



Health & Safety Policy

for

Wilkins Chimney Sweep
Limited

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HEALTH AND SAFETY POLICY STATEMENT

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

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

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

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

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

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

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

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

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

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

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

Signed.....

Date.....

Title.....

(Director Responsible for Safety)

APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES

Health and Safety Co-ordinator
Risk Assessments and Managing Health and Safety at Work
Consultation with Employees
Safety Training
Welfare
Management of Incidents (First Aid)
Fire and Emergency Evacuation
Display Screen Equipment
COSHH
Electrical Safety
Control of Smoking at Work
Manual Handling
Noise at Work
Control of Vibration at Work
Occupational Health
Confined Spaces
Control of Asbestos
Lone Working
Personal Protective Equipment
Pressure Systems
Mobile Elevating Work Platforms
Use and Control of Contractors
Provision and Use of Work Equipment
Dangerous Substances & Explosive Atmosphere
Violence, Aggression & Challenging Behaviour at Work
Behavioural Safety
Work Related Stress
Working at Height
Drugs & Alcohol
Infection Control
Housekeeping
Home/Remote Workers
Transport
Construction Work Co-ordinator (CDM)

**ALL THE ABOVE DUTIES WILL BE UNDERTAKEN BY
Lisa Kimber, Franchise Manager**

1. ORGANISATION

- 1.1 To ensure that the spirit and the letter of the law is upheld we have appointed specific people or groups of people to be responsible for the implementation of certain key aspects of our health and safety policy.
- 1.2 This list is reproduced and displayed at various points throughout the company to ensure that all employees are aware of exactly who is responsible for which aspects of our health and safety policy.
- 1.3 Those people listed as having specific health and safety duties are given a responsibility folder which contains documentation and guidance to assist them with their duties.
- 1.4 Within each of the arrangements sections of the policy there is a monitoring checklist which the appointed duty holder will complete from time to time but at least annually and return to the Health and Safety Co-ordinator to enable an action plan to be formulated and implemented.

2. As Franchise Manager I will ensure that:

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

- Appropriate insurance cover is in place and maintained for all aspects of company activities.

3. Franchise Manager will ensure that:

- All employees under their direction fully understand and observe all aspects of the company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed within the health and safety policy.
- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work and they are instructed in relation to any safe system of work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.
- All employees attend health and safety meetings as and when requested.
- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.

- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work is undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

4. All Employees will ensure:

- Compliance and co-operation with any reasonable request made to permit the company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary take immediate remedial action to temporarily safe guard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.
- No new equipment, plant or substances are brought onto company premises and used before permission has been granted and any necessary assessments have been conducted.

5. HEALTH AND SAFETY POLICY REVIEW

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

RISK ASSESSMENTS AND MANAGING HEALTH AND SAFETY AT WORK

Policy

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

1. ARRANGEMENTS FOR RISK ASSESSMENTS

The Risk Assessment Co-ordinator will ensure that:

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

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Has an initial audit been carried out to identify significant hazards, determine the adequacy of existing controls and highlight areas where further assessment is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are the significant findings of the assessments recorded to show how they arise, impact on those affected? Has a proper check been made and to assist in future monitoring and review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has an action plan been scheduled that allows reasonable timescales and sufficient resources to address inadequacies and implement control measures to eliminate or reduce the risk to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is sufficient guidance, training and support in hazard identification, risk assessment and the requirements of relevant legislation provided for nominated employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the information required by employees to ensure their health and safety relevant and communicated to them in a comprehensible manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where our activities interact with others are the arrangements for co-operation and co-ordination, communication and supervision effective in controlling the risks to health and safety of all who may be affected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have levels of competence been established and training needs identified and met with records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are the implementation and the effectiveness of the control measures monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are risk assessments reviewed at appropriate intervals to ensure they remain valid and 'suitable and sufficient'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is proper use made of the specialist advice and assistance available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action 				

3. RISK MANAGEMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	

Date:

Completed by:

Signed:

4. GUIDANCE AND RECORDS

4.1. The Risk Assessment Process

A risk assessment is a systematic examination of the premises and all activities associated with the business to help determine what measures are necessary to comply with duties under the Health and Safety at Work Act 1974 (HASAWA) and also with more specific duties in the various regulations made under its umbrella and other Acts.

A 'suitable and sufficient' risk assessment must:

- Identify risks arising from the work.
- Keep the level of detail proportionate to the risk.
- Ignore routine activities associated with life in general unless the work activity compounds or significantly alters those risks.
- Consider all those who might be affected (employees, visitors, contract cleaners, etc).
- Include what the employer could reasonably be expected to know e.g. from supplier manuals, trade press, national standards and good practice.

There are five recognised steps to carrying out risk assessments:

- Step 1 Identify the significant hazards.
- Step 2 Decide who might be harmed and how.
- Step 3 Evaluate the extent of the risk and decide whether existing precautions are adequate or if more should be done.
- Step 4 Record the significant findings where there are five or more employees.
- Step 5 Review the assessment periodically and when there are any significant changes.

Each of these steps is dealt with in more detail on the following pages.

4.2 Step 1: Identifying Hazards

A hazard is something with the potential to cause harm.

Significant hazards may be found through deficiencies in the workplace environment, slipping and tripping hazards, inadequate fire precautions, unsafe equipment, electricity, chemicals, poor lighting, manual handling, work practices etc.

Refer to:

- Suppliers as they must provide health and safety information about the products they supply
- Manufacturers' instructions and data sheets

- Specific acts or regulations to be complied with as these may help identify specific hazards
- Approved codes of practice, national standards, trade association as these will help identify appropriate control measures
- Accident book records.

Check:

- Non-routine operations e.g. maintenance, use of temporary staff
- Consult employees to ensure all aspects of the work activity are reviewed.

4.3 Step 2: Who might be harmed?

Anyone who might be affected by the hazards identified will need to be considered i.e. employees, non-employees and any others in the workplace.

Groups who may not be in the workplace at the time of the assessment will also need to be considered, e.g. cleaners, maintenance personnel. Formal provision will be needed to protect visitors and contractors on the premises or sharing the workplace.

Some groups of people are recognised as being vulnerable and therefore more susceptible to risk and require particular consideration.

These include:

- Young persons and inexperienced workers
- Temporary workers
- New or expectant mothers
- Those with special needs or disabilities
- Lone workers.

Specific requirements are described on the following pages.

Young Persons

No 'young person' (below the age of eighteen) should be employed without first making, or reviewing, risk assessments and taking into account:

- Their inexperience, immaturity and lack of awareness of risks
- The fitting-out and layout of the workplace and their workstation
- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range and use of work equipment and how it is handled
- The organisation of processes and activities
- The extent of health and safety training provided or to be provided
- Specific risks defined in relevant legislation.

The findings of the assessment will be recorded and where significant risk remains no child (under compulsory school age) will be employed to do the work.

Other young persons cannot do the work unless it is necessary for their training, they are supervised by a competent person, and the risk is reduced to the lowest level reasonably practicable.

Temporary Workers

The levels of competence determined through risk assessment are also applicable to temporary workers. The employment business through which they are recruited must be informed of the qualifications and skills required and aspects of the work that might affect health and safety.

The 'user employer/organisation' must provide temporary workers with induction and specific training on the risks to which they are exposed and the necessary control measures, including arrangements for emergency evacuation.

Where personal protective equipment (PPE) is necessary and not commonly available within the workplace, the employment business must ensure it is provided.

New or Expectant Mothers

Where there are women of childbearing age and any aspect of the work could involve risk to the health and safety of a new or expectant mother or to that of her baby, risk assessments should be used to identify any additional precautionary measures.

Once notified in writing that an employee is pregnant, has given birth within the previous six months, or is breast-feeding, the employer must take appropriate action.

However, where further action will not avoid risk, and if it is reasonable to do so, the employer should:

- Alter the working conditions or hours of work, or;
- Offer her suitable alternative work if available, or, if it is not;
- Suspend her from work.

Special Needs and Disabilities

Where appropriate, the risk assessment should identify any reasonable adjustments necessary to our arrangements or physical features of the workplace, to remove any disadvantage to people with special needs or disabilities. Many people may need only minor adjustments.

Lone Workers

Where there are people working by themselves without close or direct supervision, including anyone working away from their fixed base, the risk assessments should firstly determine whether one person can adequately control the risks, and then, what particular or additional measures are required to control them. The precautions should take account of the work activity and foreseeable emergencies such as fire, equipment failure, illness and accidents.

4.4 Step 3: Evaluating the Risk

Risk expresses the likelihood of harm arising from the hazards identified and therefore the following must be considered when evaluating the risk:

- Are there foreseeable risks arising from the hazards?
- Who is affected and how often?
- What is the nature and extent of the risk, taking into account existing control measures?

Where control measures exist, evaluate the remaining risk:

- Check the effectiveness of the preventive or precautionary measures
- Observe actual practice, which may differ from manuals or procedures
- Is the remaining level of risk acceptable/negligible?
- What more could be done to eliminate/reduce it?
- How can the effectiveness of control measures be maintained?

4.5 Step 4: Record Significant Findings

To be considered suitable and sufficient the risk assessments will need to:

- Identify the significant hazards
- Identify the people affected by the hazards
- Identify the significant risks arising out of the work
- Identify existing preventive and precautionary measures for controlling risks
- Identify further action required to eliminate or reduce risks
- Stipulate reasonable timescales for implementation
- Provide sufficient detail to demonstrate a suitable and sufficient risk assessment and to allow future review.

4.6 Step 5: Review and Revision

Risk assessments should be reviewed at intervals dependent upon the type of work and degree of change likely to occur as well as on the timescales indicated in the risk assessment action plan.

Significant changes, where the risk assessment may no longer be valid, to the work method, equipment or processes, or where trainees or other inexperienced employees have been introduced, should also prompt a review of the relevant risk assessments.

Accidents and incidents may also prompt a review of related risk assessments to ensure they sufficiently cover the hazards and necessary control measures and that the requirements are fully understood by the workforce.

4.7 Use of Risk Assessment Forms

An initial rough assessment may be made to help identify significant hazards. Then, using the risk assessment forms provided carry out a more detailed assessment of each significant hazard or activity, e.g. collecting broken glass, working at height.

- Identify the hazards associated with each activity, e.g. falls from height, and consider whether they can be eliminated or replaced with something safer
- Identify the different groups of people at risk
- Consider each group, list existing control measures to protect them on the form and tick the 'Existing/Proposed' column to signify this
- Taking into account the existing controls listed, determine the severity of any harm and the likelihood of this happening if no further action were taken, then estimate the overall risk rating which will either be High, Medium or Low
- Consider whether the existing controls meet standards set by legal requirements, Approved Codes of Practice or best practice

For example, a machine may be safeguarded sufficiently to protect the operator and others who may gain access. However the risk is only controlled while the safeguards are in place and working effectively. The assessment should consider what measures are required to ensure and maintain effectiveness, such as regular inspection and testing, and that all aspects of the activity are considered e.g. what happens during maintenance?

- Determine what further measures are required to reduce the risks as far as reasonably practicable. List them under control measures, with a 'P' against each of them in the Existing/Proposed column
- Review all control measures listed, together with the overall risk rating and where appropriate propose a reasonable timescale for implementation.

- The assessor should sign and date the form. If no further action is required the Y at the foot of the form should be deleted and the date of the next review (e.g. a year from the date of the assessment) inserted. Where additional control measures are indicated, the N should be deleted and proposed measures transferred onto the Action Plan. Reasonable timescales should be set for implementation and the Action Review dates on the risk assessments set accordingly.
- The Action Plan should be monitored according to the proposed timescales and once improvements have been made, the relevant risk assessments reviewed and revised. The assessor should then complete the final column on the risk assessment form to verify that the risks have been reduced to an acceptable level, delete the Y to indicate that no further action is required and specify the 'next review date'.

4.8 Implementing the Control Measures

The principles to be applied when implementing preventive and protective measures to control risks are as follows:

- Avoid a risk altogether if possible e.g. by not using or stocking a particular dangerous substance, contracting out a hazardous operation
- Combat risks at source, rather than by superficial measures. So, if steps are slippery, treating or replacing them is better than a warning sign
- Adapt work to the individual, through consultation on the design of workplaces, choice of work equipment and the choice of working and production methods
- Use technological and technical advances, which often offer opportunities for improving working methods and making them safer
- Implement risk prevention measures in a logical and consistent manner to progressively reduce those risks that cannot be prevented or avoided altogether, and to take account of the way work is organised, working conditions, the working environment and any relevant social factors
- Employees must be made aware of what they are required to do
- The avoidance, prevention and reduction of risks at work must be accepted throughout the organisation and apply to all its activities in order for a positive health and safety culture to exist

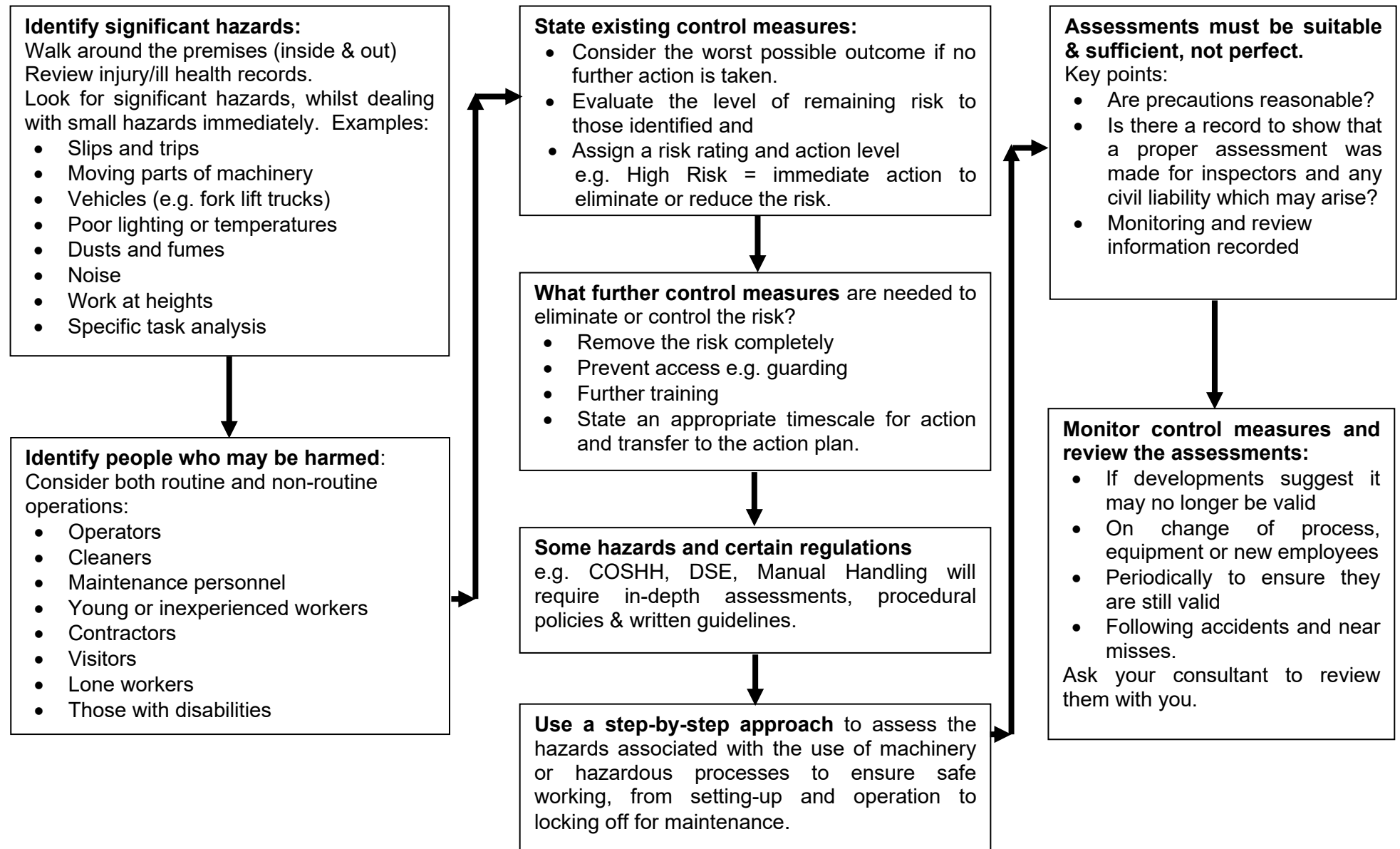
4.9 Monitoring Control Measures

Even where suitable and sufficient risk assessments have been made, adverse events may occur. The control measures, whether engineering controls or safe working procedures, must therefore be monitored to check and maintain their effectiveness. This proactive monitoring is necessary for accident and ill-health prevention and the risk assessment will identify the frequency required.

Near misses, accidents and cases of ill-health will be investigated to determine underlying causes and appropriate improvements. By definition this reactive monitoring takes place after an event and is therefore most effective when applied to near misses.

