**HEALTH & SAFETY POLICY DOCUMENT**

**INTRODUCTION**

Section 2 of the Health and Safety at Work etc. Act 1974 requires employers of five or more people to have a written health and safety policy statement.

This policy sets out our general policy for protecting the health and safety of our employees at work, and the organisation and arrangements for putting the policy into practice.

The company policy will be brought to the notice of all employees and be revised whenever appropriate.

This policy outlines the health and safety arrangements for all those working for --------------.

Site managers will develop extra health and safety arrangements if local risk assessments show that this is needed.

Managers must make sure that their staff and volunteers know about the extra arrangements and must monitor and review the arrangements in light of any events or change of circumstances.

**POLICY STATEMENT**

The following Statement is a declaration of commitment for ---------------------------------

For the purposes of this policy; it is made known that reference to ---------------------- or ‘The Company’ includes -------------------------------- and any related associated and subsiduary companies.

It is the policy and objective of ---------------------to ensure the health, safety and welfare of all employees and of those who may be affected by our undertakings.

------------------ acknowledges the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management.

------------------ is committed to good working practice and continual improvement, particularly in the respect of health safety and welfare. We will endeavour to take a proactive approach to reduce workplace incidents, accidents, dangerous occurrence and hazards to safety or health.

**The company will, as far as is reasonably practicable:**

* Provide adequate resources and finance to ensure the health, safety and welfare of employees.
* Provide and maintain suitable and safe plant and equipment.
* Ensure means of safe access and egress for employees at their place of work.
* Provide and maintain a safe and healthy working environment and adequate welfare facilities.
* Provide or arrange for appropriate information, instruction, training and supervision, to ensure employees are fully competent in the tasks they undertake.
* Implement safe systems of work.
* Conduct and record risk assessments and controls in all areas where potential hazards may exist.
* Appoint a competent person to coordinate Health and Safety matters and provide such resources and competent technical advice as necessary to enable all employees to meet their responsibilities.
* Consult employees on matters relating to their health, safety or welfare at work.
* Actively seek to prevent accidents and cases of work-related ill health.

The Directors of ------------------ give full backing to this policy and fully support any persons implementing it.

Everyone with managerial responsibility must recognise and accept responsibility for health and safety in all area(s) under their control and employees for whom they are responsible.

All employees have a duty to cooperate with the organisation in the implementation of this policy and are reminded of their duty under **Section 7 and 8 of the Health and Safety at Work Act.**

As a minimum, this Policy will be reviewed on an annual basis, or upon any changes within the company or legislation, which affects the adequacy of this policy.

Detail of any such changes, will be communicated to employees as necessary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Managing Director / Chief Executive Officer Review Date: \_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH AND SAFETY RESPONSIBILITIES**

The overall and final responsibility for health and safety is that of -----------------------------------

The person with day-to-day responsibility for ensuring this policy is put into practice is the ----------------------or Assistant ---------------- in his/her absence.

The following persons have a specific health and safety responsibility for the sections as listed below:

|  |  |
| --- | --- |
| **Responsibility** | **Name**  **[Please print names clearly]** |
| **Competent person** |  |
| **Risk assessments** |  |
| **Consulting with employees** |  |
| **Maintaining equipment** |  |
| **Information, instruction and supervision** |  |
| **Health and safety training** |  |
| **Accidents, first-aid and work-related ill-health** |  |
| **Monitoring, accident and ill-health investigation** |  |
| **Emergency procedures** |  |
| **Fire and evacuation** |  |
| **Site management and inspection** |  |
| **Sub-contractor management** |  |
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**Director Responsibilities**

The Director/s of -------------have both a collective and individual responsibility for health and safety, so overall and final responsibility for health rests with them

**Line/Site Manager Responsibilities**

**Employee Responsibilities**

* co-operate with line managers on health and safety matters;
* not interfere with anything provided to safeguard their health and safety;
* Take reasonable care of their own health and safety;
* Report all health and safety concerns to an appropriate person (as detailed in this policy).

**GENERAL POLICY STATEMENT**

The Managing Directors of ---------------------- recognise and accept their duties and responsibilities.

