

# HEALTH & SAFETY POLICY

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## DESCRIPTION OF THE COMPANY OPERATION

The company operates an Electronic Fire & Security Company, based in their own offices in Portsmouth.

## SECTION 1 - POLICY STATEMENT

The Directors of the 1122 Ltd T/A I'm Covered 365 recognise the commercial risk of failing to effectively manage the health and safety elements of its business and wholeheartedly endorse this Policy. This Policy has been written to show our commitment to creating a safety conscious environment and I have been appointed to act as the Director responsible for Health and Safety, a role that I take very seriously.

Our aim is to ensure that effective procedures are implemented across the company and to ensure that these are communicated to all staff.

This Policy will address the core responsibilities and arrangements applicable across the company, although it should be read alongside other documents such as the Office Health and Safety Handbook which will consider the unique aspects of our workplace and any local arrangements that are in place.

This Policy, other supporting documentation and Health and Safety practice in general will be reviewed on a regular basis to consider any legislative changes and any changes within the workplace.

As a Company, we have a duty to ensure the Health and Safety of our staff and any other person who may be affected by our activities. The Health and Safety of our staff is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this.

Appropriate preventative and protective measures are, and will continue to be implemented, following the identification of work-related hazards and assessment of the risks associated with them. Removal of risk will always be the first aim in creating a safe work environment. When this is not possible, suitable control measures will be put in place.

We recognise the importance of staff consultation on matters of Health and Safety and the value of individual consultation prior to allocating specific Health and Safety functions. We also accept our responsibility for the Health and Safety of other persons who may be affected by our activities. Our policy also empowers our employees to take responsibility of their own safety and that of those they work with and around.

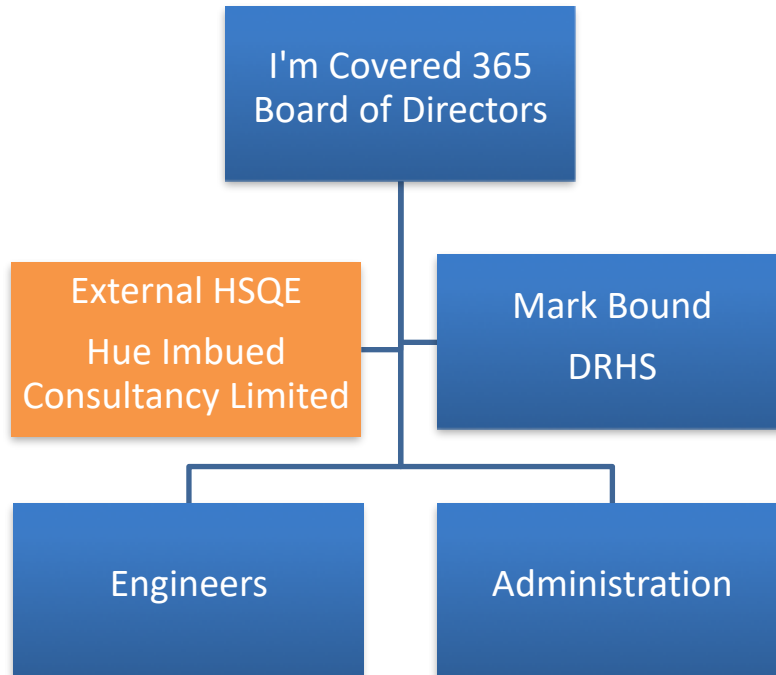
The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this Policy are contained within this system and/or in associated Health and Safety documents or records. Competent Health and Safety assistance / advice will be sought as necessary when determining Health and Safety risks and the measures required to control them. The objectives of this safety statement can only be achieved through the support and co-operation of staff and all other persons who work for and with 1122 Ltd T/A I'm Covered 365 e.g. contractors, visitors.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation. We will review its effectiveness as appropriate and, in any case, at least annually.

NAME Mark Bound  
POSITION Director

Dated: 01/01/2024

**ORGANISATIONAL STRUCTURE FOR  
THE MANAGEMENT OF HEALTH AND SAFETY 2024**



## SECTION 2 - RESPONSIBILITIES

### MANAGING DIRECTOR

*Managing Director shall act as the Director Responsible for Health and Safety (DRHS) and ensure that:*

- This Policy is fully implemented and that relevant competent individuals are appointed.
- Adequate funding is budgeted to ensure that statutory obligations and Policy requirements are met.
- Adequate documents and appropriate records are kept within the Company offices on all Occupational Safety and Health matters.
- Risk assessments are carried out proactively and that the removal of risk is always the top priority. When removal of risk is not possible, they will ensure any controls to minimise risks are implemented.
- All risk minimising initiatives are given due consideration.
- The implementation of Health and Safety systems and related consultation processes are prioritised and a safety plan is introduced and is effectively communicated to all employees.
- Regular and effective monitoring that Health and Safety standards are evident throughout the Company.
- All emergency procedures, first aid requirements and welfare facilities are in place, at all work locations and that all staff are fully notified.
- All staff are made fully aware of this Policy, procedures and any other related documentation.
- All persons within the Company work to achieve the following requirements, as appropriate to their role including:
  - Collate and disseminate Health and Safety information as required.
  - Carry out workplace inspections and ensure that equipment is maintained as required.
  - Ensure that contractors and sub-contractors adhere to this policy and any additional specified local Health and Safety procedures, and that they provide all appropriate documentation including safety plans and written risk assessments.

### MANAGERS, SUPERVISORS

*Shall ensure that:*

- Due consideration is given to the Health, Safety and Welfare of their staff and others affected by their work, either directly or indirectly, in order to achieve statutory compliance.
- At the planning stage of any project the staff and the clients fully understands their direct responsibilities for effectively managing Health and Safety.
- The implementation of Health and Safety systems and related consultation processes are prioritised and a safety plan is introduced for the attention of all employees.
- Appropriate assessments of all reasonably foreseeable hazards and risks under their direct control are carried out and documented.
- That all Health and Safety procedures delegated by the Managing Director are prioritised and staff awareness of safety measures is apparent.
- All relevant Health and Safety documentation e.g. certificates, risk assessments etc. are available for inspection at any time and all Health and Safety matters are recorded.
- All staff under their direct control are competent, trained and have sufficient information and instruction to carry out their job responsibilities in a healthy and safe manner.
- A procedure for Health and Safety inspections and monitoring in areas controlled directly by them, take place on an appropriately regular basis.
- When notified of an accident or near miss incident, it is immediately reported to the Managing Director and investigations are carried out and recorded, with a view to preventing further or repeated occurrences.
- Any safety equipment and protective clothing is made available, used properly, not interfered with and stored in a safe place when not in use.
- All work is carried out in a professional and responsible manner and that all equipment, tools and materials have been appropriately tested and are kept properly maintained.
- Ensure that they and all other 1122 Ltd T/A I'm Covered 365's staff are fully aware of any welfare facilities, fire evacuation procedures and any first aid provision on any work location they are working on or responsible for.





## OFFICE MANAGER OR EQUIVALENT

*With responsibility for the office/base environment, the above shall ensure that:*

- All fire instruction notices are displayed prominently at entrances and exits.
- All escape routes are clearly signed and where necessary emergency lighting is in place and appropriately maintained.
- All escape routes are clear of obstructions at all times.
- All designated fire exit doors are kept closed when not in use and are able to be opened easily from inside the building, with a single action.
- Any equipment provided for fire detecting is in position and appropriately maintained.
- Arrangements have been made for the annual maintenance and test of all fire extinguishers (including any travelling ones used on sites). The Office Manager or equivalent must hold records of these systems.
- Assembly points have been designated clear of the premises for use in an evacuation and all staff have been informed of their individual responsibilities regarding the evacuation procedure.
- Arrange for regular staff fire awareness training and at least one evacuation drill per year.
- All 'no smoking' areas are clearly defined by signage and a regular management monitoring system of the workplace is in place to ensure compliance.
- All heating and electrical appliances are in a fit condition and positioned in a safe manner to avoid fire risks.
- Good housekeeping in respect of rubbish and waste accumulation must be implemented and managed.
- The supply and storage of flammable liquids and gases is in accordance with the dangerous substances and explosive atmospheres regulations guidance.
- All appropriate paperwork and risk assessments are copied to the Health and Safety administrator.