The results of both proactive and reactive monitoring will prompt a review of the relevant risk assessments and revision of the safe systems of work where deficiencies are found.

4.10 Risk Assessment in Practice



4.11 Blank Risk Assessment and Action Plan

								Ref No
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY SEVERITY AND ACTION					
Consider: premises work, equipment, specific tasks etc.	People at risk	Consider existing and further controls: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing/ Proposed 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed timescale	Action Completed Date/initial
Signed:		Assessment Date:	Further action required		Action Review Date(s):			
Name:					Next Review Date:			

RISK ASSESSMENT ACTION PLAN

Risk Assessment Reference No:					
Hazard/Activity	Proposed Action	Person(s) responsible	Proposed timescale	Action Taken	Date/ signature

4.12 Example Risk Assessment and Action Plan

Ref No RA0012

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY SEVERITY AND ACTION					
Consider: premises work, equipment, specific tasks etc.	People at risk	Consider existing and further controls: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing/ Proposed 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed timescale	Action Completed Date/Initial
Rear car park (slips, trips and falls)	Office staff, visitors	<p>Flood lighting illuminates car park well.</p> <p>Security to check and report failed bulbs daily.</p> <p>Contractor to be arranged to change failed bulbs.</p> <p>One way system in operation with signs displayed.</p> <p>5mph speed restriction in place.</p> <p>Visitor parking bays designated.</p> <p>Pedestrian routes identified and used by staff and visitors.</p> <p>Several areas of the car park are showing signs of severe wear with potholes present to bays 17 – 32 and therefore re-surfacing is required.</p> <p>Make temporary repairs by filling in potholes with concrete.</p> <p>H & S Co-ordinator to make monthly inspections to ensure adequate standards are maintained.</p>	<p>E</p> <p>P</p> <p>P</p> <p>E</p> <p>E</p> <p>E</p> <p>P</p> <p>P</p> <p>P</p>	Major injury	Probable	Medium	<p>Immediate</p> <p>2 months</p> <p>24 months</p> <p>1 week</p> <p>Immediate</p>	
Signed:	Assessment Date:		Further action required		Action Review Date(s):			
Name:					Next Review Date: Issue Date 06/04/2023 Created for Wilkins Chimney Sweep Limited Version 0			

RISK ASSESSMENT ACTION PLAN

Risk Assessment Reference No: RA0012					
Hazard/Activity	Proposed Action	Person(s) responsible	Proposed timescale	Action Taken	Date/ signature
Slips, trips and falls	Security staff to check daily the operation of the lighting and report any failed bulbs.	P Jones	Immediate	All security staff briefed and instructed to contact Steve Brown to report failed bulbs	P Jones 04/07/2013
	Contractor to be arranged to replace failed bulbs.	S Brown	2 months		
	Car park to be re-surfaced.	S Brown	24 months		
	Temporary repairs to potholes in bays 17 - 32 by filling with concrete.	S Brown	1 week	All potholes filled in and levelled	S Brown 23/07/2013
	H & S Co-ordinator to make monthly inspections to ensure adequate standards maintained.	M Black	Immediate	H & S Co-ordinator briefed any problems to be reported to S Brown for rectification	J Smith 18/07/2013

Risk Assessment: New and Expectant Mothers

A **new or expectant mother** includes a women who is pregnant, has given birth within the previous 6 months, or who is breastfeeding. The following risk assessment should be completed by the Line Manager in discussion with the employee. The employer should always involve the employee in the risk assessment process, to gain her input and to ensure she is aware of the proposals to safeguard her welfare and that of her unborn child.

Instructions

Go through each of the following activities and consider which may present a risk to the pregnant worker. Please indicate whether the activity presents a 'Low' (L), 'Medium' (M) or 'High' (H) risk to the worker. As this is a document the employee should be able to work from once complete, you may wish to detail any specific controls or changes to the employee's work or workplace that are required.

Name:		Estimated Due Date:	
Job Title:		Work Location: (e.g. Office, Factory Floor, etc)	
Line Manager:		Assessor:	
Assessment Date:		Delete as applicable:	New Mother / Expectant Mother / Breast Feeding

Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Assessor Comments / Adjustments Made
Manual Handling		Pregnant workers are especially at risk from manual handling injury.	<ul style="list-style-type: none"> Manual Handling Operations Regulations 1992 apply to all employees required to undertake manual handling duties Colleagues to support if any risk involved, to reduce the amount of physical work involved in the employee's role Additional mechanical aids may be beneficial to aid manual handling Further restrictions on manual handling may be required as the pregnancy progresses 	

Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Assessor Comments / Adjustments Made
Ergonomics / Posture		<p>Pregnant workers are more at risk from fatigue caused by work demands such as standing, or sitting for long periods.</p> <p>Postural problems can occur due to increasing size.</p> <p>Dexterity coordination and balance may be impaired, increasing the risk of accidents, for example from slips, trips and falls.</p>	<ul style="list-style-type: none"> • Breaks from a seated position can help promote good circulation and posture, and adjustments should be made to limit standing periods • More frequent breaks from workstation may help reduce fatigue • Ensure workstation (DSE) assessment is completed • The comfort of the individual at work should be reviewed regularly and adjustments made as required • Driving duties should be risk assessed • Consider potential slip and trip hazards in the workplace and make every effort to remove or reduce potential hazards • Seek advice from Safety Advisors as required 	
Vibration		Regular exposure may affect the pregnancy.	<ul style="list-style-type: none"> • Avoid excessive exposure to vibration 	
Extremes of cold and heat		Heat and cold tolerance reduces with pregnancy.	<ul style="list-style-type: none"> • Rest facilities and access to refreshments should be available • Avoid prolonged exposure to excessive heat • Employee to be encouraged to avoid dehydration 	
Night working		There are no specific known risks to pregnant or breastfeeding workers from working at night, although levels of fatigue need to be taken into consideration.	<ul style="list-style-type: none"> • Advise of need to monitor fatigue levels • In the event that medical advice indicates that a pregnant worker is unfit for night work, suitable alternative daytime work should be sought 	
Work at Height or in Confined Spaces		New or expectant mothers should avoid working from height and should not be expected to work in confined spaces, which may lead to discomfort and an increased likelihood of an accident occurring.	<ul style="list-style-type: none"> • If individual undertakes work at height or in confined spaces, the work activity, work location and medical condition should be reviewed and control measures implemented • Alternative work should be offered to the employee on a temporary basis • Seek advice from Safety Advisors as required 	

Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Assessor Comments / Adjustments Made
Psychological Wellbeing		Excessive physical or mental pressure may lead to stress which may affect the pregnancy by resulting in raised blood pressure, and may interfere with breast feeding.	<ul style="list-style-type: none"> • Discuss working hours with employee • Pregnant workers should be allowed greater control over their working day • Consideration should be given to workload and work demands • Avoid excessive working hours • Encourage good time management • If the worker is involved in a job where there is a high risk of violence, the employer should consider reducing or removing face-to-face client contact, avoiding lone working, or offering alternative work 	
Noise		Prolonged exposure to loud noise can lead to increased blood pressure and stress.	<ul style="list-style-type: none"> • The Control of Noise at Work Regulations 2005 should be applied to all workers exposed to loud noise where there is a risk to hearing • Noise is likely to be too loud if you are unable to hold a conversation 1m apart without shouting • Seek advice from Safety Advisors as required 	
Chemicals		Certain chemicals are potentially harmful to a pregnancy or may affect breastfeeding.	<ul style="list-style-type: none"> • Review COSHH assessments • Risk phrases have now been replaced with hazard statements and precautionary statements e.g.: <ul style="list-style-type: none"> – H302 harmful if swallowed – H310 fatal in contact with skin – P102 keep out of reach of children 	

Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Assessor Comments / Adjustments Made
Biological agents		Exposure to certain bacteria and viruses e.g. Rubella and Cytomegaly can present an increased risk to pregnant workers and their unborn child.	<ul style="list-style-type: none"> • Review exposure and advise of increase in risk • If employee is a first aider, check if she is aware of good practice for first aiders • Avoid contact with chickenpox between weeks 13-20 of pregnancy 	

			<ul style="list-style-type: none"> • Ensure good working practices • Ensure good hygiene and infection control • Contact GP if there any concerns • Where exposure is likely as a direct result of their work, restrictions should be imposed to prevent the exposure 	
Lone Working		Pregnant women are more likely to need urgent medical attention.	<ul style="list-style-type: none"> • If individual undertakes lone working, the work activity, work location and medical condition should be reviewed and control measures implemented 	
Other Related Factors				
Nausea / Sickness		Early shift work Exposure to nauseating smells	<ul style="list-style-type: none"> • Consider flexible working hours • Remove from work involving smells until nausea ceases 	
Backache		Standing / Sitting / Posture Manual Handling	<ul style="list-style-type: none"> • See above sections 	
Increasing Size		Access / Egress Evacuation in emergency Manual Handling Protective Clothing	<ul style="list-style-type: none"> • Make arrangements to ensure emergency evacuation is not compromised; • Consider impacts for DSE (Display Screen Equipment) work and review as required • Issue new items of protective clothing as required (without cost to the employee) 	
Frequent toilet visits		Difficulty in leaving job/site	<ul style="list-style-type: none"> • Ensure adequate welfare provision 	
Breastfeeding		Difficulties associated with expressing breast milk	<ul style="list-style-type: none"> • Consider provision of suitable private room for expressing milk • Seek advice from health worker if required 	

**Does the employee have any particular concerns relating to workplace and /or pregnancy or breastfeeding in the workplace?
If in doubt about the best course of action to take, contact Safety Advisor for advice.**

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Summary of significant risks	Control measures to be implemented

Signed:					
Employee:		Assessor:		Line Manager:	

Recommended review times:

Initial Assessment	Upon written notification of pregnancy
1 st Review	second trimester 3- 6 months or earlier if required
2 nd Review	third trimester 6-9 months or earlier if required
3 rd Review	prior to return to work
4 th Review	following return to work

DATE OF NEXT REVIEW

*Please note that the above checklist is not exhaustive. The employer should also take into account any specific welfare issues highlighted by the employee and any advice given by health professionals.

Checklist and Risk Assessment for Individual Worker

Step 1

The checklist should be completed first: this will help you to identify any hazards to the worker. For each point, consider whether it is part of their work and if so, how it may affect them personally. On occasion their work may affect others and this should also be considered.

Step 2

Where you have identified there is a hazard and assessed the risk to the worker, enter this onto the risk assessment pro forma.

You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the worker.

Note

This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered.

The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.

Employee's name: _____ Job title: _____ Date: _____

Form completed by: _____ Line Manager's Name: _____

Recommendations made by Doctor and/or Occupational Health Specialist:

1. Driving (Occupational Road Risk)		Yes/No	Further Action Required
1.1	Does the employee do a lot of driving as part of their job, such as to make home visits to clients or visiting other workplace establishments?		
1.2	Does the employee drive vehicles off the highway as part of their job, such as operating fork lift trucks, or heavy plant?		
<u>Risk</u> Travelling in the course of your work, and also to and from the workplace can involve risks including fatigue, vibrations, stress, static posture, discomfort and accidents. These risks can have a significant effect on the worker's health. Operating vehicles around the workplace when unfit to do so can also pose a risk to other workers.		<u>How to Avoid the Risk</u> A driving risk assessment should be completed for all staff/journeys where a significant risk is identified. Confirmation from the worker's doctor on their suitability to drive may be required.	

2. Manual Handling		Yes/No	Further Action Required
2.1	Is the employee expected to carry or move heavy loads?		
2.2	Is the employee expected to carry or move children?		
2.3	Is the employee aware of safe moving and handling techniques?		
2.4	Has a moving and handling risk assessment been completed for the employee?		
2.5	Does the employee experience backache associated with moving and handling activities and poor work postures?		
2.6	Is the employee able to hold or grip items successfully?		
Risk Some workers may be more at risk from moving and handling injuries than others. Consider their susceptibility to injury as well as the effect on other persons in the vicinity.		How to Avoid the Risk Alter the nature of the task to reduce risks from moving and handling. This could be for all workers including the individual, or you may just have to address the needs of the individual worker, specifically reducing the amount of physical work he/she undertakes, or providing mechanical aids to reduce the risks.	

3. Lone Working		Yes/No	Further Action Required
3.1	Does the employee work alone in the building or out in the community?		
3.2	Are control measures in place for lone working? Such as panic alarms, buddy systems?		
Risk The worker may be more likely to need urgent medical attention.		How to Avoid the Risk Location, frequency and working pattern of lone working should be assessed. Establish Lone Worker Procedure, which should include regular contact with other workers, eg at start and end of day, and steps for raising the alarm if contact is lost.	

4. Working at Height		Yes/No	Further Action Required
4.1	Does the employee have to carry out any work that requires them to work from height? (Such as putting up displays, ladder use).		
Risk It may be hazardous for unfit persons to work at heights, for example for short duration work off of ladders.		How to avoid the Risk Seek advice from the worker's doctor or specialist on whether they are fit enough to work at height. Assess whether it is necessary for the worker to avoid all working at height or place reasonable restrictions on any such work, eg not work at height alone.	

5. Physical Agents		Yes/No	Further Action Required
5.1	Is the employee exposed to whole body vibration? (from machinery)		
5.2	Is the employee exposed to excessive noise? (such as noisy machinery)		
5.3	Is the employee expected to work in awkward/confined spaces?		
5.4	Is the employee exposed to excessive heat?		
5.5	Is the employee exposed to excessive cold?		
5.6	Does the employee have to sit or stand for long periods of time?		
5.7	Does the role require high levels of manual dexterity?		
5.8	Does the role require high levels of coordination?		
Risk Working in awkward spaces may lead to sprain or strain injuries, or other problems associated with restriction of movement, including anxiety or stress. Working in confined spaces requires a particular level of fitness. Constant sitting can pose risk of thrombosis or embolism, or may exacerbate other existing problems, such as backache or stress. Standing for a prolonged period of time may cause dizziness, faintness and fatigue, or may exacerbate other existing problems, such as backache. Some workers may be more susceptible than others to problems associated with working in extremes of heat or cold, such as heat stress or frostbite, or where there are sudden changes in temperature. Impaired dexterity, agility, co-ordination, speed of movement, reach and balance can lead to an increased risk of accidents.		How to Avoid the Risk Awkward spaces – Introduce or adapt work equipment. Consider relocation or redesign the workstation and/or work area. Consider redesigning the job content. Confined Spaces – seek advice from H&S professional. A Confined Spaces Medical may be required, along with specific training. Sitting / Standing – Avoid sitting or standing for long periods by providing the opportunity to alternate between standing and sitting and to exercise/move to maintain healthy circulation. Regular rest breaks should be provided. Extremes of heat and cold – Adequate rest breaks and unrestricted access to drinking water should be provided. Other provisions such as fans, heaters or thermal clothing may be necessary. Consider relocation if possible or maybe adjustment to working hours. Dexterity / Coordination – consider introducing or adapting work equipment if possible, alternative tasks or part-tasks, assistance (mechanical or human), assess workload to ensure allowance made for slower pace to avoid errors through rushing. Make colleagues aware of situation sensitively to ensure no pressure or abuse.	

6. Biological		Yes/No	Further Action Required
6.1	Is the employee exposed to any infectious diseases?		
6.2	Is the employee exposed to any bodily fluids? (Protective gloves should be worn)		
6.3	Is the employee likely to expose co-workers to any infectious diseases or bodily fluids?		

Issue Date 06/04/2023

<p><u>Risk</u></p> <p>The level of risk will depend on the type of work carried out, the infectious disease the worker is exposed to or exposes others to and the control measures already in place. There will be an increased risk of exposure to staff who have contact with:</p> <ul style="list-style-type: none"> - Human blood and body fluids - Infected animals including household pets. - Laboratory cultures - Water or food contaminated by human or animal faeces - First aid duties <p>In some cases, workers may be more vulnerable to infection because of an existing condition.</p>	<p><u>How to Avoid the Risk</u></p> <p>When assessing the infection risks to all staff the following should be considered:</p> <ul style="list-style-type: none"> - The types of infection likely to be transmitted at work - The possible sources of infection - The likelihood that a possible source of infection i.e. pet, service user, is actually infected - The number of different sources of infection that staff may come into contact with and how often it may occur - The control measures already in place to protect employees - The medical history of the employee - The history of previous infection or immunisation - The need for suitable information, instruction and training for employees which may help them to prevent or reduce the risk from infection. <p>If in any doubt, consult an Occupational Health Specialist or refer the worker to their doctor.</p>
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7. Display Screen Equipment (DSE)		Yes/No	Further Action Required
7.1	Does the employee use a computer for long periods of time?		
7.2	Is the DSE work equipment and furniture such as the chair, suitable and comfortable for the employee?		
7.3	Has a DSE risk assessment been completed for the employee?		
<p><u>Risk</u></p> <p>Inappropriate size, layout, or space in relation to the workstation or work area due to reduced mobility, dexterity, balance.</p>		<p><u>How to Avoid the Risk</u></p> <p>DSE assessment should be undertaken for worker to avoid problems caused by stress and anxiety and workstation size and set up.</p>	

8. Chemical Agents		Yes/No	Further Action Required
8.1	Is the employee exposed to any chemical agents? (Check COSHH risk assessments and manufacturers' safety data sheets)		
8.2	Is the employee exposed to Ionising Radiation?		

