



**ACORN** | SCAFFOLDING  
LIMITED

# HEALTH AND SAFETY GENERAL POLICY

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## Foreword

The main purpose of health and safety legislation is to prevent unsafe acts or situations arising in any workplace, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for all occupations and workplaces, it has been formulated to assist and protect employees, the employer and others.

Risk occurs, it is an inevitable factor, but it must be managed sensibly incorporating workable procedures in order to create and maintain a safe working environment for employees and others.

## Introduction

Health and Safety is taken seriously at Acorn Scaffolding Limited. We understand our duties as an employer and it is our intention is to fully embrace all aspects of health and safety legislation applicable to our business.

We intend to manage and conduct our activities safely so as to avoid harm to employees or others that are affected either directly or indirectly by our activities.

This safety management system and documentation has been prepared following recognised guidelines.

## Safety Management System

Acorn Scaffolding Limited management system consists of the following:

### Health and Safety Policy

Our health and safety policy is provided to communicate our intentions and establish clear directions for employees to follow. We expect all our employees to understand and comply with our policy and arrangements.

### Responsibilities

We have ongoing commitments which must be satisfied in order for us to achieve our goals and maintain standards. To help us meet these commitments employees will be empowered to assist with tasks. Information is provided to managers, supervisors and employees describing responsibilities and duties of people with key roles within our business. We will provide training where needed.

### Arrangements and Procedures

To ensure the workplace is safe and that risk is managed effectively we have in place safety arrangements and procedures. These are referred to within the health and safety policy.

### Internal Audits

It is important that we fulfill our duties with respect to legislation our business attracts. Continuous improvement is vital to help us maintain standards and achieve compliance; we have devised a set of internal audit forms to help with this task.

The policy will be reviewed at least annually. The review date will be recorded on the General Statement of Intent. Amendments to the content of the policy will be recorded to help us manage documentation.

## Safety Handbooks

An employee health and safety handbook will be issued to every employee. The handbook provides essential safety information. It must be read in conjunction with the health and safety policy.

## Management of Documentation

The Directors are responsible for the upkeep and control of the health and safety policy. They will ensure that all amendments are incorporated and that any alterations are recorded in this section.

### Issue Details

Issue Number	Reason For Issue / Re-Issue	Name	Date
1	Initial	Juliet Austin	5 <sup>th</sup> January 2015
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3			

### Amendment Details

Amendment Date	Reason For Amendment	Name	Date
1			
2			
3			
4			
5			
6			

## Chapter 1 – Policy

### General Statement of Intent

It is the intention of the Directors at Acorn Scaffolding Limited to ensure so far as is reasonably practicable the health, safety and welfare of our employees and others that may be affected by our work activities.

We acknowledge our duties with respect to health and safety and intend to comply with all statutory legislation that is applicable to our business. As an employee we expect your cooperation to help us achieve our intentions.

We will ensure suitable work equipment is provided that enables us to carry out tasks safely, we will ensure any work equipment is fit for purpose and is maintained to a safe and satisfactory standard.

All hazards will be identified and risk managed, we will provide information, instruction, and training to ensure activities are conducted safely. We will provide the necessary funding, insurance and resources to ensure the protection of employees, customers and others.

The Directors have ultimate responsibility for health and safety at Acorn Scaffolding Limited. Employees may be nominated to assist with the organising and daily management of policies and procedures ensuring their effectiveness.

This policy and any other internal safety documentation will be reviewed at least annually; the business partners will instigate and oversee any review.

### Policy Holders

**Signed:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Chapter 2 - Responsibilities

### Duties and Responsibilities

The main purpose of this section is to ensure that employees are aware of their legal responsibilities whilst at work, to confirm the health and safety management structure of our business and the appointments forming this structure and the duties and responsibilities allocated to respective employees.

### General Responsibilities of All Employees

Acorn Scaffolding Limited takes seriously the health, safety and welfare of its employees and anyone else that may be affected by our work activities. We expect full cooperation from our employees to help us maintain a safe working environment. It is our aim to create a positive safety culture within our business and sustain high standards.

Employees empowered to organise, manage and supervise work activities must ensure that our safety policies and procedures are followed at all times. Activities must be completed without risk of harm or loss; risks will be assessed and measures introduced to ensure work is conducted safely.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is achieved. Training needs will be assessed for all employees and you will receive the necessary training to enable you to work safely.

You must refrain from using equipment likely to cause harm for which you have had no training. If you notice any unsafe equipment, acts or situations you must take action and report this.

We have in place a system for periodic monitoring; the purpose of monitoring is to provide continuous assessment of our performance with respect to health and safety. Employees will be nominated with specific monitoring responsibilities. From time to time you may be requested to provide assistance.

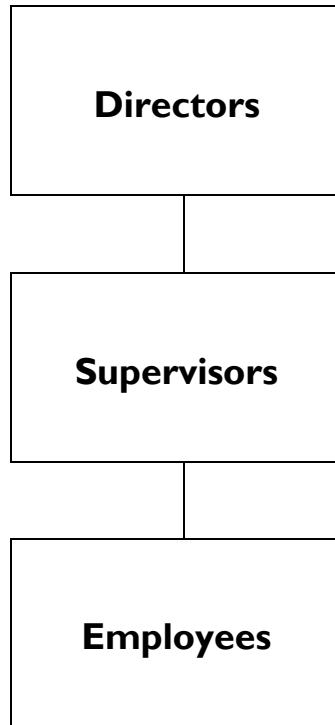
The Health and Safety at Work Act 1974 places duties on workers, Sections 7 and 8 refer specifically to the duties of employees, these are to:

- take reasonable care of your own health and safety and that of anyone else effected by what you do;
- cooperate with us, your employer, enabling us to comply with our statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.

