

## Health and Safety Policy

<b>Policy Summary:</b>	<b>The Health and Safety policy provides guidance on how health and safety will be managed and implemented by Sky Elevators Limited.</b>
<b>Policy Owner:</b>	<b>Mr R Fowler</b>
<b>Approved By:</b>	<b>Mr R Fowler</b>
<b>Date of Issue:</b>	<b>07<sup>th</sup> November 2016</b>
<b>Review Period:</b>	<b>Annual or as required by legislation</b>  <b>Last reviewed: November 2017</b> <b>Next review date: November 2018</b>

Signed by R Fowler on behalf of Sky Elevators Ltd.



Date: 13<sup>th</sup> of November 2017



## INDEX

Section	Contents	Page No.
<b>2</b>	<b>Responsibilities</b>	
2.1	Sky Elevators Limited	5
2.2	Managing Director	5
2.3	Senior Managers	5, 6
2.4	Line Managers	6, 7
2.5	All Employees	7,8, 9
2.6	Visitors, Contractors and Others	9,10
2.7	Health and Safety Advisor	10
2.8	Information Technology Services	10,11
2.9	Human Resources	11
2.10	Security & Fire Management	11
2.11	First Aiders and Appointed Persons	11
2.12	Off Site Workers	12
2.13	Young Person(s)	12
2.14	Pregnant Employees	12
2.15	Lone Workers	13
2.16	Persons with Disabilities	13
<b>3</b>	<b>General Arrangements</b>	
3.1	Health and Safety Management	14
3.2	Health and Safety Monitoring and Review	14
3.3	Risk Assessment	14
3.4	Health and Safety Induction	14
3.5	Fire Safety Training	15
3.6	General Safety Training	15
3.7	Accident Reporting And Investigation	15
3.8	Near Miss Reporting	16
3.9	Hazard Reporting	16
3.10	First Aid	16
3.11	Occupational Health	16,17
3.12	Escape Routes	17
3.13	Fire Extinguishers	17
3.14	Smoking	17
3.15	Advice and Consultancy	17
3.16	Safe Systems of Work	17
3.17	Personal Protective Equipment (P.P.E.)	18
3.18	Waste Disposal	18
3.19	Housekeeping and Storage	18
3.20	Electrical Equipment	18
3.21	Machinery and Equipment	18,19
3.22	Substances Hazardous to Health	19
3.23	Visitors, Contractors and Others	19,20

<b>Section</b>	<b>Contents</b>	<b>Page No.</b>
<b>3</b>	<b>General Arrangements</b>	
	3.24 Vehicles, Mobile Phones and in-vehicle technology	20
	3.25 Young Person(s)	20
	3.26 Pregnant Employees	20
	3.27 Lone Workers	21
	3.28 Abrasive Wheel Operations	21
	3.29 Welfare Facilities	21
	3.30 Intoxicants and Drug Abuse	21
	3.31 Working at Height	21,22
	3.32 Display Screen Equipment	22
	3.33 Manual Handling Operations	22
	3.34 Hot Work Operations	22
	3.35 Issue of Health and Safety Policy to Employees	22
	End Of Policy	22
	<b>Appendix 1</b>	
	Health and Safety Organisation Structure	23



## **SECTION 2 – RESPONSIBILITIES**

### **2.1 Sky Elevators**

The responsibilities for safety parallels the general management structure of the Company: each level of management is responsible for those below, and accountable to those above; to the extent that who has control, has responsibility. This is so that responsibility for ensuring high standards of health and safety performance remains with those who design, arrange or direct the work of the Company, which will lead to the development of a thriving safety culture throughout the Company.

### **2.2 Managing Director**

The Managing Director shall have ultimate responsibility for all operational activities within Sky Elevators Limited. This will include: providing and maintaining adequate workplace health, safety and welfare provisions and standards to safeguard all employees and others; such as visitors, contractors, neighboring companies and the public at large. The Managing Director in conjunction with the Service Manager is responsible for approving the Policy Document and will: -

- 2.2.1 Monitor the overall effectiveness of the Health and Safety Policy, ensuring the policy is reviewed at least annually and is revised where necessary.
- 2.2.2 Ensure adequate resources are made available to comply with health and safety requirements.
- 2.2.3 Delegate responsibilities both general and specific to appropriate staff as identified in the following sections, to ensure the above is effectively applied. The structure of health and safety responsibility is shown in the organisational chart at Appendix 1 to this policy.
- 2.2.4 The Managing Director will ensure the implementation of this policy by active management and review of health and safety within the organisation.
- 2.2.5 The Managing Director will actively promote good health and safety standards and set a good personal example.