<p>Risk</p> <p>Ionising Radiation and some hazardous substances may exacerbate some medical conditions. However, the actual risk to health of these substances would be determined by how they are used in the workplace.</p> <p>Refer also to previous questions on dexterity, as this may increase the likelihood of exposure (eg worker may be more likely to drop containers or spill substances)</p>	<p>How to Avoid the Risk</p> <p>Hazardous Substances – A COSHH assessment should be carried out for all hazardous substances used or generated in the workplace. COSHH data sheets should be supplied by the chemical company and COSHH assessment then carried out and the appropriate control measure put in to place.</p> <p>Ionising Radiation – Design safe working practices to keep workers' exposure as low as is reasonably practicable, and certainly below the relevant statutory dose limit.</p> <p>Alternative work may be necessary.</p>
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9. Welfare		Yes/No	Further Action Required
9.1	Is there a rest room or a suitable area for the employee to rest?		
9.2	Has the employee received any advice from the doctor or specialist that has any bearing on their role?		
9.3	Are there any other specific welfare issues mentioned by employee?		
9.4	Is the employee allowed regular breaks?		
9.5	Is the employee allowed to take a comfort break when needed?		
9.6	Does the employee have access to a line manager for support or advice?		
<p>Risk</p> <p>Tiredness may be exacerbated by work related factors and can lead to mistakes in the workplace.</p> <p>The worker will need support and assurance if they feel unwell, without fear of retribution for raising an issue.</p>		<p>How to Avoid the Risk</p> <p>There must be facilities to sit down in reasonable comfort away from the working area. Access to drinking water should also be available.</p> <p>If necessary measures should be put in place to ensure that workers can leave their workstations at short notice.</p> <p>Line Managers should be compassionate and supportive in balancing the needs of the business with the needs of the worker.</p>	

10. Stress at Work		Yes/No	Further Action Required
10.1	Is the employee exposed to undue stress?		
10.2	Has a stress risk assessment been carried out?		
10.3	Does the role require high levels of concentration?		

<p><u>Risk</u> Some workers may be more susceptible to stress, or to anxiety or depression, than others. Financial, emotional and job insecurity may be issues, due to changes in economic circumstances brought about by illness or limited ability. Long, unpredictable or unsocial working hours or where other family responsibilities are involved, may exacerbate the worker's problems. Stress or pressure at work or home can affect worker's levels of concentration, as can other physical, mental or emotional problems.</p>	<p><u>How to Avoid the Risk</u> If individuals are experiencing stress then an individual stress risk assessment should be completed. Information on stress, including sources of advice, training and support systems, are available through the company's H&S professional. These should be made available to staff. Protective measures may include adjustments to working conditions or working hours, and ensuring that the necessary understanding, support and recognition is available, while the worker's privacy is also respected. Ensure workloads are manageable.</p>
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11. Violence and aggression		Yes/No	Further Action Required
11.1	Is the employee exposed to potentially violent situations from: <ul style="list-style-type: none"> • Children? • Adults? • Members of the public? 		
<p><u>Risk</u> Exposure to the risk of violence at work can be harmful in more ways than the obvious physical injuries. It can lead to pressure, anxiety and stress, all of which contribute to illness and mistakes in the workplace.</p>		<p><u>How to Avoid the Risk</u> All face to face contact with service users where there is believed to be a significant risk above that identified by the generic risk assessment must be risk assessed. Change the design of the job – avoid lone working, reduce/remove the face to face client contact, reassign difficult cases. If you cannot significantly reduce the risk of violence you should offer the worker suitable alternative work.</p>	

12. Slips, trips and falls		Yes/No	Further Action Required
12.1	Is the employees work area free from slips trips and fall hazards? (Such as trailing wires, uneven flooring, spilt substances?)		
<p><u>Risk</u> Inappropriate size, layout, or space in relation to the workstation or work area due to reduced mobility, dexterity, balance.</p>		<p><u>How to Avoid the Risk</u> DSE assessment should be undertaken for worker to avoid problems caused by stress and anxiety and workstation size and set up.</p>	

13. Any other issues		Yes/No	Further Action Required

Issue Date 06/04/2023

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

INDIVIDUAL WORKER'S RISK ASSESSMENT

Employee's name: _____ Job title: _____ Location: _____

Assessor(s): _____ Line Manager's Name: _____

Date of Assessment: _____ Review Date: _____

Source of Hazard	Persons Affected	Control measures in place now	Still high risk?	Still medium risk?	Still low risk?	Further action required, by whom, timescale or reference to other assessments

Line Manager's Signature: _____ Employee's Signature: _____

Further guidance and information to help you complete a risk assessment can obtained from your H&S Policy and your H&S professional.

CONSULTATION WITH EMPLOYEES

Policy

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

1. ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES

The Consultation with Employees Co-ordinator will ensure that:

- 1.1 Arrangements are in place to consult employees or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 1.4 Employee representatives are provided with information on reportable accidents.
- 1.5 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Employee representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.
- 1.8 Where workers do not speak or read English, effective arrangements are established, such as a translator or translated or graphic documents and signs, to successfully communicate our requirements, particularly for health and safety.

2. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are arrangements in place to consult employees or their representatives on health and safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation taken place on the arrangements for appointing a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employee representatives provided with sufficient information and training to enable them to carry out their functions effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are employee representatives provided with information on reportable accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employee representatives encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are employee representatives allowed to consult with inspectors from the Enforcing Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employee representatives allowed sufficient time off from their normal work to allow them to perform their functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where workers do not speak or read English, are effective arrangements in place, such as a translator or translated or graphic documents and signs, to successfully communicate health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

SAFETY TRAINING ARRANGEMENTS

Policy

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

1. ARRANGEMENTS FOR SAFETY INFORMATION, INSTRUCTION AND TRAINING

The Health and Safety Training Co-ordinator will ensure that:

- 1.1 The training needs of all employees are assessed and formal training plans are documented.
- 1.2 New employees are given induction training and are issued with our Code of Conduct booklet as soon as is practicable following commencement of their employment.
- 1.3 Particular attention is given to the needs of young, inexperienced or vulnerable employees.
- 1.4 Suitable and sufficient information, instruction and training is given to temporary employees such as agency staff, those on work placement and youth training schemes.
- 1.5 Managers, supervisors and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.
- 1.6 No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.
- 1.7 Effectiveness of training is measured by continual assessment.
- 1.8 Training needs are monitored and refresher training provided periodically to maintain levels of competency.
- 1.9 Comprehensive training records are in place for all employees.

2. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have the training needs of all employees been assessed and are formal training plans in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has induction training and the issue of the Code of Conduct booklets been completed satisfactorily for all new employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have appropriate arrangements been made for the specific needs of young, inexperienced or otherwise more vulnerable employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has the information provided to temporary employees been sufficient to ensure the health and safety of themselves and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have managers, supervisors and others with designated roles for health and safety had appropriate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are rules in place to prevent anyone undertaking tasks for which they have not been trained and are not competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is the effectiveness of training evaluated and monitored by continual assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are training needs being monitored and does additional or refresher training need to be organised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are comprehensive training records in place for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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1.9	

Date: _____

Completed by: _____

Signed: _____

WELFARE

Policy

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

1. ARRANGEMENTS FOR WELFARE FACILITIES

The Welfare Co-ordinator will ensure that:

- 1.1 There are provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain).
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.
- 1.6 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 1.7 Separate changing facilities are available, where necessary, for men and women and adequate facilities for the storage of clothing is provided.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate lighting is provided and maintained throughout the premises.
- 1.10 There is sufficient room and space available for each employee to carry out their duties safely.
- 1.11 Workstations and seating are provided and arranged to allow tasks to be carried out safely and comfortably.
- 1.12 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 1.13 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

2. WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are there provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there adequate numbers of tables and chairs provided for persons to rest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for adequately heating and ventilating of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are adequate arrangements in place for the cleaning and maintenance of the premises including toilets, washing, changing & drying facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are sufficient sanitary and washing facilities provided for the number of employees likely to be permanently occupying the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is separate changing facilities available where necessary for men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate lighting provided and maintained throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there sufficient room and space available for each employee to carry out their duties safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are workstations and seating provided and arranged to allow tasks to be carried out safely and comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are suitable and effective arrangements in place for the maintenance of the workplace, equipment, devices and systems provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are adequate arrangements in place for controlling the movement of vehicles and pedestrians so that both can circulate in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WELFARE FACILITIES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Signed: _____

THE MANAGEMENT OF INCIDENTS

Policy

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

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

Accident

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

Dangerous Occurrence

Dangerous occurrences are specified RIDDOR reportable near-miss events.

Occupational Disease

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

Near Miss

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

1. ARRANGEMENTS FOR THE MANAGEMENT OF INCIDENTS

The Incident Co-ordinator will ensure that:

- 1.1 There are sufficient numbers of trained first aiders or appointed persons within the company.
- 1.2 Adequate first aid equipment and facilities are provided and maintained at all our places of work.
- 1.3 Employees are provided with information regarding the provision of first aid, and the location of first aid equipment and facilities.
- 1.4 An accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.
- 1.5 A procedure is in place to enable the reporting of all incidents.
- 1.6 All incidents are investigated to identify causation and to enable remedial action to be taken.
- 1.7 Incident statistics are maintained to identify trends.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Are there sufficient numbers of trained first aiders or appointed persons with the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are adequate first aid facilities provided and maintained at all our places of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employees provided with information regarding the provision of first aid and the location of first aid equipment and facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is an accident book available for recording of injuries along with an effective procedure to ensure confidentiality of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is an effective procedure in place to enable the reporting of incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are incidents investigated to identify causation and to enable remedial action to be taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are incident statistics maintained to identify trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by:

Signed:

FIRE AND EMERGENCY EVACUATION

Policy

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

1. ARRANGEMENTS FOR FIRE AND EMERGENCY EVACUATION

The Fire and Emergency Evacuation Co-ordinator will ensure that:

- 1.1 A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 1.2 A suitable system is in place to detect a fire, to warn people that there is an emergency situation and that the system is suitably tested and maintained.
- 1.3 There are suitable means of extinguishing a fire which are maintained throughout the entire company and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.
- 1.4 Fire drills are undertaken on a regular basis and ensure all records are maintained.
- 1.5 All fire escape routes are suitably maintained and kept clear of obstructions at all times.
- 1.6 Suitable waste containers are provided and waste is removed frequently.
- 1.7 Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.
- 1.8 Sources of ignition are controlled effectively.
- 1.9 Visitors to the premises are made aware of the fire rules and procedures.
- 1.10 Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.
- 1.11 Employees are trained and instructed on fire prevention and procedures.

2. FIRE SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Has a fire risk assessment been conducted and appropriate measures to reduce the risks implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is a suitable system in place to detect a fire, to warn people that there is an emergency situation and is the system suitably tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there suitable means of extinguishing a fire which are maintained throughout the entire company and is there a sufficient number of suitably trained persons available to tackle a fire should the need arise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are fire drills undertaken on a regular basis and are records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all fire escape routes suitably maintained and kept clear of obstructions at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are suitable waste containers provided and is waste removed frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are dangerous substances only used as set out in specific risk assessments with adequate precautions against fire and explosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are sources of ignition controlled effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are visitors to the premises made aware of the fire rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are contractors informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are employees trained and instructed on fire prevention and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. FIRE SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by:

Signed:

DISPLAY SCREEN EQUIPMENT

Policy

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

1. ARRANGEMENTS FOR DISPLAY SCREEN EQUIPMENT (DSE) SAFETY

The Display Screen Equipment Co-ordinator will ensure that:

- 1.1 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.
- 1.2 Appropriate action to correct any risks highlighted as a result of the assessment are implemented.
- 1.3 Where appropriate, work routines will be modified to prevent intensive periods of DSE activity.
- 1.4 Software is suitable for the task and is not unnecessarily complicated.
- 1.5 Employees using DSE are informed of their entitlement to eye and eyesight tests and that procedures are in place for employees to avail themselves of such tests.
- 1.6 Where required specifically for working with display screen equipment, the provision of special corrective spectacles at the company's expense.
- 1.7 Employees working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.
- 1.8 Adequate information, instruction and training on all aspects of DSE work is provided.

2. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Has a comprehensive assessment been carried out on all workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has appropriate action been taken to control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where necessary are work routines modified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is the software suitable for the tasks being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are eye and eyesight tests offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are corrective appliances provided to users where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees advised on the risks associated with DSE and how to avoid them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees trained on all aspects of DSE work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Policy

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

1. ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Co-ordinator will ensure that:

- 1.1 An inventory of all hazardous substances used, handled, stored or disposed of is compiled. This inventory shall include not only commercial products but also any identified exposure to dusts, fumes, etc.
- 1.2 Information from safety data sheets is used to assess the potential health risks for commercial products in the circumstances in which occupational exposure may occur. The potential health risks for occupational exposure to dusts, fumes, etc. shall be identified from competent reliable sources.
- 1.3 The results of the COSHH assessments, appropriate control measures and safe systems of work identified are communicated to the staff in a comprehensible manner.
- 1.4 Where possible the use of hazardous substances is eliminated, e.g. by selecting non-hazardous alternatives.
- 1.5 Where the elimination of a hazardous substance is not possible, every effort is made to find a less hazardous suitable alternative.
- 1.6 Where it is not reasonably practicable to either eliminate or substitute the use of a hazardous substance, measures are taken to control the risk of exposure by engineering means.
- 1.7 Staff do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.
- 1.8 Staff, and others affected, receive adequate information, instruction and training in the safe use, handling, storage and disposal of substances which they may use or encounter.
- 1.9 Engineering controls are examined, tested and adequately maintained at appropriate intervals to meet statutory requirements and to ensure that they continue to function effectively.
- 1.10 The use of personal protective equipment (PPE) is reserved as a 'last resort' for controlling exposure to a residual risk.
- 1.11 Safe working procedures are monitored to ensure that they remain effective.
- 1.12 Health surveillance is carried out when required.
- 1.13 Contractors provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and their activities are monitored.