Under the Health and Safety at Work etc., Act 1974, for the health, safety and welfare of our employees, and others who may be affected by our business activities.

The Company will take all reasonable and practicable measures to ensure the health, safety and welfare of its employees and others at work, as required by HSAWA’74 and industry Approved Code of Practice’s.

The Company, and staff shall achieve and maintain a safe and healthy working environment, “a Safe Place of Work “with safe access to and egress from workplaces for all employees and others, who may be affected by the Company’s operations.The Company has requested the full co-operation and support of its employees to enable it to comply with the requirements of Health and Safety at Work legislation

-------------------- recognise that good standards of health, safety and welfare are an integral part of good management. We aim to meet our health, safety and welfare commitments, so far as is reasonably practicable, by:

* -------------------------------------- shall ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
* Without prejudice to the generality of an employer’s duty under the preceding subsection, the matters to which that duty extends include in particular—
* Will provide and maintain all plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
* ------------------------------- have arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
* Will provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
* So far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
* Ensure the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
* -------------------------------- will prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

---------------------- recognise that good standards of health, safety and welfare are an integral part of good management. We aim to meet our health, safety and welfare commitments, so far as is reasonably practicable, by:

* Providing effective leadership and resources and access to competent advice across the organization to enable agreed health, safety and welfare standards to be met
* Clearly defining roles and responsibilities so that all members of the community are clear of the contribution they will make to securing their own health, safety and welfare and that of others who may be affected by their acts or omissions
* Achieving legal compliance, as a minimum, but striving for good or best practice where it is appropriate and proportionate to do so
* Assessing the significant risks associated with our business activities and implementing sensible and proportionate control measures to reduce the risk of injury and ill-health and damage to property or the environment
* Developing and implementing a safety management system and associated arrangements, including arrangements to consult employees and students, to identify agreed performance standards and the means by which the achievement of these will be monitored and reviewed in order to secure continuous improvement
* Embedding consideration of health, safety and welfare matters when planning and coordinating all business activities to enable the early identification of unacceptable risks and the implementation of satisfactory control measures
* Providing adequate information, instruction, training and supervision to our employees, and contractors to encourage ownership of health, safety and welfare matters and to enable each person to carry out their duties safely and to contribute to the overall delivery of the aims of this policy
* Working with employees to make sure that they are consulted on matters of health and safety and can contribute to the development of the safety system and arrangements
* Taking appropriate, timely and proportionate corrective and preventative actions to manage intolerable risks identified by monitoring, auditing and investigative activities.

**ALL EMPLOYEES**

All employees have a legal duty to ensure so far as is reasonably practicable, for their own health and safety. They also owe the same duty to their co-workers.

To this end all employees of ---------------------- are required to: -

* Take care of themselves and any others, which includes other employees, visitors, contractors, etc., who may be affected by their acts or omissions.
* Co-operate with the directors and managers in the implementation of ‘Safe Systems of Work’ and adhere to such systems and written procedures as may be appropriate.
* Participate in any relevant health, safety and environmental related training programmes and toolbox talks.
* Be aware of the company emergency procedures relevant to their work.
* Report all accidents, incidents and dangerous occurrences immediately to their manager or director.
* Wear and use correctly all appropriate work equipment and personal protective equipment.
* Report any damaged equipment immediately to your manager or the site manager.
* Maintain good housekeeping standards within your work areas at all times.
* Bring to the attention of your colleagues and managers any unsafe practices/equipment as soon as possible.
* Report to managers/directors any work situation which the employee, with their training, instruction and experience, reasonably considers as representing a serious and immediate danger to health, safety and environment.
* Report to management/Director any matter you consider as representing a shortcoming in the company/site protection arrangements for health, safety and environment.

Director Name

Director signature

Date

**POLICY ARRANGEMENTS**

**ASBESTOS**

---------------------- recognises the potential risks of exposure to asbestos and will comply with the Control of Asbestos Regulations 2012 and other relevant legislation, in order to manage risk from asbestos in premises and in work activities. These arrangements provide guidance to staff who in the course of their duties may disturb or be at risk of exposure to asbestos containing materials.

---------------------- has a policy of zero- exposure to asbestos fibres by avoiding contact with asbestos containing materials whenever possible.