You must understand that failure to act and comply with legal duties may result with disciplinary action being taken against you, possibly by an enforcing authority.

## Health and Safety Management Structure

This diagram represents our management structure and organising strategy for health and safety responsibilities within our business.



The Directors have ultimate responsibility for health & safety. Day to day duties for management of health and safety will remain with the Supervisors unless they are absent, duties with then be assigned to supervisors or more senior staff.

At any time when an employee who is assigned with responsibilities is absent from work these will be reassigned to other employees with sufficient competence.

Please take note of who your directors and supervisors are and speak to them raising any health and safety related concerns.

### Directors

Responsibilities include the following: -

- Understanding the Health and Safety at Work Act and any other acts, legislation or approved codes of practice that apply to our business ensuring these are observed
- Introducing policies and procedures to achieve our intentions for the prevention of harm or loss to employees and others



- That the health and safety policy and any other procedures are reviewed and amended as necessary, any changes must be communicated to those effected
- Ensuring responsibilities within our business are clearly understood, acknowledged and followed by all employees
- Providing sufficient funds and resources for health, safety, fire, food and welfare arrangements
- Ensuring that suitable insurance cover is provided for all statutory and general requirements within the business
- Ensuring that hazards are identified and the risk of harm is eliminated or effectively managed prior to work taking place
- Ensuring that assessments of risk are completed by competent persons, information is documented and effectively communicated
- Ensuring that assessments of risk are completed by competent persons, information is documented and effectively communicated
- Ensuring that assessments of risk are reviewed regularly
- That work is planned and safe procedures introduced and managed to ensure employees work safely
- Ensuring our safety policies and procedures are effectively communicated to employees, sub-contractors and others who may be affected by our activities
- That training needs are assessed and documented, where shortfalls exist exposing employees to unnecessary risk training must be organised
- That work is planned and safe procedures introduced and managed to ensure employees work safely
- Ensuring our safety policies and procedures are effectively communicated to employees, sub-contractors and others who may be affected by our activities
- That suitable personal protective equipment is provided, used and renewed as and when necessary
- That no plant, machinery or other work equipment is used until employees have undergone suitable training and the user is deemed competent





- That machinery and equipment to be used is:
  - suitable for its intended purpose
  - complies with current safety standards
  - is serviced and maintained by competent persons
  - has undergone and satisfied any inspection or examination, statutory or otherwise
  - is checked before use
- Ensuring that safety inspections, monitoring activities, assessments and checks are completed by employees as nominated, findings are recorded and appropriate follow-up action is arranged
- That provision has been made for first aid and that arrangements are adequate and suitable for any accident likely to occur
- That adequate provision has been made for fire safety, a risk assessment completed and recommendations acted upon, the assessment being reviewed at least annually
- Ensuring all employees have received appropriate information, instruction and training and are familiar with our fire and first aid arrangements
- Details of accidents are recorded and the information controlled, all RIDDOR reportable incidents are dealt with without delay
- That all accidents and incidents are allocated the appropriate degree of investigation, the results recorded and evaluated with a view to prevent re-occurrence
- That disciplinary action is taken against an employee who willingly neglects any policy or procedures introduced in the interest of safety
- Ensuring visitors to our premises are provided with appropriate and adequate safety information
- Maintaining good housekeeping standards
- Setting a personal example for employees to follow

## Supervisors

Responsibilities include the following: -

- Have a sound working knowledge of general safety legislation and approved codes of practice that apply to our business, and ensuring these are observed



- to assist with the management, supervision and coordination of health and safety
- Ensuring that employees each receive a copy of the Employee Safety Handbook and that they read understand and comply with our rules, policies and procedures
- That all hazards are identified, where potential for injuries or fatalities occur at our premises or at any other place our employees are required to work
- That risks assessments are recorded, the risk evaluated, and suitable control measures introduced to reduce the likelihood of an accident or incident
- Ensuring that risk assessments are completed for any proposed or new activities to be undertaken
- To ensure that risk assessments and control measures are effectively communicated to employees or others at risk
- Assisting with any review of risk assessments, to be arranged at least annually or sooner if any recorded findings are affected by changes within our business
- Assist with the management, supervision and monitoring of safe practices and safe systems of work, ensuring information is conveyed to employees and complied with at all times
- Assist with the management and assessment of training requirements ensuring employees maintain a reasonable level of competence at work, arranging training courses where necessary
- Ensure PPE is available, is worn correctly and stored to prevent unnecessary damage or deterioration
- Ensuring protective clothing is issued and correctly worn
- Ensuring all machinery, tools and other workplace equipment:
  - complies with safety standards and is suitable for its intended purpose
  - is regularly inspected and maintained
  - remains in a safe condition and that all safety devices function correctly
  - is only used by trained and competent employees
  - is checked by employees before use
- That all work equipment faults and problems are dealt with urgently, removing any unsafe equipment from use
- Assisting with any monitoring activities as assigned by the business partners, ensuring that findings are recorded and follow-up action arranged