2. COSHH MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is the COSHH inventory up-to-date and are safety data sheets available for all commercial substances / hazard information for other substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the information on data sheets or from other sources been used to assess the substances taking into account the circumstances in which exposure may occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have the potential risks and precautionary measures been communicated to the staff and been understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has sufficient effort been made to find ways of achieving the same result through different means and eliminating the hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has sufficient effort been made to substitute with less hazardous alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where it is not possible to eliminate or substitute hazardous substances have engineering methods been employed to best effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are there any substances, for which assessments have not yet been undertaken, present on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have the results of assessments been brought to the attention of all relevant staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is there documentary evidence of statutory examinations and adequate maintenance to ensure effective functioning of engineering controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is personal protective equipment provided only as a last resort and is it suitable for its use, used correctly and is its use enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are safe systems of work monitored to ensure their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is health surveillance required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do contractors provide evidence of adequate control over hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. COSHH ACTION PLAN

Confirm action taken and supporting evidence. List outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

4. GUIDANCE AND RECORDS

4.1 What is a 'substance hazardous to health'

COSHH covers substances that are hazardous to health, which can include:

- Chemicals
- Dusts
- Fumes
- Mists
- Vapours
- Gases
- Metalworking fluids
- Flowers, bulbs, fruit and vegetables
- Wet working e.g. catering/cleaning
- Biological agents

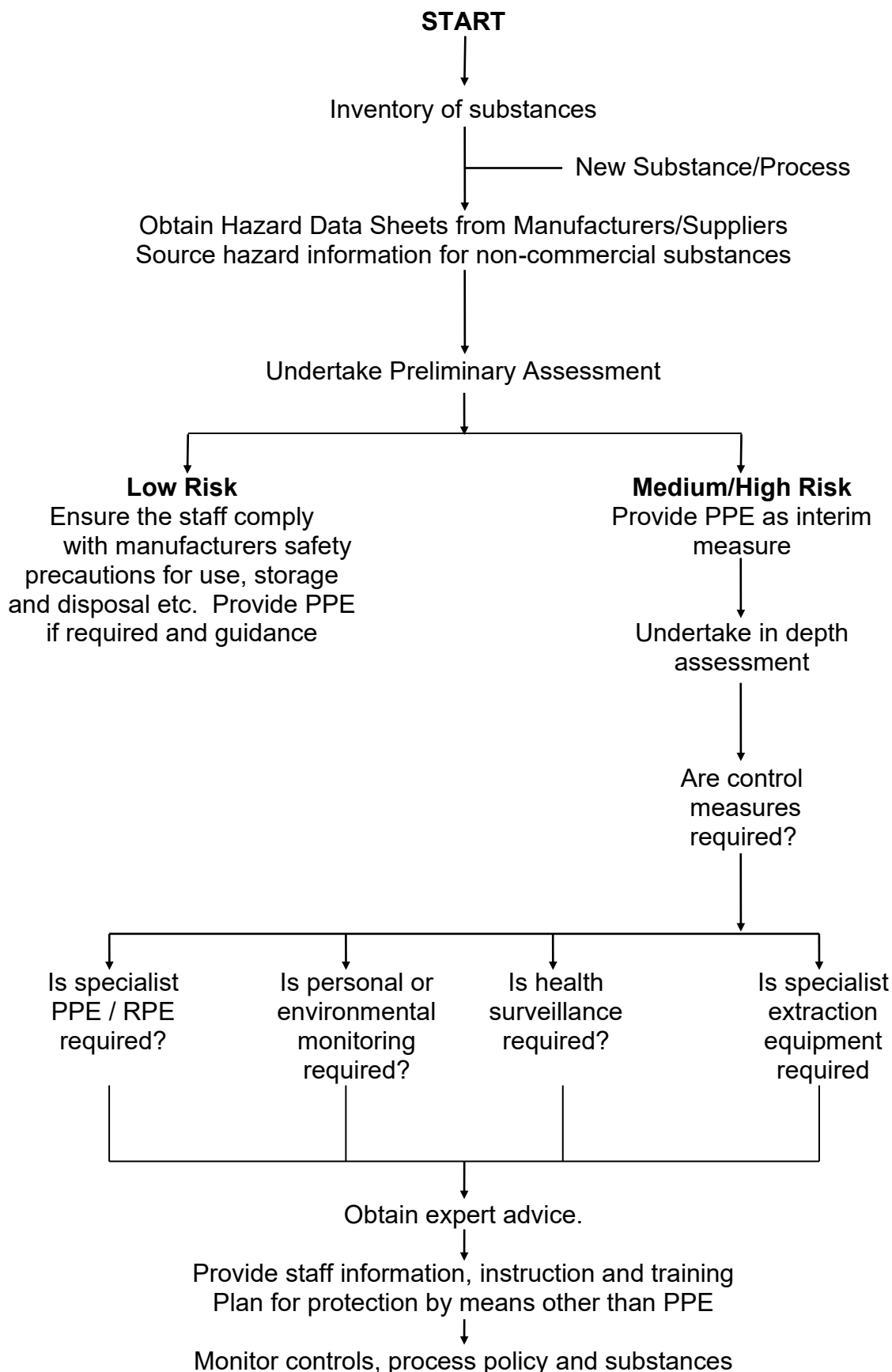
COSHH does not cover lead, asbestos or radioactive substances as they are covered by their own legislation.

Every year, thousands of employees become ill as a result of hazardous substances. Diseases include asthma, cancer and skin disease. Employers are responsible for taking effective measures to control exposure and protect health. Ill health caused by hazardous substances is avoidable.

Substances may also be harmful as a result of them possessing other dangerous properties e.g. dust can explode if ignited, products may be flammable, etc. These hazards are covered by other regulations than the COSHH Regulations, e.g. the Dangerous Substances and Explosive Atmospheres Regulations.

Under COSHH, employers must assess the risk to their employees and then prevent or adequately control those risks). Such assessments must be documented if there are five or more employees; however it is advisable that assessments are also recorded by those with fewer employees. COSHH inventory and assessment forms can be used for this, such as those contained at the end of this guidance section.

4.2 COSHH ASSESSMENT FLOW CHART



4.3 What are control measures?

Control measures are a mixture of ways of working and equipment in order to reduce the exposure of employees and others to substances that can harm their health. No measures will work if they are not used properly. Any 'standard operating procedure' needs to combine the right way of working with the right equipment, which means employees must be given the right instruction, information and training.

Control measures should be chosen in order of priority:

1. Eliminate the use of the harmful substance and use a safer one
2. Use a safer form of the substance
3. Change the process to emit less of the substance
4. Enclose the process so the substance cannot escape
5. Extract emissions of the substance near source
6. Have as few workers in harm's way as possible
7. Provide personal protective equipment (PPE) e.g. gloves, masks, etc.

Employers must make sure that control measures work properly and continue to do so. A competent person should be given the role of checking and maintaining control measures.

Examples of control measures include:

Substance	Control equipment	Way of working	Managing
Dust/sparks from abrasive wheel.	Enclosure around the wheel. Extract air to safe place.	Check airflow indicator. Ensure extraction works.	Maintain controls. Test controls as needed by law.
Cutting fluid mist from lathe, and Swarf.	Enclosure around the lathe. Extract air to safe place. Efficient vacuum cleaner.	Use skin-care products, and Ensure extraction works, and Allow mist to clear before opening enclosure.	Check and maintain fluid quality. Train workers. Carry out health checks. Test controls as needed by law.
Cleaning with solvent on rag.	Use rag holder. Provide lidded bin for rags.	Reduce vapour from used rags. Avoid skin contact.	Safe disposal. Check controls are in place.

The two of the most common control measures are:

Local Exhaust Ventilation (LEV) – Such systems must be subject to checking, thorough examination and testing by a competent person. The thorough examination and testing is often done by insurance companies.

PPE – Employees who use PPE must know what they are doing. PPE must be checked and maintained because if it fails, e.g. a glove becomes ripped, it no longer provides the necessary protection.

4.4 Competence

Employers must make sure that anyone who installs maintains and tests control measures, such as an exhaust ventilation system, is competent. This means that they must have the necessary skills, knowledge and experience. As a guide, such a person should have done the work before, have relevant qualifications belong to relevant professional organisations and be able to provide good references.

4.5 Training, instruction and information for employees

Employers should involve employees in the development of control measures, so that they are suitable for how the work is actually done. Employers should also:

- Explain to employees, and others that need to know, what the dangers are
- Carry out drills for clearing spills (before spills actually occur)
- Show employees how to use control measures, and check that they are working
- Provide face fitting and training to employees who use respirators
- Show employees how to put gloves on and off without contaminating skin.

4.6 Monitoring exposure

Employers may have to monitor exposure of employees to hazardous substances, so as to ensure that they are keeping workers healthy. Such monitoring usually means air sampling but may include biological samples, e.g. breath or urine, and would be carried out after control measures have been implemented.

Monitoring usually makes reference to 'Workplace Exposure Limits' (WEL's) which are published by the Health and Safety Executive (HSE) and are normally detailed on the Safety Data Sheets. The WEL is maximum limit to which employees can be exposed and must not be exceeded. The duty to prove employees are not exposed to levels above the WEL is placed on the employer.

4.7 Classification, Labelling and Packaging (CLP)

The CLP Regulations came into force on 20th January 2009 and were phased in gradually up to 2015. They ensure that the hazards presented by chemicals are clearly communicated to workers and consumers in the European Union through classification and labelling of chemicals.

Before placing chemicals on the market, industry must establish the potential risks to human health and the environment of such substances and mixtures, classifying them in line with the identified hazards. The hazardous chemicals also have to be labelled according to a standardised system so that workers and consumers know about their effects before they handle them.

It is the policy of the company to purchase chemicals with none removable or printed containers to make it difficult for labels to be removed or defaced. Decanting into smaller containers will be done as part of a COSHH risk assessment to ensure containers are correctly labelled. Labels on incoming containers of hazardous chemicals must not be removed or defaced.

These new hazard and precautionary statements (H & P phrases) for labels have replaced the existing risk and safety (R & S phrases).

New hazard statements for labels, for example:





- H240 - Heating may cause an explosion
- H320 - Causes eye irritation
- H401 - Toxic to aquatic life

New precautionary statements for labels, for example:





- P102 - Keep out of reach of children
- P271 - Use only outdoors or in well-ventilated area
- P410 - Protect from sunlight

CHEMICAL HAZARD CLASSIFICATION SYMBOLS






These are the older hazard symbols that have been replaced. You may still see these on older product labels in the short term future. However, at the date of this policy these symbols are obsolete.

	TOXIC/VERY TOXIC May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin
	CORROSIVE May on contact cause destruction of living tissue or burns
	HARMFUL May cause limited health risk if inhaled or ingested or if it penetrates the skin
	IRRITANT May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled







These are the new symbols which have replaced the older symbols completely and should now be displayed on all labels and documentation.

	<p>ACUTE LETHAL TOXICITY</p> <p>Materials which in low quantities may cause death or serious damage to health</p>
	<p>CHRONIC TOXICITY</p> <p>Chronic health effects. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity. Aspiration hazard. Respiratory sensitisation</p>
	<p>CORROSIVE EFFECTS</p> <p>Materials which on contact with living tissues may destroy them</p>
	<p>OTHER HEALTH EFFECTS</p> <p>Lower level acute toxicity. Skin, respiratory and eye irritation. Skin sensitisation</p>

Other new hazard symbols unrelated to COSHH are as follows:

				
<p>Self Reactives. Organic peroxides</p>	<p>Oxidising gases. Liquids and solids</p>	<p>Flammable gases, aerosols, liquids or solids</p>	<p>Compressed gasses</p>	<p>Hazardous to the Aquatic environment</p>

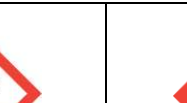


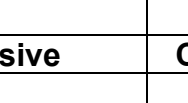
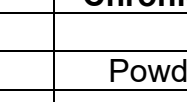
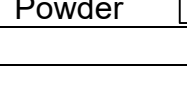
HAZARDOUS SUBSTANCES INVENTORY SHEET

Department		Acute Toxicity	Corrosive	Chronic Toxicity	Other Health Effects	Flammability	Other Hazards
Product Name/ Manufacturer	Reference Number						

COSHH ASSESSMENT FORM

REF No:

COMPANY NAME:

<i>Product/Substance as described on label and manufacturer:</i>					
<i>Where used/for what purpose (e.g. ventilation conditions and occupational exposure scenario):</i>					
					
Acute Toxicity	Corrosive	Chronic Toxicity	Other Health Effect	Flammable	Other Hazards
Liquid <input type="checkbox"/>	Gel <input type="checkbox"/>	Powder <input type="checkbox"/>	Granules <input type="checkbox"/>	Other <input type="checkbox"/>	
<i>Possible means of exposure:</i>					
Inhalation <input type="checkbox"/>	Ingestion <input type="checkbox"/>	Absorption <input type="checkbox"/>	Skin/eye contact <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any Workplace Exposure Limits (WELs) listed for any of the active ingredients listed on the safety data sheet? <div style="float: right; text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>					
Is monitoring required to determine levels? <div style="float: right; text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>					
Symptoms/effects of improper use:					
Persons who may be exposed:					
Safe storage:					
Describe safe method of use including appropriate PPE to be worn:					
RISK RATING <div style="display: flex; justify-content: space-around; margin-top: 10px;"> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> </div>					

Signed: Name:	Assessment Date:	Further action required Y/N	Action Review Date(s): Next Review Date:
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COSHH INFORMATION FOR EMPLOYEES

REF No: _____

Company Name: _____

Product Name: _____ **Issue Date:** _____

Emergency Contact Number: _____

Control Measures	<input type="checkbox"/> Use local exhaust ventilation	<input type="checkbox"/> Ensure adequate natural ventilation
PPE Required	<input type="checkbox"/> Gloves <input type="checkbox"/> Overalls <input type="checkbox"/> Respiratory specify type	<input type="checkbox"/> Shoes/Boots <input type="checkbox"/> Wellingtons <input type="checkbox"/> Goggles <input type="checkbox"/> Face Shield <input type="checkbox"/> Other specify
Storage / Disposal	<input type="checkbox"/> Keep cool and dry <input type="checkbox"/> Place in HFL store <input type="checkbox"/> Do not dispose down drains or onto land <input type="checkbox"/> Any other special measures	<input type="checkbox"/> Dispose through authorised Contractor only <input type="checkbox"/> Do not place in general waste facilities <input type="checkbox"/> Do not store with

Emergency Procedures	<p>FIRE</p> <p><input type="checkbox"/> Follow Company Fire Procedure</p> <p>If trained use the following fire extinguisher:</p> <p><input type="checkbox"/> CO₂</p> <p><input type="checkbox"/> Foam</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Powder</p> <p>Any other special measures:</p>	<p>SPILLAGE</p> <p><input type="checkbox"/> Ensure No Naked Lights</p> <p><input type="checkbox"/> Prevent access</p> <p><input type="checkbox"/> Wear Safety Equipment</p> <p><input type="checkbox"/> Dilute, mop & flush</p> <p><input type="checkbox"/> Neutralise with:</p> <p>Absorb in:</p> <p><input type="checkbox"/> Earth</p> <p><input type="checkbox"/> Sand</p> <p><input type="checkbox"/> Granules</p> <p>Any other special measures:</p>	<p>FIRST AID</p> <p><input type="checkbox"/> Eyes: To treat irritation & burns flush with running water for 15 minutes.</p> <p><input type="checkbox"/> Skin: To treat irritation & burns flush skin with continual running water & remove contaminated clothes as soon as possible.</p> <p><input type="checkbox"/> Inhalation: If breathing is affected, remove to fresh air and seek medical advice.</p> <p><input type="checkbox"/> Ingestion: If swallowed, DO NOT induce vomiting. Wash mouth out with water and give:</p>
	<p>IF IN ANY DOUBT PLEASE SEEK GUIDANCE</p>		

ELECTRICAL SAFETY

Policy

We will ensure that all electrical systems and equipment are provided and maintained in a safe condition. All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained. All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. All electrical equipment will be suitably insulated and protected to prevent danger. Arrangements for earthing and ensuring the integrity of referenced conductors will be made. All electrical connections will be mechanically and electrically safe. Suitable means for protecting electrical circuits from excess current and the isolation of equipment will be provided and maintained. Work on electrical systems will only be carried out by Competent Persons. Safe systems of work will be followed at all times. Live working will be subject to a Permit to Work system and only be allowed where the criteria described in the Electricity at Work Regulations are met. Safe access and adequate lighting will be provided to enable work on electrical systems to be performed safely. All portable electrical equipment will be maintained in a safe condition and inspected and tested regularly.

1. ARRANGEMENTS FOR ELECTRICAL SAFETY

The Electricity at Work Co-ordinator will ensure that:

- 1.1 The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IET Wiring Regulations 18th Edition.
- 1.2 Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.
- 1.3 Work on electrical systems is only carried out by Competent Persons following safe systems.
- 1.4 Live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.
- 1.5 Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.
- 1.6 An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.
- 1.7 Portable electrical equipment is inspected for safety prior to first issue.
- 1.8 Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.
- 1.9 Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.
- 1.10 More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.
- 1.11 A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.
- 1.12 Employees are instructed to report damaged or defective equipment or dangerous conditions.
- 1.13 Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.
- 1.14 Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

2. ELECTRICAL SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Does the fixed mains installation comply with the requirements of the 18 th Edition of the IET Regulations and is the next periodic inspection and test planned and budgeted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are suitable means for isolating electrical equipment, including the identification of individual circuits, provided and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is work on electrical systems only carried out by competent persons following safe systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is live working only carried out where a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is safe access provided for those carrying out maintenance to all parts of the electrical installation or work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has all portable electrical equipment in all areas been individually identified and entered onto an inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is all portable electrical equipment inspected for safety prior to its first use in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is combined inspection and testing undertaken at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have employees been made aware of the risks and safe systems of work and do they check equipment before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are formal inspections undertaken by a responsible person to supplement the visual checks by users at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is a procedure in place for reporting damaged or defective equipment and for ensuring such equipment is removed from service immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Do employees report damaged or defective equipment and follow the procedures for removing such items from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do contractors provide evidence of safe electrical equipment prior to commencing work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is all personal equipment permitted in the workplace included on the inventory and inspection and testing programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. ELECTRICAL SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONTROL OF SMOKING AT WORK POLICY (ENGLAND)

Policy

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

1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK

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

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 At least one legible no-smoking sign is displayed in the premises.
- 1.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have at least one legible no smoking sign within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are prospective employees made aware of the smoking policy before offered a position within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is at least one legible no-smoking sign displayed in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all company vehicles display at least one legible no smoking' sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are support and advice available for employees who wish to stop smoking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONTROL OF SMOKING AT WORK POLICY (NORTHERN IRELAND)

Policy

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

1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK

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

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises.
- 1.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have 'No Smoking' signs applied to an appropriate place within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are prospective employees made aware of the smoking policy before offered a position within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are 'No Smoking' notices clearly displayed at the entrances and around the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all company vehicles display 'No Smoking' information/stickers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are support and advice available for employees who wish to stop smoking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action	

3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONTROL OF SMOKING AT WORK POLICY (SCOTLAND)

Policy

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

1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK

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

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises.
- 1.5 All company vehicles other than company cars where express agreement has been given to permit smoking have 'No Smoking' signs applied to an appropriate place within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are prospective employees made aware of the smoking policy before offered a position within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are 'No Smoking' notices clearly displayed at the entrances and around the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all company vehicles display 'No Smoking' information/stickers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are support and advice available for employees who wish to stop smoking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONTROL OF SMOKING AT WORK POLICY (WALES)

Policy

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

1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK

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

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises.
- 1.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have 'No Smoking' signs applied to an appropriate place within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are prospective employees made aware of the smoking policy before offered a position within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are 'No Smoking' notices clearly displayed at the entrances and around the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all company vehicles display 'No Smoking' information/stickers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are support and advice available for employees who wish to stop smoking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

MANUAL HANDLING

Policy

We will, so far as is reasonably practicable, avoid the need for any employee to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable, we will carry out a suitable and sufficient assessment of all such operations and take appropriate steps to reduce the risk of injury to the lowest level that is reasonably practicable. We will provide information to our employees on the weight and centre of gravity of the loads they are required to handle and will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting equipment. We will ensure that all employees make full and proper use of any systems of work provided. We will review the assessments regularly and, in particular, when there is a significant change in the operations to which they relate or if there is any reason to suspect that they are no longer valid.