### **2.3 Senior Managers**

Responsible to the Managing Director of Sky Elevators Limited for health and safety issues in terms of implementation, monitoring, and review of the policy. This line of management will: -

- 2.3.1 Be responsible for the day to day health and safety management of all personnel and within their areas of control.
- 2.3.2 Actively promote and encourage the development of a culture of health and safety awareness within their area of responsibility.
- 2.3.3 Make proper arrangements for the investigation, analysis and reporting of all notifiable accidents, incidents and near misses, with a view to preventing similar occurrences in the future.

- 2.3.4 Ensure regular health and safety inspections and any necessary remedial works identified are carried out where applicable.
- 2.3.5 Ensure managers/nominated employees carry out risk assessments, and where necessary, any remedial/preventative actions are completed. They should ensure that risk assessments are monitored and regularly reviewed when necessary.
- 2.3.6 Ensure safe systems of work are in place and adhered to by all employees.
- 2.3.7 Consult effectively with all employees under their control on health and safety matters.
- 2.3.8 Consider the health and safety implications of any materials, plant or equipment purchased on behalf of the Company.
- 2.3.9 Set a good personal example on health and safety.

## **2.4 Line Managers**

This level of management has responsibility for the day to day management of the health, safety and welfare of all personnel within their department/areas of control. They are responsible for the effective implementation and achievement of this policy in their specific areas of control, Managers will:-

- 2.4.1 Ensure that the organisation of health and safety responsibility within the department is clearly defined and documented.
- 2.4.2 Ensure that all employees, visitors and contractors are made aware of any hazards, safety rules and/or procedures which may be encountered within their areas of control, including the precautions to be taken against these hazards and procedures to be followed in the event of a fire or emergency situation.
- 2.4.3 Empower members of the departmental staff to act, to suspend or stop any activity that is not being carried out correctly and which could cause harm to others or damage to property etc.
- 2.4.4 Appoint suitable person(s) to select, purchase and issue Personal Protective Equipment/Clothing ensuring the equipment/clothing is maintained or replaced as necessary. This will be recorded.
- 2.4.5 Enforce the wearing of Personal Protective Equipment/Clothing in designated areas where applicable.
- 2.4.6 Ensure all equipment, plant and substances used are suitable for the task; handled, stored and distributed correctly and kept in good working condition through regular inspection, maintenance and servicing where required. These are records to be maintained.
- 2.4.7 Ensure all equipment, plant and substances are correctly disposed of with the appropriate documentation kept on file.
- 2.4.8 Assess the health and safety training needs of employees under their control and provide all necessary instruction, training, information and supervision as appropriate to enable employee duties to be conducted safely. This includes ensuring that procedures are in place for the induction of new employees.

- 2.4.9 Ensure all accidents, incidents and near misses are properly recorded and reported and that they are effectively investigated where applicable to ensure that suitable preventative measures are put in place to prevent reoccurrence. (Where appropriate with the assistance of the Health and Safety Advisor.)
- 2.4.10 Familiarise themselves with the guidance on accident reporting to make themselves aware of what is a reportable accident to the HSE (Health and Safety Executive), and ensure that such accidents are reported immediately via the Accident Reporting system.
- 2.4.11 Enforce disciplinary procedures where appropriate when non-compliance with health and safety procedures have been identified.
- 2.4.12 Monitor and enforce the "Smoking Policy within their areas of responsibility.
- 2.4.13 Seek advice and guidance from the Health and Safety Advisor as appropriate on health and safety issues.
- 2.4.14 Ensure the needs of high risk/special needs workers (e.g. disabled, pregnant, lone workers, young/vulnerable persons, home workers) are assessed and adequate measures are taken to ensure their health, safety and welfare within their area of responsibility.
- 2.4.15 Ensure regular safety inspections are carried out and recorded within their area of responsibility where applicable.
- 2.4.16 Where applicable ensure safe systems of work are in place and adhered to by all.
- 2.4.17 Consult with employees under their control on health and safety matters and ensure that health and safety is a regular agenda item at departmental meetings.
- 2.4.18 Promote a culture of health and safety awareness and set a good personal example on health and safety.
- 2.4.19 Consider the health and safety implications of any materials, plant or equipment purchased on behalf of the Company.
- 2.4.20 Nominate competent personnel to carry out suitable and sufficient risk assessments, which take account of all significant hazards inherent in the work/activities within their area of responsibility, ensuring they are recorded and any remedial requirements are addressed and acted upon. Also ensure the risk assessments are maintained and regularly monitored and reviewed as necessary.
- 2.4.21 Report to their immediate superior on a regular basis on the application and implementation of health and safety matters within areas under their control.
- 2.4.22 Actively participate in fire drills, ensuring roll calls are carried out where applicable.