- Ensuring all employees are familiar with our fire safety and first aid arrangements
- That the location of the accident book is made known to employees and that details of appropriate events recorded
- Ensuring that safety information, signs, notices, policies and procedures are available or displayed and understood and complied with by employees
- Encouraging employees to suggest ideas and actively participate with improvement of safety arrangements
- Reprimanding any employee for irresponsible or dangerous behavior
- Ensuring the safety of visitors to our premises
- Striving to achieve and maintain high standards of housekeeping
- Setting a good example to others

## Employees

Responsibilities include the following: -

- Have a good understanding of health and safety law and your duties as an employee
- Understand and comply with our rules, policies and procedures introduced for your health and safety, and to comply with legislative requirements
- Cooperate with the business partners, supervisors and other employees to create and maintain a safe working environment,
- Ensure you read the Employee Safety Handbook understand and comply with the contents
- Assist us with the preparation of risk assessments
- Taking an active interest in risk assessment and reporting any dangerous situations activities or equipment where significant risk exists
- Complying and cooperating with the findings of any risk assessments and control measures introduced to help manage and control risk
- Understanding and following our safe procedures and safe systems of work,
- To bring to the attention of the business partners or supervisors any training needs you believe are required to improve general safety or food safety
- Taking care of PPE or protective clothing issued to you, and using protective equipment as and when informed to do so or at other times when you consider it is necessary
- Ensuring protective clothing is kept in a clean condition for the protection of foods being produced, you must ensure clothing is changed or cleaned regularly



- Only operating equipment or participating in activities where risk is apparent after appropriate information and training have been provided
- You must not intentionally interfere with or misuse any safety devices or arrangements introduced in the interest of health and safety
- You must refrain from actions which are likely to cause harm to yourself or others
- You must keep work equipment, machinery and tools in good condition
- Act responsibly and employ safe driving techniques when driving our vehicles and operating our plant equipment
- To assist with workplace monitoring and assessment activities
- You must report any accident, unsafe act or condition
- Ensuring you understand our first aid arrangements and know where to seek assistance
- Inform us of any complaint, injury, illness or disease that you believe has been caused at work
- Inform us of any personal circumstances, illnesses that may affect your safety or the safety and health of others whilst at work
- Cooperating with us if an accident or incident is being investigated
- To report any unsafe condition, acts or procedures
- Contribute to workplace safety by suggesting ideas for improvement
- Taking care of new employees
- Assisting us to manage the safety of visitors to our site
- Helping us achieve and maintain good housekeeping standards
- Setting a good example for others to follow

## Summary of Responsibilities

The Directors have the overall and final responsibility for safety, health and welfare at Acorn Scaffolding Limited. However, contribution is needed by all employees to achieve a safe working environment.

The following responsibilities have been assigned to employees to manage, supervise and assist with on a daily basis: -

<b>Responsibility</b>	<b>Job Title / Role</b>
Health and Safety Policy	- The Directors
Risk Assessments	- The Directors and Supervisors
General Safety Policies, Procedures and Rules	- The Directors
Safe Systems of Work	- The Directors and Supervisors
Equipment Provision, Examination, Inspection, Servicing and Maintenance	- The Directors and Supervisors
First Aid	- As Nominated
Accident Reporting	- All Employees
Accident Book and Records	- The Directors
Accident / Incident Investigation	- The Directors

## Communication and Consultation

Health and safety arrangements, rules and procedures have been introduced to prevent accidents occurring thus protecting employees and others from harm. However, effective communication is vital to ensure these measures achieve their desired intentions.

We aim to consult with you and involve employees in the decision-making process and development of our safety arrangements.

## Health and Safety Policy

The Health and Safety Policy is accessible to all employees, it is an integral component of our safety management systems. All employees should be familiar with the contents.

## Employee Safety Handbook

The Employee Safety Handbook provides details of general safety information and includes references to where further information can be obtained. It also provides details of our rules, procedures and arrangements. You must be familiar with the handbook content.

## Policies and Procedures

We have devised and documented our policies and procedures to ensure safe working practices are observed. Information both general and job specific has been established.

## Training

We will arrange the necessary training to ensure work is carried out without risk of harm. Managers, supervisors and employees are responsible for identifying any shortfalls with competence and consequent training needs. We will appoint a credible and competent training provider for delivery of training.

## Meetings

Periodic meetings will be held to discuss and manage safety. The meetings shall be attended by managers, supervisors and employees, especially those nominated with specific health, safety and fire duties.

Each meeting agenda should include the following:

- report on progress with points raised at previous meetings
- communication of details for any new processes or activities likely to cause hazards
- training needs report and courses update
- reporting of faults or problems affecting safety or health
- any current concerns regarding safety and fire safety

- accident and incident update
- coordination and allocation of responsibilities to manage and improve matters of safety
- any other business

The details of each and every meeting must be recorded in the form of minutes, this will help us create a record of actions, progress and demonstrate we are committed to continuous improvement.

The frequency of meetings will be appropriate to the level of risk and any ongoing safety concerns. Remember safety is an inherent factor of our working day and must be considered at all times.

## Chapter 3 - Arrangements

Arrangements are what we have introduced to deal with the fundamental health, safety, fire and welfare needs of our business with the scope of work. We have reviewed our work and considered what arrangements are necessary. Our arrangements have been introduced for the good and benefit of employees and others, and to comply with legislative requirements.

Details of our arrangements can be found in this chapter. We ask that you speak to a Director if there is anything you do not understand or believe could be improved.