Before any site works the director will request a copy of the asbestos plan for the building.

Information from the asbestos plan will be disseminated to the employees and any contractors through the site induction.

---------------------- will presume that suspect materials do contain asbestos, unless there is strong evidence to support that they do not.

---------------------- will:

* Assess the risk of likelihood of exposure from such materials.
* Prepare and implement a plan to manage the risk to ensure that any material known or presumed to contain asbestos is kept in a good state of repair and is inspected / reassessed regularly.
* Information on the location and condition of the material will be given to anyone potentially at risk or those working on the fabric of the buildings.
* Identify employees who are potentially more at risk from asbestos due to their work duties and provide them with asbestos awareness training refreshed every 12 months.
* Obtain the asbestos plan/risk assessment before commencing work

**Asbestos on site**.

* Obtain permission to proceed, from the client in writing order to comply with the company and client procedures.
* Ensure that any employee likely to disturb the fabric of building inspect the Onsite Asbestos Register before commencing any work.
* Ensure that all the relevant work permits are obtained from the client beforehand as appropriate.
* Assess the risk of likelihood of exposure from such materials.
* Undertake risk assessments before commencing work which exposes or is liable to expose employees or others to risk from asbestos.
* Produce a plan of work detailing how such work will be carried out.
* Either prevent exposure to asbestos or reduce it to as low a level as is reasonably practicable together with the site management.

**NOISE**

Working in a high-level noise environment, without appropriate protection can cause irreversible damage to hearing, at lower levels, noise can often cause irritation and stress.

-------------------------------- recognises its duties under the Control of Noise at Work Regulations 2005 and is committed to ensuring that the health risks from exposure to high levels of noise are reduced to a minimum.

* The Company will take reasonable steps to minimise the levels of irritating or “nuisance” noise within the workplace.

**Assessment of exposure**

* Managers and directors will liaise with local site Managers regarding any noise assessment affecting our employees while engaged on site.
* Where any noise assessment deems that hearing protection is required, such protection will be provided, and signage will be used to remind employees of the requirement for its use.
* ---------------------------- will expect any noise issues to be discussed before work commences.
* Where considered necessary, an assessment of exposure to noise will be carried out.
* This will involve the measurement of noise from certain process and pieces of equipment (e.g. grinding wheels, air compressor).

**Personal protective equipment**

* When noise from any process exceeds the first action level, suitable and effective hearing protection devices will be issued to affected employees.

**Training**

Employees likely to be exposed to high levels of noise will be given suitable information, instruction and training in relation to the effects that high levels of noise can have on hearing, how employees can protect themselves from high noise levels, and employee duties under the Noise at Work Regulations.

**Records**

(a) Records shall be kept of the following:

(b) Noise survey and exposure assessment reports;

(c) The provision of information, instruction and training to employees;

(d) The supply of hearing protection devices;

(e) Maintenance of hearing protection devices;

(f) Complaints from employees regarding noise.

**DERMATITIS**

Dermatitis is a skin condition caused by contact with something that irritates the skin or causes an allergic reaction. It usually occurs where the irritant touches the skin, but not always.

What does it look like? If you look at pictures of skin that has dermatitis, you could see one or all of these signs:

* Redness
* Scaling/flaking
* Blistering
* Weeping
* Cracking
* Swelling

What does it feel like?

Someone who has dermatitis may experience symptoms of itching and pain. The signs and symptoms of this condition can be so bad that the sufferer is unable to carry on at work. It is a reaction of the skin, to harmful substances coming into contact with it.

The prevention is simple:

* Ensure that contact with the harmful substance is avoided by using alternative substances or protective clothing,
* Good hygiene and barrier creams are also an effective means of prevention.

