



Health & Safety Policy

Introduction

This document sets out the **Health & Safety** arrangements we have established for The Flag Consultancy Ltd of which have been produced and tailored in line with the company's business and size.

The following is a description of the type of work that our Company undertakes:

Description of Work:

Supply, erection, maintenance, and health & safety inspections of flagpoles / flag staffs.
Supplier & Manufacturer of flags.
Hire of flags and flag poles

Industry Sectors:

Facilities Management
Public Sector including Government Departments.

This document sets a base level of health & safety awareness, as required by The Health & Safety at Work etc. Act 1974 (Section 2. (3)). through membership of industry recognised schemes, we will continue to develop and improve health and safety knowledge, standards, and performance.





Health & Safety Policy

Continued

Table of Contents

1	Page 3	Health & Safety Policy Statement
2	Page 4	Responsibilities
3	Page 7	Risk Assessments, Managing Health and Safety at Work
4	Page 9	Consultation with Employees
5	Page 10	Safety Training
6	Page 11	Welfare
7	Page 12	Management of Incidents (First Aid)
8	Page 13	Fire & Emergency evacuation
9	Page 14	DSE
10	Page 15	Electrical Safety
11	Page 16	Manual Handling
12	Page 17	Control of Noise at Work
13	Page 18	Control of Vibration at Work
14	Page 19	Working at Height
15	Page 20	Mobile Elevating Work Platforms
16	Page 21	Personal Protective Equipment (PPE)
17	Page 22	Lifting Operations and Lifting Equipment (LOLER)
18	Page 23	Provision and Use of Work Equipment (PUWER 1998)
19	Page 24	Use and Control of Contractors
20	Page 25	Control of substances Hazardous to Health (COSHH)
21	Page 27	Control of smoking at work (England)
22	Page 28	Control of Asbestos
23	Page 30	Lone working
24	Page 31	Violence, Aggression & challenging behaviour
25	Page 32	Drugs & Alcohol
26	Page 34	Infection control
27	Page 35	Housekeeping
28	Page 36	Transport





Health & Safety Policy

Continued

1 – Health & Safety Policy Statement

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount.

We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction, and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction, and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know.

The full Health and Safety Policy is available on request to interested parties.

Nick Farley
MANAGING DIRECTOR





Health & Safety Policy

Continued

2 – Responsibilities

2.1 As Directors, we will ensure that:

- Health and Safety is on the agenda of every management meeting and Health & Safety meetings are held when required.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Professional health and safety assistance are maintained as required by the Management of Health and Safety at Work Regulations.
- Effective communication is maintained with all employees to promote a culture which recognises that controlling health and safety risks are an essential part of everyone's daily life.
- Adequate funds, materials, equipment, and human resources are provided to meet all health and safety requirements
- Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.
- The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the company.
- Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.
- Health and safety training are provided for all employees.
- Health and Safety is given prime consideration in all forward planning.
- Appropriate insurance cover is in place and maintained for all aspects of company activities.

2.2 We will ensure that:

- All employees under their direction fully understand and observe all aspects of the company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed within the health and safety policy.





Health & Safety Policy

Continued

- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work and they are instructed in relation to any safe system of work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.
- All employees attend health and safety meetings as and when requested.
- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility is investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.
- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work are undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

2.3 All Employees will ensure:

- Compliance and co-operation with any reasonable request made to permit the company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary, take immediate remedial action to temporarily safeguard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.





Health & Safety Policy

Continued

- No new equipment, plant or substances are brought onto company premises and used before permission has been granted and any necessary assessments have been conducted.

2.4 – Health & Safety Policy Review

- 2.41 To ensure continuing compliance with legislation and best practice our health and safety policy will be reviewed periodically and at least annually.
- 2.42 The Health and Safety Co-ordinator will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.
- 2.43 The Health and Safety Co-ordinator will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.

The company will review periodically its performance and evaluate the information and where found implement remedial action to resolve specific matters that may have arisen.

To meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (consultation with employees) Regulations, the following outlines the principal ways in which we implement health and safety:

3 – Risk Assessments and Managing Health & Safety at Work

We will examine all workplaces and activities under our control to assess the risks to the health and safety of employees or others who may be adversely affected by our activities. We will ensure that the significant findings of the assessments are recorded and the control measures identified are fully implemented. We will review and amend all assessments where necessary. We will apply the principals of prevention of risk detailed in the regulations to all assessments and ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures. We will ensure that health surveillance is provided for all employees where required and that procedures are in place for serious and imminent danger. We will appoint a competent person to provide health and safety assistance to enable compliance with the requirements of the Regulations and ensure that contact with external services are arranged. We will ensure that all employees are given comprehensive and relevant information on the results of the risk assessments and the requirements of the Regulations. We will ensure co-operation and co-ordination with other employers regarding the requirements of the Regulations and ensure that the employees of those employers are provided with appropriate health and safety information. We will ensure that all employees are competent





Health & Safety Policy

Continued

to undertake their duties and are provided with appropriate information, instruction, and training. We will ensure that all employees comply with their duties under the Regulations and that specific arrangements are in place to ensure the health and safety of temporary workers. Arrangements for the protection of young persons will be implemented, as necessary.

3.1 – Risk Assessments and Managing Health & Safety at Work

- 3.12** To 3.12 An initial audit is carried out to identify significant hazards, determine the adequacy of existing control measures and highlight areas where further assessment is required.
- 3.13** Significant findings of risk assessments are recorded to show how the risks arise and how they impact on those affected, that a proper check has been made and to assist in future monitoring and review.
- 3.14** Implementation of control measures are scheduled on an action plan and sufficient time and resources allowed for their completion.
- 3.15** Sufficient guidance, training and support are given to those in charge of activities to ensure their competence to assess risk, and their awareness of the requirements of relevant legislation.
- 3.16** Information on risks and the preventative and protective measures are communicated to employees in a clear and easily understood manner, limited to what is relevant and necessary to ensure health and safety. Consideration is given to any employees with specific needs such as a language, visual impairment, hearing deficiencies or learning difficulties.
- 3.17** Co-operation and co-ordination of activities takes place where our activities and those of other people interact to ensure that respective obligations are met. Relevant information on hazards and precautionary measures are exchanged and arrangements for ensuring health and safety agreed prior to the work or activity commencing.
- 3.18** Levels of competence required for activities are identified through risk assessment and any training needs are met.
- 3.19** The control measures implemented are monitored, including fire precautions and emergency measures, to maintain their effectiveness.
- 3.20** Risk assessments are reviewed and revised at appropriate intervals.
- 3.21** Competent technical advice on health and safety matters is provided to assist in the effective management of health, safety, and welfare matters.





Health & Safety Policy

Continued

4 – Consultation with Employees

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards, and dangerous occurrences in the workplace. We will allow employee representatives to consult with inspectors from the enforcing authority and ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions. We will deliver information to workers who do not speak or read English through a translator or we will use visual presentations, rather than delivering written or oral instructions. We will also make use of photographs and diagrams in our work instructions etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made where necessary.

4.1 – Arrangements for Consultation with Employees

- 4.11 To Arrangements are in place to consult employees or their representatives on health and safety issues.
- 4.12 Consultation takes place on the arrangements for appointing a competent person.
- 4.13 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 4.14 Employee representatives are provided with information on reportable accidents.
- 4.15 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 4.16 Employee representatives can consult with inspectors from the Enforcing Authority.
- 4.17 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.





Health & Safety Policy

Continued

5 – Safety Training Arrangements

We will ensure that the capabilities of our employees with regard to health and safety are considered when carrying out their work. We will ensure that adequate health and safety training are provided for all employees on commencement of their employment and on their being exposed to new or increased risks because of a change to their responsibilities, the introduction of new work equipment, changes to existing equipment, the introduction of new technology, changes to existing systems of work or the introduction of new ones. All training will be repeated periodically where appropriate, be adapted to consider new or changed risks to the health and safety of the employees concerned and will take place during working hours. All training will be reviewed regularly and updated to comply with the introduction of new legal requirements as they occur. Comprehensive training records will be maintained for all employees.