## 2.5 All Employees

All Company employees are expected to comply with any health and safety arrangements that are in force within the Company. Staff are under a legal obligation to take reasonable care for the health and safety of themselves and others. Anyone contravening these stipulations may be subject to Company disciplinary proceedings.

All employees must Familiarise themselves with, and conform to the Company Health and Safety Policy, and will:

- 2.5.1 Assist the Company in fulfilling its health and safety obligations by taking reasonable care for the health and safety of themselves and others, who may be affected by their acts or omissions.
- 2.5.2 Promote a culture of health and safety awareness and set a good personal example on health and safety.
- 2.5.3 Observe all safety rules, codes of practice, safe systems of work or instructions devised for their health and safety. Co-operate fully with managers in the investigation of accidents, incidents and near misses and the management and implementation of health and safety within their working environment.
- 2.5.4 Work safely, and not remove any safety device or guard provided for the purpose of ensuring safety or interfere with or misuse anything provided in the interest of health and safety.
- 2.5.5 Report all hazards, potential dangers, accidents and damage that may occur in the course of their work to their Manager and the Health and Safety Advisor without delay and where applicable to the Facilities department. This should include all 'near misses'. For all accidents resulting in injury, seek medical attention from a First Aider without delay.
- 2.5.6 Ensure that all safety/protective equipment is used/worn in the designated areas and that it is maintained as supplied and in line with manufacturer's recommendation and appropriate training, reporting any defects to their Manager.
- 2.5.7 Make suitable suggestions and recommendations with regards to improvements in areas of health, safety and welfare, to their Manager, Safety Representative or the Health and Safety Advisor, and assist in the risk assessment process wherever reasonably practicable or necessary.
- 2.5.8 Adhere to and enforce the "Smoking" Policy within the Company and Clients Premises.
- 2.5.9 Use any designated walkways, avoiding traffic areas where possible.
- 2.5.10 When bringing vehicles onto Company or Clients property, adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.
- 2.5.11 Ensure that their own areas of work are at all times kept clean, tidy and free from hazards that may cause poor posture, slips, trips or falls.
- 2.5.12 Actively participate in fire and emergency evacuations.

- 2.5.13 Take responsibility for any visitors or contractors etc., under their control, ensuring that they are made aware of the Company's and Client's fire and emergency evacuation procedures. If safe to do so escort visitors and contractors etc. (under their control), to the Fire Assembly Points during evacuations.
- 2.5.14 Upon hearing the fire alarm follow the fire guidance on evacuating the building safely.

## **2.6 Visitors, Contractors and Others**

- 2.6.1 All visitors, contractors and others arriving on sites are required as necessary to report to Reception where they will be required to sign in on arrival and out upon departure.
- 2.6.2 All visitors, contractors and others invited to or expected to work on Company or Client properties are required to comply fully with both this Company Policy and any other specific rules and conditions applicable to them throughout their period of engagement or visit.
- 2.6.3 On no account should any on-site work be conducted by a contractor, sub-contractor or self-employed person until they have been added to the Company's approved supplier list.

All visitors, contractors and others, whilst on Company or Client's premises, shall:

- 2.6.4 Comply with all relevant health and safety legislation appropriate to their area of work activity/equipment/substances used and service provided.
- 2.6.5 Comply and co-operate fully with all instructions, safe working practices and guidance as supplied by the Company and its management.
- 2.6.6 Ensure positive co-operation and co-ordination with the Company providing any health and safety documentation or information requested.
- 2.6.7 Where applicable report to the Company Senior Management, the Clients Health and Safety Advisor and the Facilities Department (Where available) any incident, accident, near miss or potentially dangerous situation, which could cause injury or ill health to persons or damage to property.
- 2.6.8 Ensure that any protective equipment identified as being required for the work activity is provided, used and enforced at all times.
- 2.6.9 Ensure sufficient information, instruction, training and supportive supervision as necessary is provided so that works can be conducted in a safe and healthy manner, without risk to either Company employees, staff or others that may be affected.
- 2.6.10 Adhere to the Clients Smoking Policy within their premises.
- 2.6.11 Use any designated walkways, avoiding traffic areas where possible.

- 2.6.12 When bringing vehicles onto Company or Client's property, adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.