These obligations are also required for client site offices/areas that we occupy

## ENGINEERS + OTHER STAFF

*Shall ensure that they:*

- Co-operate with management to ensure that this Policy is enforced and that a safe and healthy working environment exists and is maintained.
- To comply with the method statements and risk assessments as issued
- Not misuse or interfere with anything provided in the interests of Health and Safety.
- Report all accidents and near miss situations as well as any hazardous situation or defect promptly to their Line Manager.
- Fully understand that they have a duty to use properly any personal protection safety equipment supplied to protect against risks of bodily injury, when exposed to a hazard in the workplace.
- Fully understand that they have a duty to act reasonably, with proper regard for Health and Safety at work and that inappropriate behaviour could result in disciplinary and legal action being taken.
- ALWAYS ask their manager if they are unsure of any health and safety matters.
- Must ensure that their work tasks do not put themselves, fellow employees, other workers etc. at risk of injury.
- To escalate to their Line Manager any hazards that they become aware of, or the behaviour of other person(s) likely to endanger themselves or any other person that may be affected, in their work location.
- Stop work immediately if the risk involved in a work activity changes, or if additional hazards are discovered, requiring a reassessment to be completed. They must then escalate this to their Line Manager to action.
- Ensure that they and all other 1122 Ltd T/A I'm Covered 365's staff are fully aware of any welfare facilities, fire evacuation procedures and any first aid provision on any work location they are working on or responsible for.

## CONTRACTED COMPANIES / SUB-CONTRACTORS

*If a contractor/sub-contractor employs fewer than 5 staff (full-time, contract or freelance) they do not need a written Health and Safety Policy of their own. However, they still have a legal duty to comply with all Health and Safety legislation. To this end, they must:*

- Assess and control any risks they encounter and inform the companies with whom they share the workplace all the control measures they are adopting to minimise the risk of injury to other staff and any other persons that may be affected. The contractor will therefore produce a written risk assessment or agree beforehand with the Project Manager which assessments are to be recorded.
- Adhere to their legal duty to supply staff who are aware of their Health and Safety responsibilities and who are competent to carry out their work in a safe, and healthy manner.
- Adhere to the legal duties as set out in the 'staff' section in this policy.
- Where practical all contractors must provide their own tools and equipment and ensure that each item is fit for its purpose, appropriately maintained, if required, in line with the manufacturers recommendation and that they use it safely and in the proper manner.
- Ensure that they and all other 1122 Ltd T/A I'm Covered 365's staff are fully aware of any welfare facilities, fire evacuation procedures and any first aid provision on any work location they are working on or responsible for.

The 1122 Ltd T/A I'm Covered 365 Company representative must ensure that:

- They provide the contractor with a clear specification/order for the works/services to be provided and this should refer to any relevant Health and Safety issues needing to be addressed.
- They do not discriminate or fail to provide Health and Safety information to contractors. They are responsible for providing the same welfare facilities, first aid etc. and for providing awareness of all emergency procedures as they would for their own staff.
- A copy of this Policy is made available to all contractors at the earliest opportunity and essentially before work commences. A clause must be included in any contract for services to ensure statutory compliance.

## HEALTH AND SAFETY ADMINISTRATION (where appointed)

*Staff nominated to assist with the administration shall:*

- Provide regular performance data to the Managing Director.
- Attend any relevant meetings and training sessions in order to carry out their duties.
- Set up and maintain adequate Health and Safety recording systems to include:
  - An asset register of work equipment and office and work equipment and building services inspection test and maintenance records.
  - Employee training needs analysis and course attendance records.
  - Accident, near miss, accident investigation and RIDDOR reports.
  - A pre-vetted approved contractor list.
  - A register of the risk assessments and method statements submitted.
  - Fire risk assessments, emergency plan procedures, fire equipment documentation and maintenance records.
  - First aid related documentation.
  - Health and Safety inspections and audits.
  - Health and Safety consultation records, meeting minutes etc.

## HEALTH & SAFETY ADVISOR

The preferred Health and Safety Advisor is currently:



**Delwyn Goodchild** TechIOSH AIIRSM AMIFPO MSyI CTSP

Hue Imbued Consultancy Limited

85 Great Portland Street

London

W1W 7LT

Mobile: 07791 149978

Email: [del@hiconsultancy.co.uk](mailto:del@hiconsultancy.co.uk)

The Health and Safety Advisor shall when requested:

- Advise the Managing Director on Policy changes to ensure legal compliance and other arrangements to be implemented including any training provisions necessary.
- Arrange for the provision of guidance and advice to all staff.
- Assist in the compilation and review of risk assessments and method statements.
- Assist the Health and Safety Administrator by evaluating the responses to the contractor pre-vetting questionnaires.
- Monitor standards, progress and effectiveness of Health and Safety arrangements and report to the Managing Director.
- Liaise with enforcement authorities and other external bodies in support of the Company.
- Assist the Health and Safety Administrator in the reporting of RIDDOR accidents and investigation of accidents.

## FIRE WARDENS

The Office Manager or equivalent or any other person with responsibility for premises-based Health and Safety, shall appoint and arrange training for staff selected to undertake the role of the fire wardens for the company offices.

*Fire warden duties shall be to:*

- Attend relevant training sessions as determined by the Company.
- Carry out daily visual checks in their areas to ensure that all fire extinguishers are in their correct storage positions and that fire exits are clear of obstructions.
- Report any new fire risks to the manager in control of premises for the Company.
- Carry out formal monthly fire inspections of their designated areas and report their findings to The Office Manager or equivalent.
- In the event of an evacuation fire wardens shall:
- Wear the provided high visibility jackets and lead all persons from the work area via the nearest available evacuation route and ensure that they all leave the premises promptly.
- Instruct them to go to and remain at the emergency assembly point.
- Check that toilet areas have been evacuated.
- Report to the incident control point that their area is/is not clear of all persons.

On client sites, 1122 Ltd T/A I'm Covered 365's employees shall comply with the site evacuation procedures given at induction and cooperate with the site fire wardens.

## FIRST AIDERS

All persons who have volunteered to be first aiders shall attend suitable training and refresher sessions at the company's expense to fulfil their role, and shall:

- Attend all injury accidents when summoned and provide first aid.
- Shall ensure the signs and symptoms are recorded on each injured person and note possible factors relevant to the causes of the accident/incident.
- Shall assist line managers in completing the accident report form.
- Shall regularly (advise weekly) check the first aid kits and eye wash bottles in their areas are suitably stocked and items are in date and shall inform The Office Manager or equivalent of any shortfalls.
- Ensure records of equipment inspections are provided to The Office Manager or equivalent.

## ACKNOWLEDGEMENT OF HEALTH AND SAFETY RESPONSIBILITIES

The individual's Health and Safety responsibilities maybe set out by the company in their job descriptions or contracts of employment over and above the information within the company policy.

CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015 – See dedicated CDM Policy

## COMPETENCE

- Skills
- Knowledge
- Ability
- Training
- Experience

An individual should be sufficiently competent to not only carry out the routine task, but to be able to cope with

unexpected changes and/or situations that may arise. It is not appropriate just to rely on the assumption that someone is capable of carrying out a task because it is perceived to be just 'Common Sense'.

Employers are duty bound to determine the levels of competence held by making reasonable enquiries of individuals.

This may take the form of:-

- Questioning - not only to obtain information on their previous work and experience, but also to give examples of situations that may arise during a contract and asking them to discuss how they would deal with it in a safe manner.
- Proof of experience of similar work, e.g. references/testimonials.
- Sight of certificates of technical qualification and possibly checking with the issuing body.
- Checking Membership of relevant professional organisations and associations.
- Personal knowledge of the person's ability.

Remember, it is important to verify any information given, e.g. see written evidence of qualifications, membership of organisations, etc. Always make sure it is current, up to date and relevant.

In Health and Safety terms 'Competence' means the ability to work safely within personal levels of experience, follow safe systems of work, have knowledge of their personal responsibilities and follow any other instructions. It is vital that an individual is aware of his/her limitations.

Levels of competence required will vary dependent upon the task to be undertaken. A person may be judged competent for simple tasks in a particular area, but not competent for more complicated tasks in the same area without adequate supervision. A Manager must protect him/herself (legally and commercially) by employing only competent persons. In the event of an accident investigation, the Enforcing Authority is likely to ask to see how the competence of a person was determined.

#### COMPETENT HEALTH AND SAFETY ASSISTANCE

Under Regulation 7 of the Management of Health and Safety at Work Regulations companies are obliged to have access to competent Health and Safety assistance. Such a professional person or organisation should for this industry be a member of the Institution of Occupational Safety and Health (IOSH).

Managers are duty bound to determine the level of competence and industry experience held by any specialist they employ.

- In the case of Health and Safety advisors, membership of the Institution of Occupational Safety and Health (IOSH) or alternatively the British Safety Council (Dip SM holders) is a good guide to minimum competency.
- The Institution of Occupational Safety & Health (IOSH Tel 0116 257 3119) will advise on the qualifications held by such a competent person.