5.1 – Arrangements for Safety Training Information, Instruction and Training

5.11 The training needs of all employees are assessed and formal training plans are documented.

5.12 New employees are given induction training.

5.13 Managers, supervisors, and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.

5.14 No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.

5.15 Effectiveness of training is measured by continual assessment.

5.16 Training needs are monitored, and refresher training provided periodically to maintain levels of competency.

5.17 Comprehensive training records are in place for all employees.

6 – Welfare

We will provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum. Suitable and sufficient facilities will be provided, considering the number of people and the tasks or work they will be undertaking. We will ensure that all facilities provided are effectively always maintained in a clean and orderly condition and that they are suitable for the purpose for which they are intended. We will repair any defects or damage to welfare facilities and will provide all employees with suitable information relating to welfare facilities.





Health & Safety Policy

Continued

6.1 – Arrangements for Welfare Facilities

- 6.11 There are provisions for wholesome drinking water.
- 6.12 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 6.13 Adequate numbers of tables and chairs are provided for persons to rest.
- 6.14 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 6.15 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing, and drying facilities.
- 6.16 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 6.17 Separate changing facilities are available, where necessary, for men and women and adequate facilities for the storage of clothing is provided.
- 6.18 Adequate lighting is provided and maintained throughout the premises.
- 6.19 There is sufficient room and space available for each employee to carry out their duties safely.
- 6.20 Workstations and seating are provided and arranged to allow tasks to be carried out safely and comfortably.
- 6.21 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 6.22 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

7 – The Management of Incidents

We will provide enough qualified first aiders or appointed persons as appropriate to our undertaking. We will also provide adequate first aid facilities for the treatment of any injuries sustained by our employees. We will instigate and maintain procedures to enable the reporting and recording of incidents at work. All incidents will be investigated to determine causation. Wherever possible, improvements will be implemented to prevent a recurrence of such incidents.

For the purposes of this policy, incidents include all the following definitions:

Accident

An accident is an undesired event that results in an injury to a person or damage to property.





Health & Safety Policy

Continued

Dangerous Occurrence

Dangerous occurrences are specified RIDDOR reportable near-miss events.

Occupational Disease

Certain diseases contracted by employees, where the specified disease occurs to an individual engaged in the specified work activity.

Near Miss

A near miss is an event which could have resulted in injury or damage but by chance did not.

7.1 – Arrangements for the Management of Incidents

- 7.11 There are enough trained first aiders or appointed persons within the company.
- 7.12 Adequate first aid equipment and facilities are provided and maintained at all our places of work including vehicles
- 7.13 Employees are provided with information regarding the provision of first aid, and the location of first aid equipment and facilities.
- 7.14 An accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.
- 7.15 A procedure is in place to enable the reporting of all incidents.
- 7.16 All incidents are investigated to identify causation and to enable remedial action to be taken.
- 7.17 Incident statistics are maintained to identify trends

8 – Fire and Emergency Evacuation

We recognise the continual risk of fire to our premises, whether caused by accident or by malicious intent. We will undertake a fire risk assessment to ensure that we provide and maintain such precautions as are necessary to safeguard those who use our workplace. We will identify those persons who might be especially at risk in case of a fire and provide information, instruction, and training for all employees about the fire precautions in our workplace. We will produce an emergency plan and nominate and train specific employees to undertake special roles under the plan. We will consult our employees about all aspects of fire safety and ensure that we co-operate with other employers at our premises. We will ensure that fire detection and warning systems are installed and maintained effectively and that there is an effective system in place for contacting the emergency services.