1. ARRANGEMENTS FOR MANUAL HANDLING

The Manual Handling Co-ordinator will ensure that:

- 1.1 Where manual handling activities cannot be avoided by elimination, mechanisation or automation, initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.
- 1.2 In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.
- 1.3 Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.
- 1.4 An action plan is drawn up and a budget set, where necessary, for any new measures that are required.
- 1.5 Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.
- 1.6 Assessments are recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice.
- 1.7 Loads delivered to the company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.
- 1.8 Employees are fit to undertake the work they do.
- 1.9 Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct particular tasks.
- 1.10 External competent persons are consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance.
- 1.11 Procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions.

2. MANUAL HANDLING POLICY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have initial manual handling assessments been conducted to identify those areas which require further in-depth assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have in-depth assessments been undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are risks reduced by using safe systems of work for those tasks which cannot be completed without manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has an action plan been drawn up and a budget set, where necessary, for any new measures that are required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has information, practical instruction and training on safe lifting techniques been provided for all persons identified in the assessment process as potentially being at risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are assessments recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are loads delivered to the company correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees fit to undertake the work they do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate information, instruction and training provided for the use of any equipment that may be necessary to conduct particular tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are competent persons consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. MANUAL HANDLING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONTROL OF NOISE AT WORK

Policy

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

1. ARRANGEMENTS FOR NOISE AT WORK

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

- 1.1 There is a written and valid noise risk assessment and action plan available.
- 1.2 Measures are in place to eliminate or control noise risks at source.
- 1.3 All management are aware of, and comply with their duties in respect of noise.
- 1.4 Adequate information, instruction and training is provided for all employees.
- 1.5 All employees and visitors/contractors are provided with suitable hearing protection where needed.
- 1.6 Noise-control equipment and hearing protection is maintained adequately.
- 1.7 Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.
- 1.8 Competent external advice is sought where necessary.
- 1.9 Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.
- 1.10 A procedure is in place to permit employees to report defects in safety equipment or arrangements.
- 1.11 Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.
- 1.12 Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

2. NOISE AT WORK MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Is there a written and valid noise risk assessment and action plan available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are measures in place to eliminate or control noise risks at source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are the nominated responsible persons aware of, and complying with their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has adequate information, instruction and training been given to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all employees and visitors/contractors provided with suitable hearing protection where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is noise-control equipment and hearing protection adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are there recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is competent external advice necessary and if so has it been sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to point employees to report defects in safety equipment or arrangements and are these procedures used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are facilities in place for employees identified as being at risk to have hearing checks (audiometry) conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are there any measures that can be taken to further reduce noise to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action:				

3. NOISE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

CONTROL OF VIBRATION AT WORK

Policy

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

1. ARRANGEMENTS FOR THE CONTROL OF VIBRATION AT WORK

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

- 1.1 All employees likely to be exposed to vibration at work are identified.
- 1.2 All equipment likely to cause ill-health through vibration is identified.
- 1.3 Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.
- 1.4 The tasks that expose employees to vibration are identified and listed.
- 1.5 The exposure of each employee to vibration is assessed as accurately as possible and the Exposure Limit Value (ELV) will not be exceeded.
- 1.6 Consultation with employees regarding the vibration levels produced by work equipment and any problems they may have when using it takes place.
- 1.7 Work activities are grouped into high, medium and low risk categories.
- 1.8 Where possible equipment is selected with the lowest vibration level or highest efficiency.
- 1.9 Adequate control measures are implemented to prevent ill-health.
- 1.10 Employees that are exposed to vibration are given adequate information, instruction and training.
- 1.11 Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).
- 1.12 Equipment is maintained in good working order in line with manufacturers' recommendations.
- 1.13 Control measures are maintained to ensure they remain effective.
- 1.14 A purchasing policy is in place to ensure that consideration is given to the vibration levels and the tasks the equipment will be used for.

2. VIBRATION MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have all employees likely to be exposed to vibration at work been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has all equipment likely to cause ill-health through vibration been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has information regarding vibration levels and risks been obtained from manufacturers and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the tasks that expose employees to vibration been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has the exposure of each employee to vibration been assessed as accurately as possible, so as to ensure the Exposure Limit Value (ELV) is not exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has consultation with employees regarding vibration levels produced by equipment and any other problems they may have when using it taken place and is this on-going?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have work activities been grouped into high, medium and low risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where possible is equipment selected with the lowest vibration levels or highest efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have adequate control measures been implemented to prevent ill-health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have employees exposed to vibration been given adequate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Where necessary has health surveillance been introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is equipment maintained in good working order in line with manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are control measures monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a purchasing policy in place to ensure that consideration is given to the vibration levels and tasks the equipment will be used for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. VIBRATION ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

OCCUPATIONAL HEALTH

Policy

Our primary concern is to achieve and maintain the overall well-being, quality of life and work performance of our employees to minimise the impact of work on their physical and mental health. We will therefore ensure that the causes of ill-health which may arise from our activities are, wherever possible identified, understood and either prevented or controlled. Where required our occupational health provision will be delivered through a number of measures ranging from regular health assessments and surveillance, medical referrals and support. Where possible we will endeavour to provide suitable and sufficient information to help employees take personal responsibility for maintaining and improving their own health. Where required we will make reasonable adjustments for people with disabilities to support them in their employment with the company.

We will work to minimise the risks from fatigue, irrespective of any individual's willingness to work extra hours or preference for certain shift patterns for social reasons. We will ensure that we have a planned and systematic approach to assessing and managing the risks of shift work and seek to improve the health and safety of workers. We will ensure that the employees mental health and wellness are a priority. We will create a safe environment where our employees are encouraged to be open and honest about any struggles and will encourage positive mental health by arranging mental health awareness training and making information, tools and support accessible.

1. ARRANGEMENTS FOR CONTROLLING THE RISKS TO THE HEALTH OF EMPLOYEES WHILST AT WORK

The Occupational Health Co-ordinator will ensure that:

- 1.1. Measures are in place to recognise, evaluate and control the exposure of our employees and others to health risks.
- 1.2. All employees who are identified as being at risk are provided with information, instruction and training, on associated health risks including mental health and their control.
- 1.3. Facilities are in place for employees identified as being at significant risk from physical, chemical, biological or ergonomic risks to be examined.
- 1.4. Where necessary competent external advice is sought.
- 1.5. Special measures, such as skin examinations, vaccination and immunisation, blood tests, urine analysis and lung function tests are initiated as required.
- 1.6. Long term sickness absences are reviewed and that the employees are supported during the period of sickness absence and are rehabilitated back into the workplace.
- 1.7. Where necessary supplementary information from the employee's General Practitioner or Hospital Consultant is obtained and in such cases the written permission under the Access to Medical Reports Act is obtained from the employee.
- 1.8. Workplace exposure monitoring and health surveillance are carried out when required.
- 1.9. Mental Health awareness training will be provided for employees.
- 1.10. To minimise the risk of fatigue we will ensure the risks of shift work are evaluated and ensure any extra hours/shift patterns worked are not detrimental to the health and wellbeing of the employee.

2. OCCUPATIONAL HEALTH MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are measures in place to recognise, evaluate and control any health risks to the employees and others from their working environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is sufficient information and where required training on the associated health risks and controls provided for all relevant employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are suitable facilities in place for employees' health to be examined where it has been identified that they are at significant risk from exposure to physical, chemical, biological or ergonomic stressors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is competent external advice necessary and has it been sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	If required are special measures, such as skin examinations, vaccinations and immunisations etc. initiated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is long term sickness absence reviewed, are employees supported during the sickness absence, and are they rehabilitated back into their workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where required is supplementary information from General Practitioners or Hospital Consultants obtained with written permission from the employees sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is workplace monitoring of exposure or health surveillance required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is Mental Health awareness training available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are shift patterns evaluated to minimise employee fatigue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. OCCUPATIONAL HEALTH ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

4. GUIDANCE AND RECORDS

Occupational hygiene is an applied science, concerned with the:

- Anticipation
- Recognition
- Evaluation
- Control

The above are of chemical, physical and biological agents arising from work activities. If you think about this definition for a little while, you will probably recognise that it is very similar to that used when explaining what is involved in a risk assessment, that is:

- Identification of hazards (i.e. recognition)
- Assessment of the risks (i.e. evaluation)
- Control of the risks

So, in essence, occupational hygiene is concerned with risk assessment of health hazards in the workplace.

4.1 Evaluation

You should therefore take pro-active measures to recognise and evaluate the potential of the working environment to cause ill-health to the workers. This can be achieved by initially undertaking a walk through survey. This is best handled using a pro-forma.

Ask yourself whether any of your employees are exposed to any of the following:

- Hazardous substances such as solvents, dusts, fumes, gases, micro-organisms
- Compressed air, lead, asbestos
- Noise, vibration, stress, fatigue

Once the possible causes are recognised, they need to be either eliminated or controlled. Many health risks can be eliminated or controlled by improved changed work practices. Where control measures are necessary their effectiveness must be monitored. You should then draw up a plan of action that should be discussed and agreed with the line managers.

Time limits should be set on any action and dates for follow-up surveys agreed.

4.2 Information to Employees

Following the assessment of the working environment you should ensure that adequate information is relayed to the employees at risk. There are several sources of information available to you - suppliers are required to provide information about the risks associated with the equipment and substances you purchase.

Trade associations and the Health and Safety Executive (HSE) publish guidance on safe working practices. Academic and commercial information services may also be a source of information. However you will need to ensure that the information that you provide is in a form that your employees will read and understand.

4.3 Medical Examinations

Medical examinations do form an important part of occupational health if undertaken for specific reasons, with specific objectives.

The common examinations are:

- Periodic
- Post sickness
- Specific occupational groups

Pre-placement examinations

Physical status, ill-health, mental health and disability can influence an individual's ability to perform safely and effectively at work, and in some circumstances can put the individual, other employees or even the public at increased risk of injury or illness.

A general non-statutory self-administered health questionnaire followed by a review by a competent person with additional tests such as blood pressure, urine analysis, vision etc. will suffice. If however, the competent person feels that further medical opinion is necessary or the job or type of individual warrants it, a medical examination should be arranged.

In practice new employees referred to doctors is rarely more than 10%.

Post Sickness – absence examinations

These medical assessments are valuable as they provide the opportunity to match the job with the employee in light of the recent illness. With the introduction of self-certification you are faced with establishing procedures assessing the validity of such absences.

Looking at collective sickness records could help you identify where there is a general problem affecting your workers' health. Individual sickness records might indicate whether the work is affecting an individual's health.

You should therefore consider the review of all cases of sickness absence particularly those that fulfil the following criteria:

- Absence longer than four weeks
- Absence following a works accident
- Absences attributed to vertigo, cardiovascular or neurological diseases and infectious diseases

Periodic Medicals for Vulnerable Groups

Certain occupational activities as listed below although not exhaustive present a degree of risk to the individuals involved in them. This can be due to the effects of substances, processes or materials on the health of those working with them. For example, individuals handling substances which are controlled under COSHH (The Control of Substances Hazardous to Health Regulations), are required to be medically screened to monitor for harmful effects to ensure that the measures being taken to control the working environment and protect them from the effects of the substances are effective.

Medical examinations may take the form of regular routine questionnaires, lung function tests, skin examinations and other relevant examinations. It is important to note that potentially hazardous substances range enormously from chemicals to hardwood dusts. That is why it is necessary to perform an adequate risk assessment of all jobs and processes to determine the need for health surveillance.

Night Workers

Fitness for work health assessments must be offered to night workers under the Working Time Regulations.

Food handlers

Any member of staff who will handle food as a part of their employment should receive health advice prior to taking up their position or as soon as possible after commencing work. This can be undertaken by means of written information and additional health questionnaires. Individuals should be told of their responsibility towards hygiene at work and what to do should they become ill or develop certain conditions which prevent them handling food.

Drivers

Ordinary driving licences are issued by the Driver and Vehicle Licensing Agency. Licence holders are under a statutory obligation to notify the Licensing Agency as soon as they become aware that they have any condition that could affect safe driving either now or in the near future.

Certain medical conditions are a potential risk in those who drive others either voluntarily or as part of their work. It is advisable that individuals who transport other staff in the course of their job undergo a health assessment to determine fitness to drive. If members of staff are required to drive as a part of their job description, medical clearance should be sought on appointment.

The assessment can comprise a short questionnaire and some measurements such as blood pressure, vision assessment and a urine test for indication of diabetes as recommended in the booklet "Medical aspects on fitness to drive" published by the Medical Commission on Accident Prevention.

It is advised that the assessment be carried out at the following intervals as recommended for other forms of occupational driving medicals:

- 5-yearly up to the age of 40
- Every 2½ years between the ages of 41 and 59
- Annually from the age of 60

Forklift drivers

Similarly, members of staff who use forklift trucks or cranes in the course of their work should also undergo a medical for fitness to drive. This medical should be performed at the same intervals as those stated above.

Display Screen Equipment Users

You should ensure that the users of the equipment are provided (at their request) with an appropriate eye and eyesight test, to be carried out by a competent person. Such tests should be carried out at regular intervals.

4.4 Education and Training

It is important that education and training are seen as being part of the remit of an occupational health service. This training can be formal or informal. In this way occupational health and safety standards can be continually improved and long term benefits gained.

Examples of training are:

- First aid training – the organising, training and updating of first aiders usually comes within the occupational health function
- Health and hygiene training – education and training talks/seminars/information on a wide range of issues should be made available to staff.

4.5 Record Keeping

Various records will need to be kept to:

- Ensure that correct medical action is taken on the basis of sound information
- Meet legal requirements
- Give an indicator of some of the benefits gained.

In some situations records have to be kept for 30 years or more. Records normally comprise:

- Confidential medical records – records should be kept of all injuries, sickness, absence, treatments received, referrals and advice given; these records are available only to medical personnel and the individual
- Non-confidential records – these do not refer specifically to any given individual's medical information and may be used without the confidentiality restrictions

4.6 Confidentiality

Information and records should not be divulged to any non-medical staff, including occupational health management, without the written consent of the individual. Staff have a statutory right of access to their own records.

This does not preclude non-confidential records being reported to ensure that the management has a basis on which to take remedial measures, safeguards and decisions affecting its staff's interests.

WALK THROUGH SURVEY

Sketch plan of area surveyed (show positions of sources of exposure, locations of workers, ventilation, extracts etc)

Items to be checked	Description or comment	Satisfactory (yes/no)	Action Required
Numbers of people exposed (distinguish the numbers of each sex)			
Duration of shift and shift pattern			
Skill levels required and degree of training			
Degree of supervision			
CHEMICAL/BIOLOGICAL/AGENTS Hazardous substances used, give names of substances and their form (dust, fibres, liquid, gas, vapour) if large list append			
Raw materials			
Final products			
Intermediate products			
Hazard data sheet available? (If yes append)			
Routes of entry (inhalation, ingestion, skin contact, inoculation)			
Degree of exposure (subjective opinion or give results of monitoring)			

Items to be checked	Description or comment	Satisfactory (yes/no)	Action Required
Means of control (e.g. local exhaust ventilation, protective clothing, enclosures, screens etc.)			
Method of monitoring performance and maintenance of control measures			
PHYSICAL AGENTS Hazardous agents present (e.g. noise, radiation, heat)			
Methods of control (shielding, enclosures, protective clothing)			
LIGHTING Give subjective impression or results of recent measurement			
GENERAL Written work procedures, do they exist?			
Housekeeping and management attitudes to Health and Safety (give subjective impression)			
HEALTH AND WELFARE Medical, nursing, first aid facilities			
Washrooms/showers, rest rooms			
Clothing issue and laundry facilities			
Eating and drinking facilities			
Smoking policies			
Company health promotion policy			
Pre-employment and periodic health examinations			
Rehabilitation and disabled persons policy			

Name of surveyor:

Date:

CONFIDENTIAL

HEALTH QUESTIONNAIRE FOR NIGHT STAFF

We have a duty to ensure that our employees' health and safety is not exposed to increased risk through night working. Those who work nights are entitled to a health assessment provided by the company. The assessment comprises two parts; this questionnaire and, if necessary, a medical examination. The latter would only be necessary if there were doubts about fitness for night working. Please complete the questionnaire, which will be treated in strict confidence, and return in the envelope provided. Please note: this is to establish fitness for night working and we do not require any specific details of illnesses.