## CO-OPERATION

If we are to build and maintain a healthy and safe working environment the co-operation of all workers is essential and therefore they are required to abide by the requirements of this Policy and co-operate when instructed. Disciplinary action may be taken against any member of staff who violates safety rules and/or who fails to perform their duties in a healthy and safe manner. This includes complying with both Company and statutory obligations whilst at work.

Co-operation is also required between Principal Contractors and all other sub-contractors working on a single site in as much as information is shared relating to their activities. This is usually achieved through weekly site meetings.

Information should be taken into account in the risk assessment where neighbours' activities may impact on the production.

e.g. If a company is storing LPG cylinders on a site and other contractors are welding on site, the fire risk is increased and needs to be better controlled.

All members of staff have a duty to take all reasonable steps to preserve and protect the Health and Safety of themselves and all other people who may be affected by the activities of the Company.

## CONTROL

Management shall at all times ensure that adequate control is in place over all workplace activities. This means knowing what is going on at all times and includes activities under the workers control as well as all contractors and specialists.

Control has for the most part to be delegated to key personnel and the Manager must satisfy him/herself that others are not only competent to do so but are fulfilling this responsibility.

## COMMUNICATION

Management shall encourage effective two-way communication of information between all parties involved in the company. The Managers view communication between themselves and workers as an essential part of effective health and safety management.

Participation of all relevant personnel in the risk assessment process is essential as is the effective passing of standards, information and instruction to others.

Workers and contractors are actively encouraged to report all accidents and near miss incidents and even more important is to feedback concerns to management if they identify potential hazards or uncontrolled risks.

For staff information, the Health and Safety Law poster "What you should know" will be prominently displayed on Company premises with the local information added in and also in site offices when on client's premises.

## CONSULTATION

Consultation will be achieved by inclusion as a standing agenda item in all staff meetings.

The Company will ensure that adequate Health and Safety information is provided to workers especially in respect of risk assessments and legislative obligations. Any correspondence, notices, leaflets etc. from or with regard to the HSE will be forwarded to staff.

Adequate time off work will be given to any appointed Health and Safety Representative in order for them to reasonably fulfil their duties i.e. training and liaising with the Health and Safety Adviser.

A Company Site Health and Safety Handbook with local specific information shall be made available to new company employees, and contractors. This should be used as the basis for the employees' Health and Safety induction in the company arrangements.

## INFORMATION

Information relating to Health, Safety and the environment will be conveyed to employees and others who may be affected in one or more of the following ways:-

- Notices, minutes and bulletins on notice boards.
- Letter or memo' to individuals.
- Briefing by individual managers or supervisors such as tool box talks.
- Circulation of Health and Safety meeting minutes
- Briefing by the Health and Safety advisor

Managers are responsible for the provision of adequate information to their teams. Where employees are concerned that the information received is inadequate to maintain their own and others safety, it is their duty to inform their Manager accordingly. Similarly, employees are expected to take reasonable steps to familiarise themselves with published information and to take notice of it.

The Health and Safety Advisor will maintain a library of information on relevant matters and will advise Directors and Managers of the information required to be passed to staff on particular subjects.

## INSTRUCTION

Instructions in Health and Safety law terms are orders or directions irrespective of the way in which they are issued

verbally or in writing. Managers are responsible for the issuing of adequate instructions to their workers to maintain health, safety, and welfare. The majority of instructions necessary are contained in this document. The requirements of these documents are to be regarded as instructions.

## TRAINING

Training is one means to provide knowledge in the process of achieving the desired level of competence. Workers cannot be determined as competent if they do not hold the required knowledge and this includes:

- Knowledge of their statutory Health and Safety obligations.
- Knowledge of the skills to fulfil their company Health and Safety responsibilities i.e. policy obligations.
- Knowledge of industry best practice standards and HSE guidance.
- Craft knowledge.

Employers are obliged to provide adequate Health and Safety training to all personnel and this should ideally be carried out prior to commencing work. (The obligation to adequately resource includes provision of paid training days).

Health and Safety Induction training covering local 'rules', company Health and Safety policy, Fire, First Aid and Accident procedures as well as information relating to safe working procedures will be given to all persons as they commence employment. Managers shall assess employee training needs and arrange for the provision of adequate training.

Recruiting competent persons in the first place will reduce the Health and Safety training obligation but will not remove the requirement to adequately induct new members of staff into the company policies and procedure around Health and Safety.

## SUPERVISION

Supervision provides direction; help, guidance, example and discipline to ensure systems and procedures are correctly and consistently applied. Workers, visitors and contractors must be supervised to ensure safety. Managers will ensure that all those operating within their areas of control are adequately supervised at all times.

## PLANNING

Planning budgets for future business activity is second nature. Planning Health and Safety is also part of the company culture.

Effective planning allows managers and workers to foresee suitable and unsuitable methods of working through the risk assessment process.

All managers controlling activities, including production, will ensure that suitable planning arrangements are in place to undertake the activity efficiently. This can be coordinated in a project safety plan. By including risk assessment into the planning process, the activity should be achieved safely and without risk to health.

## MONITORING

Management are obliged to regularly monitor the workers performance to ensure that the company's Health and Safety standards are known by the workers and are also put into action.

Proactive methods of monitoring include the following:

- Regular inspection tours of the workplace
- 'Walking the job' and observing actions- planned and adhoc site inspections.
- Checking PAT test records.
- Calibration
- Checking PPE is being worn on site where appropriate
- Checking Lifting equipment records.
- Risk assessments.

Reactive monitoring methods include:

- Accident and near miss reporting and investigation.
- "Whistle blowing" and staff reporting through their line management.

## REVIEW

Periodic review of the company Health and Safety performance is a responsibility of the DRHS and management team. A policy group consisting of the Director responsible for Health and Safety, The Office Manager or equivalent and by invitation, the Health and Safety Adviser, shall meet annually to review policy in respect of change to statutory obligations.

Risk assessments shall be reviewed at least every two years or sooner in the event of any significant change.



## SECTION 3 - COMMON WORKING ARRANGEMENTS

### CODES OF PRACTICE (COP)

These are documents setting out topic related issues and sets standards that generally are applicable to all of the company operations.

1. COP SITE H&S HANDBOOK
2. COP ACCIDENT, NEAR MISS REPORTING & RIDDOR 2013
3. COP BUILDINGS
4. COP CONTACTORS
5. COP DSE
6. COP ELECTRICAL WORKS
7. COP FIRE, EMERGENCY & FIRST AID
8. COP WORK AT HEIGHT & ACCESS EQUIPMENT
9. COP DIGGING AND EXCAVATION (Where applicable)
10. COP ENGINEERS SAFE WORKING PRACTICES
11. COP WORKING ON, OVER OR NEAR WATER
12. COP MEWP RESCUE PLAN

### ACCESS EQUIPMENT see also ' COP Work at Height & Access Equipment

This refers to mobile (e.g. cherry pickers), static (e.g. scaffolds, towers etc.) and elevated work platforms (MEWPs). All electrical or mechanically operated access equipment must be regularly inspected, tested and maintained. When equipment is hired in, the hirer must provide a certificate of inspection dated within the last six months to satisfy the requirements of the Lifting Operations, Lifting Equipment Regulations (LOLER).

Operators of all such access equipment must be competent to use the machines and it is the Project Managers responsibility to ensure that they hold a certificate of competence e.g. IPAF, PASMA.

A full risk assessment must be carried out by a competent person.

### ACCIDENT, ILL HEALTH & NEAR MISS REPORTING

#### See Accident COP

All accidents, ill health conditions and near miss incidents must be reported to a locally appointed manager in order to comply with the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

### ACCIDENT REPORTING

All accidents, ill health conditions, and near misses that happen on Company premises or any other site used for production/business purposes must be reported to Line Managers immediately using a Company Accident Report Form.

### AIDS /HIV

The Company acknowledges these conditions as low risk in respect of current work activities. Trained firstaiders are aware of the need to avoid contact with bodily fluids when dealing with injuries.

### ALCOHOL

Whilst there is not a ban on alcohol being brought onto the premises, the Company maintains the right to ensure that no person may be allowed to work, or remain at work if they appear to be under the influence of any alcohol. No person required to operate any work equipment on client's sites may do so if they have consumed

alcohol 10 hours or less prior to commencement of work.

## ANIMALS

No animals, other than guide dogs for the blind and hearing dogs, will ordinarily be permitted in the Company premises or locations. For exceptions to this, please obtain permission from your Managing Director.