### Assessing Risk

The current edition of the Management of Health and Safety at Work Regulations stipulates the requirements for assessing risk; we aim to comply with these regulations and create and maintain a safe working environment.

The Fire Act requires that we assess fire risk at our premises or any workplace where our employees are required to work; we aim to comply with this legislation in the interests of fire safety.

The Control of Substances Hazardous to Health (COSHH) requires that we recognise and assess the risk arising from exposure to hazardous substances and act to prevent harm being caused.

We acknowledge and understand our duty to assess any situation or activity caused by us where potential for harm exists. Where significant risk is realised we will introduce appropriate control measures to either eliminate risk or reduce it to an acceptable level.

It is our intention to have robust policies and procedures in place to effectively manage risk these are explained in Chapter 4.

### Training

Training is essential to help achieve competence, we aim to identify all training needs within our business and manage this accordingly. It is vital that employees involved with hazardous activities receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

At the time of induction and at periodic intervals thereafter managers and supervisors must consider the training needs of other employees and request or organise appropriate training. We will provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new starters will be subject to our induction process prior to starting work and will receive instructions regarding safety. The induction process is intended to help new employees understand the basic but essential safety arrangements within our business.

Following completion of induction training a training needs evaluation will be conducted appropriate to the job and activities each employee is likely to participate in whilst at work. Training, instruction and supervision will then be organised to help safely integrate the



employee into our workplace and activities.

To help us manage training, managers and supervisors will maintain records of training competencies. The records will be periodically reviewed to ensure competencies are achieved and maintained; this may involve refresher training for some disciplines.

## Welfare and Working Environment

We aim to provide a safe working environment and meet the welfare needs of all employees whether at, or whilst working away from our own premises. To help us maintain the high standards we strive to achieve we expect employees to cooperate with us and follow our rules policies and procedures.

## Smoking

It is our company policy that smoking is prohibited in any part of our building and outside areas. Any employee authorised to use our vehicles must understand the equipment is classed as the workplace and the same rules apply.

Smokers must use our designated smoking area.

## First Aid

The current edition of the First Aid Regulations stipulates that we must carry out an assessment of our first aid needs, this we have done to establish adequate and appropriate levels of cover for our workplace and activities.

Information will be provided at the time of induction regarding our first aid arrangements. Directors and supervisors must ensure all employees or others at our premises understand our procedures.

In order to provide a suitable level of first aid we will: -

- nominate an employee to manage our first aid arrangements
- nominate and train appointed persons
- provide adequate and appropriate first aid equipment

Where training has been organised for employees we understand the need for maintaining competencies and therefore refresher training will be arranged at intervals recommended by current regulations and guidance.

## Accident Reporting

We acknowledge our duty as stipulated by the current edition of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. Managers and supervisors are to ensure all employees understand the basic requirements for accident and incident reporting and know how to report any such occurrence.

## Accident Recording

Any employee injured whilst at work should report and record the event. An accident book is kept by the Directors. Information referring to what must be reported can be found at the start of the accident book. If you are in any doubt you must seek advice.

The Directors are responsible for complying with RIDDOR and reporting any relevant incidents to the Incident Contact Centre within 10 days of the incident occurring. The list of reportable injuries, dangerous occurrences and diseases is lengthy and if any doubt exists regarding these procedures you must ask your supervisor.

All reports will be treated with strict confidence and their security managed accordingly. If disclosure to authorised parties is necessary, then we will monitor and control.

## Accident Investigation

It is our intention to prevent all accidents occurring however we must have systems in place to deal with any such events. The Directors will ensure all accidents are investigated.

It is imperative the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that should be considered. Please note this list is by no means exhaustive.

- witness statements
- photographs
- sketches
- CCTV data,
- damaged equipment,
- maintenance records,
- previous accident reports,

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence must be used and information evaluated in order to prevent reoccurrence.

The depth of the investigation will depend on the nature and severity of the accident. Where necessary other agencies will become involved with the investigation.

## Chapter 4 - Procedures

We have considered the activities we expect employees to participate with whilst at work and environments where work takes place. To safeguard the health, safety and welfare of employees and others we have established our safe working procedures.

Our procedures define safe working practices to avoid unnecessary risk and they must be followed at all times. We are committed to continuous improvement and therefore if you have an idea that will improve safety then please let us know.

Directors and Supervisors must control situations to ensure risk of harm is eliminated or at least minimised.

### Risk Assessment

Risk assessment is a statutory duty applicable in any workplace, it is a logical means of evaluating risk and for ensuring suitable measures are in place to prevent accidents or incidents occurring. We aim to prepare risk assessments where significant risk is realised, introduce measures to prevent harm and communicate this information to anyone who may be affected as a result of our work.

We will ensure that employees, especially managers and supervisors have received risk assessment training to help us fulfil our duties. Any assessment of risk will involve a person deemed competent for the particular activity being assessed.

We will conduct risk assessments adopting the following procedures:

### Identification of Hazards

Hazard identification is the first step in recognising that potential for injury or even a fatality exists. Participation by employees with this task is essential to ensure all hazards have been recorded. We intend to involve employees with this task and have procedures in place for documenting our hazards.

### Evaluation of Hazards

This process calls for an evaluation of identified hazards and involves a decision making process to establish what requires further consideration by means of risk assessment.