**Irritant contact dermatitis**

* Wet work
* Soaps, shampoos and detergents
* Solvents
* Some food (e.g. onions)
* Oils and greases
* Dusts
* Acids and alkalis
* Wet cement
* Allergic contact dermatitis
* Some hair dyes
* UV cured printing inks
* Adhesives
* Nickel
* Some plants (e.g. chrysanthemums)
* Colophony
* Certain wood dusts

**Allergic contact dermatitis**

* Some hair dyes
* UV cured printing inks
* Adhesives
* Nickel
* Some plants (e.g. chrysanthemums)
* Colophony (Colophony (or rosin as it is sometimes called) is a common cause of occupational sensitization. In the UK it ranks in the top five causes of occupational asthma and the top 10 causes of contact dermatitis. It is also a cause of rhinitis and eye irritation, and perhaps of headache and allergic alveolitis)
* Certain wood dusts

------------------------------------- will:

* Ensure the adequate training is completed in the form of regular toolbox talks
* HSE dermatitis leaflet is available in all work vans
* Toolbox training on the hazards of dermatitis
* Encourage employees to report any signs of dermatitis to their manager/Director
* Ensure that PPE is available and provided to all employees

**Respiratory**

A respiratory sensitizer is a substance which when inhaled in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation reaction has taken place, further exposure to the substance, even the tiniest trace, will produce symptoms. Sensitisation does not usually take place right away. It generally happens after several months or even years of breathing in the sensitizer. Respiratory sensitizers are subject to the Control of Substances Hazardous to Health Regulations

Where it is possible ---------------------- will plan the job so:

* They eliminate harmful dust and fumes.
* Complete a risk assessment
* If elimination is not possible, harmful dust and fumes will be controlled so that they are not breathed in by anyone.
* Some tools and plant will be fitted with dust extraction and collection devices if required
* ---------------------- will provide RPE to protect workers from the effects of dust or fumes if required
* Training will be provided on the use of RPE as and when required.
* Toolbox training will be completed to warn of the hazards and risks of dust and other irritants

**PERSONAL PROTECTIVE CLOTHING ON SITE**

---------------------- recognise that personal protective clothing and equipment will be issued after making an assessment of risk as required by the MHSWR Regulations

* It will be appropriate for the risk involved
* Take into account the ergonomic needs of the user
* All statutory design requirements are complied with
* Where appropriate, suitable and sufficient training will be provided which will include the reason for protective clothing and equipment being issued, and its proper use and care. An example of this may be where safety harnesses are to be used.
* Risk assessments may not be required where protective clothing and equipment is issued to reduce minor risks that are part of normal routine, such as safety helmets, gloves, hand cleaners, barrier creams, protective footwear, dust masks, wet weather clothing and eye protection, issued as part of a kit.
* COVID-19 face coverings or RPE will be supplied once a risk assessment has been completed and all other controls have been considered.

**VIBRATION**

Hand-arm vibration (HAV) can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by hand-fed machines, such as pedestal grinders. Occasional exposure is unlikely to cause ill health.

Whole-body vibration (WBV) mainly affects drivers of vehicles used off-road, such as dumpers, excavators and agricultural tractors.

Persons working with vibrating tools should be aware of the risks from this condition, and all efforts will be made to reduce vibration exposure. The responsibility to ensure that the correct type of work equipment is purchased/hired is with the directors employed by the company.

* All tools are battery powered and are not used for long periods
* All employees are encouraged to take regular breaks when using power tools.
* When buying new equipment, the directors will check and ask about likely vibration levels for the way equipment will be used before deciding on which new tool or machine to buy or hire
* Identify hazardous machines, tools and processes, especially those which cause tingling or numbness in the hands after a few minutes’ use
* If possible, the job will be completed another way without using high-vibration equipment, e.g. rotary hammers, powered pedestrian-controlled mowers, hand-fed forging hammers etc.
* Provide suitable tools designed to cut down vibration
* Directors will ensure that employees use the right tool for the job and are trained to use it correctly
* Make sure machines (including tools) are maintained as recommended by the manufacturer to prevent vibration increasing
* Check whether the job can be altered to reduce the grip or pressure needed

**To reduce whole-body vibration**

* The company will choose vehicles or machines designed to cope with the task and conditions
* Staff will operate machines and attachments smoothly, and will drive at appropriate speeds for the ground conditions and adjust any suspension seats correctly
* Maintain and repair machine and vehicle suspension systems, tyre pressures and suspension seats

**WORK EQUIPMENT**

Definition: Work equipment is generally any equipment used by a person at work, i.e. any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).