## **Persons with Key Health and Safety Responsibilities**

### **2.7 Health and Safety Advisor**

The Health and Safety Advisor has a key responsibility for supporting the development of a safe and healthy working environment and shall act as the 'competent' person for advising on health and safety matters to the Company by:

- 2.7.1 Assisting with the co-ordination of health and safety support services whilst giving advice and guidance to all. In addition, assist management with the monitoring and review of health and safety performance and documentation.
- 2.7.2 Assisting the Managing Director in periodically reviewing and improving the Health and Safety Policy Document.
- 2.7.3 Assisting with the investigation of accidents, incidents and near misses, in addition to the preparation and maintenance of formal reports and records e.g. RIDDOR.
- 2.7.4 Assisting with the co-ordination, organisation and monitoring of relevant health and safety training, fire drills and emergency evacuation procedures and ensure records of these activities are kept.
- 2.7.5 Promoting and giving advice on safe working practices including equipment, protective clothing, plant and machinery.
- 2.7.6 Advising the Managing Director, Senior Managers, Line Managers and staff on Health and Safety.
- 2.7.7 Representing the Company in dealings with the enforcing authority.
- 2.7.8 Assisting nominated employees in the completion of risk assessments and inspections.
- 2.7.9 Ensuring Fire Risk Assessments and Safety Audits are carried out when required.

### **2.8 Information Technology Services**

The Managing Director is responsible for IT within the Company and will:-

- 2.8.1 Support the application of safe working procedures relating to the safe use and operation of Display Screen Equipment etc.
- 2.8.2 Ensure the safe operation, installation and maintenance of all on-site IT equipment and multi-function devices using contractors where applicable.
- 2.8.3 Ensure all purchased IT equipment complies fully with all relevant legislation.
- 2.8.4 Assist with general ergonomic considerations when positioning and installing equipment.

2.8.5 Ensure that all computer equipment is correctly disposed of in accordance with statutory requirements and that the appropriate documentation is kept.

## **2.9 Human Resources**

The Senior Management will ensure: -

- 2.9.1 That accurate records are kept in relation to training, medical, and personnel matters.
- 2.9.2 That Company HR policies comply with current Health and Safety legislation.
- 2.9.3 That all new employees are fully inducted with regards to health and safety policies and procedures.
- 2.9.4 That Managers carry out risk assessments for pregnant workers as soon as the Company is made aware and that any remedial actions are completed, and that the assessments are regularly reviewed throughout the course of the pregnancy and upon return to work where applicable.

## **2.10 Security & Fire Management**

2.10.1 The Senior Management will be responsible the following:

- Ensuring control of emergency evacuations from the building. In their absence an appointed nominee(s) will take on this role. In the event Emergency Services are require they will act as point of contact for the Emergency Services.
- Ensuring the site is regularly checked for breaches in any fire precautions or requirements and arrange for these to be corrected as necessary.
- Ensure that fire-fighting equipment is regularly inspected, maintained, and kept in its correct position.

2.10.2 Ensure all visitors check/sign in at Reception upon arrival, and sign out on departure.

## **2.11 First Aiders and Appointed Persons**

A suitable number of employees will be appointed and trained as first aiders and appointed persons, and their responsibilities will be to: -

- 2.11.1 Administer first aid treatment to those in need, in line with their training, and assist the emergency services if called upon to do so.
- 2.11.2 After treating the patient ensure the Accident/Incident form is completed without delay and ensure it is recorded on the system.
- 2.11.3 All first aiders must keep a log of first aid treatment/assistance given and a list of supplies used. They must ensure that they arrange for the replacement of any items used from the first aid box.

2.11.4 Where hospital treatment is deemed necessary First Aiders are required to arrange for the patient to be taken to hospital and report back to the appropriate Manager on their condition.

## **2.12 Off-Site Workers**

Off Site workers, those engaged on work in premises not controlled by the Company must exercise a particularly high level of self-discipline and safety awareness and will: -

2.12.1 Inform their Manager of any unsafe conditions, customer requests, working practices, accidents, incidents or near miss situations encountered.

2.12.2 Comply fully with the host employer's policy/rules and conditions for safe working when working on non-Company premises (in addition to Company policy directions).

2.12.3 Whilst working at non Company premises, ensure an understanding of the procedures for fire, serious or imminent danger and on-site hazards and precautions, in addition to being aware of the responsible person for Health and Safety on the site.

2.12.4 Where applicable carry out a risk assessment for the work activities to be undertaken by themselves.

## **2.13 Young Person(s)**

The Company has an especially high duty of care towards employees, who have reached school leaving age (around 16 years of age) but have not reached 18 years of age. The Company will show a higher duty of care towards the 'Young Person', and emphasis will be on ensuring that the Young Person's level of interpretation and understanding of their own responsibilities is in line with the requirements expected under law, and in regards to this policy. Young Persons shall: -

2.13.1 Comply with the requirements identified by any relevant 'Young Persons' risk assessments.

2.13.2 Comply fully with this Policy document and any other health and safety guidance given by their appointed manager or lecturer.

