Health and Safety Management System

About this system

Our system is designed to set operational health and safety standards, and to manage our significant health & safety risks in a simple, engaging, and effective approach.

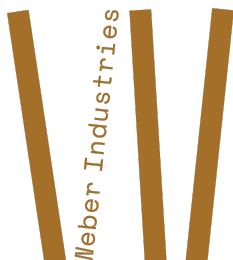It is split into two key documents:

Policy Overview

A strategic document outlining our approach to safety leadership, hazard identification and risk controls, and continual improvement.

Health and Safety Standards

'Simplified' health and safety management standards that help stakeholders, namely our employees and sub-contractors, understand their role in managing health and safety. The standards outline the arrangements we have in place to manage and control risk. Each standard reflects a key risk relevant to our business and operations.

The health and safety management standards are reviewed every two years, in the event of legislation updates and/ or following any significant incident or events.
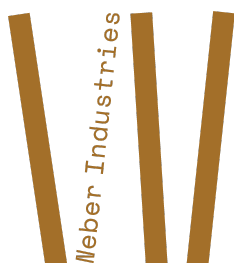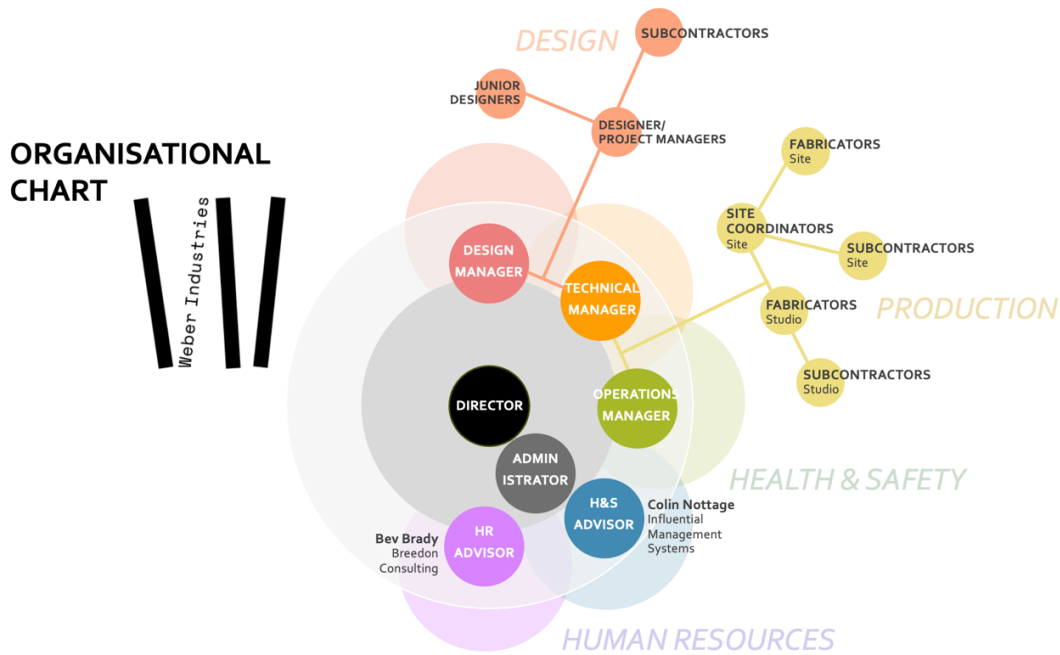
Contents

Introduction

The Health and Safety Management System provides an overview of the strategic elements of health and safety and how we strive to create a positive and proactive approach to the management of health and safety.

We are committed to conducting all our activities in a safe manner, which is underpinned by our health and safety management standards and our commitment to learn and continually improve.

This policy document includes:

- An overview of roles and responsibilities.
- How we communicate with our employees.
- How we identify hazards and carry out risk assessments.
- How we learn from events and encourage continual improvement.
- An overview of how we ensure health and safety arrangements are monitored.

Roles and Responsibilities

ORGANISATIONAL CHART

Weber Industries

DESIGN
SUBCONTRACTORS
JUNIOR DESIGNERS
DESIGNER/ PROJECT MANAGERS
DESIGN MANAGER
TECHNICAL MANAGER
FABRICATORS Site
SITE COORDINATORS Site
SUBCONTRACTORS Site
FABRICATORS Studio
PRODUCTION
SUBCONTRACTORS Studio
DIRECTOR
ADMINISTRATOR
OPERATIONS MANAGER
H&S ADVISOR
Colin Nottage Influential Management Systems
HEALTH & SAFETY
Bev Brady Breedon Consulting
HR ADVISOR
HUMAN RESOURCES

Director

- The Director is required to define the vision for safety within the organisation.
- Setting the organisational safety objectives and targets.

- Developing and implementing a robust Health and Safety Policy.
- Ensuring everyone in the organisation has a clear understanding of their responsibilities and receive suitable training and support to deliver these.
- Ensuring leaders promote good practice, demonstrating a positive, encouraging, and proactive approach towards health and safety.
- Provide a structured forum to review H&S performance, consult with team members across the organisation and assess their effectiveness.
- Ensure there is a robust programme of inspection and audit to monitor effectiveness of the management system and identify opportunities for improvement.

Operations Manager

- The Operations Manager has a fundamental role to ensure health and safety is integrated into all sites and projects.
- Participate in the development and review of the health and safety management system.
- Ensure health and safety standards are implemented and are effective in managing risk.
- Ensure the organisation complies with all relevant health and safety legislation.
- Ensure all significant risks are identified and these are managed in a suitable and proactive manner.
- Ensure health and safety is considered during the planning and completion of projects.
- Support the review of the annual health and safety plan and its implementation.
- Provide resource from within their various functions to support the delivery of the health and safety plan.
- Lead by example and set the right foundations for the organisation to develop a positive and proactive approach to health and safety.
- Ensure their teams have a clear understanding of their responsibilities and receive suitable training and support to deliver these.
-

Studio Management Team and Site Supervisors

- Implement the health and safety management system at a project/ site level.
- Ensure all significant risks are identified and are managed in a suitable and proactive manner.
- Ensure their teams and visitors to site understand their role and are given adequate training, instruction, information, and supervision to work safely.
- Ensure their teams have completed all relevant safety systems of work and those "doing" the task are involved in reviewing training documentation.
- Proactively discuss health and safety with team members, ensuring a means for consultation is in place for team members.
- Report and investigate all accidents and incidents, ensuring learnings are shared and discussed.
- Proactively monitor health and safety standards on site and promptly address actions or opportunities for improvement.

Studio and Site Team (including sub-contractors)

- Work with managers and supervisors to identify safety related issues and opportunities for improvement.
- Take reasonable care of themselves and others, applying the training, instruction and information given to ensure work is completed safely.
- Proactively and positively contribute to health and safety meetings and committees.
- Report accidents, incidents, near misses, and hazards to the site manager or lead person on site.
- Ensure emergency arrangements are understood and are followed when instructed.
- Be mindful and respectful of the workplace and environment, ensuring work areas are kept clean and tidy and free from obstruction.
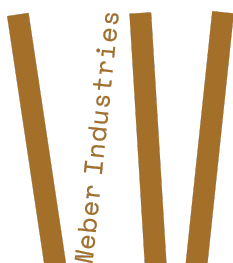
- Use all health and safety controls as there are intended and not interfere with anything provided to protect or safeguard.

Health and Safety Advisors

- Monitor the implementation of the management system and provides routine updates to senior management.
- Work with managers and supervisors to identify safety related issues and opportunities for improvement.
- Help promote a positive culture within the workplace.
- Investigate events to support learning.
- Provide training and development for personnel at all levels within the company.

Health and Safety Committee

The Health and Safety Committee provide a means for employees to raise concerns, share best practise and put forward suggestions/ solutions. The role of the committee is to:
- Support the development, review, and implementation of the health and safety management system.
- Review incidents, ensuring investigations are carried out and learnings are shared to prevent future events.
- Review health and safety performance and identify opportunities for improvement.
- Discuss new initiatives and trial new approaches such as new equipment.
- Provide a means for health and safety issues to be discussed with employees, with a view to finding solutions.
- Facilitate health and safety focus initiatives in their departments within the business.

Safety Leadership and Governance

Whilst the overall responsibility for the effectiveness and implementation of the management system rests with the Director, every member of the organisation has a role to play in supporting its delivery and promoting a positive approach to the management of health.

Everyone working for us or with us has the right to feel safe. Accidents at work can lead to life changing injuries and cause distress to individuals.

Being a great leader for safety doesn't just mean managing our operational risks; it also means actively demonstrating the importance of the safety of our employees, contractors, sub-constructors and customers.

Consistent safety leadership behaviours are needed from all our leaders in our business to create a proactive approach to the management of health and safety.

We ensure leadership and commitment to the effective implementation and continual improvement of the management system by:

- Establishing a health and safety plan and objectives.
- Providing adequate resources needed to meet the requirements of the safety management system and standards.
- Communicating the importance of effective safety leadership and promoting a positive and proactive approach to the management of safety.
- Engaging and supporting all team members to contribute to the effectiveness and improvement of the management system.

Communication and Consultation

We will ensure there are various effective routes for communication and consultation including:

- Safety meetings
- Daily and weekly briefings
- Site tours
- Toolbox talks
- Risk assessment

Training and Awareness

The competence of our personnel and people who work with and interact with our business is a key priority. We will ensure every employee has a robust personal development plan built around the activities they complete and also looking at their personal development within the organisation.