The definition is equally applicable to site working, e.g. using powered equipment (test equipment, drills etc.) or non-powered hand tools (e.g. hammers, hand saws, bolsters or other chasing out tools), or in an office environment using office equipment, e.g. photocopiers, computers, printers and lighting e.g. for workstations.

* Work equipment will be purchased based on its suitability to carry out work safely and effectively, not on a cost only basis.
* The directors will determine whether equipment is suitable for the work and any environment which it may be used in e.g. they will consider environmental risks, adverse weather etc.
* Appropriate training and information in safe use will be as provided prior to use. This will include information from manufacturers or suppliers, i.e. equipment/machine manuals, warning labels, training manuals and instruction sheets, which the Company will ensure are provided and readily available.
* For the use of new, previously unused equipment or equipment of a more technical nature, e.g. test equipment, training and instruction will be provided by the Manager.
* Should there be a requirement for specialised equipment to be used for a specific project, only people who have undertaken appropriate training either from the supplier/hirer or accredited training provider where necessary, shall operate such equipment.
* A basic visual checklist inspection of tools/equipment (electrical and non-powered) shall be carried out by operators each working day prior to use to determine they are fit for use.
* The company shall ensure that instruction is given to operators to allow then to complete such checks.
* Any item found to be faulty will not be used until repaired by a competent person or replaced.
* Powered hand tools will be cable free/battery powered or 110 volts only.
* If hand tools have to be used that operate at a higher voltage, then they shall be fed via armoured cable and the supply protected by a circuit protection device with no time delay to ensure that current is cut off if contact is made with any live part.
* All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension cables.
* Any hire equipment used for projects will only be used if current and appropriate documentation relating to testing/maintenance is supplied by the hire company.
* Instructions for safe use of the item(s) appropriate to the complexity of the equipment and/or associated risk must also be supplied.

**Electrical Power Tools (On site)**

* The site supervisor will ensure that all portable electrical tools and equipment is maintained and tested as per the required periods.
* Only authorised persons shall be permitted to repair or alter electrical equipment.
* Any defects noted in electrical equipment must be reported to a manger or director so that immediate steps can be taken to have defects remedied by an approved electrician or Hire Company.

**Safe System of Work.**

All cable connections must be properly made under no circumstances is insulation tape to be used for any repair or joint in extension cables.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

**PORTABLE ELECTRICAL EQUIPMENT**

At ---------------------- potable electrical equipment used on site tends to be battery powered and is renewed annually to negate PAT testing.

There are legal duties on manufacturers and suppliers covering the initial integrity (safety) of new electrical appliances. There are general duties, covering the use and maintenance of appliances, designed to ensure that they remain in a safe condition.

The particular legal duties relating to the use and maintenance of electrical appliances are contained in the Electricity at Work Regulations (1989).

These apply to all work activities and place requirements on employers, self-employed and employees (duty holders), designed to control risks which can arise from the use of electricity.

The Regulations require certain safety objectives to be achieved and do not prescribe the measures to be taken. This allows the duty holder to select precautions appropriate to the risk rather than have precautions imposed by law which may not be relevant to a particular work activity.

**Responsibilities**

* The directors and managers are responsible for ensuring compliance with this Policy.
* In addition, employees and contractors and self-employed persons are themselves each responsible for the correct use of equipment and for reporting any faults or damage.
* All users are responsible for ensuring that there is no visible damage to the electrical equipment, leads and plugs, which they use.
* They should report any fault or damage to their manager as appropriate.
* Faulty or damaged electrical equipment should be labelled as such and should be immediately taken out of use by physical removal, removal of the plug, or equivalent means of ensuring that it cannot be used.
* PAT testing will be completed as and when required with records of all testing kept.

**COSHH**

In accordance with the Control of Substances Hazardous to Health Regulations, an assessment of the risks to health from the use will be undertaken and those risks eliminated or, if this is not possible, adequately controlled.

In consultation with employees, the Company shall ensure that the following is carried out:

* An inventory of substances used, together with material safety data sheets as provided by suppliers of the materials;
* Assessments of risks to health and safety arising from the use of hazardous substances;
* The implementation of appropriate measures to control exposure where necessary;
* Health surveillance **where this has been identified** as necessary by the COSHH assessment;
* Periodic review of the COSHH assessments at least annually.