### Decide Who May be Harmed

The next stage is to recognise who might be harmed as a result of each of the activities or situations caused by us; consider others besides our employees, such as contractors, maintenance workers and visitors (authorised and non-authorised).

### Evaluate the Risk

This stage requires a calculation to establish the level of risk. The factors must include the likelihood of an incident occurring and the severity caused (i.e. an injury, fatality or damage to

property or equipment). Current control measures such as training, maintenance and inspection regimes, safety signs, supervision etc, all must be considered as part of the evaluation.

## Action

The results of the evaluation will help us appreciate the significance of any potential for harm. If additional measures are needed to reduce risk these must be recorded and prioritised. In certain circumstances tasks may need to be stopped until we have taken appropriate action and introduced changes to procedures or additional measures enabling us to continue our work safely.

The measures identified to manage and control risk must be introduced and the process repeated to identify if more can be done to prevent harm.

## Communication of Risk Assessments

Completion of risk assessments and the information collated as a result of this process can only be of benefit if it is effectively communicated to the people who are likely to be affected by the hazards.

We will communicate the findings of risk assessments using the following methods:

- induction - we will make employees aware of our hazards and control measures during the induction process,
- availability of information - copies of risk assessments are readily available for all employees to read,
- training - assessments and control measures to manage risk will be communicated as part of ongoing training,

## Review

All risk assessments will be subject to review as and when circumstances effecting risk change. A formal review will take place at least annually. Any changes must be communicated to those affected. Directors, supervisors and competent persons will be tasked with conducting the review.

## Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) Regulations requires that we assess and control exposure to any hazardous substance. A hazardous substance can present itself as a liquid, dust, fume, gas, powder, solid or other form. Injury or ill health can amongst other things be caused by contact, ingestion or inhalation of such substances.

We acknowledge our duty and will assess the risk from exposure to employees or other persons to substances we use, store and encounter or create. Managers and supervisors will receive training to help achieve competence with this task.

We will do this by adopting the following procedures:

- Where possible avoid exposure to hazardous substances
- Identify hazardous substances we use and obtain a safety data sheet (ideally from the supplier of the product), the safety data sheet provides us with vital safety information
- Maintain a register of hazardous substances we use or create
- Assess the risk of harm to reach an informed and valid judgement of risk, in most instances this may be a simple task and a decision can be made based on the information already known. However in certain circumstances the assessment may require expert advice and monitoring
- Evaluate our findings and determine what actions are needed for prevention or control of exposure of our employees or others to substances hazardous to health. This may involve measures such as training, use of Personal Protective Equipment (PPE), ventilations systems etc
- Ensure we have in place and maintain suitable measures to eliminate or minimise likelihood of harm from exposure
- Communicate our COSHH risk assessments with anyone that is likely to be exposed to harm
- Ensure the assessments are reviewed regularly, the intervals between reviews must be commensurate with the potential for harm, e.g. less harmful products should be subject to a formal assessment every 2 years, others more often

## Combination Effect

Some substances present a low risk if used in isolation, however if combined with other substances can create a significant hazard i.e. toxic fumes or explosion. Employees must read, understand and comply with safety information provided on the product packaging, by the safety data sheet or COSHH assessment.

## Monitoring Documentation and Records

Any monitoring we arrange and documentation we receive associated with monitoring must be retained for the following periods:

- for personal exposure the records must be kept for 40 years
- for general workplace monitoring records must be kept for 5 years

We expect every employee to cooperate with us to meet our obligations and to provide a safe place of work. Directors and supervisors must ensure our procedures are effective and are followed by employees.

## Personal Protective Equipment

Personal Protective Equipment (PPE) is a term used to describe a wide range of equipment including clothing, footwear, protective glasses, hearing protection etc. For general safety issues we understand that PPE should only be used as a means of protection once all other control measures have been exhausted.

PPE required for workplace activities and tasks will be identified as a result of conducting risk assessments. We will ensure that any PPE provided is of the appropriate BS/EN quality standard. For PPE to be effective it must fit correctly and be compatible with other items of PPE, this we will check when items are issued.

PPE will be provided free of charge. We may request that you sign for the receipt of any equipment. As an employee you have a duty to act responsibly, to wear and take care of any equipment issued to you, and for ensuring the protection offered remains effective.

Personal Protective Equipment must be worn:

- When the control measures of a risk assessment or safe system of work identify there is a requirement
- Where you see signage indicating there is a requirement for using PPE
- If you consider a hazard is present and PPE offers satisfactory protection

## Discipline and Wearing PPE

Managers and supervisors are responsible for helping us to ensure that employees use or wear PPE correctly when required to do so.

Failure to wear even the most basic PPE can result with injuries or illness, it is therefore important that you comply with our procedures; failure to do so will be considered as a serious breach of our rules and may result with disciplinary action being taken.

PPE remains the property of the company and must be returned if your employment ends.

**If there is a problem with Personal Protective Equipment (PPE) you must inform us immediately.**

## Working at Height

As an employee, you must:

- Follow our method statement
- Comply with our risk assessment and follow our safe working procedures
- Ensure suitable equipment is available for use and is used
- Ensure equipment is inspected before use to confirm it is safe. There should be no signs of damage
- Where appropriate sight the equipment sensibly, consider who may collide with the equipment or walk beneath it



- Safe access and egress must be maintained
- Ensure safe techniques are employed for climbing and egress
- Use fall arrest or fall restraint equipment if our safe working procedures there is a requirement to do so
- Ensure the working platform is safe and free from slip and trip hazards
- Consider falling objects, wear a hard hat, consider the safety of others below the working platform
- Take into consideration the weather conditions, if adverse conditions are likely then you must re-assess the risk and decide if it is safe to continue
- Consider lighting, sufficient light must be available to work safely

**If the method statement cannot be followed you must reassess the situation and continue work only if it is safe to do so.**

## Manual Handling

We recognise the risks presented by manual handling activities and acknowledge our duties as explained by the Manual Handling Operations Regulations. We intend to comply with our duties and take the necessary action to safeguard against injury.