Hazard Identification and Risk Assessment

Blame fixes nothing and when you blame you lose the opportunity to learn.

Our process for managing risk in the business is simple and effective. There are two stages:

- Overall risk to the business
- Risk associated with tasks the business undertakes

The business risks are identified using a risk profiling tool and from that appropriate standards and controls are identified and implemented to manage the opportunities that arise.

We assess the risk associated with the tasks our employees and contractors perform and work with these stakeholders to identify and implement suitable controls.

We start by identifying the task that have risk and add them to the task register. The register identifies what priority the tasks will be reviewed and whether a safe system of work is required.

Once identified the task are assessed with representation from the people who complete the works to identify the hazards, their effects, who may be harmed, what existing controls are in place and how effective they are and what further controls may be required.

For certain activities a safe system of work / method statement may be required and when developed discussed with those completing the activity.

Event Response and Learning

Blame fixes nothing and when you blame you lose the opportunity to learn.
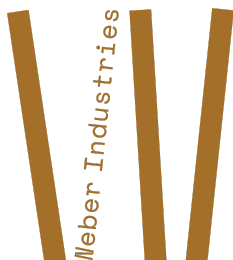
With this in mind our approach to learning when things go wrong or have the potential to go wrong is a key building block for future improvement.

We utilise learning teams to challenge how work is completed.

If an event occurs, we will establish an event learning process to gather as much information around how the company got to the stage where the event occurred and fully discuss the decisions people made up to the point where it occurred with a focus to build resilience for the future.

Monitoring and Assurance

We will utilise both internal and external expertise to monitor our performance. The process we use include:

- Daily and weekly studio and site inspections;
- Specialist inspections for statutory activities including lifting equipment, fire, noise and pressure systems;
- H&S reviews of physical conditions;
- Management reviews.

What are these documents?

Health and safety standards help stakeholders, namely our employees and sub-contractors, understand their role in managing health and safety. The standards outline the arrangements we have in place to manage and control risk. Each standard reflects a key risk relevant to our business and operations.

Confined Space

Why?

A confined space is an enclosed area where the risk of death through exposure to hazardous substances or dangerous situations is excessively high. The following may be classed as confined spaces:

- Silos
- Storage tanks
- Sewers
- Drains
- Vessels
- Chambers
- Pits
- Chimneys

Note: This list is by no means exhaustive and is only a basic list of potential confined spaces.

The identification of a confined space can be done by answering YES to the following questions:

- Can material flow in during work?
- Can oxygen be depleted during work?
- Can any liquid build up during work?

How?

The site management must ensure that:

- Through a risk assessment, they identify all confined space hazards within the workplace;
- A specific confined space survey is undertaken at the site(s);
- They attempt to eliminate the necessity to enter confined spaces;
- They complete a specific risk assessment for confined space entry and compile a formal record of confined space hazards and controls, including emergency rescue;
- All employees are informed of the risk assessment findings and the areas identified as confined spaces;
- Any improvements identified through the risk assessment are transferred onto a site action plan;
- Relevant employees are given training on the safe entry into confined spaces;
- Suitable equipment and resources are provided to manage and enter confined spaces;
- The emergency response plan is put into place and has been communicated to all appropriate employees (and, if applicable, contractors); and
- All employees and contractors are aware that a permit to work must be issued prior to any person entering a confined space.

Due to the hazards associated with confined spaces the following guidance should be reviewed:

Potential hazards in confined spaces include:

- Fire
- Chemical exposure
- Poor air quality
- Noise
- Vibration
- Residual release from inside the confined space
- Structural hazards

- Restricted visibility
- Temperature movement
- Electricity
- Slip, trips and falls

Note: The above is not an exhaustive list, but provides an overview of the general hazards people may be faced with when entering confined spaces.

The following control measures should be considered:
- Avoid the need to enter a confined space by either modifying the area or undertaking the work from outside.
- Reduce the exposure time of people working in the confined space. Ensure regular rest breaks are taken.
- Ensure all persons entering a confined space have received specific training.
- The confined space is suitably isolated to stop moving equipment, and the entry or egress of solids or liquids.
- The use of an air monitoring device should be used prior to entering a confined space at any time (including after lunch breaks). This will confirm that the oxygen levels are fine.
- Writing a specific safe system of work (including an emergency plan) to be used whilst operating within the confined space. The emergency plan should be tested at least once every year.
- Appoint a competent person to supervise the work being undertaken within the confined space.
- Ensure that any walkways and access platforms are safe to use.
- Ensure the confined space area is well lit.
- Issuing two-way radios or other communication methods.
- Ensure that in an emergency the entrances and exits are large enough for people wearing personal protective equipment.
- Access equipment such as a tripod, lanyard and winch is made available.
- The issue of personal protective equipment to persons entering and working within a confined space.
- Warning signs should be displayed on the outside of the confined space notifying that work is being undertaken and that people are inside.

Note: A permit to work system must be introduced prior to undertaking any work within a confined space.

A permit to work is a tool used to document the completion of a hazard assessment for each confined space entry. The permit should include the:
- Length of time the permit is valid for;
- Name(s) of the person(s) that will enter the confined space;
- Name(s) of the supervisor;
- Location of the confined space;
- Work being undertaken;
- Details of any atmospheric testing;
- Use of any mechanical ventilation;
- Personal and emergency equipment available for use; and
- Signatures of all relevant persons, along with the date.

Note: The permit should be posted at the confined space and remain in place until the work is completed. An additional copy should be kept by the responsible manager.

A systematic rescue plan should be developed specific to confined spaces. The following should be included within the plan:
- The responsibilities of the safety watch/supervisor.
- How to retrieve people from the confined space in an emergency.
- The rescue equipment that should be used to perform this task.
- The first aid provisions which are required (including first aiders).
- The names of the people to be notified of any emergency.
- The arrangements for the emergency services (location, map reference, etc.).

Note: It should be stressed in the emergency plan that under no circumstances should a person attempt to rescue somebody unless they are competent and it is safe to do so.

Construction Design & Management Regulations 2015 – (CDM)

The CDM regulations 2015 came into effect on 6th April 2015 and replace the 2007 CDM regulations. They place specific duties on the persons listed below key *duty holders (and others): to plan, co-ordinate and manage health and safety throughout all stages of a construction project.

- Client *
- Principle Designer *
- Principal contractor *
- Contractors
- Designers
- Everyone

Main Changes - Construction Design & Management Regulations 2015 – (CDM)

- The Planning Co-ordinator duties are **replaced** by the Principal Designer.
- Key duties under the 2015 regulations can be fulfilled by an **organisation** of competent persons **or** an individual.
- The **client** will submit the F10 to the HSE.
- A transition period of 6 months (from 6th April 2015) to implement the new regulations is allowed, **BUT:** *Only if you have started construction works before the 6th April change over date*.
- The current 2007 CDM ACOP (Approved Code of Practice) will be **replaced** by guidance in 2016.
- Guidance for preparing a PCI and CPP is not specific in detail.
- A Construction Phase Plan (CPP) is required for all projects.
- The requirement for duty holders to **assess competence** has been replaced by; Duty holders **must** provide to everyone:
    - *Information*
    - *Instruction*
    - *Training*
    - *Supervision*
- Domestic projects are now covered; the householder being the **client.** They can however **delegate** the duty to the Principal Contractor.
- The allocation of duty holders will be triggered by:
    - More than one contractor involved in the project
    - Involves more than 30 working days and 20 workers simultaneously

## Notification

Under the 2015 regulations there is a duty to notify the local health and safety executive when:
- The work involves more than 30 working days and 20 workers simultaneously.
- The work exceeds 500 person days

This is undertaken by the **client** completing and submitting an F10 document. (See www.hse.gov.uk for more information.)

Client

The client should be satisfied that:
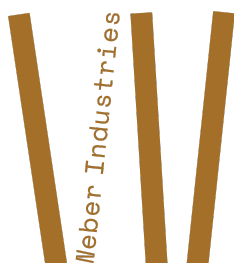
- Persons (organisations) **formally appointed** as Principle Designer and Principal Contractor receive:
  - Adequate Information
  - Adequate Instruction
  - Adequate Training
  - Adequate Supervision
  - i.e. They are **competent** to undertake the formal appointment.
- Ensure that **sufficient resources** are provided to enable the project to be carried out safely.
- The Principle Designer and Principle Contractor are '**fit for purpose**' by doing comprehensive background checks such as **PAS 91** – Public Available Specification.

In brief, for all construction projects:

- Client has **<u>overall responsibility</u>** for successful execution of the project
- Ensure there are suitable management arrangements for the project including welfare facilities.
- Allow sufficient time and resources for all stages.
- Must provide a project brief to the Principle Designer.
- Ensure the Principle Designer complies with their duties.
- Ensure the Principle Contractor complies with their duties.
- Client must be informed and made aware of their role and responsibilities.
- Client must submit F10 to the HSE.
- Client must ensure Pre Construction Information (PCI) prepared for all projects.
- Client must ensure Construction Phase Plane) (CPP) is prepared prior to commencement of work and adequate.
- Provide Principle designer and Principle Contractor with pre-construction information.

Additional duties for notifiable projects:

- Formally Appoint a Principal Designer in writing.
- Formally Appoint a Principal Contractor in writing.
- Make sure that the construction phase does not start unless there are suitable:
- welfare facilities
- construction phase plans (CPP) in place
- Provide information relating to the health and safety file to the Principal Designer

Why?