**Employees who may be exposed to hazardous substances shall be provided with sufficient information, instruction and training with respect to:**

* The nature and degree of risks to health and any factors that may increase the risk (e.g. smoking);
* Details of the control measures (e.g. local exhaust ventilation, personal protective equipment) and how to use them properly;
* Monitoring procedures - including arrangements for access to the results.

The use of personal protective equipment (PPE) to control exposure will only take place as a last resort or as a back-up measure during testing or modification of other controls. PPE shall be appropriate for the task and shall be maintained in accordance with manufacturer’s instructions.

* No new substance shall be introduced to the workplace without an assessment of risk being undertaken.
* Where there is any significant use, generation of or exposure to a hazardous substance, a competent person shall assess the risks associated with exposure to that substance.
* Where necessary to demonstrate compliance, assessments shall be written and kept as a record.
* Assessments shall be reviewed periodically and whenever circumstances change significantly.
* We shall also exercise reasonable control over any substances brought onto our premises by others (e.g. cleaning contractors) to ensure that we meet our general obligations to staff; contractors shall be required to submit evidence of compliance to the COSHH Regulations.

Employees who may be exposed to hazardous substances shall be provided with:

* Sufficient information, instruction and training with respect to:
* The nature and degree of risks to health and any factors that may increase the risk (e.g. smoking);
* Details of the control measures (e.g. local exhaust ventilation, personal protective equipment) and how to use them properly;
* Monitoring procedures - including arrangements for access to the results.

### COSHH & Site Work

The possibility of personnel being exposed to potential adverse effects of hazardous substances in the course of their work must be considered and appropriate protective measures taken. In addition to the general policy requirements this will include: -

* Holding a site file of safety data sheets for all products used on site.
* COSHH Assessments of primary site activities shall be carried out. Should a situation arise where, after safer alternatives, suitable to the work have been considered, a substance has to be used that is extremely hazardous, and involves frequent/repeated or prolonged exposure or where there is a risk of chemical reaction with other substances being used, or the task is particularly complex, then external assistance from a competent person or body shall be engaged.
* Ensuring that contractors using hazardous substances for task specific activities within their contract remit have obtained safety data sheets for each substance, that they are filed and available, and that they have completed COSHH assessments.
* Workers who may be exposed to substances that are hazardous to health, whether they are working with them or not, will receive information about the hazard and instructions about the precautions, safe working procedures, any emergency procedures etc.
* No substance will be issued or used without the availability of the appropriate safety information.
* Workers will be instructed that good standards of personal hygiene are essential in protecting against the exposure of substances and will be instructed as to the importance of washing before eating, drinking or smoking, and the removal of soiled/contaminated clothing at the earliest opportunity.
* Any worker who becomes unwell and suspects that the cause is related to any substance used shall report this immediately, in confidence, to a senior member of staff i.e. a director or manager.

**MANUAL HANDLING OPERATIONS**

Manual handling risks may be present in all types of working environments. Accordingly, the policy of ---------------------- to avoid wherever possible the need for any type of manual handling that exposes an employee to a risk of injury.

To this end ---------------------- will: -

* Look to avoid/minimise the extent of hazardous manual handling operations as far as is reasonably practicable. This shall be achieved by good planning and organisation, discussions with suppliers and the adequate supply of storage solutions and manual handling aids.
* Monitor its operations to assess if there are any risks to the health and safety of its employees who are involved in the remaining manual handling operations.
* The Company will take all steps necessary to ensure that employees at risk are trained, instructed and informed in order they can make full and proper use of any equipment provided to reduce or eliminate handling operations.
* Employees involved in any manual handling operations will make proper and full use of any personal protective equipment issued to them whilst conducting these tasks.
* Any other such steps that are necessary to ensure compliance with the Manual Handling Operations Regulations will be taken by the company.