The term manual handling refers to any activity where human effort is needed to perform any of the following:

- Lifting
- Pushing
- Pulling
- Reaching
- Carrying

We will assess all manual handling tasks and where possible introduce mechanical means for lifting or aids to help avoid excessive effort. Where it is not possible to avoid manual handling we will assess the risk and provide you with manual handling training appropriate to the tasks you are required to perform whilst at work.

## Hazards

Work involving manual handling can attribute to personal injury if the task is not carried out following simple basic principles. More than a third of over 3 day injuries are attributable to manual handling.



Hazards can include any of the following:

- Musculoskeletal injury
- Entrapment of fingers
- Cuts and grazes
- Crush injuries
- Falling object injury
- Continuous repetitive action

We understand that we all have different capabilities due to differences of strength, size, previous injuries etc. It is therefore important that if you believe a task is beyond your capability you must ask for assistance.

## Training

We will provide training for any employee likely to undertake manual handling operations. The training will include:

- Risks arising from manual handling and how injuries occur
- Good manual handling techniques
- Proper use of mechanical aids
- Practical assessment to evaluate techniques and tasks, helping identify means for improvement

## Responsibility

All employees must utilise the training and apply the knowledge and experience for safe manual handling. Where practicable you must use the mechanical aids provided.

As an employee you must

- Plan your lift and if applicable your route
- Make proper use of manual handling equipment
- Adopt and practice good manual handling techniques
- Avoid attempting to lift awkward items or a weight beyond your capability
- Ask for help if help is needed

For further information on manual handling please refer to Getting to Grips with Manual Handling - INDG143, a document available free of charge produced by the HSE.



## Work Equipment

The term work equipment is used to describe machines, tools, installations or equipment used for completing work whether owned or on loan/hire. The term is broad and applies to any work equipment we use.

We acknowledge our duties as stipulated in the current edition of the Provision and Use of Work Equipment Regulations (PUWER). We intend to satisfy these duties by adopting the following procedures:

### Selection

A needs analysis will be conducted before acquiring any work equipment taking into consideration many aspects including the task the equipment is required to perform, where it is to be used, anticipated volume of work, operators training needs and safety.

Equipment will only be sourced from reputable dealers. Safety devices fitted such as emergency stop buttons, guards and other protective devices must comply with current European standards.

### Assessment

A risk assessment will be conducted before general use of any new work equipment. The outcome of the assessment will help determine what safe working procedures or other measures we need to implement to manage risk. Assessments of risk will be reviewed as and when necessary or at least every 12 months.

### Training

Training will be provided for employees and anyone else authorised to use our work equipment. Training and supervision will continue until such a time when a user is deemed competent and supervision is no longer needed.

All training will be managed by more senior employees, managers and supervisors. Training records will be maintained.

### Maintenance and Inspection

All work equipment is subject to wear and the possible occurrence of faults, it is therefore necessary we monitor and maintain equipment on a regular basis. Manufacturer's recommendations will be followed for maintenance and inspection frequencies unless the scope of our work dictates these need to be changed, we will if necessary introduce our own maintenance and inspection program and regime.

We will abide by our duties for the completion of any statutory inspections or examinations ensuring these are completed on time.

We appreciate that preventative maintenance is better than equipment failure; consequently, we rely on managers, supervisors and users of our work equipment to follow our maintenance and inspection regime. Some maintenance tasks will be beyond the capability of employees, this we understand and it is the responsibility of managers and supervisors to identify such tasks and to appoint suitable contractors to conduct or assist with tasks.

We expect all work equipment users to conduct a before use check to confirm equipment is safe for use. If problems or faults are identified these must be reported to ensure a repair is arranged. All faulty or damaged equipment must not be used until a suitable repair has been completed.

## Records

To help manage maintenance, inspection and repair of our equipment we will record all events and maintain documentation to support this. Any work to our equipment conducted by contractors must be recorded.

## Procedures

You must only use work equipment if:

- you have undergone appropriate training
- you are familiar with its operation or are under appropriate supervision
- you have been authorised by us to do so
- it is in a serviceable condition and all faults are rectified
- there is sufficient room around the equipment to work safely
- safety devices such as guard's are in place and working correctly
- PPE designated by our risk assessments as required is available and used

**You must only undertake repairs and maintenance if you have the appropriate skills and experience and have received authorisation from us to undertake such work**

## Driver and Vehicle Safety

The nature of our work requires selected employees to use our vehicles. We acknowledge duties placed on us by safety legislation for driver safety and intend to fully comply with these duties. We also recognise the Highway Code and Road Traffic Act, and intend to monitor our drivers to ensure no rules are breached.

## Driver Authorisation

Only employees who have been granted our permission to drive company vehicles may do so. Before we authorise use you must provide us with your driving licence to help confirm driver competence. You must only drive the category of vehicle for which you hold a current valid licence.