This type of worker is now a regular feature of many workplaces.

The presence of contractors can add a level of complexity to workplace relationships that does not exist where an entire workforce is under the management control of a single employer. The management of these relationships can influence the safety of the workplace and the health of the workers employed there.

The Health and Safety at Work Act, and the Management of Health and Safety at Work Regulations amongst other legislation provides and obligation on us and the contractors to manage our risks.

How?

It is vital to ensure that all key parties are very clear on the problem we are trying to fix or task to be completed
In order to effectively manage contractors, the following stages are to be completed:

- Stage 1 – The pre-vetting of all contractors
- Stage 2 – The delivery of the on-site health and safety induction to all vetted contractors
- Stage 3 – The need to manage and monitor the contractor's work during the project/task
- Stage 4 – The importance of ensuring that the contractor's overall performance is acceptable before closing out the work

Stage 1: Pre-vetting

Before commencing any work all contractors must be deemed competent. In order to establish this competency, the contractor must complete a questionnaire (with supporting documentation) and return it to the client who will then decide if the contractor will be added to an approved list.
In brief:

- Identify contractors who could potentially undertake the works;
- Send the 'contractor questionnaire' (with covering letter) to the contractor for completion. Set a realistic date for the questionnaire to be returned;
- Once returned, review the completed questionnaire and supporting documentation and decide if more information is required;
- If the information is satisfactory, add the contractor to the approved list; and
- If the information is unsatisfactory, contact the contractor to determine whether or not he/she/they can provide the information within a specified time.

Note: For more information see 'Contractor questionnaire'.

Stage 2 – Contractor Induction

Once the pre-vetting stage has been completed, and the client has identified which contractor is to be used for the works, the following should be considered:

- The level and duration of the induction. This will depend on whether the contractor is a safety passport holder. By achieving the safety passport certificate the contractor has demonstrated a reasonable level of competence and therefore should not require a full systematic induction;
- Non-safety passport holders will require a full site induction;
- On attending the induction, the contractor must provide relevant risk assessments and method statements for the planned work. These risk assessments must be reviewed and understood by all parties prior to the commencement of any work;

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- Any permit to work documentation should be discussed and, if applicable, issued before the contractor starts work, including low risk permits if necessary;
- Ensure the contractor is aware of any particular hazards (i.e. asbestos, silica) that he/she may come into contact with;
- It is important that the client explains the level of performance expected by the contractor, and that a 'zero tolerance' attitude is taken towards blatant breeches of site rules;
- Once the induction has been completed, the contractor must sign the induction sheet to confirm he/she/they acknowledges and understands the requirements set by the client; and
- The signed induction sheets should then be filed by the client.

Note: For more information see 'Contractor induction sheet'.

Stage 3 – Management of Contractors

During the works, it is important to monitor the progress of the contractor to confirm that he/she/they is complying with all rules and procedures. The following should be monitored to ensure that the contractor's actions:

- Comply with the client's site rules.
- Follow the risk assessments that are relevant to the work.
- Are in line with any permit to work documents that have been issued.
- Reflect good practice.

Note: If it is identified or suspected that the contractor is not adhering to any of the instructions issued to him/her during the induction stage, then work must stop immediately and the responsible manager must be informed.

For more information see the 'Contractor monitoring sheet'.

Stage 4 – Closure and Sign-Off

When the contractor has completed their activities, the client must be satisfied that the work area has been left in a safe condition. Prior to any plant or equipment being used, the following items should be considered:

- Has all relevant guarding been put back in place?
- Have all padlocks been removed from the isolated equipment?
- Have all tools been removed from the work area?
- Has the work area been left in a clean and tidy condition with all debris disposed of correctly?
- Has all relevant documentation been signed off by the authorised person (i.e. permit to work, isolation)?

Note: It is important to review the overall performance of the contractor. Any information that arises from the review (whether positive or negative) should be communicated to relevant personnel.

Permit

All of the following work will be subject to a permit to work:

- Working at height where the following applies:
  - The work is not standard work for this contractor
  - The work is higher risk than normal
  - The use of ladders for longer than 30minutes at a time
- No edge protection is available
- The contractor does not have approved RAMs to work at height
- All Hot work (welding, burning, cutting)
- Confined spaces
- Lifting operations that are not already subject to approved RAMS
- Use of pressure systems that are not subject to approved RAMS
- All ground penetration

Display Screen Equipment (DSE)

Why?

Risk to health and safety of display screen equipment users are understood and controlled to protect our employees from harm of work related ill-health.

Poor posture, incorrect workstation set up and unnecessary, repetitive or excessive movement can cause physical ill health, resulting in pain and discomfort.

What?

A 'DSE User' is an employee who habitually uses display screen equipment as a significant part of their normal work. As a rule of thumb, this is more than hour continuously a day.

How?

All DSE users will be provided with guidance to enable the completion of a self-assessment of their workstation.

Self-assessments should be reviewed every two years or when there is a significant change in working environment or health conditions.

Employees should be provided with adequate workspace allocation, suitable equipment, and ergonomically designed workstations.

All DSE users should be familiarised in the following areas:
- The best ergonomic sitting position and how to adjust their chair to achieve this
- How to adjust the computer/monitor screen height
- How to adjust the position of the screen to eliminate or minimise glare
- How to adjust their keyboard and mouse
- How to assess whether they need additional accessories i.e. footrests and wrist support pads.

All employees permitted to work from home should complete the self-assessment for their workstation set up at home.

Individuals with health conditions that could be adversely affected by working with display screen equipment will be supported by a more detailed assessment on a one-to-one basis.

On request, DSE users have access to free eye tests that will be provided at regular intervals and when a visual problem is experienced.

Where the outcome of the test indicates that corrective appliances (glasses or contact lenses) are required for working with display screen equipment, a subsidised cost will be provided.

Employees are encouraged to report health conditions, disabilities or discomfort that may affect their ability to work using display screen equipment or be affected by working with DSE.

Why?

This procedure is not related to HGV Vehicle use as separate procedures are in place for the operation of those vehicles.

Almost a third (29%) of all road deaths, and 21% of all road casualties occur while people are driving for work according to a study conducted by UCL, Highways England and Roadsafe. This equates to roughly 20 fatalities a week.

Managing work related driving reduces the risks to employees and other road users from accidents that can cause serious life changing events.

We will ensure arrangements are in place for the management of occupational road risk for those who drive for work on behalf of the company.

We have a duty of care to the public and our employees and need to take every opportunity to consider safety when allowing people to drive for work.

How?

Drivers should be encouraged to plan their journey to factor in regular breaks and overnight accommodation, as required.

An annual driving license check must be completed for anyone driving a company vehicle and driving for work purposes.

All drivers, who drive personal vehicles for work, must submit copies of their insurance which includes cover for both personal and business use, a current MOT certificate or evidence of the MOT exemption for their vehicle.

When providing company vehicles, they will be maintained to the required legal standard and suitable for their purpose. Regular checks for company vehicles must be carried out by the driver.

These checks include items considered essential for safe driving – brakes, lights, horn, mirrors, seatbelts, steering, tyres, windscreen wipers / washer fluid.

Vehicles should have equipment to assist the driver in high-risk situations such as breakdown or incident. The equipment should include, but is not limited to:
- Hi-viz vest
- Instructions and contact numbers for incident or breakdown assistance – for company vehicles only

All drivers should, as a minimum:
- Have a drivers' license and be eligible to drive in the UK.
- Have a license appropriate for the type of vehicle they are driving.
- Not be under the influence of drink or drugs whilst driving for business.
- Declare to their line manager if they are convicted of any other traffic offence.
- Declare to their manager any medical condition or medication which may affect their ability to drive.
- Have regular eye test and report any concerns or issues that may affect the ability to drive.
- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- Take regular rest breaks every 2-3 hours or at first signs of tiredness
- Not use handheld phones for calls/texts/emails unless the vehicle is parked, switched off and the keys removed.

- Only use hands free mobile phones when it is safe to do so and consider that the use is not distracting.
- Report any accidents, and ensure a robust investigation is carried out.

Why?

The use of drugs and alcohol are strictly forbidden in the workplace and can have devastating affects when misused. As an employer and as an organisation we take this risk very seriously but still understand the complicated and difficult nature of addiction therefore it is important that we control the risk whilst still maintaining a safe relationship for our staff to ask for help.

How?

- We will monitor the workplace to identify if an alcohol and drug issue exists within the workplace;
- We will inform all employees of the effects associated with alcohol and drugs, and promote a positive attitude regarding the responsible use of alcohol;
- We will enforce the message that consumption of alcohol or misuse of drugs, at lunchtime, break periods, or at any other time during the course of employees' working day is forbidden;
- We will encourage and assist employees who suspect or know they have a problem to seek help at an early stage;
- We will ensure all chemicals that could be used for solvent abuse are kept locked away in a secure place, and monitor any abnormal or suspicious usage;
- Managers and colleagues will be vigilant of any employee who shows signs of intoxication at work, and if necessary make arrangements for the employee to be immediately escorted from company premises to a place of safety, e.g. home;
- We will advise the responsible director if an employee is suspected of being under the influence of alcohol or drugs, or has been suspended for being under the influence of alcohol or drugs;
- If required, we will introduce regular testing of employees in relation to identifying if an alcohol and drug problem exists.
- All staff must:
    - Refrain from consuming alcohol and drugs during the course of their working day;
    - Report for work, free from the influence of alcohol and drugs;
    - Make the responsible manager aware of any prescribed drugs they are taking;
    - Make the responsible manager aware of any persons who may be under the influence of alcohol and drugs.
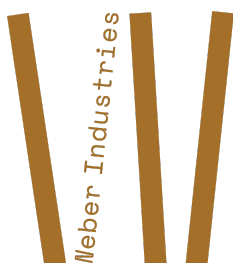
Why?