APPROVED CONTRACTORS- See Selection & Management of Contractors

## ASBESTOS

The Company shall comply with the Control of Asbestos Regulations 2012

**The Managing Director will undertake the role of "Duty Holder"**. He or she must arrange for a survey of the premises and an assessment made to 'manage asbestos' within the premises if found. The report will be held by The Office Manager or equivalent.

On any other premises, (i.e. Clients') it is essential that the premises representative produces an **Asbestos survey** report. If this or an **Asbestos Register** is not available, or the **Asbestos Assessment** has not been carried out, then a decision must be made as to whether the premises are safe to be worked in.

If the site is to be worked in and there is no information, the obligations under the Regulations will then fall upon the 1122 Ltd T/A I'm Covered 365 Project Manager. Company staff must withdraw until the situation is assessed.

All asbestos material found shall be labelled to assist identification and all affected staff will be informed.

If the presence of asbestos is suspected, withdraw immediately and take advice from the appointed company Health and Safety Advisor.

### Asbestos Containing Materials (ACM) on client sites.

The client's representative must be asked to produce the **site asbestos assessment** at the tender stage (unless it is a new build and the design specification clearly indicates the prohibition of asbestos containing materials in the construction).

In older premises, the Asbestos Assessment should include information such as the **Asbestos Register** of the site and type of the ACM. The company **MUST** determine the presence of any ACM's **BEFORE** permitting the drilling, cutting into or breaching of any part of the building fabric. **IF IN ANY DOUBT-DON'T DO IT**

No material marked as containing asbestos may be sawn, drilled, cut or otherwise worked and all damage to lagging, insulation etc. is to be reported immediately to the MD in order to allow repairs to be expedited.

**NB asbestos is not a significant risk to the health of employees if it is good condition and no airborne fibres are present which can be inhaled.**

**If in any doubt whatsoever, do not enter or withdraw and call the office.**

*See COP Buildings*

## ASSAULTS

Assaults (or non-consensual violence) experienced in the course of work are reportable under the RIDDOR regulations (see above).

*See COP Accident & Near Miss Reporting*

## AUDITS

The Managing Director shall appoint a competent individual to carry out an annual audit of this Policy and other procedures to determine the levels of compliance.

## BOILERS

The Company shall ensure that competent persons/contractors are employed to service and maintain any gas or electric heating boilers on Company premises. Records of maintenance activity shall be kept by the Office Manager or equivalent.

## BOMB THREATS

Whilst the Company considers the risk of a bomb threat to be low, the Disaster Recovery / Business Continuity plan should still consider foreseeable emergency arrangements.

## BUILDINGS

The Company shall appoint an Office Manager or equivalent to manage all building related matters that are not addressed by the landlord. These may include;

- Maintenance of the building fabric.
- Roof works.
- Mechanical and electrical services.
- Decorating.
- Heating and ventilation.
- Drains.

Competent contractors must be retained to provide suitable levels of service and such contractors shall provide suitable and sufficient risk assessments and/or method statements to the host manager.

*See COP Buildings*

## BULLYING - SEE ALSO HARASSMENT

## BUSINESS CONTINUITY (INCORPORATING DISASTER MANAGEMENT)

The Managing Director shall produce a report of foreseeable business risk management issues. Where these have Health and Safety implications they shall ensure that appropriate action plans are made with the management teams. It is advisable to test out these plans annually and to review their effectiveness.

## CABLE MANAGEMENT

Power, data and telephone cables are all essential to modern business operations.

The Office Manager or equivalent shall ensure that workplace risk assessments are undertaken and include the evaluation of cable positions in offices in respect of slips, trips and falls. Cables should ideally be kept off the floor and supported so as to prevent any undue mechanical loading, pulling etc. on cables and sockets.

Temporary Cables must be managed to avoid potential tripping hazards both at the company office and client's sites.

## CATERING – See also Welfare provision

Catering facilities will be limited to tea/coffee making facilities and a microwave oven. If a toaster is made available, then the fire detection (if applicable) will be altered accordingly.

## CHILDREN

Children (i.e. those under the age of sixteen) will not normally be allowed on the company premises. See also YOUNG PERSONS for work experience

## CLEANERS – SEE ALSO WINDOW CLEANING

The Office Manager or equivalent shall ensure that suitable cleaning arrangements are put in place at all Company offices and premises including local production offices. Risk assessments should be requested from the cleaning contractors covering such activities as work equipment, cleaning chemicals, waste disposal and electrical services as well as lone working.

#### CODES OF SAFE WORKING PRACTICE

The Company will produce codes of practice (COP's) referring to specific topics. The purpose of a code of practice is to set out each Company's working standards for repetitive activities and work equipment. In some cases, the code of practice will act as a generic risk assessment.

Current codes of practice address Accident procedures, Display Screen Equipment, Technicians Routine tasks, Buildings, and Manual Handling etc.

#### CONFINED SPACES

The Confined Spaces Regulations 1997 apply.

Entry into confined spaces such as loft space, tanks, drains, silos and culverts are seldom required on the Company premises. However, this may be required on projects or clients' sites. Where this is the case they will be the subject of a site-specific risk assessment, as such tasks are high-risk and must be carefully pre-planned.

#### CONSTRUCTION SITE

The Company shall ensure that a competent approved contractor carries out all construction works on their behalf. Where the works are of a significant nature and come under the requirements of the Construction (Design and Management) Regulations, the Company shall appoint a competent person to assist the monitoring of the Health and Safety management of the works carried out by the Principal Contractor. These works must be carried out effectively by a competent project manager.

All other works shall be subject to a full risk assessment.

When working as a sub-contractor to the Principal Contractor for client's notifiable CDM contracts, the Project Manager shall be responsible for providing suitable risk assessments and other Health and Safety documentation as requested by the Principal Designer.

#### CONSULTATION

Senior Management views communication between themselves and employees as an essential part of effective Health and Safety management.

Consultation will be achieved by inclusion as a standing agenda item in all staff meetings.

The Company will ensure that adequate Health and Safety information is provided to workers especially in respect of risk assessments and legislative obligations. Any correspondence, notices, leaflets etc. from or with regard to the HSE will be forwarded to staff.

Adequate time off work will be given to any appointed Health and Safety Representative in order for them to reasonably fulfil their duties i.e. training and liaising with the Health and Safety Adviser.

A Company Site Health and Safety Handbook with local specific information shall be made available to new company employees, and contractors. This should be used as the basis for the employees' Health and Safety induction in the company arrangements.

## CONTRACTORS PROCEDURE

The Health and Safety at Work Act 1974 and associated regulations place a legal duty on all contractors to ensure that any person employed by them performs in a safe manner. To ensure the contractors you wish to use are competent in terms of their Health and Safety knowledge and arrangements, we are obliged to make “reasonable enquiries”.

The procedures for this is set out in the COP Selection and Management of Contractors.

## COSHH – SEE HAZARDOUS SUBSTANCES

## DANGEROUS OCCURRENCES - SEE ACCIDENT REPORTING & RIDDOR

## DISABILITY AWARENESS

The Company acknowledges and is committed to the Equality Act 2010.

The Company is required to make reasonable adjustments to ensure not only the safety of disabled employees and visitors alike, but to allow for a full and reasonable integration into the workplace. This will include the preparation of risk assessments covering the person's work activity and ensuring that there is a safe and tested evacuation procedure in place. Eg a “Buddy” arrangement for employees with reduced mobility will be put in place if found necessary.

Managers will ensure that such measures are adequate and reviewed regularly. Those managing sites will be required to take all reasonable steps to assess the needs and vary arrangements to accommodate those with disabilities, provided safety is not compromised.

## DISPLAY SCREEN EQUIPMENT (“DSE”)

The Company has produced a DSE Code of Practice addressing the arrangements for the management of DSE in the workplace, which must be complied with.

## DOCUMENTATION

Health and Safety documentation includes this Policy, Codes of Practice, Risk assessments, Inspection and Audit Reports, Work equipment test and inspection records, Maintenance records, Training records etc.

The Health and Safety Administrator or equivalent is responsible for co-ordinating and collating all Health & Safety documentation. Copies of these records must be held within the Company office and be available for inspection by the Enforcing Authorities.

## DRIVING - SEE ALSO VEHICLES

In the event that driving vehicles is a part of the work activity, appropriate checks will be carried out. Company vehicles whether owned or leased may only be driven by those persons authorised to drive them and who hold the appropriate full UK licence for the class of vehicle.

Drivers are subject to the requirements of the road traffic legislation and must ensure that the appropriate insurance cover is in place before driving. **Employees are encouraged to ask to see the insurance documents held by the company and the maintenance records of the vehicle.**

Where there is a business need for staff to use their own vehicles on Company business, the manager in charge shall make reasonable enquiries to ascertain that the vehicle is in a roadworthy condition and that the driver holds the appropriate valid licence and insurances for business use.