In the interest of safety you are requested to keep us informed of any road traffic offences for which you have been convicted. Driving licences will be reviewed at least annually.

## Vehicles and Maintenance

We will select the most suitable vehicles for tasks to be performed. Vehicles are classed as work equipment (for further information see work equipment procedures) and will therefore be inspected and maintained at periodic intervals to ensure their roadworthiness and safety. We intend to follow manufacturer's recommendations for inspection, servicing and maintenance tasks. Other mandatory tests such as the Department of Transport MOT will be arranged at the frequencies stipulated.

Drivers are responsible for conducting a pre-use check of the vehicle and for identification and reporting of faults. We can only rectify problems if we are made aware of them. Faults must be reported and recorded in our faults book. Training will be provided for conducting vehicle pre-use checks.

## Responsibilities

As a driver you have important responsibilities, vehicle accidents are common place and can cause fatalities. All journeys must be planned, taking into consideration the weather, time, road congestion etc.

You must;

- Only use the vehicle if you have our authorisation to do so
- Check the vehicle before use
- Act responsibly and abide by the highway code at all times
- Only use our vehicles for authorised journeys
- Use the vehicle for its intended purpose only



- Ensure all loads are safely secured
- Take additional care in inclement weather conditions
- Inform us if you are ill or taking prescription drugs that may have a detrimental effect on your driving ability, ie causing drowsiness
- Focus your attention whilst driving

You must **NOT**;

- Use a vehicle if faults deem it unsafe for use
- Under any circumstances drive our vehicles if you are suffering the effects of alcohol or drugs
- Overload any vehicle
- Smoke in our vehicles
- Carry unauthorised passengers
- Adjust a satellite navigation aid whilst driving, or make a mobile phone call, or partake in an activity distracting your attention from driving,

## Satellite Navigation Devices

Satellite navigation aids may be provided in vehicles but **MUST NOT** be adjusted whilst you are moving or in traffic. The device must be programmed before starting your journey, alternatively pull over to a safe place to make adjustments.

## Mobile Phones

Calls **MUST NOT** be made whilst on the move or in traffic. Calls can be taken but only if it is safe to do so; such calls must be kept to a short duration. If you need to make a phone call, pull over and park in a safe place.

Any electronic devices requiring synchronisation must be set up before setting off.

## Fatigue

Driver fatigue is a major cause of accidents and can cause fatalities. If you are tired you must park up, rest and recuperate. On long journeys, you must take at least a break for every 2 hours of driving.

## Offences

As the driver of the vehicle you are responsible for payment of any parking or road traffic offence.

## Breakdowns and Accidents

In the event of a breakdown or an accident you must act promptly to avoid further harm especially if you are on a fast-moving road, i.e. a dual carriageway or motorway.

### Procedure

Assess the situation and decide what action is required

If the vehicle is at the road side do not stay in the vehicle

Wear your high visibility vest and move away from the vehicle and other traffic

Call insurance/breakdown service helpline for assistance, be prepared to give them details such as:

- Vehicle registration,
- Your location,
- Nature of the incident

If anyone is injured call the emergency services,

Wait in a safe place until help arrives, only help others if it is safe to do so,

In the event of an accident you must take details of other vehicles/drivers involved and record what happened. This should be done as soon as possible. Copies of an accident/incident form are provided in the forms section of this policy. Please ensure copies are kept in your vehicle.

**Any breaches of our driver safety rules will be considered as gross misconduct which may lead to summary dismissal**

## Chapter 5 – Employee Rules

Your duties and responsibilities are explained in other parts of our health and safety policy, the intention of this chapter is to communicate employee general rules. These apply to all employees.

In the interests of health and safety it is important that you cooperate with us and follow these rules.

As an employee, you are responsible for your acts and omissions, you are also responsible for the safety of yourself and for that of others. Supervisors must ensure our safety rules are observed and safe working procedures are followed.

Ignorance or breach of any safety arrangements we have introduced may lead to disciplinary action up to and including summary dismissal for gross misconduct being taken.

### General Work Procedures and Rules

You must:

- understand your responsibilities as an employee and comply with any rules and procedures that apply to you
- not use equipment until we have provided you with the necessary training and granted permission for you to use it
- make full use of any guards and safety devices
- not operate any equipment whilst under the influence of drugs or alcohol
- not willingly cause damage to any work equipment
- use any personal protective equipment we provide and deem necessary for specific tasks
- use suitable footwear for your employment
- not endanger your safety or the safety of others
- help achieve and maintain high standards of housekeeping
- not interfere with any safety arrangements or equipment we provide
- wear suitable clothing
- only smoke in areas as designated
- only use your mobile phone when it is safe to do so, you must not use mobile phones when operating equipment or machinery
- report any faults or unsafe conditions

## Personal Health

You must:

- inform us of any injury, condition or illness that may affect your ability to conduct work safely or affect the safety of others
- inform us if you are taking prescribed drugs or medicines that may affect your performance at work
- report any incident, injury or ill health you believe has been caused at work
- inform us of any illness or condition that you believe could be affected further as a result of our work
- ensure any injuries or wounds receive appropriate attention

## Drugs and Alcohol

You must:

- inform us if you have personal issues with drugs or alcohol
- not under any circumstances attend work if you are experiencing the effects of alcohol or illegal drugs
- not under any circumstances consume alcohol or use illegal drugs whilst at work

## Gross Misconduct

We expect employees to act responsibly at work and comply with our safety policies, rules and procedures. Failure to act responsibly may result with disciplinary action procedures being enforced ultimately leading to dismissal for acts of gross misconduct.