Name: Date of Birth:

Department:

1. Have you ever been diagnosed by a doctor as suffering from any of the following:

YES NO

- | | | |
|---|--------------------------|--------------------------|
| a) Any mental disorder such as anxiety or depression? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Any illness affecting the nervous system e.g. multiple sclerosis, fainting, paralysis? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Trouble with your eyes or sight, not corrected by glasses or contact lenses or with your hearing or balance? | <input type="checkbox"/> | <input type="checkbox"/> |

2. Have you ever been diagnosed by a doctor, had any medical care, treatment, x-rays, investigations, tests for or suffered (or are suffering from) any of the following:

YES NO

- | | | |
|--|--------------------------|--------------------------|
| a) Respiratory illness eg asthma, bronchitis or any other lung trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Chest pains, angina, rheumatic fever or other heart trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Raised blood pressure or strokes or any other circulatory problems | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Problems with the digestive system eg ulcers | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Epilepsy or epileptic fit | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Diabetes | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Liver, bladder, bowel or kidney trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Arthritis, rheumatism, back complaint or back injury | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Medical condition affecting sleep | <input type="checkbox"/> | <input type="checkbox"/> |

3. Do you have any objection to being assessed by a doctor for your fitness to be able to work at night?

YES NO

☐ ☐

Signature:

Date:

Print Name:

CONFINED SPACES

Policy

We will, so far as is reasonably practicable, avoid the need for any employee to undertake work or enter a confined space. Where reasonably practicable to do so we will ensure work is carried out from outside of the space. Where work cannot be avoided or entry into a confined space is unavoidable, then any work or entry into a confined space will be risk assessed in accordance with a safe system of work. Any employees who are to work in or enter a confined space or be associated with any such tasks will be given adequate training, instruction and information to enable them to undertake the tasks in a safe manner. Equipment provided for use in confined space work or entry will be sourced and maintained as required to ensure it remains serviceable and in good working order.

1. ARRANGEMENTS FOR CONFINED SPACES

The Confined Spaces Co-ordinator will ensure that:

- 1.1 So far as is reasonably practicable work or entry into confined spaces is avoided.
- 1.2 Any works in, or entry into a confined space that cannot be avoided will be risk assessed and a safe system of work drawn up.
- 1.3 Where works or access in a confined space is unavoidable, emergency arrangements are put in place that will also safeguard rescuers before work commences.
- 1.4 A permit to work system is introduced alongside the safe system of work.
- 1.5 All persons who are required to work in, enter or are associated with confined spaces are given adequate information, instruction and training.
- 1.6 Employees are fit to undertake the tasks given to them.
- 1.7 All equipment for use in confined space work is fit for purpose and maintained in good working order.
- 1.8 Adequate supervision is provided commensurate with the level of risk identified in the risk assessment.

2. CONFINED SPACES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	As far as is reasonably practicable, is all work or entry into confined spaces avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are risk assessments and safe systems of work drawn up for all works or entry into confined spaces that cannot be avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where work or access in a confined space is unavoidable, are emergency arrangements put in place which also safeguard rescuers before such works or access commences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is a permit-to-work system operated alongside the safe systems of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all persons who are required to work in, enter or are associated with confined spaces given adequate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are employees fit to undertake the tasks given to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is all equipment used in confined space work fit for purpose and maintained in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is adequate supervision always provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. **CONFINED SPACES MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

CONTROL OF ASBESTOS

Policy

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our or our client activities so far as is reasonably practicable. With regard to employees and other people who are likely to come into contact or disturb any asbestos containing materials, we will ascertain if our client premises have any asbestos containing materials (ACMS) within or on them and minimise any potential exposure through effective management procedures.

In order to fulfil our statutory duties under the Control of Asbestos Regulations 2012 and Health and Safety legislation we will ensure risk assessments are undertaken and suitable steps are taken to ascertain whether the premises contain any ACMS prior to the commencement of any work undertaken.

The risk assessment will include details of the asbestos register and or plan including the location and condition of asbestos, including presumed ACMS, and assess the risk of the likelihood of anyone being exposed to asbestos fibres during the course of their work activities.

For non-licensed work, the risk assessment shall include a statement of the reasons why the work with asbestos will not require a licence. A detailed plan of works will be made to supplement the risk assessment. For any notifiable non-licensed work the relevant enforcing authority will be notified as necessary and records will be kept.

For any licensed work, which includes working with asbestos insulation, asbestos coating or asbestos insulating board we acknowledge the need to hold a current and relevant licence issued by the Asbestos Licensing Unit.

1. ARRANGEMENTS FOR ASBESTOS

The Asbestos Co-ordinator will ensure that:

- 1.1 An asbestos survey has been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found.
- 1.2 There is a written management plan which details the actions and measures necessary to manage the risk from asbestos.
- 1.3 Action has been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres.
- 1.4 Arrangements are in place to ensure the ongoing monitoring and review of any ACMs
- 1.5 A risk assessment will be undertaken prior to the commencement of any work which may be undertaken on business properties to ascertain where asbestos is present and determine its condition and location and likely exposure to asbestos fibres.
- 1.6 Prior to commencement of work, notifiable non-licensed work will be notified to the relevant enforcing authority. Brief written records will also be kept regarding this work.
- 1.7 Prior to the commencement of work, all work is checked to ensure the work is non-licensed and documented on the risk assessment.
- 1.8 Any employees who undertake non-licensed work must be suitably trained and instructed on the task involved and plan of work.
- 1.9 Prior to work starting, a plan of work will be made which details what the work will involve, location, duration, procedures to reduce exposure, equipment and PPE required, decontamination procedures, waste disposal and emergency procedures.
- 1.10 A written record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs is kept up to date, held on site and readily available.
- 1.11 Safe systems of work are introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products.
- 1.12 Procedures are in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with.
- 1.13 All employees who may come into contact or disturb asbestos are suitably trained and have received asbestos awareness training annually.
- 1.14 A register of notifiable non-licensed work for each employee exposed to asbestos is kept up to date and readily available.

- 1.15 Any work that requires a license will be undertaken by licensed specialist asbestos contractors.
- 1.16 All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.

2. ASBESTOS POLICY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Has an asbestos survey been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Do you have a written management plan which details the actions and measures necessary to manage the risk from asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to ensure the ongoing monitoring and review of any ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has an initial risk assessment been undertaken prior to the commencement of work to identify the presence of any ACMs, their condition and likely exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Prior to commencement of work, has all notifiable non-licensed work been notified to the relevant enforcing authority and are brief written records of the work made and kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Prior to the commencement of work, has all work been checked to ensure the work is non-licensed and documented on the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees who undertake non-licensed work suitably trained and instructed on the task involved and plan of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Prior to work starting has a detailed plan of work been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there a written up to date record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs and is this readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Have safe systems of work been introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are procedures in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Have all employees who may come into contact or disturb asbestos received asbestos awareness training annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a register of notifiable non-licensed work for each employee exposed to asbestos kept up to date and readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	n/a
1.15	Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issue Date 06/04/2023

Created for Wilkins Chimney Sweep Limited

Version 1

1.16	All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments/further action		

3. ASBESTOS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONTROL OF ASBESTOS

Policy

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our or our client activities so far as is reasonably practicable. With regard to employees and other people who are likely to come into contact or disturb any asbestos containing materials, we will ascertain if our client premises have any asbestos containing materials (ACMS) within or on them and minimise any potential exposure through effective management procedures.

In order to fulfil our statutory duties under the Control of Asbestos Regulations 2012 and Health and Safety legislation we will ensure risk assessments are undertaken and suitable steps are taken to ascertain whether the premises contain any ACMS prior to the commencement of any work undertaken.

The risk assessment will include details of the asbestos register and or plan including the location and condition of asbestos, including presumed ACMS, and assess the risk of the likelihood of anyone being exposed to asbestos fibres during the course of their work activities.

For non-licensed work, the risk assessment shall include a statement of the reasons why the work with asbestos will not require a licence. A detailed plan of works will be made to supplement the risk assessment. For any notifiable non-licensed work the relevant enforcing authority will be notified as necessary and records will be kept.

For any licensed work, which includes working with asbestos insulation, asbestos coating or asbestos insulating board we acknowledge the need to hold a current and relevant licence issued by the Asbestos Licensing Unit.

1. ARRANGEMENTS FOR ASBESTOS

The Asbestos Co-ordinator will ensure that:

- 1.1 An asbestos survey has been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found.
- 1.2 There is a written management plan which details the actions and measures necessary to manage the risk from asbestos.
- 1.3 Action has been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres.
- 1.4 Arrangements are in place to ensure the ongoing monitoring and review of any ACMs
- 1.5 A risk assessment will be undertaken prior to the commencement of any work which may be undertaken on business properties to ascertain where asbestos is present and determine its condition and location and likely exposure to asbestos fibres.
- 1.6 Prior to commencement of work, notifiable non-licensed work will be notified to the relevant enforcing authority. Brief written records will also be kept regarding this work.
- 1.7 Prior to the commencement of work, all work is checked to ensure the work is non-licensed and documented on the risk assessment.
- 1.8 Any employees who undertake non-licensed work must be suitably trained and instructed on the task involved and plan of work.
- 1.9 Prior to work starting, a plan of work will be made which details what the work will involve, location, duration, procedures to reduce exposure, equipment and PPE required, decontamination procedures, waste disposal and emergency procedures.
- 1.10 A written record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs is kept up to date, held on site and readily available.
- 1.11 Safe systems of work are introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products.
- 1.12 Procedures are in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with.
- 1.13 All employees who may come into contact or disturb asbestos are suitably trained and have received asbestos awareness training annually.

- 1.14 A register of notifiable non-licensed work for each employee exposed to asbestos is kept up to date and readily available.
- 1.15 Any work that requires a license will be undertaken by licensed specialist asbestos contractors.
- 1.16 All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.

2. ASBESTOS POLICY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Has an asbestos survey been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Do you have a written management plan which details the actions and measures necessary to manage the risk from asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to ensure the ongoing monitoring and review of any ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has an initial risk assessment been undertaken prior to the commencement of work to identify the presence of any ACMs, their condition and likely exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Prior to commencement of work, has all notifiable non-licensed work been notified to the relevant enforcing authority and are brief written records of the work made and kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Prior to the commencement of work, has all work been checked to ensure the work is non-licensed and documented on the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees who undertake non-licensed work suitably trained and instructed on the task involved and plan of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Prior to work starting has a detailed plan of work been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there a written up to date record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs and is this readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Have safe systems of work been introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are procedures in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Have all employees who may come into contact or disturb asbestos received asbestos awareness training annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a register of notifiable non-licensed work for each employee exposed to asbestos kept up to date and readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	n/a
1.15	Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16	All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. ASBESTOS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

LONE WORKING

Policy

We recognise the importance of ensuring that all lone working activities are managed appropriately to minimise risk. The safety of workers will always be carefully considered in lone working situations and we will ensure they are capable of responding correctly to emergencies. Such emergencies may arise due to fire, equipment failure, illness, accidents and unauthorised intruders. We will assess the potential hazards from lone working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will take into account not only the task but also the abilities and experiences of those who may be undertaking the work. The findings of the risk assessments will determine the level of supervision required. To ensure that lone workers are not at more risk than other employees we will provide adequate training on understanding the risks and avoiding panic reactions to unusual situations. Checks will be made to ensure that any lone workers have no medical condition which makes them unsuitable for lone working. We will not permit lone working where risks cannot be controlled to an acceptable level. Procedures will be put in place to monitor lone workers to see they remain safe. We will regularly review and, where necessary, modify our assessments, especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

1. ARRANGEMENTS FOR LONE WORKING

The Lone Working Co-ordinator will ensure that:

- 1.1 All employees likely to work alone are identified.
- 1.2 Consultation with employees regarding lone working takes place.
- 1.3 The tasks which expose employees to lone working are identified and listed.
- 1.4 The hazards to which employees may be exposed are suitably and sufficiently assessed.
- 1.5 Adequate control measures are implemented to prevent ill health and accidents.
- 1.6 A decision based on the risk assessment findings is made to determine the level of supervision required.
- 1.7 Activities requiring special arrangements in order to monitor the safety of lone workers are identified.
- 1.8 Activities which must not be performed by lone workers are identified and brought to the attention of all relevant persons.
- 1.9 Employees that work alone are given adequate information, instruction and training.
- 1.10 Checks are made to ensure that any lone workers are medically fit for the tasks.
- 1.11 Control measures are regularly monitored maintained to ensure they remain effective.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all employees likely to work alone been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation with employees regarding lone working taken place and is this ongoing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have the tasks which expose employees to lone working been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the hazards to which employees may be exposed been suitably and sufficiently assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have adequate control measures been implemented to prevent ill health and accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the level of supervision been decided for the lone working activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have special arrangements for monitoring lone workers been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have prohibited lone working activities being brought to the attention of all relevant persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have lone working tasks been adequately risk assessed and documented and the findings regularly monitored and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have checks been made to ensure the lone workers are medically fit for the tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are control measures regularly monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. LONE WORKING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

PERSONAL PROTECTIVE EQUIPMENT

Policy

We will identify and assess all activities our employees may be required to undertake during the course of their employment with us. Following the amendments to The Personal Protective Equipment at Work Regulations 2022 we will now extend this to cover casual or irregular workers (such as Labour Only). We will only specify personal protective equipment as the last means of defence should we be unable to otherwise eliminate the risk to our employees. We will, as far as is reasonably practicable, implement the hierarchy of control measures. Personal protective equipment will only be provided if the risk to our employees cannot be adequately controlled after the hierarchy of control measures has been exhausted. If and when we do provide personal protective equipment, we will ensure it is fit for the purpose and environment it is to be used in and that it fits the wearer correctly to give the level of protection the equipment was so designed for. We will ensure employees are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction and guidance on the use, storage and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to all employees, including casual or irregular workers, as may be necessary and that such equipment will be free of charge. Where it is identified that an employee's well-being may be affected due to exposure to a specific hazard or hazards, a medical questionnaire will be completed. We will ensure where necessary that regular health surveillance is provided where the risk of harm to our employees is controlled by the use of personal protective equipment.

1. ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment Co-ordinator will ensure that:

- 1.1 All activities our employees (including casual or irregular workers) may be required to undertake during the course of their employment are identified and assessed to determine the need for Personal Protective Equipment (PPE).
- 1.2 As far as is reasonably practicable, the hierarchy of control measures i.e. elimination, reduction, substitution, isolation or engineering controls, is followed to control the hazards that have been identified.
- 1.3 PPE is specified as a last form of defence only when the hierarchy of controls has been exhausted.
- 1.4 Where PPE is provided, it is fit for the purpose and the environment it is to be used in and it fits the wearer correctly.
- 1.5 Individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire is completed prior to any person commencing work in such an environment which may present a risk to them.
- 1.6 Where identified by the medical questionnaire, or where necessary due to the identification that the risk of harm is controlled by the use of PPE, health surveillance is provided at regular intervals.
- 1.7 Where PPE is required, it is provided free of charge.
- 1.8 Employees (including casual or irregular workers) are consulted on the type of PPE to be used.
- 1.9 All employees (including casual or irregular workers) required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.
- 1.10 A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.
- 1.11 Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.
- 1.12 Where necessary, suitable and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing.

¹ Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

2. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have all activities our employees may be required to undertake during the course of their employment been identified and assessed to determine the need for PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the hierarchy of control measures been followed and exhausted to control the hazards that have been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is PPE specified as a last form of defence only when the hierarchy of controls has been exhausted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where PPE is provided is it fit for the purpose and the environments it is used in and does it fit the wearer correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards been identified and have medical questionnaires been completed prior to those persons commencing work in such environments which may present a risk to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where necessary, is health surveillance provided at regular intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where PPE is provided, is it free of charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees consulted on the type of PPE to be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are employees who are required to wear PPE given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to permit the maintenance or replacement of PPE as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are suitable facilities provided to enable employees to store their PPE when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Where necessary have suitable and sufficient facilities been provided to permit employees to change and store their normal clothing to specified personal protective clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

¹ Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

3. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

4 GUIDANCE AND RECORDS

4.1 Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is defined in the regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to their health or safety'. This includes high visibility clothing, eye protection, head protection, safety footwear, safety harnesses, hand protection, etc.