**FIRST AID AND ACCIDENTS**

* First aid kits are located in the office, and all mobile staff carry a mobile first aid kit.
* All accidents either minor or otherwise must be recorded in the accident book.
* Accident books are kept in defined area near the first aid kit.
* All accident books are reviewed by the Directors.
* The managers will report any findings to the Directors at the board meetings. Naturally if an accident is of a serious nature, this is then reported to the Directors and safety advisors immediately.
* At least 2 appointed persons have been provided. This is so cover can be provided in the event of absence of annual leave requirements.

## First Aid and Welfare Provisions on Site

* Appropriate first aid and welfare facilities will be provided on sites in accordance with all statutory requirements, taking into account the size, nature and scope of the works.
* Details of first aid and welfare provisions will be included within our Health and Safety Plan, prepared in accordance with the CDM Regulations, listing the provisions which Principal Property Services, the Client, or others will make for all those working on site.
* Areas that will be addressed in our Health and Safety Plan will include:
* Welfare -the type, number, location and any planned location of toilets, drying rooms, changing facilities etc.
* First Aid -details of the arrangements for obtaining First Aid for those employed on site, the name of the First Aiders and where the first aid facilities are located and to whom they must report accidents and other incidents.

**FIRE SAFETY**

The site office building is a serviced office./Private office

As such the landlord 0r ----------holds responsibility for the fire risk assessment and premises checks

Management will take the following steps to make sure the company is protected against fire.

* Inspections- non documented visual inspections to check for accumulating paper/and or accumulation of flammable items
* Having fire professionals periodically evaluate the fire prevention system as stipulated by the building management company.
* Store any flammables items correctly
* Inspect fire extinguishers regularly. (Completed by the building management company)
* Remove any obstructions from walkways.
* Only employees trained in appropriate firefighting techniques should handle this equipment.
* Perform annual fire drills and practice emergency drills. (Completed by the building management company)
* All company employees will receive training in the basic principles of firefighting.
* The building management company will maintain any fire alarms, smoke detectors and emergency lighting in proper operating condition.

**WORKING AT HEIGHT**

---------------------- is committed to meeting the requirements of The Work at Height Regulations 2005.

It identifies the responsibilities of the directors and employees and provides guidance to those charged on their behalf with taking action necessary to ensure compliance.

The extent of such action will be dependent on the level of risk of each activity undertaken ‘at height’.

In the majority of instances, the work involved is likely to be minimal and low risk, however, where work at height is a more significant issue, the requirement to manage it will be more onerous.

This policy is not intended to provide definitive guidance to the Regulations and where any doubt exists as to the action to be taken or advice or assistance being required, contact should be made with the director.

The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury.

The Regulations apply to work undertaken inside or outside of buildings. Work at height can range from the routine use of a stepladder to replacing light bulbs, retrieving files on shelving etc. to potentially higher risk activities when staff visit construction sites and are required to gain access at height in some buildings. This Policy should be read in conjunction with all activities involving work at height in order to minimise any risk of injury occurring.

This will require a risk assessment of the task(s) followed by instructions to the staff in what to do and not do.

**RECORDING OF ACCIDENTS, INJURIES AND DANGEROUS OCCURRENCES (RIDDOR 2013)**

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

* work-related accidents which cause death;
* work-related accidents which cause certain serious injuries (reportable injuries);
* diagnosed cases of certain industrial diseases; and
* Certain ‘dangerous occurrences’ (incidents with the potential to cause harm).
* Accidents and dangerous occurrences must be reported and recorded in line with RIDDOR
* Accidents and dangerous occurrences must be reported and recorded in line with ---------------------- procedures
* In line with RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
* In the event of any serious incident, following it’s reporting in accordance with ---------------------- policy
* The situation surrounding the event will be investigated, discussed
* Routines/procedures modified if appropriate or necessary
* Accidents reported on site will be analysed and discussed, by the health, safety director and the responsible site manager or any appropriate external health and safety body as deemed appropriate.
* Any significant change made to existing procedures, as the result of an incident or increase in risk will be recorded and conveyed to staff.

**RIDDOR Reporting Requirements**

If someone has died, or has been injured, because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

* The accident is work-related
* It results in an injury of a type which is reportable
* Types of reportable injury
* The death of any person
* **All deaths to workers and non-workers**, with the **exception of suicides**, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

**RIDDOR reporting of COVID-19**

**Members of the public and non-work-related cases**

* There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.
* The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person’s work.