Poor electrical safety standards and procedures can cause serious fires or electrocution resulting in serious injury or death.

We will prevent harmful and dangerous effects on workers resulting from direct or non-direct electrical contact.

We will ensure that electrical installations, components and equipment, and appliances (both fixed and portable) are installed, serviced, maintained, and used safely.

How?

Only employees who are trained and suitably experienced to install, maintain, test, and examine electrical circuits and equipment will carry out work with electricity.

Employees are instructed to report any faults immediately and to stop using electrical equipment as soon as any damage is seen.

Damaged equipment will be taken out of service as soon as the damage is noticed. Makeshift repairs are not permitted.

All electrical equipment used will meet relevant standards and conform to CE/ UKCA requirements for electrical equipment.

Work on live electrical systems is forbidden unless necessary, in which case a risk assessment, method statement should be completed and a permit to work system used.

Where work is required near overhead lines or underground cables, a risk assessment must be completed. The assessment must include a survey for underground services.

All work on electrical equipment/ systems must be risk assessed before work commences. Method statements must be communicated to all employees involved in the work.

Where equipment is provided for the purpose of protecting persons, such as specialist tools, protective clothing, this will be properly maintained and used.

Supply to Site

The supply of electricity to sites will normally be provided by a supply from the local electricity company.

Where a public supply is to be used a written application will be made to the local electricity company, as soon as possible at the planning stage.

Generators, where required, will be powered by petrol or diesel engines and sited to minimise pollution caused by noise and fumes.

When using portable generators, low voltage generators will be considered first. If the generator produces over 55 V it will be effectively earthed and tested by a competent person.

Portable and hand-held electric tools

Reduced voltage systems must be considered for use with portable and hand-held electric tools.

Other safer systems need to be considered when working in confined spaces or wet areas/ environments. This must be referenced in the risk assessments and method statement.

Flexible cables will be kept as short as possible, frequently checked for damage.

Maintenance and inspection

We have a maintenance system for all portable electrical equipment and that includes user checks, regular visual inspections and combined inspection and electrical testing as necessary.

All portable and handheld tools will have the following inspection and testing facilities.

- User check prior to use – Not recorded
- Visual inspection monthly
- Combined inspection and test before first use and thereafter as per the scheme for electrical maintenance, inspection and test

Fixed electrical installations will be tested and inspected at a frequency developed by our competent electrical specialist, defects must be reported and repaired in a timely manner.

Why?

Whilst we work hard to manage risk to avoid accidents and emergency situations it is important that we are prepared for an emergency situation to ensure that we can respond accordingly to reduce further harm or damage if they do happen. There are several requirements for employers to plan accordingly for emergency situations specifically the Fire Safety Order Regulatory Reform Order) requires duty holders to ensure that safe evacuation of a building is possible and the Health and Safety (first aid) regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

How?

What is needed on site?
The person responsible for implementing this procedure must ensure that:
- Accidents and incidents;
- Fire;
- Storms and flooding;
- Gas leaks (if applicable);
- Loss of utilities, i.e. gas, water, electric, telephones or IT;
- A bomb threat;
- Evacuation of disabled employees or visitors;
- An emergency at a neighbour's premises if it could affect employees (i.e. chemical works, gas storage facility).
-

To assist emergency services the responsible manager must prepare an emergency information sheet.

Other items to consider:
- The procedures must be regularly tested (at least annually).
- Contractors and visitors must be briefed on the procedures.
- Where the site is shared, consideration must be given to others.

What information needs to be given to employees?
The responsible manager must ensure that employees are made aware of what to do in an emergency. Certain key members of staff will require more detailed training in their roles as the emergency unfolds.

Note: Make sure information is communicated in such a way that employees can be expected to understand, for example, you might need to make special arrangements if the employee does not understand English or cannot read.

What do employees have to do?
Employees must:
- Follow the procedures as indicated;
- Shut down machinery safely before they evacuate the site;
- Not re-enter the site until instructed to do so.

Consultation
Consultation with trade union appointed safety representatives or other employee representatives is a legal requirement. Responsible managers should have appropriate discussions whilst the emergency procedures are being developed.
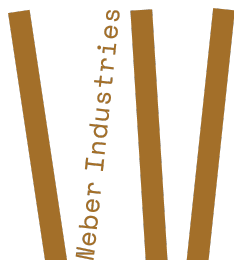
Review

Should plant or significant process changes occur, a re-assessment will be required. Even if it appears that nothing has changed, a review of the assessment must not be left for more than two years.

Note: A review does not necessarily mean a re-write.

Why?

A fire poses a significant risk to our employees. We will build, operate, and maintain our premise in a way that minimises the risk of a fire occurring or spreading to ensure the safety of all those who could be affected.

How?

A fire risk assessment will be completed for all operational sites. This will be reviewed annually, or when one of the following criteria is met:

- A fire or call out to the fire service
- Significant change in the premises, risk, or organisational changes
- Enforcement action or improvement notice issued.
- Person(s) employed with mobility impairments which could slow the rate of evacuation.

Actions from the fire risk assessment are completed within the required time frames and closed out on the fire risk assessment.

Fire Prevention

Smoking is only permitted in designated areas. In these areas suitable facilities must be available for safe disposal of smoking material.

Waste storage must be secure from the risk of arson and stored at a suitable distance from the building.

Fixed electrical installations are inspected as per the electrical maintenance and inspection regime.

Portable electrical equipment is tested as per the electrical maintenance and inspection regime.

Arrangements are in place for the safe handling, storage & transport of flammable substances.

Fire Detection

Where the fire risk assessment indicates the premise will be fitted with a fire detection system and manual call points adjacent to final exits and in additional locations, as required.

All fire alarm systems are maintained by a competent contractor, with records kept on site.

A weekly fire alarm test will be carried out using a different manual call point on a rotational basis. These tests will be recorded.
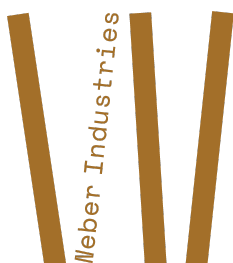
Emergency Lighting

Emergency lights are fitted to aid evacuation in the event of power loss.

Monthly operational tests are carried out and recorded on site.

Duration tests are carried out by a competent contractor, with records kept on site.

Fire Fighting Equipment

The fire risk assessment will identify the type of firefighting equipment required on site.

All fire extinguishers are inspected and tested on an annual basis by a competent third party.

Fire Doors
Fire doors are visually inspected monthly and recorded in the fire safety logbook.

All fire exit doors must open in the direction of travel, where possible.

Emergency doors and exits should be clear of obstruction, not locked or fastened.

All final exit doors must only be operable by one locking mechanism. Where more than one locking is present, this must be kept unlocked during operational hours.

Chains and padlocks must be removed from all doors prior to occupying the site.

Any fire doors that open on to escape routes should be kept closed. Doors required to be propped open should be fitted with an automatic release device which will allow the door to close upon activation of the fire alarm.

Emergency Routes & Exits
Emergency routes and exits should be clear of obstruction and lead, as directly as possible, to a place of safety.

Emergency routes and exits will be indicated by signs and, where required, illumination provided with emergency lighting in case of failure of normal lighting.

Fire Signage
The fire risk assessment will advise on the type and location of fire safety signage.

Directional fire escape signs will be displayed to indicate the location of emergency exits.

Additional signage may also be displayed to:
- Describe the type and function of fire extinguishers.
- To describe the correct operation of exit door hardware i.e. 'push bar to open', 'turn to exit', break to exit etc.
- To show 'fire action' required.
- To identify fire doors which must be kept shut or kept clear.
- To identify fire hazard rooms and their contents for the benefit of fire-fighters i.e. electrical cabinets.

Emergency Response
A site-specific evacuation plan will be in place, detailing the procedure to follow in the event of a fire situation or evacuation.

The emergency procedures will be communicated to all employees during their site induction.

Why?

Failure to have adequate first aid facilities in place could prevent emergency assistance being provided to employees or anyone else that may need it.

We will ensure that adequate first aid trained team members and facilities are provided and maintained at our Head Office and on project sites.

How?

First aid needs will be included in the risk assessment process for all sites. This will determine the level of first aid provision that is required during the project.

As a very minimum first-aid provision will include:
- A suitably stocked first-aid box.
- An appointed person to take charge of first-aid arrangements.

Work environment	No. of first aiders	Training required
Head Office	Minimum of 1	Emergency first aid at work
Operational sites	Minimum of 1	Emergency first aid at work

The number of first aid trained employees should allow for absence, holidays etc. to ensure a minimum numbers can be achieved.

First aid equipment and provision must be inspected periiodically to ensure provisions and equipment are readily available when needed.

Date checks must be completed at least quarterly.

Employees will be informed of the first-aid arrangements. This will be supplemented by signage telling staff who and where the first aiders or appointed persons are and where the first-aid box is.

Hazardous Substances

Why?

Hazardous substances are present or used on our sites and can cause serious harm to anyone that may be exposed. It's important we have controls in place to reduce the potential for acute or chronic ill health effects.