Health & Safety Policy

Continued

8.1 – Arrangements for Fire and Emergency Evacuation

- 8.11 A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 8.12 There are suitable means of extinguishing a fire which are maintained throughout our offices and storage facilities.
- 8.13 Fire drills are undertaken on a regular basis and ensure all records are maintained.
- 8.14 All fire escape routes are suitably maintained and kept clear of obstructions at all times.
- 8.15 Suitable waste containers are provided and waste is removed frequently.
- 8.16 Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.
- 8.17 Sources of ignition are controlled effectively.
- 8.18 Visitors to the premises are made aware of the fire rules and procedures.
- 8.19 Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.

9 – Display Screen Equipment

We will ensure that the risks to the health and safety of our employees from the use of display screen equipment are adequately controlled. All users will be identified and workstations assessed to ensure that they meet the requirements of the Regulations. All users will take regular breaks or changes in activity to reduce their workload at display screen equipment. Eye and eyesight tests by a competent person will be provided for all users at their request and will be repeated at regular intervals. Where the results of such a test show that the user needs special corrective appliances when using display screen equipment, we will ensure that they are provided. Training and information on the use of display screen equipment, the findings of the workstation assessment, the health risks from display screen equipment, the measures taken to reduce the risks, the need to plan the work routine and to take regular short breaks and the availability of eye and eyesight tests will be provided for all users. Training will also include reference to the organisational arrangements for reporting medical symptoms or problems with equipment to management.

9.1 – Arrangements for Display Screen Equipment (DSE) Safety

- 9.11 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.





Health & Safety Policy

Continued

- 9.12 Appropriate action to correct any risks highlighted as a result of the assessment is implemented.
- 9.13 Where appropriate, work routines will be modified to prevent intensive periods of DSE activity.
- 9.14 Software is suitable for the task and is not unnecessarily complicated.
- 9.15 Employees using DSE are informed of their entitlement to eye and eyesight tests and that procedures are in place for employees to avail themselves of such tests.
- 9.16 Where required specifically for working with display screen equipment, the provision of special corrective spectacles at the company's expense.
- 9.17 Employees working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.
- 9.18 Adequate information, instruction, and training on all aspects of DSE work is provided.

10 – Electrical Safety

We will ensure that all electrical systems and equipment are provided and maintained in a safe condition. All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained. All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. All electrical equipment will be suitably insulated and protected to prevent danger. Arrangements for earthing and ensuring the integrity of referenced conductors will be made. All electrical connections will be mechanically and electrically safe. Suitable means for protecting electrical circuits from excess current and the isolation of equipment will be provided and maintained. Work on electrical systems will only be carried out by Competent Persons. Safe systems of work will always be followed. All portable electrical equipment will be maintained in a safe condition and inspected and tested regularly.

10.1 – Arrangements for Electrical Safety

- 10.11 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.
- 10.12 A Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.
- 10.13 Work on electrical systems is only carried out by Competent Persons following safe systems.





Health & Safety Policy

Continued

- 10.14 Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.
- 10.15 An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.
- 10.16 Portable electrical equipment is inspected for safety prior to first issue.
- 10.17 Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.
- 10.18 Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.
- 10.19 More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.
- 10.20 A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.
- 10.21 Employees are instructed to report damaged or defective equipment or dangerous conditions.
- 10.22 Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.
- 10.23 Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

11 – Manual Handling

We will, so far as is reasonably practicable, avoid the need for any employee to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable, we will carry out a suitable and sufficient assessment of all such operations and take appropriate steps to reduce the risk of injury to the lowest level that is reasonably practicable. We will provide information to our employees on the weight and centre of gravity of the loads they are required to handle and will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting equipment. We will ensure that all employees make full and proper use of any systems of work provided. We will





Health & Safety Policy

Continued

review the assessments regularly and when there is a significant change in the operations to which they relate or if there is any reason to suspect that they are no longer valid.

11.1 – Arrangements for Manual Handling

- 11.12 Where manual handling activities cannot be avoided by elimination, mechanisation or automation, initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.
- 11.13 In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.
- 11.14 Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.
- 11.15 An action plan is drawn up and a budget set, where necessary, for any new measures that are required.
- 11.16 Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.
- 11.17 Employees are fit to undertake the work they do.
- 11.18 Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct tasks.