PPE should only be issued to the person who is going to use it, it cannot be shared. A register of issue and subsequent inspection should be maintained and means for the employee to keep equipment in a clean and hygienic condition should be provided.

Employees (including casual or irregular workers) cannot be charged by their employer for items of PPE they require to safely carry out their work activities.

4.2 Suitability of PPE

The right type of PPE should be selected, which can be done giving consideration to the following:

- Is it appropriate for the risks and conditions where employees are exposed to the risk?
- Does it prevent or adequately control the risks?
- Where more than one form of PPE is worn, are they compatible?
- What are needs of the job, and the demands it places on the wearer?
- Does it fit the wearer correctly?
- Has the state of the wearer's health been considered?

Advice on the different types of PPE available and their suitability can be obtained from PPE manufacturers and suppliers, or your Health and Safety Consultant.

4.3 Training

Employees (including casual or irregular workers) who are required to wear PPE must be given adequate and sufficient information, instruction and guidance which should include the following areas:

- Training and instruction on how to use it properly.
- Why the PPE is needed – what the risks are, when PPE is to be used, repaired or replaced and its limitations.
- The importance of wearing PPE when exposed to the risk, without exception.
- Checking PPE is being used and taking action when it is not.
- Clear rules on what action will be taken if employees are not wearing the necessary PPE.
- Display of safety signs, reminding employees to wear PPE.

4.4 Respiratory Protection

Where respiratory protective equipment incorporating a tight fitting face-piece is provided to prevent exposure to hazardous substances, it must fit the wearer properly to provide full and adequate protection and therefore a face fit test must be conducted. A tight fitting face-piece is a full-face mask, a half-face mask, or a filtering face-piece (e.g. disposable mask), irrespective of whether they are used in negative pressure respirators, power assisted respirators or compressed air supplied breathing apparatus.

The face fit test will assess the fit by determining the degree of face-seal leakage of a test agent whilst the user is wearing the face-piece and undergoing certain physical exercises. Dependent on the respirator type in use, the test can be quantitative or qualitative, both of which require specialist equipment and trained operatives. Once face fit tested to a particular respirator (type and manufacturer) a certificate of test must be obtained and this recorded. Operatives do not require to be re-tested unless their facial characteristics change significantly (e.g. weight loss, major dentistry), the certification of test may pass from employer to employer, but the operative must only wear that type and manufacture of respirator that he/she was tested on. If an employee wears more than one type of tight fitting face-piece then each type of face-piece should be subjected to fit testing.

Fit testing is not required where a risk assessment clearly demonstrates that respiratory protective equipment is being worn for 'comfort' rather than as a control measure.

Loose fitting face-pieces, whose performance relies on sufficient airflow through the face-piece, do not require fit testing. However, the loose fitting face-piece must be of the correct size for the wearer to ensure adequate protection. Loose fitting face-pieces are better suited to those wearing spectacles with side arms and people with facial hair in the region of the face seal of a tight fitting mask. In the vast majority of scenarios loose fitting alternatives to tight fitting masks are available and should be selected where necessary.

4.5 Head Protection

Head protection should be worn whenever there is a risk of injury to the head from falling objects or hitting the head against something.

Where an assessment identifies the need for head protection it should meet the following criteria:

- Suitable for its intended purpose
- Appropriate size
- Have chin straps etc. where necessary
- Provide adequate levels of comfort

Head protection should be replaced at intervals recommended by the manufacturer or if it has received a severe impact, has been badly scratched or has cracked.

A follower of the Sikh religion is exempt from any legal requirement to wear a safety helmet while on a construction site ("any place where building operations or works of engineering construction are being undertaken"), provided that he is wearing a turban.

4.6 Eye Protection

There are different types of eye protection to cover different hazards. The following are examples of protection that may be required in certain circumstances:

- Safety spectacles incorporating sideshields
- Eyeshields
- Safety goggles
- Face shields

The following activities are likely to require the provision of eye protection:

- Handling acids, alkalis, corrosive substances etc.
- Using abrasive wheels, hand grinders etc.
- Welding operations
- Using gases or vapour under pressure
- Using laser equipment

4.7 Foot Protection

Safety footwear can come in the form of boots or shoes and purpose designed Wellington boots and there are different types to protect from different hazards. The following list gives examples of areas where safety footwear may be required:

- Workplaces where heavy objects have to be physically handled
- Areas where hazardous and/or corrosive chemicals are handled
- Workplaces where walking surfaces are unavoidably slippery

Ensure that the footwear chosen has the correct features to adequately protect against the identified hazards. Features can include:

- Protective toe-caps
- Penetration-resistant mid-soles
- Non-slip soles
- Heat-resistant soles

Consideration must also be given to other aspects including the material (e.g. leather or trainer-style), ankle support, and whether lace-up or slip-on is acceptable.

4.8 Hand and Arm Protection

Hand and/or arm protection may be required in the following circumstances:

- Manual handling of objects, machinery or equipment with abrasive or sharp areas
- Operating vibrating machinery such as orbital sanders
- Outdoor work
- Handling hot or cold materials
- Handling chemicals
- Where there is a risk of skin infection, disease or contamination

Hand and/or arm protection should be chosen to ensure it is appropriate to both the wearer and the hazard. Be sure not to introduce additional hazards through its use, such as through gloves that protect against cuts but may become entangled in machinery or prevent adequate dexterity.

Be aware that latex, in particular powdered latex, gloves are a known cause of sensitisation. The Health and Safety Executive (HSE) says that: *"Single use, disposable natural rubber latex gloves may be used where a risk assessment has identified them as necessary. When they are used they must be low-protein and powder-free."* Latex gloves may be considered necessary to protect against the transmission of blood borne pathogens.

If you are not in an industry where you come into contact with blood borne pathogens you should consider using alternatives to latex gloves, such as nitrile or vinyl gloves.

4.9 Protective Clothing

The following non-exhaustive list gives examples of circumstances where specific protective clothing may be required:

- Handling chemicals
- Working in the dark or low-light levels
- Working in food preparation areas
- Working near or in water
- Working in dusty environments

Protective clothing is likely to be needed to protect against hazards such as temperature extremes, adverse weather, chemical or metal splashes, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing. Such clothing can take the form of conventional or disposable overalls, boiler suits, specialist protective clothing, e.g. chain-mail aprons, high-visibility clothing, or may be needed to protect a specific body area such as leggings, gaiters, or spats for the legs.

PERSONAL PROTECTIVE EQUIPMENT – RISK ASSESSMENT

NAME: _____ JOB TITLE: _____ REF NO: _____

		Mechanical						Thermal														
		Falls from a height	Blows cuts, impact, crushing	Stabs, cuts, grazes	Vibration	Slip or trip	Scalds, heat, fire	Cold	Immersion	Non-ionising radiation	Electrical	Noise	Ionising radiation	Dust fibre	Fume	Vapours	Splashes	Gases vapours	Harmful bacteria	Harmful viruses	Fungi	Non-micro biological antigens
Head	Cranium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ears	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Eyes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Respiratory tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Whole head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upper limbs	Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arms (parts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower limbs	Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Legs (parts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Various	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trunk/abdomen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Whole body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Assessor: _____ Date: _____

Signature of Assessed Employee: _____ Review Date: _____

Review Completed (Date): _____ Signature: _____ Further Action Yes/No _____

Name: _____ **Ref No:** _____

Job Title: _____

[illegible]

By signing above to receive each item, the employee agrees to the terms under which they are issued

PRESSURE SYSTEMS

Policy

We recognise that Pressure Systems have the potential to cause significant injury or damage to property in the event of system or component failure resulting in unexpected release of stored energy. We further recognise that it is extremely important that the system is correctly installed and used, maintained, and subject to thorough examination and test.

We will ensure that pressure systems are installed by, a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy, and that the safe operating limits of pressure systems are established prior to first use and are clearly marked on the system. All operators will be given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.

We will ensure that a competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or fluid is stored. This will also be done for a compressed air receiver, and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is equal to or greater than **250** bar litres, and other applicable systems.

A competent person will carry out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination.

Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system will be completed without delay. Any systems that are not subject to a written scheme of examination will be maintained in accordance with the manufacturer's recommendations. We will ensure that all relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, are retained for inspection.

1. ARRANGEMENTS FOR THE SAFE USE OF PRESSURE SYSTEMS

The Pressure Systems co-ordinator will ensure that:

- 1.1 Pressure systems are installed by, a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy.
- 1.2 The safe operating limits of pressure systems are established prior to first use and that they are clearly marked on the system.
- 1.3 All operators are given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.
- 1.4 A competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored.
- 1.5 A competent person carries out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- 1.6 Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system are completed without delay.
- 1.7 Any systems that are not subject to a written scheme of examination are maintained in accordance with the manufacturer's recommendations.
- 1.8 All relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, are retained for inspection.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Has a competent person installed all pressure systems in positions that would minimise injury and damage in the event of unexpected releases of stored energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are the safe operating limits of pressure systems established prior first use and are they marked on the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have all operators been given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has a competent person prepared a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has the above also been done for a compressed air receiver, and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is equal to or greater than 250 bar litres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has a competent person carried out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system completed without delay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are any systems that are not subject to a written scheme of examination maintained in accordance with the manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are all relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, retained for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. PRESSURE SYSTEMS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

MOBILE ELEVATING WORK PLATFORMS

Policy

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

1. ARRANGEMENTS FOR MOBILE ELEVATING WORK PLATFORMS

The Mobile Elevating Work Platform Co-ordinator will ensure that:

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

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Are all MEWPs thoroughly examined every six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are inspections of MEWPs carried out and recorded in line with the periods specified in the scheme of examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are pre use checks carried out and records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are all MEWPs maintained in line with the manufacturer's recommendations and instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the correct most suitable type of MEWP utilised for the type and location of works being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is a working from height risk assessment conducted prior to any such works being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have all persons who operate MEWPs been given adequate information, instruction and training relevant to the class of machine they are required to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have all persons who work from but do not operate MEWPs been given adequate information, instruction and training to enable them to work safely without risk to themselves or others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. MOBILE ELEVATING WORK PLATFORMS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

USE AND CONTROL OF CONTRACTORS

Policy

From time to time it will be necessary for us to employ contractors to carry out work on our premises. We will ensure that only those contractors who are deemed competent to undertake such work will be engaged to do so. All contractors will be assessed to ensure that they are able to allocate sufficient resources to ensure that all works are completed safely and will be provided with and agree to comply with our company code of practice. Contractors will only be able to subcontract any part of the works to a third party with the express permission of the company and will ensure that all such sub-contractors are suitably competent. Risk assessments and method statements will be prepared where necessary and the control measures identified will be monitored to ensure that they are being complied with. Certain high risk tasks will be controlled by the use of a permit to work system administered by the company. All contractor employees will be provided with induction training on first arrival at our site and will be adequately supervised throughout the duration of the contract. First aid and accident investigation arrangements will be made with the contractor. Non-compliance with agreed standards will result in suspension of the work and may result in removal from the approved contractor list. Continuous improvement in the management of contractors on our site will be achieved by reviewing the performance of each contractor at the end of the job and ensuring that poor practice is eliminated and good practice repeated.

1. ARRANGEMENTS FOR THE USE AND CONTROL OF CONTRACTORS

The Contractor's Co-ordinator will ensure that:

- 1.1 All contractors and sub contractors are competent to carry out the work they have been appointed to do.
- 1.2 All contractors and sub contractors are provided with an up to date copy of the company code of practice and have completed and returned the contractor certificate contained in the rear of the code of practice prior to work commencing on site.
- 1.3 No contractor appoints a sub contractor without express authorisation.
- 1.4 Assessments of the risks both created by the work carried out by the contractor and by our activities on site are carried out and agreed prior to work commencing.
- 1.5 Where required method statements based on the control measures identified by the risk assessment are in place prior to work commencing.
- 1.6 The Permit to Work (Contractors) has been completed.
- 1.7 A Permit to Work system is in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc.
- 1.8 Arrangements are in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site.
- 1.9 The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.
- 1.10 Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.
- 1.11 Arrangements are in place for the provision of first aid for all contractors when on site.
- 1.12 Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.
- 1.13 Contractor review meetings are held at the end of the work to ensure that good performance is repeated and poor performance is improved.

2. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are all contractors and sub contractors competent to carry out the work they have been appointed to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are all contractors and sub contractors provided with an up to date copy of the company code of practice and have they completed and returned the certificate prior to work commencing on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are contractors only allowed to appoint sub contractors following express authorisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are assessments of the risks both created by the work carried out by the contractor and by our activities on site carried out and agreed prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are method statements based on the control measures identified by the risk assessment in place prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the Permit to Work (Contractors) been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is a Permit to Work system in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are the activities of all contractors effectively monitored to ensure they are complying with the risk assessments and method statements provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are procedures in place to suspend the activities of contractors if unsafe working practices are observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are arrangements in place for the provision of first aid for all contractors when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are arrangements in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are contractor review meetings held at the end of the work to ensure that good performance is repeated and poor performance is improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

HEALTH AND SAFETY

CODE OF PRACTICE FOR CONTRACTORS AND SUB-CONTRACTORS

Code of Practice for Contractors and Sub-Contractors

1. Introduction

It is the company's policy to secure a high standard of safety in all areas. All contractors/sub-contractors **MUST** conduct their activities so the conditions and methods of work are safe for their own and the company's employees, and others who may be affected by their undertakings whether employed or not. Procedures and requirements to achieve this are set out in this document. All contractors/sub-contractors will:

- 1.1 Comply with the requirements stated in this document.
- 1.2 Observe their obligations under statute and common law.
- 1.3 Employ on site only such persons who are competent.

To assure ourselves the contractors/sub-contractors understand their obligations they should read this Code of Practice and sign and return the certificate attached. This Code of Practice shall be incorporated into and form part of the contract between ourselves and the contractor/sub-contractor.

2. Definitions

Throughout this document the following words/titles have the meaning given below:

Company

Any trade, business or other undertaking (whether for profit or not).

Contractor

Any organisation, firm or person who has agreed to carry out defined work for the company on our premises.

Sub-Contractor

Any organisation, firm or person who has agreed to carry out defined work for any appointed contractor or has been directly appointed by the company to carry out work on our premises and is acting under the control of an appointed contractor.

Initiator of the Contract

The authorised representative of the company who leads negotiations of the contract on behalf of the company or the person named in the contract to whom all queries are notified.

3. Insurance

The contractor/sub-contractor shall indemnify the company against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or in connection with or as a consequence of carrying out any of the works or which may arise from a breach by the contractor/sub-contractor, his servants or agents of any of the provisions laid out in this document. Nothing herein shall impose any liability upon the contractor/sub-contractor for negligence on the part of the company, its servants or agents.

The contractor/sub-contractor shall be liable for loss and/or damage to the site (which shall include work executed and all material intended for, delivered to and placed on or near to the site) from any cause whatsoever.

The contractor/sub-contractor shall insure his liabilities under the clauses above by the provision of:

Employers' Liability Insurance;

Public Liability (Third Party) Insurance for a minimum of £2 million. Contract Works or Contractors' (All Risk) Insurance for the full value of the contract works and such insurances shall include an indemnity from the insurer to this company.

We may from time to time request details of such insurances.

4. Consultation prior to commencement of Contract

Before any work is begun a responsible official representing the contractor/sub-contractor must discuss with the company or its representatives, the safety precautions required by these rules and any other precautions, which they deem necessary.

The contractor/sub-contractor should that ensure that he:

- 4.1 Has the site of the operations defined.
- 4.2 Is informed of the arrangements regarding the provision of suitable welfare facilities, first aid and fire safety, engineering services and any other relevant information required to ensure the safety of his employees.

- 4.3 Obtains any special information concerning the company's processes which may affect or involve the contract work.
- 4.4 Collects additional copies of the Code of Practice for contractors'/sub-contractors' booklets for distribution to his staff.

The precautions required by this Code and any further precautions which the contractor/sub-contractor or his representative is instructed by the company to take, must be fully observed and performed.

If during the course of work, a representative of the company observes any disregard to this Code or of his instructions, or observes any circumstances which may give rise to an accident or fire, he will inform the contractor/sub-contractor or his representative who must then cease work until he is able to comply with this Code and other safety instructions issued by the company.

The contractor/sub-contractor or his authorised representative will be required to sign a certificate to the effect that the Code of Conduct for contractors'/sub-contractors' document has been received and the conditions are accepted and understood.

The completed certificate will be applicable to any work carried out on the company's site and the undertaking will apply until the conditions contained in the booklet are withdrawn or revised. Receipt by the company of a completed certificate does not imply that a contract will be offered to the contractor/sub-contractor.