We will prevent our employees, contractors, and visitors being exposed to risks to their health resulting from contact with hazardous substances.

How?

All projects which involve, or may involve, exposure to hazardous substances will be assessed. The assessment must include the following as minimum:

- The job or work process which involves the use of or generation of substances that are hazardous to health.
- How hazardous substances should be stored and used identifying the route by which the hazardous substances might enter the body.
- The resultant harmful effects or ill-health problems, including whether exposure will result in an ill health problem following a single exposure, a few short-term exposures or from exposure over a long period of time.
- Identifying the people who will be at risk.
- The control measures required to prevent or control exposure.
- Identifying the risk to personnel if control measures deteriorate or fail or if an emergency occurs.

Assessments will be reviewed periodically and when there are changes to how the substances is used.

The company will decide what action needs to be taken to prevent or control exposure of employees. Its priority will be prevention of exposure by:

- Substitution of a hazardous substance by a safer one.
- Altering the work method so that the process that produces the exposure is no longer necessary.
- Changing the work method to prevent production of a hazardous waste product.

Where prevention of exposure is not reasonably practicable, adequate control of exposure to substances will be considered.

If the substance is a carcinogen, every possible step will be taken to eliminate the necessity for its use.

If the assessment indicates that it is not reasonably practicable to prevent exposure by substituting another product or by using a different process, adequate controls will be identified such as:

- The total enclosure of the process
- Use of plant, processes and systems of work which minimise the generation of, or suppress and contain spills, leaks, dust, fumes and vapors.
- Limiting the quantities of the substance at the place of work
- Restricting the minimum number of persons who might be exposed.
- Prohibiting eating, drinking, and smoking in any place that may be contaminated.
- Provide good hygiene facilities.

Contractors used by the company must provide a full list of hazardous substances that will be used and the associated MSDS and COSHH assessment(s).

Personal protective equipment (PPE) will only be used as a last resort or as a temporary measure during testing or modification of other controls.

Employees who may be exposed to hazardous substances should be provided with information on controls in place to protect them.

We will ensure that all measures installed to prevent or control exposure to substances hazardous to health are maintained in an efficient state and working order and in good repair.

Asbestos
An asbestos management survey (refurbishment/ demolition) must be provided for buildings built before 2000 and where the year of construction is unknown.

The management survey must be conducted by a competent person; UKAS certified (ISO 17020) and ISO/IEC 17025 for testing laboratories.

Asbestos containing materials must be labelled prior to works starting to inform all employees and contractors working that area.

Asbestos containing materials must be removed where there is a risk, they will be disturbed during project works. This must be completed before work begins.

Before work starts, an assessment should be made to determine if the work requires a license or is notifiable to the HSE. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempt from the requirement for licensing.

Contractors must provide a risk assessment and written plan of works, specific to the tasks being completed. Asbestos waste must be removed by a licensed asbestos carrier and taken to a licensed facility. Waste remains the responsibility of the consignee until the point of final disposal.

All waste documentation must be retained as evidence of transfer to a licensed waste carrier. Both electronic and paper versions must be retained for a minimum of 5 years.

Dust
Work activity that creates dust (silica, wood, and other general dust) will be risk assessed.
The assessment will include, but is not limited to:
- Type of dust created.
- Who will be exposed and for how long.
- Control measures required.

Where practical to do so, the creation of dust will be stopped or reduced by considering the use of different tools or other work methods.

If it's not practical to prevent the dust being created consideration will be given to controlling the amount of dust by water suppression or on-tool extraction.

In addition to water suppression or on-tool extraction respiratory protection equipment (RPE) will be considered. The RPE needs to have the appropriate assigned protection factor (APF), suitable for the work and compatible to other PPE being worn.

Other controls include:
- Limiting the number of people working in the area.
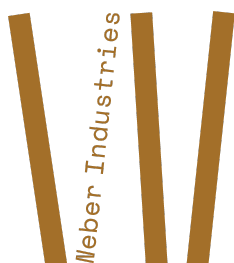
- Rotating employees doing the task.
- Enclosing the work to stop dust escaping.

Welding

Welding fume is classified as a carcinogen and all welding fume can cause lung cancer. As such strict controls must be in place when completing this activity.

The controls can include the following:
- using alternative cold joining techniques
- local exhaust ventilation (LEV)
- using respiratory protective equipment (RPE) and personal protective equipment (PPE)
- maintaining control measures and good general ventilation
- making sure welders understand the risks and how to use controls.

Isolation and Lock Off

What is this?
This is a written procedure which covers all aspects of isolation and lock off, and provides detailed information on its implementation within the workplace.

What is needed on site?
The person responsible for implementing this procedure must ensure that:
- there are accessible written procedures for isolation and lock off, and the procedures must identify the lock off points for all items/sections of plant;
- isolators are clearly labelled, indicating the sections of plant that they isolate;
- identification signs on all items of plant and equipment correspond to the isolation signage;
- there are authorised personnel working on plant who are trained to understand the relevant isolation and lock off safe working practices, and know where lock off points are located;
- sufficient hasps and padlocks are provided to enable compliance with the written procedure;
- trained, competent and authorised personnel are available if isolation involves the removal of fuses.

Note: The above also applies if contractors are being used, and if so, further controls may be necessary, i.e. permit to work.

What is isolation and lock off?

Isolation and lock off are two distinct control measures. If used correctly the control measures will ensure that people do not come into contact with moving equipment, live electrical circuits or stored energy from electricity, pneumatics, hydraulics or gravity.

They involve physically isolating the source of energy from the individuals concerned, and applying some form of personal lock to ensure that equipment is not inadvertently re-energised.

How do you isolate?
By turning either panel switches in the electrical control room or local isolators (usually adjacent to the equipment) to the **off** position. Alternatively it can be done by releasing energy, i.e. closing taps and valves, chocking weights and moving parts such as hopper doors, crusher jaws and flywheels, or removing material from conveyors and bins.

How do you lock off?
When electrical isolators are switched to the off position, holes line up through which a calliper can be inserted and locked with a personal padlock. This ensures that unless the padlock is removed the equipment cannot be switched back on and re-energised. Other forms of energy can be locked off by applying valve and tap isolators.

Are stop buttons and pull wires a safe means of isolation?

Stop buttons, trip wires and keys are **not** a means of isolation. These devices are linked to the control circuit and do not isolate the energy from the equipment.

Review
A review of the entire operation is beneficial at routine intervals (6 monthly) to evaluate the overall performance of the isolation procedures.

Why?

Equipment used for the lifting and lowering of loads, including people at work, can cause harm if not designed, operated, or maintained safely.

We will protect those who use or maintain lifting equipment by having an effective system for the selection, maintenance and inspection of lifting equipment.

We will carry out risk assessments and providing training for all lifting operations and equipment.

What?

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting it.

How?

A risk assessment and method statement for projects will reference routine lifting operations such as using MEWP for access purposes.

Complex lifting operations need to be planned each time the lifting operation is carried out and documented. In all circumstances, the lift plan must:
- Be developed by an appointed person (lifting)
- Be based on risk assessment
- Ensure that equipment used is suitable for the proposed lift and of suitable strength (SWL).

Lifting equipment will only be used by those persons designated to use it, who have received adequate instruction and training in its operation.

All lifting equipment (including lifting accessories) are included in a scheme of thorough examination managed by an appointed competent person.

When hiring equipment confirmation of the inspection should be provided. This must be checked when receiving the equipment.

All lifting equipment will have the following checks and inspections carried out.
- User checks prior to use
- Regular visual inspections
- Statutory detailed and thorough examination as per table below.

Description of equipment	Frequency
Workshop accessories for lifting equipment used for attaching loads to machinery for lifting, such as hooks and shackles.	6 months

Equipment used to lift people, such as passenger lifts, vehicle tail lifts and mobile elevated work platforms (MEWPS).	6 months
All other lifting equipment including forklift trucks and vehicle lifts.	12 months

A thorough examination is required following any significant change which may affect the safe operation or integrity of the lifting equipment, this includes relocation.

All lifting machinery, accessories and attachments must be clearly marked to indicate their safe working load (SWL).

Equipment designed for lifting/ supporting people must display the maximum number of persons to be carried or the SWL.

All lifting equipment used will conform to the appropriate essential health and safety requirements and display a CE/ UKCA mark.

All incidents involving lifting equipment must be recorded and investigated in line with accident and incident investigation standard.

Why?

There will always be greater risks for lone workers without direct supervision or anyone to help them if things go wrong and they require assistance.

We will ensure that risks to the health and safety of lone workers are understood and managed to protect employees from harm and minimise the consequence of accidents.

What?

Lone workers are those who work by themselves without close or direct supervision, this can include working away from a fixed base, working separately from others, and working from home.

How?

Any lone working activities must be identified through the risk assessment process.

Where possible, lone working should be prohibited with the presence of a second person.

The risk assessment must consider the environment, the tasks being carried out and the individual.

Where not possible, controls will be put in place to manage lone working activities, and must include as a minimum:
- Effective training.
- Communications tools.
- Security.
- Emergency procedures – all lone working activities must have a plan for an effective response in the event of a foreseeable emergency.

During the risk assessment process particular consideration must be given to:
- The remoteness or isolation of work area
- Problems with communication (i.e. lack of signal)
- How to make contact in an emergency
- The possibility of violence or criminal activity from other persons
- The nature of injury or damage to health and anticipated "worst case" scenario.

All employees required to lone work must receive training relevant to the risks identified and the controls/ arrangements put in place.