2.13.3 Whenever in doubt, stop the work/learning activity immediately and seek advice from their appointed line manager or lecturer.

## **2.14 Pregnant Employees**

2.14.1 In order for the Company to fulfil its legal obligations and in line with individual's legal obligations, any employee who knows they are pregnant should notify their Manager as soon as possible.

2.14.2 Once notified, the Company in conjunction with the pregnant employee will carry out an appropriate risk assessment of the employee's tasks/activities to ensure she and her unborn child are not put at any unnecessary risk.

## **2.15 Lone Workers**

Lone Workers are classified as persons who are required to work by themselves without close or direct supervision. All such persons are required to ensure that they are conversant with the Lone Workers guidance.

2.15.1 Lone Workers will ensure that the area they are working within is safe and that they follow the instructions set out by the safe system of work or risk assessment.

2.15.2 An employee who in the course of their work is required to work alone must advise their manager if they have any health problems which could put them at risk.

## **2.16 Persons with Disabilities**

2.16.1 In order for the Company to fulfil its legal obligations and in line with individual's legal obligations, any employee who has a disability are requested if they wish to do so, to notify their Manager of the disability and advise if they would like an assessment carried out to identify if they require any additional support whilst at work.

2.16.2 Once notified, the Company in conjunction with the employee will carry out an appropriate assessment of the employee's tasks/activities to ensure they are not put any unnecessary risk and any support identify during the assessment is implemented.

## **SECTION 3 - GENERAL ARRANGEMENTS**

### **3.1 Health and Safety Management**

3.1.1 The Company's Health and Safety policy will be reviewed during regular management meetings. Minutes of the Management meetings are made available to all members of staff. In addition, further Health and Safety issues can be discussed at any time between scheduled meetings.

### **3.2 Health and Safety Monitoring and Review**

3.2.1 Health and Safety is regularly reviewed by the Senior Management (please refer to terms of reference) and by departmental managers.

3.2.2 Health and Safety inspections will be carried out at the appropriate intervals as and when required by an appointed person.

### **3.3 Risk Assessment**

3.3.1 It is the responsibility of all senior managers to ensure that risk assessments are carried out by competent personnel within their areas of responsibility. Copies of completed risk assessments will be added to the Quality Management System. Risk Assessments will be reviewed at regular intervals, or if there has been any significant change in the work activity or environment.

3.3.2 Display Screen Equipment Users and Home Workers will complete the DES self-assessment form.

3.3.3 Out Based/Off Site Workers will carry out self-assessment on the appropriate forms.

3.3.4 The risk assessment process will take into consideration the different age groups within the Company, especially taking into consideration the higher duty of care required for Young Persons and the elderly and safeguarding policy and procedures. They will also consider the needs of high risk workers and persons with a disability.

### **3.4 Health and Safety Induction**

3.4.1 All new employees will receive appropriate induction from the Senior Manager or Line Manager regarding health and safety relevant to their area of employment, including instructions on the Company's fire and emergency procedures, accident reporting. Details of training provided will be recorded and made available on request.

3.4.2 New employees will also be provided with a copy of the Health and Safety Policy and any other policies or guidance relevant to their work by their line manager.

### 3.5 Fire Safety Training

- 3.5.1 Fire Extinguisher training will be provided at regular intervals when appropriate for nominated employees.
- 3.5.2 Procedures for fire evacuation will be regularly displayed in suitable locations throughout the Company's Office.

### 3.6 General Safety Training

- 3.6.1 Employees will receive basic health and safety guidance and training in the course of their employment, which will give them an appreciation of the fundamentals of good health and safety practices.
- 3.6.2 Training for employees who require specialist training to enable them to carry out their work safely and within the confinements of the law will receive this training in conjunction with their Manager.

### 3.7 Accident Reporting and Investigation

An accident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment

- 3.7.1 All accidents/incidents, however slight, must be reported, without delay, on the appropriate Accident/Incident report form. A copy of the completed form should be sent to the Health and Safety Advisor/Line Manager.

- 3.7.2 Accidents will be investigated to the extent necessary to identify their underlying cause(s) and to enable these to be remedied. The primary responsibility for the investigation rests with the Senior Managers and/or Line Managers of the area in which the accident/incident occurred. The results of the investigation should be recorded on the accident/incident form, or on an accompanying report.