Staff driving unusual vehicles or in unusual terrain must be suitably experienced and competent to transport company employees.

## FATIGUE

Workplace fatigue can lead accidents and injury. Fatigue is not only related to driving for extended periods, or shift work patterns, but can be caused by work overload, presenteeism and the level of physical activity in a work task. Management will not make unreasonable demands in this regard and employees themselves will take reasonable rest periods as agreed with their line manager, to avoid excessive fatigue. Fatigue will be considered as a foreseeable risk and where appropriate, a Fatigue Risk Assessment will be carried out. If employees feel that they are feeling the effects of workplace fatigue, they should speak to the HR department or their line manager. Employees can also seek help from our retained H&S Consultancy who are qualified to provide Mental Health First Aid at Work support. Details of our current retained H&S Consultants are available on page 11 of this document.

#### DRUGS (ILLEGAL) – SEE ALSO MEDICINES

Prohibited substances are not permitted on Company premises or workplaces. Any person deemed to be under the influence of any such substance, especially if their or any other person's Health and Safety could be adversely affected, will be immediately suspended from work and instructed to leave the workplace.

#### ELECTRICAL SAFETY

The company shall make suitable arrangements to comply with the Electricity at Work Regulations 1989 and the IET (Institution of Engineering and Technology) Wiring Regulations.

#### ELECTRICAL SAFETY IN OFFICES

The Office Manager or equivalent is responsible for all electrical works including the Periodic Testing and Inspection of fixed wiring and portable appliances. Records of these checks and tests will be held by the Health and Safety Administrator.

#### ELECTRIC SHOCK POSTER

The Office Manager or equivalent will ensure that an electric shock poster is placed in suitable positions in electrical compartments and lift control rooms under their control, where applicable.

#### EMERGENCY

##### PROCEDURE SEVACUATION

Managers shall put appropriate emergency arrangements in place for their sites following a suitable assessment of all foreseeable emergency situations including fire, bomb or terrorist threats.

Each company premise (and also off-site clients' premises, where the company is in control) shall post information notices in respect of:

- The fire alarm for the location (e.g. a ringing bell, siren, verbal shouts of "Fire Fire", whistle blasts etc.).
- The location of the assembly point.
- Fire exit route signage.
- Procedure for calling the Emergency Services.
- Names of the fire wardens.

All Employees will be trained in fire awareness, the above procedures and the Emergency Plan. A drill should be set up to test the procedures at least annually and the results logged.

#### FIRE WARDENS

Trained Fire wardens are essential to ensure a successful evacuation of all personnel to a place of safety outside the premises. (see section 3-Fire Wardens).

In an emergency, a senior person must be nominated to take charge of the situation, reacting to the nature of the emergency in accordance with any written Emergency Plan instructions, and summoning the emergency

services.

If the emergency takes place at an outside location or a studio for example, then the instruction of the host management will take priority.

#### EMERGENCY SERVICES

Management are obliged to liaise with the local emergency services and provide information to them in respect of any significant risks to emergency personnel, when on Company premises e.g. the presence of any known asbestos or gas cylinder storage areas etc.

#### EMPLOYERS LIABILITY INSURANCE

The Company will prominently display a current copy of the Employers Liability Insurance certificate.

A register of approved contractors' insurance details will be maintained and reviewed regularly, to ensure that all contractor carry valid insurance, to the minimum requirements.

#### ENFORCING AUTHORITIES

The Health and Safety Executive (HSE) are the enforcing authority for Health and Safety matters in the Construction Industry and as such are there to provide help and guidance as well as acting as "policemen" when a non-compliance is an issue. HSE publish large amounts of free and purchasable guidance and have a web site at [www.hse.gov.uk](http://www.hse.gov.uk) which can be referred to for advice.

The HSE have powers of entry to any place at any time where they have reason to believe that an unsafe condition may exist. They can make us stop work immediately, seize company records, take photographs and question staff 'under caution' within the powers of the Police and Criminal Evidence Act (PACE).

The Fire Service will enforce fire legislation, the Local Authority Environmental Health Officers will enforce Health and Safety at standalone offices, such as Head Office and the Environment Agency will enforce environmental legislation.

#### ENVIRONMENT

The Company are not significant "polluters" of the environment, but simple efforts can be made to preserve limited environmental resources, through the effective management of energy usage, waste and recycling.

#### EPILEPSY

Any person suffering from epilepsy must not be discriminated against, but due consideration must be made after taking medical advice, if the member of staff's epilepsy may foreseeably create an unacceptable Health and Safety risk, especially where a vehicle or machinery is being used.

#### EYESIGHT TESTS - SEE also DSE AND THE EMPLOYEE HEALTH AND SAFETY HANDBOOK

## FIRE – SEE also EMERGENCY PROCEDURES AND THE FIRE AND EMERGENCY COP

The company will arrange for an office / workshop fire risk assessment to be carried out and an Emergency Plan implemented to manage the fire risk.

**1122 Ltd T/A I'm Covered 365** will inform their staff of the arrangements in the plan when they join the company at a suitable induction for example:

- All fire instruction notices are to detail the arrangements for evacuation.
- All escape routes are to be regularly checked to be clear of obstructions.
- All designated fire exit doors are to be checked for safe operation.
- Staff are aware of the sound of the fire alarm.
- All equipment provided for fire detecting and firefighting are in position and access is not obstructed.
- The Office Manager or equivalent must set up arrangements for the annual maintenance and test of all fire extinguishers (including the travelling ones when used on sites), and the planned servicing of fire alarm systems and hold records of these systems on site.
- Staff are made aware of the Evacuation Assembly points and have been trained in the evacuation procedure.
- The Office Manager or equivalent shall arrange for regular staff fire awareness training and at least one evacuation drill per year.
- All “no smoking” areas are clearly defined by signage.
- Smoking will only be permitted outside of buildings and away from any identified hazards.
- All heating and electrical appliances are to be positioned in a safe manner to avoid fire risks.
- Good housekeeping in respect of rubbish and waste accumulation must be implemented and managed.
- The supply and storage of flammable liquids and gases is in accordance with the Dangerous Substances and Explosive Atmospheres Regulations guidance.

## FIRE SAFETY ON CLIENT'S SITES

The Project Manager/Supervisor or equivalent must ensure that they are informed of the content of the fire risk assessments, which the client must carry out on their sites.

Suitable firefighting equipment must be available along with trained users of the equipment and a fire evacuation arrangement for each location.

1122 Ltd T/A I'm Covered 365 staff will be informed of the names of fire wardens for the site, but also have a responsibility to themselves and others to ensure they fully understand any site-specific procedures.

## FIRST AID

Following an assessment of foreseeable injuries and where the Company has overall control of the work activity any or combinations of the following controls may be appropriate: In offices, The Office Manager or equivalent shall lead on this. At clients' locations, the Project Manager shall ensure adequate arrangements are in place.

- Qualified “Appointed Persons” may be adequate for first aid cover in offices.
- No medicines, lotions or tablets will be kept in first aid kits and dispensed to injured or ill persons.
- The First Aiders as well as administering first aid will also be given responsibility for 3 monthly checks of first aid kits, ensuring adequate stocks of equipment and for disposing and replacement of “Use By” dated items such as saline water eyewashes. Records of checks must be kept.
- On site, a minimum of a FAW first aider should be present and consideration as to how this is achieved during installations must be given at the planning stages.
- Notices in premises should be placed giving the work location or contact numbers for First aid providers. Employees should be informed of who the first aiders are during their Health and Safety Induction.
- First aiders should keep a record in a notebook in the First Aid kit, of symptoms noted and treatment administered for each injured person and may also be asked to contribute to the accident reporting process.
- Consideration must be given by management to the provision of cover in the event of holiday or other absenteeism from the workplace.



## FOOD AND DRINK- SEE also CATERING

The Office Manager or equivalent shall arrange for the tea/ coffee making areas to be cleaned and maintained, Toasters, Kettles to be PAT tested. Fridges to be cleared of foodstuffs past their sell by dates and toasters to be positioned as to avoid fire risks.

Employees must play their part by cleaning up after they have used the facilities and maintain high standards of personal hygiene

On site, employees must only use welfare facilities as directed by the client or Principal Contractor.

## GASES

Maintenance of gas supply systems may only be carried out by competent persons registered with the Gas Safe Register.

The Office Manager or equivalent should record emergency call out numbers in case of a gas emergency.

The use of Liquid Petroleum Gases (LPG) for heating especially on sites is subject to risk assessment and management under the Dangerous Substances and Explosive Atmospheres Regulations.