12 – Control of Noise at Work

We will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace wherever it is reasonably practicable to do so. We will eliminate risks from noise exposure completely and where this is not possible, we will reduce risk to the lowest level reasonably practicable. We will assess risks due to noise, evaluate them and develop a plan to control them. The findings will be recorded, and the assessment reviewed when necessary. We will ensure the legal limits on noise exposure are not exceeded. A formal programme of measures, including health surveillance, will be introduced whenever an employee's exposure to noise is likely to exceed the upper exposure action values. Where practicable the views of employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment. A review of the policy and arrangements will be made whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks.





Health & Safety Policy

Continued

12.1 – Arrangements for Noise at Work

- 12.12 Measures are in place to eliminate or control noise risks at source.
- 12.13 All management are aware of, and comply with their duties in respect of noise.
- 12.14 Adequate information, instruction and training is provided for all employees.
- 12.15 All employees are provided with suitable hearing protection where needed.
- 12.16 Noise-control equipment and hearing protection is maintained adequately.
- 12.17 Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.
- 12.18 Competent external advice is sought where necessary.
- 12.19 Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.
- 12.20 A procedure is in place to permit employees to report defects in safety equipment or arrangements.
- 12.21 Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.
- 12.22 Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

13 – Control of Vibration at Work

We will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill-health. We will ensure the Exposure Limit Value (ELV) is not exceeded. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Wherever possible we will use alternative methods of work that eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction, and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.





Health & Safety Policy

Continued

13.1 – Arrangements for the Control of Vibration at Work

- 13.12 All employees likely to be exposed to vibration at work are identified.
- 13.13 All equipment likely to cause ill-health through vibration is identified.
- 13.14 Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.
- 13.15 The exposure of each employee to vibration is assessed as accurately as possible and the Exposure Limit Value (ELV) will not be exceeded.
- 13.16 Where possible equipment is selected with the lowest vibration level or highest efficiency.
- 13.17 Adequate control measures are implemented to prevent ill-health.
- 13.18 Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).
- 13.19 Equipment is maintained in good working order in line with manufacturers' recommendations.
- 13.20 Control measures are maintained to ensure they remain effective.

14 – Working at Height

We will, so far as is reasonably practicable, avoid the need to work at heights by the effective planning of works. Where this is not reasonably practicable, we will carry out suitable and sufficient assessments of all such tasks and take appropriate steps to reduce the risk of injury. All works at height will be properly planned and appropriately supervised. The most suitable methods of work will be selected along with the most suitable work equipment. We will ensure that all employees are competent to undertake their duties and are provided with appropriate instruction, information and training. We will ensure that all equipment provided for working at height is properly maintained.

13.1 – Arrangements for Working at Height

- 14.12 Where possible the need to work at height is eliminated.
- 14.13 Where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.
- 14.14 Where work equipment is necessary to ensure safe working at height, the equipment is suitable for the task at hand, considering the risk of use, installation and removal of such equipment.





Health & Safety Policy

Continued

- 14.15 If ladders or step ladders are specified as a control measure, the assessment justifies their use, i.e. that the risk is low, the task is of short duration (15-30 minutes) or the working space/conditions dictate.
- 14.16 Levels of competence required for working at height activities are identified and any training needs are met.
- 14.17 Where identified in the risk assessment, a rescue plan is in place before work at height commences. This plan will be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out. The plan will take account of possible risks to the rescuers.
- 14.18 Where the activity affects or may affect others in the vicinity we will inform and discuss with these people how we plan to carry out the work.
- 14.19 The risk assessment and planning arrangements consider the effects that the weather can have on outdoor work at height.
- 14.20 The risks posed by fragile surfaces (i.e. surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces) are managed.
- 14.21 Permanent fencing, guards, or other permanent measures to prevent falls are put in place for work requiring regular access, including where there is a fragile surface.
- 14.22 Steps are taken to ensure that falling material or work equipment is prevented. Loads and equipment are stored correctly so they do not collapse or fall at any time and cause injury.
- 14.23 Equipment for work at height is regularly inspected to ensure that it is safe to use. The equipment is marked to ensure that it is obvious when the next inspection is due. Pre-use checks are made before work equipment for work at height is used.
- Note: The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.*
- 14.24 The provision of supervision is proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work.





