vehicle has two drivers sharing the driving, then one is permitted to take a break whilst the other drives. Rest periods of less than 15 minutes do not count towards the statutory accumulated break requirement of 45 minutes.

Daily Rest Period

In each 24 hour period, a driver must have a minimum daily rest period of 11 consecutive hours. This may be reduced to 9 hours not more than 3 times a week, as long as the reduction is compensated by an equivalent total period of rest before the end of the following week.

The Company owns vehicles for the transportation of employees, work equipment and materials to the work place.

The company will ensure all vehicles provided are maintained to comply with the Road Traffic Act and current legislation.

All employees of such vehicles will at all times when on the public highway abide by the Road Traffic Act 1991 and subsequent Legislation.

When operating a vehicle on a client's site, the vehicle will be operated as to those specific sites.

SECTION 15.0 Lone Working

The Company understands that risks can be presented to employees that may have to work alone as part of their job requirements. This may occur at The Company premises or delivery drivers on the road

The risks from lone working are identified in the company Lone Working Risk Assessment together with the relevant control measures employed by The Company.

Where high risk activities are required to be undertaken, it may be determined that lone working is unacceptable.

Reference:
Health and Safety Executive Guidance Working Alone

SECTION 16.0 Violence at Work

The Health and Safety Executive defines Work Related Violence experienced by an employee as:

“Any incident, in which an employee is abused, threatened or assaulted by another person in circumstances arising out the course of his or her employment”.

Any employee guilty of committing and act of physical or verbal violence against a colleague, contractor or member of the public whilst at work or on company business will be subject to Disciplinary action as pre determined by their Terms and Conditions of their Contract of Employment.

All violent encounters should be reported to the managing director immediately.

Reference:
Health and Safety Executive Guidance, Violence at Work

SECTION 17.0 Working Time

The Company adheres to the requirements of the Working Time Regulations 1999, by ensuring that there is a limit placed on an individuals working time of forty eight hours (Unless otherwise agreed by the Individual) and also a limit placed on any night working to average out at eight hours.

SECTION 18.0 Stress

Definition of Stress:

The Health and Safety Executive define stress as the:

“Adverse reaction people have to excessive pressure or other types of demands placed upon them”.

In order to realize this commitment, the company has identified the following aims for the effective management of stress in the workplace:

- to increase general awareness of stress and the methods available to combat its damaging effects;
- to take action to identify and, so far as is reasonable, eliminate or reduce workplace stressors, whether associated with a person's work, or relationships with others (management, colleagues, subordinates, students or others), accepting that the effect will be different as to the people involved and over time;
- to assist staff in managing the effects of stress in others, particularly people whose work they supervise, and in themselves, whether the cause is internal or external to their working environment: this will include the publication of guidelines and provision of training;
- to manage effectively problems that do occur, including the return to work of staff who have had problems with the effect of stress;
- to maintain and develop appropriate services and facilities to support the health and welfare of staff.

The Company is committed to protecting the health, safety and welfare of their employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

SECTION 19.0 Equal Opportunities

The Company operates an equal opportunities policy, meaning that all employees are selected and treated on the basis of individual merit and will not be discriminated against in any way on the grounds of:

- Sex
- Age
- Marital or Parental status
- Physical Ability
- Colour
- Race
- Ethnic origin or nationality
- Any other reason than the ability to do their work

This Equal Opportunities Policy complies with legislation such as The Race Relations Act 1976, The Sex Discrimination Act 1975 and The Disability Discrimination Act 2004. Employment Equality (Age) Regulations 2006

SECTION 20.0 Children and Vandalism

When working on customer sites or within domestic premises, all steps should be taken to prevent children gaining access to the work areas at all times.

Appropriate measures are to be taken to prevent the use of the work areas as a play area and to ensure security of the work areas as to prevent vandalism.

Within domestic premises, the work areas such are left safe and secure as not to prevent a hazard.

On every site, whether enclosed, or open to the public (e.g. large housing sites, road works, etc.), it is becoming increasingly necessary to take precautions to prevent vandalism, damage and injury to the public.

Particular attention should be given to the unloading of mobile plant, and garage forecourt. immobilisation of company vehicles equipment, security of Domestic Gas and Electricity Supply, security of Liquefied Petroleum Gas Supplies, security of gas burning/welding equipment, other hazardous substances and prevention of access to access equipment and the interior of buildings.

SECTION 21.0 Office Safety Rules

All office staff has a duty to assist in minimising the risk of accidents, ill health and fire.

The following rules shall be observed:

- Tripping hazards will be minimised by properly storing materials, limiting trailing electrical cables, closing filing cabinet drawers, keeping staircases and fire exits clear.
- Avoidance of manual handling: Where it has been assessed that there is a risk of injury from manual handling, the first consideration should be whether the load needs to be handled at all, or whether the requirement for handling can be minimised by using safe methods of manual handling, i.e. the use of mechanical aids. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations.
- Chemical hazards will be minimised by the correct labelling and storage of cleaning and other harmful materials or substances.
- Fire hazards will be minimised by keeping fire extinguishers in place, paper and other flammable materials tidy, and other control measures identified in the Fire Risk Assessment complied with.
- Electrical hazards will be minimised by ensuring that all cables and connections are sound, equipment earthen and correctly fused, sockets are not overloaded and that water is kept away from all electrical installations. Electrical equipment shall be subject to regular checking, annually, and taken out of service if a fault is identified or suspected. The inspection and servicing to be carried out by competent electrician and no unauthorised person will install, repair or tamper with electrical equipment. All such inspections shall be recorded.
- Risk Assessments are to be completed as appropriate.