- 3.7.3 The Company is under a legal obligation to report some accidents/incidents to the authorities, by telephone, immediately it becomes aware of them. Therefore, staff should familiarise themselves with what is a reportable accident and ensure that these are reported as soon as possible to the Health and Safety Advisor. Staff must ensure that any serious accident/incident is recorded and where applicable take witness statements (taking photographs where possible).

For these purposes a serious accident/incident can be considered to be any accident resulting in hospital treatment or an occurrence reportable under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (please refer to guidance on accident reporting).

**It is, therefore, important that all reportable accidents are reported without delay to ensure that this obligation can be met. If in doubt consult your Manager.**

- 3.7.4 The Health and Safety Advisor will review all accident/incident forms and will carry out further investigations where deemed necessary.



### **3.8 Near Miss Reporting**

A 'Near Miss' is defined as an incident that has the potential to cause harm or damage even though no harm or damage is caused.

- 3.8.1 Near misses must be reported, without delay, on the Near Miss report form the completed form should be sent to the Health and Safety Advisor/Manager.
- 3.8.2 Near Misses will be investigated to the extent necessary to identify their underlying cause(s) and to enable these to be remedied. The primary responsibility for the investigation rests with the Senior Managers or Line Managers of the area in which the near miss occurred. The results of the investigation should be recorded on the appropriate form or in an accompanying report.

### **3.9 Hazard Reporting**

A hazard is anything (article, substance or situation) with the potential to cause harm, injury to people or damage to the environment e.g. electricity, slippery floors, spillages, dangerous parts of machinery etc. The risk is the probability or likelihood of the hazard being realised and the severity of its consequences.

- 3.9.1 Any hazards identified must be reported immediately to the appropriate manager, or the Health and Safety Advisor either verbally or via email, to ensure that remedial action is taken.

### **3.10 First Aid**

- 3.10.1 The Company has appropriate First Aid provisions relevant to the work activity carried out and also the number of employees located on the site. First Aid boxes are located both in the office and on all company issued vehicles for on-site staff and where applicable with the First Aid Appointed Persons.
- 3.10.2 A regularly updated list of trained and qualified First Aid Appointed Persons will be held by the Senior Management showing the name, department and extension of the First Aider and who is on duty.
- 3.10.3 First Aiders and Appointed Persons will re-sit their First Aid Qualification every three years with an approved training provider and will receive annual refresher training.

### **3.11 Occupational Health**

- 3.11.1 The occupational environment and health of employees will be monitored where appropriate so as to ascertain that their wellbeing is not impaired by the working conditions.
- 3.11.2 Managers wishing to refer employees to Occupational Health should contact the Managing Director to make an appointment.
- 3.11.3 The Company offers the facility for employees who use Display Screen Equipment to have their eyes tested every twelve months with an approved Optician. Where employees are required to wear glasses that are DSE compliant they are entitled to

receive a contribution from the Company towards the cost of these glasses. Please refer to guidance on DSE.

### **3.12 Escape Routes**

3.12.1 Escape routes will be regularly checked by an appointed person.

3.12.2 Employees should familiarise themselves with the escape routes and fire exits which are clearly marked within and around their working area and, during out of hours they should satisfy themselves that their escape routes are unobstructed.

### **3.13 Fire Extinguishers**

3.13.1 Only employees trained in the use of fire extinguishers should attack small fires with the correct extinguisher provided, if safe to do so, and within their own capabilities as instructed through appropriate training sessions.

3.13.2 Fire Extinguisher training will be provided as and when required for nominated employees.

3.13.3 Fire extinguishers will be serviced annually by an approved contractor. This will be recorded and made available on request.

3.13.4 A member of the Management team will visually check the fire extinguishers once a month to ensure they are in situ, not damaged and are fully charged. This will be recorded and made available on request.

3.13.5 If fire extinguishers are used, damaged or missing the Management will ensure a replacement is provided.

### **3.14 Smoking**

3.14.1 Smoking is not permitted in any of the Company Buildings.

### **3.15 Advice and Consultancy**

3.15.1 The Health and Safety Advisor will act as the Company's competent person on health and safety matters.

3.15.2 Where other outside health and safety consultancy or specialist advice is required, this should be done in conjunction with the Managing Director.

### **3.16 Safe Systems of Work**

3.16.1 Formal safe systems of work will be developed and published by managers, with the assistance of the Health and Safety Advisor where applicable, to cover potentially hazardous/dangerous operations in areas under their control.

3.16.2 Managers will be responsible for ensuring that work is carried out in accordance with these safe systems.

### **3.17 Personal Protective Equipment (PPE)**

3.17.1 PPE will be freely issued to employees as required, along with the appropriate level of training in its use. This will be recorded and made available on request.