Health & Safety Policy

Continued

15 – Mobile Elevating Work Platforms

Mobile elevating work platforms (MEWPs) are classified as lifting equipment for lifting persons and we will therefore ensure that all such equipment is thoroughly examined by a competent person every six months and that they will be inspected at the periods specified in the thorough examination scheme. We will ensure that all such equipment is maintained in accordance with the manufacturers' recommendations or instructions and that daily pre use checks are carried out with records maintained. We will ensure that the correct type of MEWP is specified for the type and location of works we are to undertake. All persons who are required to operate MEWPs will be given sufficient information, training, and instruction relevant to the class of machines, they may be required to operate during the performance of their work activities. Persons who are required to work from but not operate MEWPs will be given adequate training, instruction, and information to enable them to work safely from the MEWP without causing risks to themselves or others.

15.1 – Arrangements for Mobile Elevating Work Platforms

- 15.11 All MEWPs are thoroughly examined every six months.
- 15.12 Inspection of MEWPs are carried out and recorded in line with the periods specified in the scheme of examination.
- 15.13 Pre use checks of MEWPs are carried out and records maintained.
- 15.14 All MEWPs are maintained in line with the manufacturers' recommendations or instructions.
- 15.15 The correct most suitable type of MEWP is utilised for the type and location of works to be undertaken.
- 15.16 A working from height risk assessment is undertaken prior to any such works being carried out.
- 15.17 All persons who operate MEWPs have been given adequate information, instruction and training relevant to the class of machine they are required to operate.
- 15.18 All persons who may be required to work from but not operate a MEWP are given adequate information, instruction, and training to enable them to work safely without risk to themselves or others.





Health & Safety Policy

Continued

16 – Personal Protective Equipment

We will identify and assess all activities our employees may be required to undertake during their employment with us. We will only specify personal protective equipment as the last means of defence should we be unable to otherwise eliminate the risk to our employees. We will, as far as is reasonably practicable, implement the hierarchy of control measures. Personal protective equipment will only be provided if the risk to our employees cannot be adequately controlled after the hierarchy of control measures has been exhausted. When we do provide personal protective equipment, we will ensure it is fit for the purpose and environment it is to be used in and that it fits the wearer correctly to give the level of protection the equipment was so designed for. We will ensure employees are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction, and guidance on the use, storage and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to our employees as may be necessary and that such equipment will be free of charge. Where it is identified that an employee's well-being may be affected due to exposure to a specific hazard or hazards, a medical questionnaire will be completed. We will ensure where necessary that regular health surveillance is provided where the risk of harm to our employees is controlled by the use of personal protective equipment.

16.1 – Arrangements for Personal Protective Equipment

- 16.11 All activities our employees may be required to undertake during their employment is identified and assessed to determine the need for Personal Protective Equipment (PPE).
- 16.12 As far as is reasonably practicable, the hierarchy of control measures i.e. elimination, reduction, substitution, isolation, or engineering controls, is followed to control the hazards that have been identified.
- 16.13 PPE is specified as a last form of defence only when the hierarchy of controls has been exhausted.
- 16.14 Where PPE is provided, it is fit for the purpose and the environment it is to be used in and it fits the wearer correctly.
- 16.15 Where PPE is required, it is provided free of charge.
- 16.16 Employees are consulted on the type of PPE to be used.
- 16.17 All employees required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.





Health & Safety Policy

Continued

- 16.18 A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.
- 16.19 Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.
- 16.20 Where necessary, suitable, and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing.