Project Managers must ensure that contractors are pre-vetted and on the approved contractor list. They must also provide a risk assessment for all their work equipment and activities relating to the storage and use of gases i.e. catering, welding etc.

## HARRASSMENT

Line Managers must ensure that no member of staff is bullied into taking any Health and Safety risk that has not been suitably assessed and controlled.

## HAZARDOUS SUBSTANCES

The Company will comply with the law as set out in the current Control of Substances Hazardous to Health Regulations ("COSHH") and all subsequent amendments. A risk assessment will be conducted of all work involving exposure to hazardous substances.

The assessment must be carried out by a competent person and will be based on 'manufacturers' and 'suppliers' Health and Safety guidance and our own knowledge of the work process.

The Company will ensure that staff exposed to hazardous substances will be at minimum risk and that the hazard will be adequately controlled in all cases.

All members of staff who will come into contact with hazardous substances must be given comprehensive and adequate training and information on the health and safety issues relating to the type of work and the control measures in place. For assistance in completing the COSHH risk assessments, contact the Health and Safety Adviser for advice.

The Health and Safety Administrator or appointed person must be given copies of the COSHH risk assessments which shall include a 'safety' data sheet for all proprietary products.

## HEAD PROTECTION

In the event of a member of staff having to work in such a way as to be exposed to any possible risks of injury to his/her head then appropriate head protection must be worn. Instructions will be given to staff following the risk assessment of such a high-risk task.

## HEALTH (OCCUPATIONAL)

The Managing Director shall ensure that all reasonably foreseeable ill health conditions that could be work related will be addressed in the activity risk assessments. This will include such conditions as work related upper limb disorders from bad working postures, respiratory conditions from inhalation of substances hazardous to health or asbestos related cancers, hand and arm vibration and exposure to noise for example.

Where appropriate, suitable health surveillance measures will need to be arranged by a manager and undertaken by a competent Occupational Health provider.

## HEARING PROTECTION

We are required to make a reliable, representative estimate of our workers' daily personal noise exposure. Daily personal noise exposure, or  $L_{EP,d}$ , represents a daily noise 'dose' – a combination of 'how loud' and 'how long exposed' for the various noises that a person is exposed to in a working day. We will also determine the likely peak sound pressure levels,  $L_{Cpeak}$ , to which workers are exposed.

This involves thinking about:

- What work is done or likely to be done;
- The ways in which the work may be done;
- How the work might vary from one day to the next.

It may be possible for us to estimate the  $L_{EP,d}$  or the  $L_{Cpeak}$  for some or all of our workers from published information, such as HSE industry-specific guidance.

Noise level information may come from other sources, such as:

- Other workplaces similar to ours;
- Data from suppliers of our machinery.

We will not make any allowance for the wearing of personal hearing protection when we estimate workers' noise exposure levels.

Personal noise exposure may also be calculated over a week rather than a day, if the noise exposure of our workers varies markedly from day to day. This is written as  $L_{EP,w}$ . We will use noise exposure calculators which are readily available on the HSE website.

## EXPOSURE ACTION VALUES

The Noise Regulations define 'exposure action values' – levels of noise exposure which, if exceeded, require us to take specific action. There are 'lower' and 'upper' action values.

We will compare our estimated noise exposure with the action values to know what specific actions are required of us in addition to your general duty to reduce risks from noise.

	Lower exposure actionvalue (decibels)	Upper exposure actionvalue (decibels)
Daily or weekly personal noise exposure ( $L_{EP,d}$ or $L_{EP,w}$ )	80	85
Peak sound pressure ( $L_{Cpeak}$ )	135	137

## HOW WE WILL CONTROL NOISE

There are many ways of reducing noise and noise exposure.

Firstly, we will think about how to remove the source of noise altogether – for example, housing a noisy machine where it cannot be heard by workers. If that is not possible, we will investigate:

- Using quieter equipment or a different, quieter process;
- Engineering/technical controls to reduce, at source, the noise produced by a machine or process;
- Using screens, barriers, enclosures and absorbent materials to reduce the noise on its path to the people exposed;
- Designing and laying out the workplace to create quiet workstations;
- Improved working techniques to reduce noise levels;
- Limiting the time people spend in noisy areas.

Measures that give ongoing or medium- and long-term benefits, and would be expected to be part of your noise-control programme, are:

- A low-noise purchasing policy for machinery and equipment;
- Proper and regular maintenance of machinery and equipment that takes account of noise.

Any employee whose exposure is greater than the action limits, will be subject to regular audiometric testing.

## HEALTH & SAFETY ADMINISTRATION

The Managing Director shall appoint a suitable person to undertake the role of Health and Safety Administrator. The Health and Safety Administrator's role is defined in Section 3.

## HEALTH & SAFETY ASSISTANCE

Under Regulation 7 of the Management of Health and Safety at Work Regulations, companies are obliged to have access to competent Health and Safety Advice. Such a professional person or organisation should for this industry be a member of the Institution of Occupational Safety and Health (IOSH).

Managers and staff may request advice and guidance at any reasonable time.

## HEALTH & SAFETY DEFECT REPORTING

The Managing Director must put in place suitable arrangements to enable all staff to freely inform them of all discovered health and safety defects or concerns within the workplace or activities. Where such defects/concerns may lead to unacceptable risks then remedial control measures must be implemented by the Manager in charge.

Defects can be reported verbally but are best reported in writing using the Health and Safety Defect Report Form.

## HEALTH & SAFETY LAW POSTER

The current health and safety law poster published by the HSE must be displayed for the benefit of all staff. Local details must be inserted by the Health and Safety Administrator.

## HEALTH & SAFETY GUIDANCE

The HSE publishes a large amount of advice and guidance some of which is free and some can be purchased. For further information see their web site at [www.hse.gov.uk/pubns](http://www.hse.gov.uk/pubns)

Information and advice is available from the Health and Safety Advisor on request

## HEALTH & SAFETY OBJECTIVES

The Senior Management team will discuss and agree the Health and Safety objectives to be achieved with all employees. These are to be SMART, i.e. to be specific, measurable, achievable, realistic and within an agreed timescale. Objectives will be set as and when necessary and reviewed through the appraisal process.

## HIGH LEVEL WORKING - SEE WORKING AT HEIGHT

## HOURS - SEE WORKING TIME

## HOUSEKEEPING

Management shall actively encourage staff to work in a clean and tidy manner at all times. Good practice includes:

- A clear desk policy at the end of each working day.
- Regular inspections addressing storage issues and archiving in office areas.
- Planning layouts of office and other work areas.
- Provision of adequate storage systems in offices and work areas.

## HYGIENE

Management will encourage all employees on customer sites to be mindful of maintaining high standards of personal hygiene, cleanliness and appearance.

## INFORMATION & INSTRUCTION

Senior Management are responsible for ensuring all staff are provided with adequate Health and Safety information relevant to the role they perform and also will include the foreseeable hazards and dangers in the workplace as well as the measures to control the risks. Suitable instructions must be issued in respect of safe methods of working. Regular toolbox talks are a simple means of passing information to employees.

## INSPECTIONS & AUDITS

The Company shall ensure that regular (3 monthly) visual inspections are carried out by Office Manager of all premises using the Company Inspection Form. This should also be extended to long standing sites.

## INSURANCES

The Employers Liability Insurance Certificate must be accessible to all employees. This can be displayed on a notice board or stored electronically, as long as all employees have access to it and know where to find it.

## LADDERS/STEP LADDERS ETC

The Work at Height Regulations do not prohibit the use of ladders and step ladders however, they should only be used for short term work, usually less than 15-20 minutes duration.

Where the Company owns ladders, these must be individually marked and entered in an equipment register. Regular inspections must be undertaken by a competent person and records kept by the Health and Safety Administrator. Managers must supervise the use of ladders and ensure they are used in a safe manner. Use of ladders is subject to a risk assessment.

See Work at Height COP

## LEGIONNAIRE'S DISEASE (LEGIONELLA PNEUMOPHILA)

This family of bacteria commonly found in the environment where they are harmless, but which can multiply in warm water conditions (usually between 20 to 45 degrees centigrade) to levels which are dangerous if then inhaled in droplet form. High levels of these bacteria may cause Pontiac Fever and Humidifier Fever. There is no perceived risk to employees from Legionella within the company premises.

## LIGHTING

### EMERGENCY

The responsible person must be clearly identified and arrange for regular testing and annual maintenance of such lighting. Records of this must be kept.

### WORKING

Adequate lighting levels must be provided for all work activities and work areas be it for ambient lighting or particular task lighting, which will be maintained as part of the building maintenance provision.

Appropriate types of lighting diffuser should be in offices where DSE work is undertaken.