3.17.2 Managers will ensure that the correct personal protective equipment is available to employees, that it is kept in a good condition and replaced as necessary.

3.17.3 Managers and employees will ensure that the appropriate personal protective equipment is worn.

### **3.18 Waste Disposal**

3.18.1 All waste will be disposed of in accordance with the Duty of Care imposed by the Environmental Protection Act and the appropriate Waste Regulations.

3.18.2 Waste will be removed by registered, approved and competent contractors.

3.18.3 Copies of transfer notes will be retained by the department arranging the disposal of the waste to which the transfer note refers for a period of at least 3 years.

### **3.19 Housekeeping and Storage**

3.19.1 Managers will ensure that good housekeeping practices are maintained within areas of their responsibility.

3.19.2 All material, whatever its location, will be stored in such a way as not to cause a hazard or harm to any employee or visitor, in line with the manufacturer's guidelines/data sheets where appropriate.

### **3.20 Electrical Equipment**

3.20.1 Employees who purchase portable electrical equipment will ensure it is suitable for the task and conforms to current British or E.U standards and should be 'CE Marked'. All equipment must be submitted for logging, inspection and testing before it is put into service.

3.20.2 An appointed contractor will carry out a periodic inspection and testing of Portable Electric Equipment.

3.20.3 All portable electrical appliances need to be checked before they are used in the building. Staff should ensure that if they bring electric equipment such as laptops into the building that they are in a suitable safe condition.

### **3.21 Machinery and Equipment**

3.21.1 Employees should only use machinery or equipment for which they have been trained and must do so in accordance with the manufacturer's guidelines and any formal safe system of work and/or procedures in place or experiments.

3.21.2 Machinery designed to be used in conjunction with any guard must not be operated unless that guard is in place.

- 3.21.3 All guards, interlocks and other safety devices will be checked by the user of the equipment and/or the room technician prior to its use.
- 3.21.4 Where machinery and equipment is required to be inspected, serviced or maintained under statutory/legislative this must be done by a nominated insurer/contractor. Where machinery and equipment does not fall within this requirement, where applicable a program should be put in place to ensure that they are inspected, serviced or maintained within an agreed timescale.
- 3.21.5 User of machinery and equipment will ensure that safety checks are carried out before use.

### **3.22 Substances Hazardous to Health**

- 3.22.1 Managers whose departments purchase hazardous substances will ensure that a Material Safety Data sheet is obtained from the manufacturer or supplier for the product prior to first purchase. A copy should be retained on file in the department. (If any doubt exists as to whether the product is classified as hazardous please contact the Manufacturer or the Health and Safety Advisor for guidance.)
- 3.22.2 Substances identified as hazardous should not be used until a CoSHH risk assessment has been carried out, and appropriate training and information has been provided.
- 3.22.3 Managers will be responsible for ensuring that this information is brought to the attention of employees required to use, handle or transport the substance, and that the recommended safety precautions are followed.
- 3.22.4 It will be the duty of all employees who use/handle/transport hazardous substances to ensure that they comply with the safety requirements outlined in the above documents and in any formal safe system of work in place.
- 3.22.5 Substances should be kept in their original containers with the correct label clearly visible. When the need arises for a substance to be transferred from one container to another, the new container should be suitable and clearly labelled with details of its contents.
- 3.22.6 Managers are required to keep an up to date inventory of all substances held or used within their departments.
- 3.22.7 For further details, please refer to the Section 20 of the QM System.

### **3.23 Visitors, Contractors and Others**

- 3.23.1 The person responsible for receiving visitors to site will ensure that the visitor enters their details in the visitor's book.
- 3.23.2 The appropriate member of staff, or their deputy, where applicable will escort the visitor(s) from reception to their office or meeting room. Known and approved Visitors, Contractors or Suppliers are permitted unaccompanied access after an appropriate member of staff has received them into the building.
- 3.23.3 When leaving the premises where applicable visitors must be escorted back to

reception where the staff member/receptionist should ensure that departure details are entered into the visitor's book.

3.23.4 Employees are responsible for the health, safety and welfare of their visitor(s) whilst on site, therefore they should ensure that their visitor(s) are made aware of: -

- Company's emergency evacuation procedures.
- The location of fire routes, fire exits and assembly point(s).
- Any hazards they may encounter during their stay.
- Any safety rules they must follow if they need to carry out work on site.

3.23.5 In the event of an evacuation from the premises the staff members responsible for visitors must ensure that they are escorted to a fire assembly point, if safe to do so. If the visitor is missing, then the Managing Director should be made aware of this.