Examples of reasons for dismissal are as follows:

- failure to comply with risk assessments
- wilfully causing damage to work equipment
- wilfully interfering with safety devices or equipment including:
  - guards
  - emergency stop switches
  - fire safety equipment
  - safety signs and instructions
- driving or operating other work equipment whilst under the influence of alcohol or drugs
- smoking in no smoking areas
- using mobile phones whilst operating or in charge of work equipment
- misuse of hazardous substances

## Chapter 6 - Monitoring

We have in place active monitoring systems to ensure any statutory duties applicable to our organisation are complied with and to ensure our standards are being achieved. Monitoring activities will help us identify any issues that need attention.

We have allocated tasks to managers and supervisors to help us with monitoring however other employees may be requested to assist with this task. Any report we produce as a result of completing a monitoring activity must accurately reflect the conditions apparent at the time of the review.

Completed monitoring reports and associated documentation assists us with our intentions for continuous improvement. The findings will be available for employees to view and may be discussed at safety meetings. The report and consequent follow-up action help us prove to any visiting authority that we take safety seriously.

### Monitoring Events


The following monitoring events have been established to help ensure we are achieving compliance with any legislation applicable to our business. We must also utilise the monitoring check sheets to confirm we are achieving our intended standards and that employees are adhering to our rules, policies and procedures.

Any action raised or recommendations made as a result of completing monitoring must be addressed within a reasonable period. Where potential for significant harm is realised the issue must receive appropriate and prompt attention.

Appointment	Activity	Frequency
Directors	Business Review and Health Check	At least every 12 months
	Risk assessment review	At least every 12 months
Directors or as nominated	General Inspection (all areas)	At least every 6 months





		<b>Health &amp; Safety Monitoring</b>	
		Completed by:	
Report Title:	<b>Annual Business Review and Health Check</b>	Date:	

<b>Health &amp; Safety – Documents</b>		<b>Yes / No</b>
1.	Is the health and safety policy available for employees to refer to?	
	Is a valid copy of our ELI certificate on display and/or available to workers via electronic means?	
	Is an accident reporting book available? <ul style="list-style-type: none"> <li>• Do all employees know where it is kept?</li> </ul>	
	Are the guest and visitor registers being used and information recorded?	
	Are safety rules and procedures effectively communicated?	
<b>Risk Assessment</b>		
2.	Have risk assessments been prepared by competent persons for any activity associated with our work that can cause harm?	
	Have any recommendations for improvement been addressed?	
	Has all risk of harm been eliminated or minimised to a safe and acceptable level?	
	Have the risk assessments been effectively communicated to staff or anyone else likely to be effected?	
	Have the assessments been reviewed in the past 12 months?	
	Are there any hazards not accounted for?	
	Have hazards with potential to cause harm to customers or guests been identified and action taken to reduce or eliminate the likelihood?	
<b>Hazardous Substances</b>		
3.	Are hazardous substances stored safely?	
	Is the decanting of substances avoided to prevent harm?	
	Are safety data sheets held for every substance used?	
	Have COSHH assessments been prepared?	
	Have assessments been communicated?	
	Are control measures effective to prevent harm?	



<b>Training</b>		<b>Yes/No</b>
4.	<p>Have training assessments been completed for all employees?</p> <ul style="list-style-type: none"> <li>• have all employees received the required training to fulfil their job requirements safely?</li> <li>• are training records maintained?</li> <li>• consider:               <ul style="list-style-type: none"> <li>○ Manual handling</li> <li>○ Fire safety</li> <li>○ First aid</li> <li>○ Fire marshals</li> </ul> </li> </ul>	
<b>Machinery and Equipment</b>		
5.	<p>Is all machinery and equipment suitable for its intended purpose?</p> <p>Is all equipment kept in good condition?</p> <ul style="list-style-type: none"> <li>• Is it cleaned regularly?</li> <li>• Is it serviced and maintained?</li> <li>• Is it inspected or examined at the correct intervals?</li> <li>• Are statutory requirements being?</li> </ul> <p>Is use of any hazardous equipment restricted to trained users only?</p> <p>Is damaged or faulty equipment removed from use?</p>	
<b>First Aid</b>		
6.	<p>Do employees know where and how to obtain first aid?</p> <ul style="list-style-type: none"> <li>• is the first aid box and equipment suitable for our workplace?</li> <li>• is it well stocked?</li> </ul>	
<b>Accidents &amp; Incidents</b>		
7.	<p>Have any accidents occurred in the past 12 months? If yes,</p> <ul style="list-style-type: none"> <li>• have these been reported and recorded?</li> <li>• have they been dealt with appropriately?</li> </ul>	
<b>General</b>		
8.	<p>Is the standard of housekeeping good?</p> <p>Are staff abiding by our rules and following procedures?</p> <p>Is there anything else we can do to make improvements to our workplace?</p> <p>Have we received any reports where recommendations have been made for improvement?</p> <p>If so have we made appropriate arrangements to address these recommendations?</p>	

### Comments and Action Plan

Ser	Comment and Action Required	Priority (high/med/low)	Person Responsible	Date Task Complete
1.				
2.				
3.				
4.				
5.				

**Comments:**

**Inspection completed by:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Chapter 7 - Appendices