High risk activities must not be carried out when lone working. These tasks include, but are not limited to:
- Working at height.
- Hot works.
- Working in a confined space.
- Work on electrical installations.

Why?

Manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling, and carrying. If any of these tasks are not carried out correctly there is a risk of injury. The severity of injury can vary, but some injuries can have a detrimental impact on team members personal and professional life.

Our aim is to avoid injuries and ill health from manual handling by reducing these activities where practical and ensuring suitable controls and training are in place.

How?

Manual handling should be avoided where possible. Where activities cannot be avoided, work equipment should be used to reduce or remove the need for manual handling.

Assessments will be carried out for all significant manual handling activities to determine what control measures are required to reduce the risk to an acceptable level, applying the principles of Task, Individual, Load, Environment (TILE).

Manual Handling will also be considered as part of task specific risk assessments. Techniques of risk reduction will include:
- Mechanical assistance.
- Redesigning the task.
- Reducing risk associated with the load.
- Improvements in the work environment.

All manual handling assessments should be completed in consultation with team members that carry out the task and will be reviewed every two years, or more frequently if required.

Work areas should be kept tidy and organised to prevent the need for unnecessary manual handling and to reduce potential trips hazards when carrying items.

When manual handling employee should wear suitable protective clothing, this will include gloves and suitable safety footwear.

Training and Awareness
Training is provided to all team members carrying out manual handling activities.

Safe work practises reference the correct manual handling techniques to use for a specific task.

The training provided will be periodically refreshed, the frequency will be determined by the manual handling assessment and risk.

Individual Suitability
The fitness and ability, of team members, to complete the expected manual handling activities must be considered at recruitment, following accident, illness, and prior to and post pregnancy.
Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Noise

Why?

Noise at work can cause hearing loss that can be temporary or permanent, but hearing loss isn't the only problem. Employees can also develop tinnitus (ringing, whistling, buzzing, or humming in the ears), a distressing condition which can lead to disturbed sleep.

We will ensure there is no risk of harm from noise in the workplace, either by eliminating noise, adopting controls that reduce the risk or providing appropriate PPE where noise levels can't be reduced.

What?

We must take specific action at certain action values. These relate to:
- the levels of exposure to noise of our employees averaged over a working day or week; and
- the maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

Lower exposure action values	Upper exposure action values:
Daily or weekly exposure of 80 dB(A)	Daily or weekly exposure of 85 dB(A)
Peak sound pressure of 135 dB(C)	Peak sound pressure of 137 dB(C)

There are also levels of noise exposure which must not be exceeded. These are called exposure limit values:
- Daily or weekly exposure of 87 dB(A).
- Peak sound pressure of 140 dB(C).

How?

Where a site or activity has been identified as having the potential to produce hazardous levels of noise an assessment must be undertaken.

The assessment must document the noise levels which are present, employees at particular risk, relevant work pattern, and likely exposure to noise.

Where noise levels are identified above 80db(a) noise elimination or reduction measures must be considered and a risk assessment completed. Including controls to make hearing protection available.

Where noise levels are identified at or above 85db(a) noise elimination or reduction measures must be implemented. Where practicable, steps will be taken to remove or reduce noise exposure levels means other than the use of personal protection. We accept that the use of ear protectors is a last resort.

Consideration will be given to reduce noise exposure by organisational and technical methods:
- Reduction at source - substitute a noisy tool with a quieter one or with added features to reduce noise emissions.
- Operative positioning - placing a colleague away from a noisy source.
- Job rotation - reducing the time a colleague spends in a noisy environment.

If noise levels remain above 85db(a) suitable hearing protection must be provided and its use made mandatory.

The company will designate and mark out hearing protection zones, which may include areas, operations, or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

All hearing protection methods used must be maintained, repaired, or replaced as necessary.

We will provide awareness via training and workshops to all employees that are exposed to noise. The training will involve employees helping the business find better and more effective ways of controlling noise risks.

Where colleagues are exposed to risk from high noise levels, the company will monitor the hearing of colleagues using a specialist occupational health provider.

Results of audiometry testing will be reviewed to ensure controls remain effective.

Permission to Proceed

What is this?

This is a written procedure which covers all aspects of a permit to work and permission to proceed system, and provides detailed information on its implementation within the workplace.

What is a permit to work?

A permit to work is a formal written system used to control certain activities which pose a significant risk. It is a document that specifies the work to be carried out, and the precautions that should be taken to minimise any associated risk.

The Permit system should not be over used

What is a Permission to Proceed?

A Permission to Proceed is a formal written system to allow activities to proceed once the activity has been reviewed by a company employee. It is a document that specifies the work to be carried out, and whether a risk assessment has been completed. It is used in conjunction with one of the following; a task based, contractor or '2 ticks' risk assessment.

Which activities require a permit to work or permission to proceed?

A register of activities that do not require a permit to work or permission to proceed, those that require a permission to proceed and those that require a Permit to Work is prepared and held on site

No Permit to work or permission to proceed required

- Routine greasing at ground level or from a dedicated walkway
- Clearing spillage with no penetration of the normal ground level and no guards removed
- General site inspection from ground level or dedicated walkways
- Company owned plant operation (mobile and static) by a competent employee

Permission to Proceed

Typically the following activities require a permission to proceed:

- Any work undertaken by contractors;
- Any work not identified in column 3 of the permission to proceed and permit to work register.
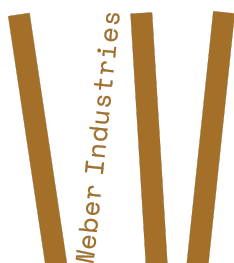
Permit to work

With the support of employees, **responsible managers** should identify both the tasks involved with, and the areas of the plant that present the greatest risks, and decide where they feel a permit to work is required. It is important that the tasks are displayed on the site notice board. However, all the information should be made accessible by displaying suitable signage on all plant identified as requiring a permit to work.

A permit to work should be considered for the following:

- Confined space entry;
- Working on or near unguarded moving machinery;
- Working at height without secure edge protection;
- Working on high voltage or complex electrical equipment;
- Excavations in or around plant and equipment;
- Conveyor tracking with guards removed;
- Hot work;
- Significant lifts;
- Any maintenance activity involving potential exposure to asbestos;
- Any other activity which has been identified as requiring a permit through a risk assessment.
-

Note: Permits apply whether you are using contractors, sub-contractors or employees.

Authorising a permit to work
The responsible manager must display an up to date list of all persons who are authorised to sign and issue a permit to work document. It is compulsory that those nominated to issue permit to work documents are trained to do so and are deemed competent.

Issuing and receiving a permit to work
The authorised person who issues the permit must ensure:
- The person in charge of the task fully understands the requirements of the permit;
- He/she explains the precautions and procedures to <u>all</u> others involved;
- He/she acknowledges any concerns the receiver of the permit has, and acts immediately to either rectify the situation or raise it to a higher authority.
- The person receiving the permit must:
- Ensure that only the task specified on the permit is undertaken;
- Abide by all relevant safe system of work instructions;
- Report back to the authorised person if any changes have taken place which result in the permit becoming invalid (i.e. the receiver of the permit leaving site).

Before a Permit can be issued, several factors need to be considered:
- **What is being done?** A specific risk assessment and safe system of work needs to be available for all activities that require a permit to work. All employees and contractors should be made aware of potential dangers that could arise through their work. The task should be discussed by the authorised person, the person receiving the permit and any other involved parties.
- **Where is it being done?** For the area of the works in question, consideration should be given to the following:
    - The area is clearly visible to all persons;
    - Suitable barriers and signage are displayed and remain in place for the duration of the works;
    - All persons involved or who could potentially be affected by the works are made aware of any risks and control measures.

- **What is being used?** All machinery and equipment that presents a significant risk must be isolated to nullify the hazards **BEFORE THE PERMIT IS ISSUED.** Multi-hasp locking systems and interlocking systems require careful monitoring and key security. Area demarcation that prevents mobile plant and unauthorised personnel access to the area must also be considered. All other tools and equipment used must be identified as being 'fit for purpose' as specified in the Provision and Use of Work Equipment Regulations.
- **Who is doing it?** The most significant factor in the occurrence of accidents and incidents is the participation of people. It is imperative that only competent persons undertake any task or activity. An individual should never undertake a task if he/she has not received training or authorisation to do so.

Personal protective equipment
All personal protective equipment required to undertake the task safely must be made available and used. Personnel not working in the area but who may possibly be affected must be considered, e.g. in the vicinity of arc welding or noise.
PPE must be suitable for the task <u>and specified in the permit</u>. Some items of PPE require test certificates and must be inspected by authorised personnel. All PPE must be inspected by users prior to use. Any person using specific PPE must be adequately trained in its correct use.

Extended time
The permit to work must specify the time limitation of the task. If the task is not completed within that time, the person who received the permit must stop the task. The authorised person can then either:
- Endorse the permit with a revised task duration; **or**
- Cancel the permit and issue a new one if appropriate.

If a permit extends beyond one shift then the permit must be reviewed and re-issued. If the area is to be left for any length of time, barriers and signs to prevent unauthorised entry may need to be present and/or sentries posted.

Hand back of permit

Before a permit is handed back, the authorised person must ensure that the work has been completed and that the whole area is safe; only after this can the permit be signed off.

If the work has not been completed (even after an extension of time endorsement), then the authorised person must suspend the work, and ensure that the workforce are withdrawn from the area prior to contacting the authorised person who will cancel the permit.