Location working in hours of darkness is a particular area when working lighting must be adequate. The work lighting should be the first items rigged and the last items struck.

## LOLER-Lifting Operations, Lifting Equipment Regulations

When appropriate, the DRHS will ensure the use of / employ a competent person to set up procedures to comply with these Regulations. This will include regular inspection, examination and/or testing of all Company owned items, the results of which will be recorded.

Lifting equipment includes shackles, karabiners, lanyards, chain hoists, ropes, motorised hoists, cranes, mobile elevated work platforms (MEWPS) aka 'Cherry pickers' etc.

Where such items are hired in the manager responsible shall ensure that the hirer produces current records of test and inspection and where equipment such as cranes are in use, that the operator proves his competence with a current CITB or CSCS photo card passport. For MEWPS the appropriate IPAF card must be held and for Towers, a PASMA card must be held.

Fall Protection Equipment is also to be subject to inspections by a competent person at the frequency stipulated by the manufacturer. Users of FPE must be formally trained in its use and records must be kept.

'Lifting Operations' are subject to the risk assessment process and in most situations a method statement may be the best way of defining and thus managing the lifting operation.

## LONE WORKING

The Company will permit occasional lone working situations, but only with prior permission of the Senior Manager.

Each task involving lone working must be risk assessed and appropriate control measures implemented. Special consideration to lone working by Contractors must be discussed before allowing such work to commence.

## MANUAL HANDLING OPERATIONS

The Company will comply with the law as set out in the Manual Handling Operations Regulations 1992 MHOR (as amended). Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

When it is not possible to avoid manual handling operations an assessment of the operation will be carried out taking into account the task, individual, load, working environment (TILE).

All possible steps will be taken to reduce the risk of injury to the lowest level possible. The assessment will be reviewed and amended when applicable.

Managers must ensure all members of staff are appropriately trained in safe lifting techniques if their job exposes them to significant manual handling risks.

The manual handling training manual is available from the Health and Safety Adviser, to be shown as part of all employees' induction.

## MEDICINES

Employees who are prescribed medicines with known side effects such as drowsiness should inform their line manager, especially where machinery is operated or their work performance may affect the level of risk.

MENTAL WELLBEING – See separate Mental Wellbeing Policy

MOBILE PHONES – See BYOD Policy

## NEAR MISSES

A near miss is defined as an incident where an event or series of events occur which would be an accident if any injury, ill health, loss or damage had resulted, staff are actively encouraged to report all near miss situations using the Accident or Near Miss Report Form.

## OFFICES

Please refer to your site Office Health and Safety Handbook

OFFICE HEALTH & SAFETY MANUAL – See COP Buildings

## PERMITS TO WORK

This form of control is available for use in specific situations such as High voltage working if determined by risk assessment. Advice must be sought from the Health and Safety Adviser.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Company will comply with the law as set out in the Personal Protective Equipment at Work (Amendment) Regulations 2022. Any member of staff who may be exposed to a Health and Safety risk whilst at work may be provided with suitable, correctly fitting and effective Personal Protective Equipment (PPE). PPE is regarded as a "last resort" in control measures that can be put in place to minimise risks that may be involved in carrying out a particular task.

All PPE provided by the Company will be properly assessed by managers prior to being used by employees. All employees provided with PPE will receive comprehensive training, information and supervision on the use, maintenance and purpose of the equipment.

All PPE provided by the Company will be maintained in good working order and records kept.

#### PORTABLE ELECTRICAL EQUIPMENT – SEE ELECTRICAL SAFETY IN OFFICES

#### PREGNANT & NURSING MOTHERS

The Company will comply with its obligations under the Management of Health and Safety at Work Regulations 1999 to specifically assess the risks to this group of people as soon as they have been informed in writing of the pregnancy.

The assessment(s) will be regularly reviewed during the pregnancy and any changes to the protective and preventative measures will be implemented as appropriate. When a new mother returns to work their manager must assess their related needs.

#### PRESSURE SYSTEMS

This is unlikely to be relevant to Company activities. Further advice may be taken from the Health and Safety Adviser.

#### PUBLIC

Company activities involving members of the public, be they passing by a workplace when loading or unloading, or bystanders when working, are all owed a 'duty of care' by what we do and how it will affect them.

Risk assessments must take account of members of the public as being an "at risk" group when circumstances are relevant.

#### RECORDS

It is vital that appropriate records are made and provided to the Health and Safety Administrator where appointed. The way UK health and safety legislation is set up it is for the 'Accused to Prove' that they had done everything reasonable to comply with the law. Therefore, documentary evidence must be adequate and accessible to the Company.

#### RECRUITMENT

Employers have a responsibility to ensure the persons they employ are competent for the role for which they are to undertake for the Company.

It is essential that when interviews are being undertaken that reasonable enquiries are made of interviewees to ascertain their levels of competency for the role for which they are applying. For example, a person such as an Electrician should have a suitable electrical qualification such as the 18<sup>th</sup> Edition of the IET Wiring Regulations Course, and a manager should be trained in basic Health and Safety legislation and responsibilities.

To employ someone who is suspected not to have essential basic competencies is acceptable, but the Company is then committed to train the individuals to achieve these competencies and this should logically be before they commence work.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)– SEE COP ACCIDENT

## RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1992 (amended 1999) require that all employers and self-employed persons conduct risk assessments of all significant risks due to their work activities. Definitions referred to in the risk assessment process include:

- Hazard - The potential to cause harm e.g. work equipment, ladders and chemicals.
- Risk - A judgement based upon the consequence of harm occurring coupled with the likelihood of harm occurring e.g. risk of serious injury due to falling off a ladder or the risk of severing a finger due to it becoming trapped in a machine.

Before any work activity begins a 'suitable and sufficient' risk assessment must be conducted by a competent person. Where practicable, risks to Health and Safety must be eliminated or effectively controlled utilising permanent fixed methods of controls, rather than voluntary personal protective equipment.

Safe working procedures and practices will be developed and implemented to minimise risks to health and safety of all persons who might be exposed to hazards through working activities.

Information relating to assessed risks, safe working practices and procedures must be given to those persons exposed to risks through work activities.

Suitable instruction and training will be provided by the Company to all members of staff involved in the risk management process.

Responsibility for conducting risk assessments, implementing/supervising Health and Safety policy and procedures will be established prior to staff being contracted. Any necessary documentation, information etc will be provided to any member of staff who will be exposed to risks through their activity.

Evidence must be provided showing that any contractor who will be required to undertake risk assessments has the necessary competence through training to identify hazards, assess risks and initiate appropriate control measures.

Competent persons will be designated and assigned to ensure all emergency procedures, security of premises, first aid etc. as deemed appropriate following assessment of risks.

All risk assessment forms as set out in this policy must be signed and dated by the originator and the Senior Manager responsible for the department, or the Project manager for the site, they must also be signed and agreed by the client where applicable. These forms must be held on record for inspection at all times. Risk assessments will be kept for a period of three years along with any records of accident or incident reports and investigations. These documents will be held securely at the main company office.

Revised risk assessments must be completed if any change takes place to the task/work activity, the surrounding environment containing the hazard e.g. equipment upgrade, office move etc.

Companies who do not employ more than five people do not have to record their assessments, but still have to go through the process and possibly provide evidence at a later date that an assessment has been completed. Therefore, the company requires that all activities must be assessed, and the significant risks recorded by the person or company in control of the activity irrespective of the number of employees they have working for them.

When requested to do so the Health and Safety Adviser will monitor the risk assessment process and advise accordingly.



## SAFETY EQUIPMENT - SEE ALSO PERSONAL PROTECTIVE EQUIPMENT

The Company will provide such safety related equipment as deemed necessary for compliance with statutory requirements as well as those items defined as control measures in the risk assessments.

Selection and issue of the equipment shall be undertaken by the DRHS. Issue and inspection records will be kept. Employees will be trained in the use and maintenance of PPE.

## SAFETY REPRESENTATIVES

Companies have an obligation to ensure that effective consultation on Health and Safety issues takes place between employees and management. Therefore, a suitable forum will be put in place to suit local business needs. The consultation process should discuss which method is most suitable for the company Office.

## SAFE SYSTEMS OF WORK

Safe systems of working are the ideal outcomes of a suitable and sufficient risk assessment. These may be recorded in the form of **Method Statements**, generic codes of practice or verbal instructions to members of staff. All contractors must present method statements with their risk assessment prior to starting any work for the Company.

## SECURITY

All companies must ensure that unknown persons do not enter their premises or workplaces and present any foreseeable risk to staff safety and wellbeing. Security measures must be planned and implemented.

Periodic security inspections of all alarm systems, doors, locking mechanisms, gates & grilles will be carried out.