SECTION 22.0 Display Screen Equipment

The Company will ensure compliance with the Display Screen Equipment Regulations 1992/2002 by the carrying out of regular DSE Workstation assessments.

Concerns of past and present users of DSEs' that prolonged exposure to display screen equipment can result in cancer, migraine and damage to the unborn foetus are unfounded. A lot of the problems associated to constant users of DSE equipment can be attributed to poorly designed work stations and poor working environments.

It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to DSE users or operators (an operator is a self-employed DSE user), we will try to apply the principles to all DSE workstations regardless of the category of user.

Responsibility for implementing this policy lies with the director.
The following listed although not exhaustive are contributors to such concerns:

Postural hazards result from poor ergonomics and working environment. The following may produce fatigue-related conditions:

- sitting in an immobile position for long periods
- high rates of repetitive finger movements, with the wrists bent
- poor circulation to the legs
- pressure from the seat/chair upon the thighs
-

Visual fatigue can produce eye strain, headaches or other related symptoms from the following:

- poor screen display, such as low contrast or flickering
- high levels of ambient light compared to the screen display
- reflections or glare

Definitions:

Users or Operators - Employees and self employed who habitually use DSE for the purposes of an employer's undertaking as a significant part of their normal work.

- All DSE workstations will be assessed, using the assessment checklist provided. Those used by employees classified as DSE users will receive priority for corrective measures, if any are needed.
- Desks will be chosen with a worktop height between 580 and 790mm, unless the operator has special needs. When existing desks are replaced, the new desks will conform to these parameters.
- Employees will be considered to be operators when:
 - they use DSE regularly and continuously for more than an hour at a time,
 - they depend on display screen equipment to do the job, i.e. there is no alternative way of doing the job,
 - they need additional training and/or particular skills in the use of display screen equipment to do the job,
 - fast transfer of information between operator and screen is important,

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- The work being done requires a high level of attention and concentration and the consequences of error may be serious for the business.

SECTION 23.0 Drugs & Alcohol Policy

23.1 Alcohol

Alcohol misuse has become an ever-increasing problem in society affecting all types of businesses and occupations. Alcohol misuse can have disastrous consequences for the individual, their families and in certain circumstances members of the general public. In addition, The Company has specific statutory responsibilities towards their employees, the public and employees of other organisations working on The Company's premises, property or on clients' premises or property.

The policy will apply to all employees, external contractors and agency staff, whose misuse of alcohol or drugs, in the opinion of The Company, interferes with their work, their performance or ability to do their work and relationships with work colleagues.

The policy does not cover social drinking outside of working time, although the effects of heavy drinking are known to have an effect on the following day's ability to operate a motor vehicle and any other machinery or plant.

23.2 Drugs

Any employee found to be taking or in possession of the following listed drugs will be in breach of this policy and will be subject to The Company's disciplinary procedures.

Classes of drugs defined in the Misuses of Drugs Act 1971 include the following.

- Class A drugs include cocaine, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drugs.
- Class B drugs include oral preparations of amphetamines, barbiturates, cannabis, cannabis resin, codeine and methaqualone (mandrex).
- Class C drugs include most benzodiazepines (sleeping pills, tranquillisers, e.g. Valium) and the harmful amphetamines.

This policy does not apply to the taking of drugs prescribed by a medical practitioner or purchased over the counter. However if the taking of such drugs has an effect on the employee to carryout his normal duties safely, he/she must inform his Managing Director immediately.

Rules:

- Alcohol must not be consumed during working hours (including breaks) either on or off The Company or clients premises.
- Illegal drugs from the above list must not be consumed / taken during working hours (including breaks), either on or off The Company or clients premises.
- Any breach of the above rules will be treated as Gross Misconduct under the Companies Disciplinary Procedures and may result in the dismissal of the employee.

SECTION 24.0 Smoking Policy

24.1.1 Introduction

This is an agreement between the Company and its employees regarding smoking in the workplace. The policy includes every workplace.

The company will adhere to all the provisions of the impending Banning of Smoking in the Workplace and Enclosed Public Places Legislation 2007

Smoking is not allowed in any area where a special safety or health hazard might exist and in these areas the prohibition on smoking will if it is not already the case be clearly indicated by no smoking signs.

There should be no smoking in any working area.

24.1.2 Disciplinary Action

Disciplinary action may be taken against any employee who does not adhere to the agreed policy.

SECTION 25.0 Advice

Advice	
Local H.S.E. Inspectors Office	HSE Unit 7&8 Eddison Court, Ellice Way, Wrexham, LL13 7YT
Telephone number	01978 316000
Fax Number	01978 355669
HSE Information Line	0870 952 8222
HSE Website	http://www.hse.gov.uk/hsehome.htm
RIDDOR Hotline	0845 300 9923
RIDDOR Reporting Website	http://www.riddor.go.uk
RIDDOR Fax	0845 300 924
RIDDOR Email	riddor@natbrit.com