**What to report**

**You should only make a report under RIDDOR when one of the following circumstances applies:**

* an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as [a dangerous occurrence](https://www.hse.gov.uk/coronavirus/riddor/index.htm#dangerous)
* a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as [a case of disease](https://www.hse.gov.uk/coronavirus/riddor/index.htm#disease)
* a worker dies as a result of occupational exposure to coronavirus. This must be reported as [a work-related death due to exposure to a biological agent](https://www.hse.gov.uk/coronavirus/riddor/index.htm#death)

**Specified injuries to workers**

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

* Fractures, other than to fingers, thumbs and toes
* Amputations
* Any injury likely to lead to permanent loss of sight or reduction in sight
* Any crush injury to the head or torso causing damage to the brain or internal organs
* Serious burns (including scalding) which:

Covers more than 10% of the body

Causes significant damage to the eyes, respiratory system or other vital organs

* Any scalping requiring hospital treatment
* Any loss of consciousness caused by head injury or asphyxia
* Any other injury arising from working in an enclosed space which:

Leads to hypothermia or heat-induced illness

Requires resuscitation or admittance to hospital for more than 24 hours

**Over-seven-day incapacitation of a worker**

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

**Over-three-day incapacitation**

* Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
* Accidents must be recorded in the accident book

**Non-fatal accidents to non-workers (e.g. members of the public)**

* Accidents to members of the public or others who are not at work must be reported if they result in an injury and the **person is taken directly from the scene of the accident to hospital for treatment to that injury**
* Examinations and diagnostic tests **do not** constitute ‘treatment’ in such circumstances.
* There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent

**Occupational diseases**

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

* Carpal tunnel syndrome;
* Severe cramp of the hand or forearm;
* Occupational dermatitis;
* Hand-arm vibration syndrome;
* Occupational asthma;
* Tendonitis or tenosynovitis of the hand or forearm;
* Any occupational cancer;
* Any disease attributed to an occupational exposure to a biological agent.

**Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting.

There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:

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

Further guidance on dangerous occurrences can be found by following the HSE link below.

<http://www.hse.gov.uk/riddor/dangerous-occurences.htm>

**CO-OPERATION, CO-ORDINATION AND WELFARE**

---------------------- acknowledges its responsibilities under the Workplace (Health, Safety and Welfare) Regulations 1992 and as such is committed to providing a safe working environment.

In accordance with these Regulations, the Company will ensure that:

* Equipment and devices used in the workplace are maintained in an efficient working order and in good repair
* Workplaces are ventilated with a sufficient quantity of fresh or purified air
* Workplace temperature is maintained at a reasonable level
* Suitable and sufficient lighting is provided
* The standard of cleanliness is maintained at a sufficiently high level
* Waste materials do not accumulate
* There is sufficient space in working areas
* A suitable number of sanitary conveniences and washing facilities are provided and maintained in a clean condition
* Facilities to rest and eat are provided for employees to use during breaks
* An adequate supply of wholesome drinking water is available for use by all persons in the workplace
* Suitable accommodation for clothing is provided and suitable facilities to change clothes when necessary

**CONSULTATION WITH EMPLOYEES**

The Company will consult with employees on all matters that affect their day to day employment and especially health and safety. An actively engaged workforce is fundamental to ensuring success.

General staff meetings will be held every 2 months with the directors.

All employees who are available must attend the meetings.

The general objectives of the meetings are:

1. To promote co-operation amongst all persons within the company.
2. To update all employees on company policy and procedures.
3. To allow employees to raise any concerns about policy and procedure

**The Health and Safety objectives are:**

1. To provide health and safety information to employees as required by law;
2. To consult with employees regarding the introduction of measures that may affect their health and safety
3. To establish and maintain health and safety standards in accordance with legal requirements and the Health and Safety policy.

Note: Any employee who has specific health and safety concerns should not wait until the next programmed meeting to raise the issue. Employees should raise the concern with their manager/director and attempt to resolve the issue at a local level. If the problem can’t be resolved at this level the Managing Director should then be informed. The company policy is to consult directly with all employees.