## SIGNAGE

Where a potential hazard cannot be controlled by other means safety signage will be provided to comply with the Health and Safety (Safety Signs & Signals) Regulations and BS 5499 Part 1. 1990. This includes signs needed for fire and first aid needs. Where the need for warning or safety signs has been identified by a risk assessment or from a workplace inspection they will be provided signs which comply with appropriate standards and format.

Signs provided for safety purposes will display appropriate pictograms and be coloured according to established convention, i.e. –



### Prohibition Signs

Prohibition signs are used to prohibit actions to prevent personal injury and the risk of fire.



### Mandatory Signs

Mandatory signs convey action that must be taken e.g. procedures in case of fire.



### Warning Signs

Warning signs are to warn personnel of possible dangers in the work place.



### Safe Condition Signs

To show directions to areas of safety and medical assistance and to indicate a safe area



### Fire Equipment Signs

To show the location of fire equipment and compliance with Fire Precautions.

## SLIPS, TRIPS & FALLS

Slips, trips and falls are within the highest group of accident causes, and in an industry such as construction, where there is a significant number of temporary situations, this type of risk must be proactively controlled.

## SMOKING – SEE ALSO EMPLOYEE HANDBOOK

Smoking presents a significant risk to Health and Safety through fire and exposure to passive smoking. The HealthAct 2006 prohibits smoking inside all public buildings and all workplace premises.

Smoking is therefore only permitted outside Company buildings and all smoking debris must be fully extinguished before being disposed of in suitable receptacles. The risk of fire is the greatest risk to the Company within the premises and any oversight may lead to a serious fire.

Each client site will designate the permitted smoking areas

All members of staff may reasonably expect to work in a smoke free environment.

## STRESS

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Management should be capable of being able to assess the likelihood of stress raising factors within the working environment, accepting that outcomes can be different for all individuals. Due consideration must be given to the workload and the given timescales in which to achieve it. Inexperienced members of staff given new tasks must be duly trained and given guidance and adequate time to complete tasks.

Environmental factors such as noise, extremes of temperature or inadequate working conditions can exacerbate stress. Managers shall respond to all identified or reported stressful situations sympathetically and implement appropriate solutions to manage the problem and thus ensure a health working environment.

## SUPERVISION

Supervision provides direction; help, guidance, example and discipline to ensure systems and procedures are correctly and consistently applied.

Workers, visitors and contractors must be supervised to ensure safety. Managers will ensure that all those operating within their areas of control are adequately supervised at all times.

## TERRORISM

The terrorism threat level in the UK is high, and all employees should remain vigilant at all times. Precautions should be taken when working in public places to ensure tools and bags etc are not left unattended. If you suspect a work colleague may have radical views, then this should be reported, in confidence to your line manager. Extra caution should be taken if working abroad. For further guidance please refer to The Foreign Office website <http://www.fco.gov.uk>

## TOOLBOX TALKS

These are short information talks that are given on site or remotely where employees do not regularly attend the same office or site, usually on a weekly/monthly basis. They are a simple and effective way of informing or reminding employees of the key points of many Health and Safety issues. Attendance records should be kept.

## TRAFFIC – SEE ALSO VEHICLES

On Company sites and sites where road traffic can move in the same areas as pedestrians, a risk assessment of being struck by moving vehicles must be undertaken. Similarly, when working on or adjacent to the highway a similar risk assessment must be undertaken.

The wearing of high visibility vests or clothing is a well utilised control measure to make employees more visible to moving traffic. It is recommended that Class 3 jackets (Long sleeved-braces and 2 loops including lower arms) are worn when working on any highway.

## TRAINING

Where deemed necessary, employees will undertake specific training in Health and Safety subjects dependent on the work they carry out e.g. Electrical Safety, Manual Handling or DSE Operations.

Managers will assess staff training needs of all employees, regardless of their role, and as a minimum, they will receive training in the following categories irrespective of their status within the operating company:

- Induction to include this Policy and local arrangements.
- Employee awareness of their responsibilities under health and safety legislation.
- Fire awareness and emergency evacuation procedures, offices and sites.
- The risk assessment process.
- Accident and Near Miss reporting procedures.
- First aid and occupational health arrangements.
- Company health and safety consultation procedures.

Training needs will be kept under constant review through the performance assessment process.

Additional training will be provided when required in the case of significant changes in work processes or methods or in the case of an individual's job role changing.

Additional training will also be provided if it is felt that any employees require it, whether they are office or

In addition to the above it is the responsibility of all management that proper "on the job" training, instruction and information is provided. This is to ensure all members of staff are proficient in the use of all equipment, tools, materials and substances that may be used as part of their work activity.

A training matrix will be kept and updated on a regular basis, this must include all employees regardless of role, and any labour only contractors if used.

## VEHICLES

Managers must ensure that members of staff who drive vehicles for Company business are checked at least annually that they are in possession of a current valid driving licence. Endorsements offences must be reported by the drivers to the Managing Director, as it may affect insurance cover

Where vehicles are allowed onto Company premises, a suitable risk assessment must be made of any foreseeable pedestrian / vehicle interface risks.

## VIOLENCE

The risk of violence and violent behaviour is considered low, however, any instances must be reported to the Director Responsible for Health and Safety -**See Assaults**.

## VISITORS TO COMPANY OFFICES/ SITES

Any visitors to company premises or sites controlled by the Company (which includes client sites) are to be supervised by the inviting host at all times. Children under the age of sixteen must be supervised at all times if on company premises. However, they are not allowed on construction or client sites at any time.

All visitors must 'sign in' on arrival at the site reception and will be collected by their host. Their host is responsible for ensuring the visitors are aware of the fire procedures and that they evacuate the premises safely in the event of the alarm sounding. Visitors to working sites must as a courtesy inform the company representative when they arrive and leave.

## WASTE

All waste is to be disposed of by licensed contractors i.e. the Local Authority or a private company may remove trade refuse from the office premises. Requirements of the Environmental Protection (Duty of Care) Regulations will be met in full.

Waste paper should be collected for recycling or shredding depending on the level of confidentiality.

## WELFARE

The Company will make reasonable provision in respect to welfare facilities at company sites and will comply with the Workplace(Health, Safety and Welfare) Regulations 1992.

Where employees are working on a client or construction site, under a Principal Contractor, welfare arrangements will be addressed on RAMS and or pre start meetings. On the rare occasion that we would act as Principal Contractor, adequate welfare facilities will be provided. Where this is not possible or practicable, employees will be allowed sufficient extra breaks to use local public facilities.

## WINDOW CLEANING

The Office Manager or equivalent must ensure that only competent contractors are employed to clean windows on Company premises. The contractor must provide a suitable risk assessment; ensure that their staff are competent and that their work equipment is suitable for the task.

## WORK AT HEIGHT see COP Work at Height & Access Equipment

All work to be carried out at height shall be risk assessed and suitable control measures devised, implemented and monitored.

Controls may include the use of a specialist work platform with the appropriate guarding, as defined particularly in the Construction (Design and Management) Regulations 2015 or sub-contracting out the work.

## WORK EQUIPMENT

The Company will comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 ("PUWER") and other relevant legislation such as LOLER 1998.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is intended. This will be achieved initially through the risk assessment process.

All members of staff will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised competent persons.

All work equipment will be regularly inspected, tested and maintained in good working order and repair. This shall also include any personal equipment a member of staff brings in.

All members of staff will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

## WORKING TIME

The Company will comply with the law as set out in the Working Time Regulations 1998 (as amended).

## WORKPLACE

The Company will comply with the law as set out in the Work Place (Health, Safety and Welfare) Regulations namely assessing all foreseeable risks.

See COP Buildings

## YOUNG PERSONS

Where young persons under the age of eighteen are employed, (e.g. Work experience) a young persons risk assessment of their activities will be undertaken and a copy of the action plan will be provided to the parent or guardian and school or college. The young person shall not, under any circumstances, be required to operate hazardous plant, equipment or machinery. Relevant information and supervision will be provided for all activities undertaken by the young person.

## SECTION 4 – ADDITIONAL INFORMATION

### USEFUL WEBSITES

Health and Safety Executive: [www.hse.co.uk](http://www.hse.co.uk)

### FORMS AVAILABLE

- Accident or Near Miss Report Form.
- H&S Defect Report Form.
- DSE Workstation Assessment Form.
- H&S Site Inspection Form.
- Manual Handling Risk Assessment Form.
- PPE Issue and Inspection Form.
- First Aid Kit Check Form.
- COSHH Assessment Form.
- Training Needs Analysis and Training Matrix
- Contractors pre-vetting questionnaire, accompanying letter
- Construction Phase Plan Template.