Change of person in charge

If the receiver of the permit needs to hand over his/her responsibilities to another person the work must be suspended immediately. The workforce must be withdrawn and the site left in a safe condition. The authorised person must be contacted to decide on further action and review or cancel the permit.

Emergency procedures

Due to the increased risks involved in activities requiring a permit to work, it is essential that site specific emergency procedures are in place that can adequately deal with the potential consequences if things go wrong. All involved in the activity must fully understand the emergency procedure and their responsibilities for implementing them. For emergency purposes, contact telephone numbers must readily available to those receiving the permit.

Monitoring and Review

The permit must be monitored periodically throughout the duration of the activity to demonstrate compliance.

A review of the entire operation is beneficial once it has been completed to evaluate the overall performance of the contractors and the effectiveness of the permit to work arrangements.

Personal Protective Equipment (PPE)

Why?

PPE is used to protect team members from risks to their health or safety, as a last line of defence, and can be used to reduce risks to an acceptable level.

We will provide personal protective equipment (PPE) only when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. Where provided, we will ensure it is fit for purpose, suitably maintained and managed.

How?

The requirement to wear Personal Protective Equipment (PPE) must be identified when carrying out risk assessments.

The most effective means of controlling risk without the need for PPE, must be considered first. Risks to health and safety should be eliminated or reduced by collective means before reliance on PPE.

When PPE is provided it will be:
- Suitable for the wearer and the task.
- Be kept clean and in good repair.
- Not be misused.
- Inspected regularly and replaced if found to be defective and ineffective.
- Serviced in accordance with the manufacturers' recommendations.
- Compatible with the use of other PPE being worn.
- Stored when not in use.

PPE is to be made available to employees free of charge.

The type and specification of the PPE worn must be appropriate for its intended use and conform to relevant standards (CE/ UKCA).

Employees should understand why and when they need to wear PPE and be informed how to use it correctly, including its limitations. This should be included in the risk assessments and method statement.

Replacement PPE should always be readily available not only for team members but visitors attending site, where required.

When risk assessments are reviewed the need for PPE and its suitability must be included.

Why?

If pressure equipment fails in use, it can seriously injure or kill people nearby and cause serious damage to property.

We will protect those who use or work with pressure systems by having an effective system for the selection, maintenance, and inspection of pressure systems. We will carry out risk assessments to identify controls and provide training and safe systems of work.

How?

Only competent persons must undertake work on pressure systems.

All pressure systems must have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate and regular intervals, of the equipment.

Examinations, in accordance with written scheme, must be carried out by a competent person at the frequency set out in the scheme.

Pressure system inspections should take place every 26 months as a minimum, in accordance with the written scheme of examination.

Records of the most recent detailed and thorough examination and any follow up action must be kept.

New equipment must be assessed and tested for safety and suitability, prior to the equipment being supplied and becoming operational. Please see work equipment standard.

All pressure systems must be clearly and uniquely marked so it can be easily identified.

Safe operating limits must be displayed on the equipment. These limits must not be exceeded except where tests are being carried out by a competent person.

Employees are trained to complete pre use checks before using equipment, defects must be reported immediately to their manager using the defect procedure.

Equipment must be removed from service if defects are found during inspection or maintenance and not rectified within appropriate timescales.

All records of examinations and remedial work will be passed on to the new owner if the equipment is disposed of. Written confirmation of the transfer of records must be received.

Risk Assessment

Why?

To ensure risks of injury and ill health are managed effectively, risk assessments must be completed to determine appropriate and proportionate control measures.

The process allows us to understand the impact of our activity, environment, and equipment to focus our controls and resource on those presenting the most significant risks.

How?

A task identification list is developed and a risk assessments and method statements completed for all tasks with significant risk. The risk assessments should:

- Be proportionate to the risks presented.
- Identify who and the numbers of people that could be affected.
- Be used to identify reasonable precautions that reduce risk of injury.

The purpose of the risk assessment is to determine significant risks of injury and ill health and identify to reduce the risk proportionately. This is achieved by applying the hierarchy of controls:

- Eliminating the risk at source
- Substituting the risk
- Engineering controls (e.g. isolation, insulation and ventilation)
- Reduced or limited time exposure
- Good housekeeping
- Safe systems of work
- Training and information
- Personal protective equipment
- Welfare
- Monitoring and supervision review

The significant findings of risk assessments are recorded, including the measures put in place to control the risks, and any further action taken.

Risk Assessments will be reviewed following an incident, a change in process or people or a change in equipment/ substance.

Any changes to control measures should be discussed with employees that are affected via briefings or toolbox talks.

Method statements are used to communicate risks and provide a step-by-step approach of how a task is undertaken and completed safely.

Weber Industries

Why?

Every year people suffer life changing illness and death due to the inhalation of tobacco smoke. The company has a responsibility towards persons entering their site to minimize exposure to this smoke.

How?

The management should:
- Develop a policy for a smoke free workplace.
- Ensure that employees and/or their safety representatives are involved in the development and preparation of the policy. This could be done through a task group of smokers and non-smokers.
- Issue specific responsibilities for the implementation and enforcement of the smoking policy.
- Ensure all employees, contractors, visitors and customers are aware of the smoking policy and the arrangements included within it.
- Identify areas outside any fixed building where smoking is permitted. Facilities to dispose of cigarette ends must be provided.
- Ensure that smoking inside company vehicles is prohibited and that this is mentioned in the policy.
- Discipline any individual(s) who disregards the policy.
- Keep the policy under review.

Some smokers find that the introduction of smoking restrictions provides the impetus they need to give up smoking entirely.

Others may fear that they may be unable to stop. Encouraging employees to give up smoking can be done through an NHS stop smoking advisor via the smoke free national helpline: 0300 123 1044.

Further information
For more information on the proposed smoking changes and how employees can give up smoking, see the following websites:
www.doh.gov.uk
www.nhsdirect.nhs.uk

Stress and Mental Health

Why?

Our employee mental health is very important to us and therefore will take reasonable and practical steps to ensure that our operations do not cause poor mental health in our staff.

HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them' and we have used the HSE Management standards to guide our approach to managing the mental health risks in our organisation.

How?

The organisation will carry out a series of stress risk assessment that cover applicable tasks.

We will consider the demands on our staff such as the workload, work patterns and working environment.

We will consider the extent of control our staff have on their roles and how much say they have in their roles.

We will consider the support that they get including the Encouragement, sponsorship and resources provided by the organisation, management and colleagues..

We will consider the relationships in our workplace. Including promoting positive attitudes, managing and avoiding conflict, and dealing with unacceptable behaviour.

We will ensure that all staff have a very clear understanding of their role within the organisation and any applicable tasks. We will work to remove goal and role conflicts.

We will manage organisational change in the appropriate manner to reduce unnecessary stress on employees.

Where suitable and possible we will train our managers in stress and mental health awareness.

Where appropriate we will train mental health first aiders.

Why?

Regular exposure to continuous vibration from some types of equipment has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole-body vibration (WBV).

The risk of ill health caused by exposure to vibration will be eliminated. Where this isn't practical, appropriate controls will be implemented to reduce the risk and monitor the potential ill health effects.

What?

We must take specific action when the daily vibration exposure reaches a certain action value. The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure.

The values for hand arm vibration are:

Exposure action value (EAV)	Exposure limit value (ELV)
Daily exposure of 2.5 m/s2 A(8)	Daily exposure of 5 m/s2 A(8)

The exposure limit value must not be exceeded.

How?

Risks to health from vibration exposure should be considered before purchasing new plant and equipment. New equipment must be suitable for the intended task, be sourced from appropriate manufacturers, and conform with relevant standards.

Where possible, plant and equipment with the lowest vibration levels will be favoured and purchased.

New equipment or processes will not be introduced, where there is a foreseeable risk of hand-arm or whole-body vibration, without an assessment.

Vibration assessments must be undertaken for activities that have a potential vibration risk.

All equipment must be maintained to the manufacturers specifications to avoid increasing the vibration risk.

All machinery and equipment will be assessed for its vibrating exposure value using the manufacturers vibrating reading.

The HSE's hand-arm vibration exposure calculator will be used to record the vibration magnitude and exposure duration. The results produced by the calculator will be used to determine what controls are required.

The exposure time will be recorded over a variety of tasks to better understand the exposure levels over a typical day.

Where required, approved monitors will be used to record the trigger time and vibration exposure.

Employees exposed to vibration will be made aware of the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration.
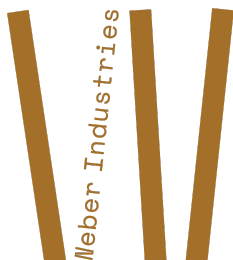
All employees exposed to levels above the HSE daily exposure value (EAV) 2.5m/s2 A(8) will be provided with an occupational health assessment and regular monitoring.

Operations on site should be organised to reduce vibration levels and exposure. Collective controls should be used before reliance on personal protective equipment.

Contractor must follow their own health surveillance policy. The contractor must be able to demonstrate that they have sufficient measures in place to manage and monitor vibration during the work/ project.

Vulnerable Persons

Why?

The workplace will be suitable for everyone in terms of health, safety, and welfare, including expectant and nursing mothers, young people, and employees with disabilities.

We will put measures in place to protect our employees that may be at higher levels of risk from our work activities.

How?

Disabled Persons
We will work our employees to create a supportive and enabling workplace and adopt an inclusive approach to workplace health and safety to make suitable workplace adjustments or modifications.