17 – Lifting Operations and Lifting Equipment (LOLER)

We will ensure the safety of all persons who may be affected by any of our lifting operations by ensuring that all persons engaged in our lifting operations are trained and competent to undertake such work. We will ensure that appropriate lifting plans and risk assessments are conducted by competent persons in relation to lifting operations carried out within our undertaking and introduce adequate measures to control the risks identified to as low a level as is reasonably practicable. Lifting equipment will be subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operation and Lifting Equipment Regulations.

17.1 – Arrangements for Lifting Operations and Lifting Equipment

- 17.11 Adequate information, instruction and training are given to all individuals engaged in lifting operations.
- 17.12 Risk assessments and lifting plans are carried out by competent persons and adequate control measures are introduced to reduce the risk to as low as is reasonably practicable.
- 17.13 All lifting equipment is sufficiently strong, stable, and fit for the purpose it is intended to be used for.
- 17.14 Equipment is positioned or installed to prevent risk of injury.
- 17.15 All lifting equipment and accessories are marked with the safe working load (SWL).
- 17.16 All lifting operations are planned, supervised, and carried out in compliance with the control measures specified in the risk assessment and lifting plans.
- 17.17 All lifting equipment is subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operations and Lifting Equipment Regulations.





Health & Safety Policy

Continued

18 – Provision and Use of Work Equipment 1998 (PUWER)

We will ensure that all work equipment is suitable for the purpose for which it is to be used and is maintained in good working order as per the current 1998 regulations. Maintenance log is available. We will ensure that all work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained. Where the use of work equipment is likely to involve a specific risk to health and safety we will ensure that the equipment is only used, repaired, modified maintained and serviced by authorised competent persons. Appropriate health and safety information, instruction and training will be provided for all employees who either use or manage the use of work equipment.

Access to dangerous parts of machinery will be effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. We will take all necessary measures to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures. We will ensure that all work equipment is provided with suitable controls and control systems for starting/stopping and changing operating conditions, including those for use in an emergency situation. Where appropriate all work equipment will be provided with suitable means to isolate it from its sources of energy. All work equipment will be stable, adequately lit, clearly marked for reasons of health and safety, and incorporate appropriate warnings or warning devices. Maintenance of work equipment will only be carried out where suitable measures have been taken to effectively control the risks.

18.1 – Arrangements for the Provision and Use of Work Equipment 1998

- 18.11 All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.
- 18.12 All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.
- 18.13 Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.
- 18.14 Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.
- 18.15 Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.





Health & Safety Policy

Continued

- 18.16** All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.
- 18.17** All work equipment is provided with suitable controls and control systems for starting, stopping, and changing operating conditions, including those for use in an emergency.
- 18.18** Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.
- 18.19** Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.

19 – Use and Control of Contractors

From time to time it will be necessary for us to employ contractors to carry out work on our behalf at our own- or third-party premises.

We will ensure that only those contractors who are deemed competent to undertake such work will be engaged to do so.

All contractors will be assessed to ensure that they are able to allocate sufficient resources to ensure that all works are completed safely and will be provided with and agree to comply with our company code of practice. Contractors will only be able to subcontract any part of the works to a third party with the express permission of the company and will ensure that all such sub-contractors are suitably competent. Risk assessments and method statements will be prepared where necessary and the control measures identified will be monitored to ensure that they are being complied with. Certain high risk tasks will be controlled using a permit to work system administered by the company.

First aid and accident investigation arrangements will be made with the contractor. Non-compliance with agreed standards will result in suspension of the work and may result in removal from the approved contractor list. Continuous improvement in the management of contractors on our site will be achieved by reviewing the performance of each contractor at the end of the job and ensuring that poor practice is eliminated, and good practice repeated.

19.1 – Arrangements for the Use and Control of Contractors

- 19.11** All contractors and sub-contractors are competent to carry out the work they have been appointed to do.
- 19.12** No contractor appoints a sub-contractor without express authorisation.
- 19.13** Assessments of the risks both created by the work carried out by the contractor and by our activities on site are carried out and agreed prior to work commencing.