### **3.24 Vehicles, Mobile Phones and in-vehicle technology**

3.24.1 All employees driving vehicles on Company business must have a valid UK driving license and must exercise proper control of the vehicle at all times.

3.24.2 You must exercise proper control of your vehicle at all times. You must not use a hand-held mobile phone, or similar device, when driving except to call 999 in a genuine emergency when it is unsafe or impractical to stop. Never use a hand-held microphone when driving. Using hands-free equipment is also likely to distract your attention from the road. It is far safer not to use any telephone while you are driving - find a safe place to stop first or use the voicemail facility and listen to messages later.

3.24.3 There is a danger of driver distraction being caused by in-vehicle systems such as satellite navigation systems, congestion warning systems, PCs, multi-media, etc. You must exercise proper control of your vehicle at all times. Do not rely on driver assistance systems such as cruise control or lane departure warnings. They are available to assist but you should not reduce your concentration levels. Do not be distracted by maps or screen-based information (such as navigation or vehicle management systems) while driving or riding. If necessary, find a safe place to stop.

3.24.4 Mobile Phones should not be used when undertaking a task which has been identified as high risk, due to their distracting nature.

### **3.25 Young Person(s)**

Young Person(s) will be provided with a higher level of training, information and supervision taking into account their inexperience, lack of awareness of existing and potential risks and their immaturity. A Risk Assessment will be completed for activities/tasks carried out by young persons.

### **3.26 Pregnant Employees**

3.26.1 An Expectant Mothers' risk assessment will be completed once the employee has advised the Company that they are pregnant. The risk assessment will be reviewed at appropriate intervals throughout the pregnancy and upon their return to work/learning after their maternity leave.

3.26.2 Facilities will be made available for pregnant employees if they are feeling unwell or need to rest.

### **3.27 Lone Workers**

3.27.1 The Lone Workers Guidance should be reviewed whenever there is an occasion that an employee may have to work alone and a risk assessment produced. From the risk assessment a Safe System of Work should be implemented. The system should include checks on the lone worker at regular intervals either by telephone, email or other appropriate means.

3.27.2 Employees with known health problems should be assessed before being allowed to work alone.

### **3.28 Abrasive Wheel Operators**

Only competent employees should operate abrasive wheels. Employees should hold the appropriate qualification for dressing or replacing abrasive wheels. These employees will be responsible for: -

3.28.1 The correct selection, storage, setting and periodic redressing of abrasive wheels.

3.28.2 The secure mounting of machinery and guarding.

### **3.29 Welfare Facilities**

The following facilities are provided for the welfare of employees: -

- Drinking Water
- Rest area for eating away from the workstation/classrooms
- Storage facility for work and personal clothes where required
- Sanitary Conveniences
- Washing Facilities

### **3.30 Intoxicants and Drug Abuse**

3.30.1 The Company may refuse admission to the premises to any employees where there is reasonable suspicion that they are incapable of performing their duties as a result of intoxicants or drugs.

3.30.2 If an employee's doctor has prescribed drugs which may influence their ability to perform their duties, then they are required to register this with their Line Manager. The employee may be required to undertake an Occupational Health assessment.

### **3.31 Working at Height**

3.31.1 Working at Height is defined as work in any place where a person could fall from a distance which is liable to cause personal injury.

3.31.2 Where working at height cannot be avoided a risk assessment should be

completed on the activity to be undertaken, the equipment to be used and the ability of the individual(s) carrying out the task. A safe system of work should then be implemented and adhered to.

### **3.32 Display Screen Equipment (DSE)**

3.32.1 All employees will be required to complete the DSE self-assessment form.

### **3.33 Manual Handling Operations**

3.33.1 The Company will provide appropriate mechanical handling equipment to reduce or eliminate risks where possible.

### **3.34 Hot Work Operations**

The definition of hot work at the Company is a temporary operation with a tool at such a high temperature that could create a fire, irrespective of whether the work is done by an employee or by a contractor. Examples are: welding, brazing, soldering, 'hot' cutting (e.g. Oxy-Acetylene Cutting) or grinding.

3.34.1 Only trained competent personnel are permitted to carry out 'Hot Work'.

3.34.2 Hot-works will be carried out by the company will be in accordance with Client's Permit to Work system issued by the relevant department.

### **3.35 Issue of Health and Safety Policy to Employees**

3.35.1 All employees will be provided with a copy Health and Safety Policy, and are required to read it.

3.35.2 The Health and Safety Policy is available on request.

## **END OF POLICY**

This policy will be reviewed annually or whenever there are any changes in legislation or procedures which directly affect the policy.

**Appendix 1**  
**Health and Safety Organisation Structure**