An assessment of needs for disabled employees will be completed on an individual basis to identify reasonable adjustments to premises and/ or arrangements.

Where required, suitable welfare facilities will be provided with appropriate access for employees with disabilities.

Suitable plans should be put in place and communicated to assist disabled people when needing to leave premises during an emergency.

Personal emergency evacuation plans (PEEPs) should be developed with disabled employees to ensure appropriate assistance can be provided in an emergency.

Young Persons
Risk assessments must be completed for all team members under 18 years of age, before they start work.

The risk assessment must consider their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks.

Risk assessments must be undertaken on an individual basis taking account of the specific job/tasks.

The parents/carers of any children below the minimum school leaving age must be informed of the key findings of the risk assessment and the control measures introduced before the child starts work or work experience.

Additional training, supervision and mentoring should be provided to consider their inexperience and limited life skills.

Why?

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces.

We will avoid working at height where possible. Where working at height can't be avoided effective controls will be implemented to protect our employees.

What?

'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

How?

All work activities that involve work at height must be identified and risk assessed.

Suitable plans must be developed to either avoid the need to work at height, or to ensure the task(s) can be carried out safely.

The hierarchy of control must be followed during the risk assessment process:
- Avoid the need to work at height – using extendable equipment from the ground.
- Prevent falls using appropriate access equipment – working platforms; and
- Reduce the distance and consequences of a fall should one occur.

Avoid
Where reasonably practicable to do so

Prevent
An existing place of work or the right type of equipment

Protect
Minimise the distance and consequences of a fall

Control measures that protect everyone at risk (collective protection) will be considered before measures that only protect the individual (personal protection).

Roof lights and other fragile surfaces will be protected to prevent falls.

The working at height risk assessment must consider the risk of falling objects. Equipment and materials will be adequately stored and secured to ensure that they do not fall.

All external work at height will consider the weather conditions at the time. Where the conditions are a risk to health or safety the work will be postponed and undertaken when conditions allow.

Ladders and Stepladders
Ladders can only be used if appropriate for the task to be carried out i.e., short duration tasks. This will be identified in the risk
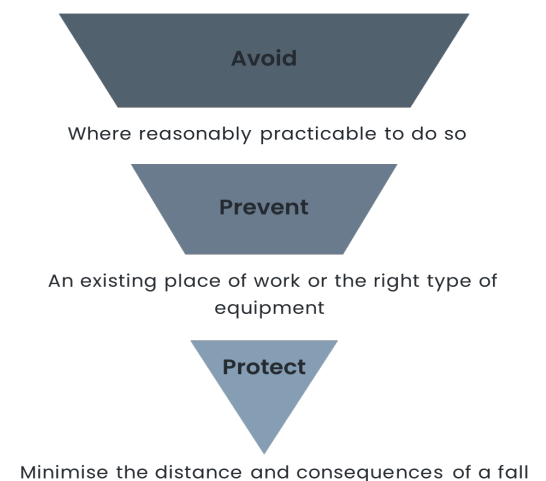
assessment and method statement.

All ladders and stepladders must be included on a ladder register and clearly tagged and identifiable so that it can be cross-referenced with the register.

All ladders/step ladders must be subject to two types of inspection.
- A pre use visual inspection.
- Detailed inspection completed according to the manufacturer's guidance.

Detailed inspections should be recorded and carried out 6 monthly, as a minimum.

Any ladder or step ladder found to be defective must be isolated from use, tagged to warn others, and reported for repair or removal.

Working at Height Equipment

Employees must not use access equipment (such as tower scaffolds, mobile elevated working platforms) unless they are authorised and have received the required training.

Training must have been delivered by a recognised and certificated company.

MEWPs (mobile elevated work platform) must have a current detailed and thorough examination certificate and the operators must have evidence of competence (CPCS or IPAF).

Mobile access towers must only be constructed by competent persons.

Operators need to be familiar with risk assessments, methods statements and/ or safe system of work.

Emergency procedures must be in place for all working at height tasks. This must be referenced in the risk assessment, method statement and/ or safe system of work.

Before the work activity commences all statutory inspection, requirements must be checked to ensure these have been completed.

A programme of daily visual checks, regular inspections and servicing schedules should be established in accordance with the manufacturer's instructions and industry best practice.

Detailed inspections should be recorded and for MEWP's a detailed inspection should be completed before use.

Employees must report defects or problems immediately. The equipment must be isolated from use and reported for repair or removal.

Suitable storage facilities should be provided for all work at height equipment to prevent deterioration, damage and unauthorised use.

Personal Fall Protective Equipment (PFPE)

Fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified.

A working at height permit must be issued for work requiring PFPE.

All equipment being used must have the relevant up-to-date statutory inspection reports such as detailed and thorough examination.

Emergency procedures must be put in place prior to work taking place. This must be communicated to all involved in the work.

A programme of daily visual checks and inspections should be established in accordance with the manufacturer's instructions and legal requirements.

Why?

Work equipment is known to cause serious injury and harm if not used or maintained safely. We will therefore have an effective system for the selection, maintenance, and inspection of work equipment.

Risk assessments will determine appropriate controls and we will provide training in the safe operation of work equipment.

How?

Prior to purchasing equipment, it will be assessed to ensure it is suitable for the task and the environment for which it is intended.

A risk assessment should be carried out for the use, maintenance, and installation of work equipment before using it. This will reference guarding and other protective measures.

An inventory of all work equipment should be prepared and kept up to date, this will also reference pressure systems, lifting equipment and accessories.

All work equipment must be maintained or serviced in accordance with the manufacturer's instructions, this includes calibration. The inventory should detail the frequency of checks and inspections.

All equipment will be properly maintained, this is achieved by using inspection techniques that require:
- Visual pre-use checks and inspections.
- Regular, routine inspections where there is a significant risk resulting from deterioration or exceptional circumstances.
- Where inspections are carried out they will be recorded and kept until the next inspection has been recorded.
- Where a maintenance log book is required, this will be kept available and up to date.
- Where work equipment is taken to another site, it will be accompanied by physical evidence that the last inspection was carried out.
- No work equipment that is obtained from a source outside the company will be used unless there is physical evidence of the last inspection.

Damaged and faulty equipment must be taken out of service immediately and arrangements made for replacement or repair before being used.

Work equipment will only be used by those persons designated to use it, who have received adequate instruction and training in its operation.

Maintenance and repairs of equipment and/ or fixing and maintaining guards and protection devices will only be carried out by those who are competent to carry out these tasks.

All work equipment must conform to the requirements of CE marking (prior to 2021) and UKCA (post 2021).

Second-hand equipment supplied for use at work, must be assessed to ensure it conforms to the relevant requirements of CE & UKCA marking. The markings indicate the equipment/ products have been assessed to meet safety, health, and environmental protection requirements.
Where guards, protection devices and other protective appliances are used they will be fit for their intended purpose, be of sound material and strength and fit for their intended use.

All work equipment will have clearly identifiable controls that can only be operated by a deliberate action. All controls fitted will be clearly visible and have any appropriate markings and in such a position so as not to create risks to the health and safety of the operator.

All equipment/ machinery should be provided with a means of isolating it from its source of power, this should be clearly identifiable, accessible, and be operated easily.

Instruction, information, and training is provided to all colleagues to enable work equipment to be used and maintained safely.
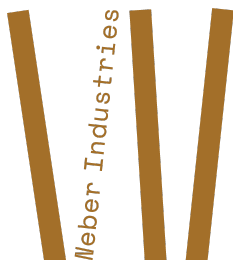
Workplace Welfare

Why?

The workplace must be suitable for everyone in terms of health, safety, and welfare, including good housekeeping and the provision and maintenance of adequate welfare facilities for employees. Poor welfare in the workplace can affect employee's health, safety, and wellbeing.

How?

Temperatures within the workplace should be maintained for all employees. Indoor working temperatures should not be less than 16°C for office work and 13°C if the work involves extreme physical effort.

During periods of extreme hot or cold temperatures additional controls will be considered:

Cold Weather	Hot Weather
Provide personal protective equipment such as thermal clothing, hats, and gloves.	Reschedule work to cooler times of the day.
Provide mobile facilities for warming up, and soup or hot drinks.	Provide more frequent rest breaks and introduce shading to rest areas.
Introduce more frequent rest breaks.	Provide free access to cool drinking water
Consider delaying the work until warmer times of the year without compromising on safety.	Encourage employees to wear hats and high factor sunscreen of at least SPF15 on any exposed skin
Make sure workers can recognise the early symptoms of cold stress, such as a cough or body aches	Make sure workers can recognise the early symptoms of heat stress.

The company will ensure the following is provided:
- Suitable and sufficient lighting, heating and ventilation for the tasks undertaken within the workplace.
- Suitable and sufficient toilet facilities that are kept in a clean and hygienic condition.
- Washing facilities are kept clean and well lit, have running hot and cold water and are large enough for washing the face, hands and forearms.
- Individual toilets with a lockable door are provided.
- Suitably and adequately maintained sanitary and washing facilities.
- A clean and hygienic area for rest breaks, to consume food and drink.
- A supply of clean and potable drinking water.
- Well maintained traffic routes and floors, including safe access and egress.
- All premises are designated as no smoking, except in designated smoking shelters.

Housekeeping standards will be maintained both in the studio and on site to ensure a reasonable state of cleanliness.

Where necessary, the perimeter of the site will be identified by suitable signs and/ fencing so that the arrangements and extent of the site is readily identifiable.