Health & Safety Policy

Continued

- 19.14 Where required method statements based on the control measures identified by the risk assessment are in place prior to work commencing.
- 19.15 Arrangements are in place to ensure that all contractors and sub-contractors have received adequate health and safety training and are properly supervised when on site.
- 19.16 The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.
- 19.17 Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.
- 19.18 Arrangements are in place for the provision of first aid for all contractors when on site.
- 19.19 Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.

20 – Control of Substances Hazardous to Health (COSHH)

We will assess the potential health effects associated with exposure to hazardous substances and take appropriate action to eliminate or adequately control them. We will regularly review and, where necessary, modify our assessments especially where there are reasons to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Where reasonably practicable we will eliminate the use of hazardous substances. Where this is not possible, we will ensure that such substances are replaced by less hazardous alternatives. Control of exposure will be achieved using appropriate safe systems of work and engineering controls and the provision of suitable work equipment and materials. Where possible, exposure will be controlled at source by using adequate ventilation and safe systems of work. The use of personal protective equipment will only be used as a control measure as a last resort and in addition to the measures described. Where required, special arrangements will be made for all work involving potential exposure to known carcinogens and biological agents. All control measures will be properly used, adequately maintained, and thoroughly examined and tested as required. Where necessary for ensuring the maintenance of adequate control measures or protecting the health of staff, monitoring of workplace exposure and health surveillance will be carried out and appropriate records kept. Suitable and sufficient information, instruction, and training on the findings of the assessments will be provided for all staff who are likely to be exposed to hazardous substances. Emergency plans will be produced where required.





Health & Safety Policy

Continued

20.1 – Arrangements for the Control of Substances Hazardous to Health

- 20.11 Information from safety data sheets is used to assess the potential health risks for commercial products in the circumstances in which occupational exposure may occur. The potential health risks for occupational exposure to dusts, fumes, etc. shall be identified from competent reliable sources.
- 20.12 The results of the COSHH assessments, appropriate control measures and safe systems of work identified are communicated to the staff in a comprehensible manner.
- 20.13 Where possible the use of hazardous substances is eliminated, e.g. by selecting non-hazardous alternatives.
- 20.14 Where the elimination of a hazardous substance is not possible, every effort is made to find a less hazardous suitable alternative.
- 20.15 Where it is not reasonably practicable to either eliminate or substitute the use of a hazardous substance, measures are taken to control the risk of exposure by engineering means.
- 20.16 Staff do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.
- 20.17 Staff, and others affected, receive adequate information, instruction and training in the safe use, handling, storage, and disposal of substances which they may use or encounter.
- 20.18 The use of personal protective equipment (PPE) is reserved as a 'last resort' for controlling exposure to a residual risk.
- 20.19 Safe working procedures are monitored to ensure that they remain effective.
- 20.20 Health surveillance is carried out when required.
- 20.21 Contractors provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and their activities are monitored.





Health & Safety Policy

Continued

21 – Control of Smoking at Work Policy (England)

The company recognises that it has both a moral and a legal duty to ensure, as far as is reasonably practicable, that employees, contractors, customers and visitors to the company have the right to work or visit without being exposed to tobacco smoke. Therefore, smoking will be prohibited throughout the entire workplace. We will ensure that at least one legible no smoking sign is displayed. All employees and visitors to the site will be given relevant information regarding our smoking policy. Smoking will not be permitted in company vehicles, and we will ensure that at least one legible no smoking sign is displayed in each of the company vehicles. Procedures for dealing with those who do not comply with the smoking policy are in place within the normal disciplinary system.

21 – Arrangements for the Control of Smoking at Work

The Control of Smoking at Work Co-ordinator will ensure that:

- 21.1 Information All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 21.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 21.3 Any new employees receive a copy of the policy on recruitment/induction.
- 21.4 At least one legible no-smoking sign is displayed in the premises.
- 21.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have at least one legible no smoking sign within the vehicle.
- 21.6 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.