5. Construction Design and Management Regulations

It is the intention of the company to comply with the requirements of the Construction (Design and Management) Regulations as and when they are applicable to our undertakings.

The company Health and Safety Co-ordinator will ensure with the assistance of other appropriate company management members, that the requirements of the Construction Design and Management Regulations are met prior to the commencement of any project to which these regulations apply.

The Health and Safety Co-ordinator will ensure that a pre-tender Health and Safety plan is obtained from the CDM Principal Designer to enable the company to tender for the contract having allowed adequate provisions to fulfil the requirements of the contract in a safe and competent manner.

The Health and Safety plan will illustrate how Health and Safety will be managed during the construction phase and will give details of how information and instruction will be passed to and received from all persons affected by the works.

Information received from the company's Contractors' Co-ordinator will be included in the Construction Phase Health and Safety plan to enable site management to plan and monitor works being undertaken by any contractor/sub-contractor we may use.

Information will also be included regarding welfare arrangements and emergency procedures.

Site health and safety rules and relevant health and safety standards where appropriate will also be included particularly where standards above the minimum statutory requirement are deemed necessary by the company.

The plan will also identify the necessary levels of health and safety training required for those working on the project and arrangements for project specific awareness training where necessary.

The arrangements for monitoring compliance with all current health and safety legislation will also be an integral part of the Construction Phase Health and Safety plan, along with details of how the views of workers on health and safety issues relating to the project will be co-ordinated.

In the majority of circumstances the company will not be deemed to be Principal Contractor. The company will through its managers provide all the necessary information required by the Principal Contractor to assist him in fulfilling his role.

The site manager will be responsible for ensuring that all the relevant information required by the CDM Principal Designer is made available to him to permit the Health and Safety file to be compiled.

6. Training and Competence

It is our responsibility to ensure that any person who carries out work for/or on behalf of this company is competent to do so. In order to ensure the competency of contractor/sub-contractor employees it will be necessary for us to examine relevant training records. We will, from time to time request copies of such records for our examination. Failure to provide adequate records may result in a cessation of the contract and will result in a suspension of future contracts.

Contractors/sub-contractors are required to ensure that their employees are competent to carry out work on our behalf. In order to ensure this you will be required to ensure your employees receive any training which the company feels is necessary for the satisfactory performance of their duties.

Where specialist training is required to comply with specific regulations it will be the responsibility of the contractor/sub-contractor to ensure that this is carried out and documentary evidence is provided. For example, forklift truck driver training.

7. Risk Assessments and Method Statements

Prior to the commencement of any work on our premises we will in consultation with the contractor/sub-contractor ensure that suitable risk assessments are prepared. Where necessary we will ensure that method statements are also be prepared.

It will be the responsibility of the contractor/sub-contractor to ensure that the control measures identified by the risk assessment and method statements are implemented.

Notwithstanding the generality of the paragraphs above specific control measures will be required for the following:

8. Equipment and Tools

The contractor/sub-contractor is responsible for the condition of the equipment and tools used by him. In particular, he is responsible for:

The adequacy and safe condition of all access equipment including scaffolding, ladders, steps, trestles and mobile elevated working platforms, whether or not these are provided by him.

The proper and safe use of all equipment and tools. Any equipment or tools loaned by the company must be returned for any necessary servicing, maintenance or repairs.

Ensuring that all equipment is maintained in a safe condition.

From time to time it will be necessary for the company to inspect and examine the equipment used by the contractor/sub-contractor to ensure its safety. Copies of inspection reports for any such equipment may be requested at any time. If any equipment is found to be in an unsafe condition or if the contractor/sub-contractor fails to provide the relevant inspection reports this may result in a cessation of the contract and will result in a suspension of future contracts.

9. Electrical Equipment

The contractor/sub-contractor is required to use low voltage equipment. Unless otherwise stated in the contract the contractor/sub-contractor should use 110 volt equipment supplied from a suitable transformer operating at 50Hz with the centre tap or midpoint earthed.

In all cases the metal work of portable equipment and any flexible metallic covering of conductors must be earthed and in all other respects constructed and maintained in compliance with the Electricity at Work Regulation 1989.

Cables supplying portable apparatus must be of the correct number of cores and properly connected to standard plugs and sockets.

10. Fire

Contractors/sub-contractors should ensure suitable measures are taken to reduce the risk of fire. Any activities which are likely to increase the risk should be thoroughly assessed prior to the start of the work and the appropriate control measures implemented. Copies of the assessment should be passed to the company for approval.

All contractors'/sub-contractors' employees must be conversant with the nature of the fire warning system in use at the premises. Instructions on action to be taken in the event of a fire must be obtained unless they are clearly exhibited at the place of work, and are fully understood. In the case of a fire all persons at the site should follow the procedure laid down. In the absence of such a procedure all persons should evacuate the premises to a point of safety and report to site management.

Contractors/sub-contractors should ensure that their employees observe strictly any No Smoking restrictions.

Whenever work is carried out which causes obstruction to, or renders inaccessible, any fire exit or stairway leading to any fire exit, written permission should be obtained from the initiator of the contract prior to such work being carried out. Where temporary alternative arrangements are approved and implemented the facilities shall be accompanied by suitable signs and adequate lighting.

All operations involving HOT WORK (cutting and welding etc.) or use of open flames (blow lamps, gas appliances etc.) may be subject to a written permit to work system administered by the company.

All contractors/sub-contractors are responsible for the safe use, storage and transportation of any gas cylinders. All cylinders containing highly flammable liquids or liquefied petroleum gasses should be stored in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

All stocks of combustible materials including any Highly Flammable Liquids should be stored in appropriate containers and should be removed from the premises at the end of each day.

11. Building Operations including Installation Repair and Demolition

The contractor/sub-contractor is responsible for ensuring that all building operations are carried out in a safe manner and in accordance with relevant legislation.

Particular attention must be paid to the provision of guard rails and toe boards at working platforms and other workplaces and gangways etc. to prevent, as far as is reasonably practicable, the fall of persons, tools and materials.

Articles must not be thrown or dropped from heights under any circumstances. Where reasonably practicable all equipment and waste materials must be properly lowered by hand. If necessary a waste disposal chute should be used which delivers the waste into a suitably covered skip.

Timber with projecting nails must not be left where it could pose a risk to any person. All such timbers should be removed immediately to a safe place.

12. Entry Into Confined Spaces

It is unlikely that there will ever be the need for any employee of either the company or any contractor/sub-contractor appointed by the company to enter into any confined space.

Where such work is considered all efforts will be made to prevent the need for such work to be carried out. Where confined space entry cannot be prevented all steps will be taken to minimise the need for such entry so far as is reasonably practicable. Where there is still a need for such entry all work will be subject to a permit to work system implemented by the company.

A specific risk assessment will be prepared by the contractor/sub-contractor in consultation with the company prior to any work carried out in a confined space

13. Work on or With Asbestos Products

Every attempt will be made to determine the location and nature of any asbestos containing material prior to the start of any work at site. Where such materials are identified the risks to the contractor/sub-contractor's employees will be assessed. The results of the company's asbestos survey will be made available to the contractor/sub-contractor prior to the start of any work where there is the potential for exposure to such material.

No work will be carried out to which the Control of Asbestos Regulations 2012 apply. All such work will only be carried out by an approved asbestos removal contractor/sub-contractor.

No work will be carried out on materials known to contain asbestos which is likely to release asbestos fibres into the atmosphere. In particular no cutting, machining, hammering or other mechanical modification of asbestos cement sheets will be carried out unless suitable control measures are in place.

14. Control of Substances Hazardous to Health

A suitable and sufficient assessment of the risks to the health of the employees of the contractor/sub-contractor and others that may be affected must be completed prior to commencement of work on site.

The creation of dust and fume must be effectively controlled.

Hazard data sheets for all hazardous substances must be obtained from the supplier and be available for inspection at any time. Exposure to such substances must be controlled to below the relevant occupational exposure limit.

15. Manual Handling

A suitable and sufficient assessment of all manual handling activities for which there is a foreseeable risk of injury should be carried out prior to commencement of work at site.

Suitable steps should be taken to minimise the amount of manual handling required by the provision of mechanical assistance such as fork lift trucks, pallet trucks, hoists and other lifting appliances.

All employees of contractors/sub-contractors should be trained in safe methods of lifting and handling.

16. Vehicle Movements

All contractors'/sub-contractors' vehicles are required to comply with any traffic restrictions imposed within the boundary of the property.

The contractor/sub-contractor shall ensure that all loads are properly secured during transportation.

17. Overhead Work

No work may be carried out above head height or over gangways or roads until adequate precautions have been taken to ensure the safety of persons below. Where necessary barriers should be erected to prevent access by unauthorised persons.

18. Excavations

All work requiring excavations may be subject to a permit to work system administered by the company, in particular before any excavation is commenced the contractor/sub-contractor shall determine the existence and route of any services in the area which are likely to be affected by the work.

19. Cranes, Hoists and Lifting Tackle

Where such equipment is provided by the company the relevant inspection certificates will be made available at site.

Where the contractor/sub-contractor provides his own equipment (whether owned or hired) the relevant inspection certificate should be forwarded to the company prior to the commencement of work. A copy of the certificate should also be available at site.

Any person operating such equipment should be competent to do so. It will be necessary from time to time to inspect relevant training records. A copy of the training certificate/licence should be held by the person operating the equipment.

20. Noise

The noise levels generated by our activities have been assessed prior to the start of work at site. Where noise levels are above the lower exposure action value of 80dB (A) the contractor/sub-contractor should ensure that his employees are provided with suitable hearing protection. Where noise levels are above 85dB(A) he should ensure that hearing protection is worn at all times.

Contractors/sub-contractors are required to carry out their operations in such a way that the levels of noise generated are kept to a minimum. Where the noise generated by such activities results in noise levels above those stated similar action should be taken. The contractor/sub-contractor should inform the initiator of the contract and ensure that suitable warning signs are displayed.

21. Disposal of Waste

All waste materials should be disposed of in line with the Collection and Disposal of Waste Regulations and the Control of Pollution Act and other statutory special requirements governing the disposal of any toxic waste or effluent. It is essential that clearance is first obtained from the initiator of the contract before materials and substances are disposed of.

Drains and sewers must not be used to dispose of any chemicals, substances or liquids other than water and normal effluent. Care must be taken by the

contractor/sub-contractor to prevent spillage or leakage into drains or sewers. Should an accident occur the company must be contacted immediately.

22. Machinery

The contractor/sub-contractor must not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery or from any place where safety equipment has been provided except with the permission of the initiator of the contract. Advice will, if necessary, be sought from the department manager.

Where permission is granted any additional specific precautions must be observed. Guards, fencing and safety equipment must be replaced as soon as the work has been completed and their replacement checked by the initiator of the contract. The contractor/sub-contractor must take steps to ensure that no machinery is set in motion without such replacement.

No work may be started near or above machinery in motion without the permission of the company.

The contractor/sub-contractor may not set in motion or use any power driven machinery in connection with work in or about the premises unless all legislative requirements have been met especially in respect of guards and fencing and persons employed to operate them.

23. Security

The contractor/sub-contractor must conform to any security arrangements that apply to our premises. Where necessary contractors/sub-contractors should ensure that the company is provided with a list of all employees working on the premises.

The contractor/sub-contractor must ensure that all vehicle movement and parking regulations are strictly observed.

The company reserves the right to refuse entry to its premises by any person or vehicle.

The company's regulations covering the conduct of its employees will be applicable to contractors/sub-contractors and their employees. The company accepts no responsibility for the safety of vehicles, tools or equipment used by contractors/sub-contractors or their employees. The company will not be liable for the loss or damage, however caused, to vehicles and property of the contractor/sub-contractor or their employees whilst on our premises.

24. Accidents

A responsible official of the contractor/sub-contractor must make himself aware of:

- a) The location of any Medical Centre (Surgery) or First Aid provision on site; and
- b) The services provided by the company in the event of accident or injury.

He must ensure his site employees are aware of these arrangements.

All accidents must be reported to the initiator of the contract, investigated by the contractor/sub-contractor and steps taken to prevent recurrence. Suitable measures must be taken to make any danger areas safe as soon as possible after the accident.

25. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The attention of contractors/sub-contractors is drawn to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) regarding accidents and dangerous occurrences on site. All such incidents must be reported to the enforcing authority within the appropriate time scales. A written copy of the report must also be forwarded to the company.

26. Work at Height

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

CONTRACTOR/SUB-CONTRACTORS' CERTIFICATE

We/I acknowledge that we/I have received a copy of Code of Practice for contractors/sub-contractors and have read and understood them.

We/I guarantee that we/I will distribute one copy to each of our/my supervisory staff engage on contract work for the company. We/I understand that my/our employees will be instructed to observe these rules throughout any contract. We/I further undertake that no work will be done until this certificate is COMPLETED AND RETURNED.

We/I apply for initial copies of the rules for distribution to our/my supervisory staff whose names appear on the attached list. We/I undertake to notify the company in writing of any change in the names on the attached list and to apply for additional copies of the rules corresponding to any additions to the attached list.

CONTRACTOR/SUB-CONTRACTOR'S NAME

ADDRESS

TELEPHONE NO.

EMERGENCY NO.

COMPANY OFFICIAL SIGNATURE

SITE SUPERVISOR RESPONSIBLE FOR SAFETY

DATE

SUB - CONTRACTORS' HEALTH AND SAFETY ASSESSMENT FORM

To be considered for work for this company the attached questionnaire must be completed and returned with all appropriate documents.

Name of company:

Address:

Telephone No:

E Mail:

Contact Name:

Type of work being tendered for:

1. If you employ five or more persons, please forward a copy of your Health and Safety Policy documentation.
2. If you employ fewer than five people how do you effectively manage health and safety within your company?

3. Please provide copies of your Employers' Liability Insurance Certificate Public Liability Certificate and Product Liability Certificate. Check where appropriate:

Employers' Certificate:	<input type="checkbox"/>
Public Certificate:	<input type="checkbox"/>
Product Liability	<input type="checkbox"/>

4. Are you accredited by any third party organisations, e.g. CHAS, SafeContractor, Gas Safe Register, CSCS Cards, Industry specific bodies?
Please provide details:

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5. What training has been given to your employees? Please list details and enclose documentary evidence i.e. training certificates, induction training records etc.

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6. Please forward copies of risk assessments, method statements, COSHH assessments, manual handling assessments etc for works completed previously of a similar nature.

7. Please provide details of accidents in the last 3 years.

YEAR	FATALITIES	MAJOR INJURIES	DANGEROUS OCCURRENCES	MINOR INJURIES (REPORTABLE)	NEAR MISSES	NON REPORTABLE INJURIES

8. Has any prosecution past or pending been brought against your company within the last five years by any enforcing authority in relation to any breach of health and safety legislation?

If so, what for?

--

9. Is your organisation Covid Secure? YES ☐ NO ☐

NB: If you have answered YES attach your Covid 19 Risk assessment – If you have answered NO you will not be considered for work for our company.

Signed on behalf of company:Date:

Assessed by:Date:

Approved YES ☐
 NO ☐ Give brief reason for declining approval

PROVISION AND USE OF WORK EQUIPMENT

Policy

We will ensure that all work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available. We will ensure that all work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained. Where the use of work equipment is likely to involve a specific risk to health and safety we will ensure that the equipment is only used, repaired, modified maintained and serviced by authorised competent persons. Appropriate health and safety information, instruction and training will be provided for all employees who either use or manage the use of work equipment. We will ensure that all work equipment provided for use after 31st December 1992 complies with the appropriate EU directives. Access to dangerous parts of machinery will be effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. We will take all necessary measures to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures. We will ensure that all work equipment is provided with suitable controls and control systems for starting stopping and changing operating conditions, including those for use in an emergency situation. Where appropriate all work equipment will be provided with suitable means to isolate it from its sources of energy. All work equipment will be stable, adequately lit, clearly marked for reasons of health and safety and incorporate appropriate warnings or warning devices. Maintenance of work equipment will only be carried out where suitable measures have been taken to effectively control the risks.

1. ARRANGEMENTS FOR THE PROVISION AND USE OF WORK EQUIPMENT

The Provision and Use of Work Equipment Co-ordinator will ensure that:

- 1.1 All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.
- 1.2 All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.
- 1.3 Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.
- 1.4 Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.
- 1.5 All work equipment provided for use after 31st December 1992 complies with the appropriate EU directives.
- 1.6 Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.
- 1.7 All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.
- 1.8 All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation.
- 1.9 Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.
- 1.10 All work equipment is stable, adequately lit, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices.
- 1.11 Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.

2. PROVISION AND USE OF WORK EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Is all work equipment suitable for the purpose for which it is used, and maintained in good working order and where necessary is an up to date maintenance log available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is all work equipment installed correctly and inspected at suitable intervals to ensure it remains safe and are appropriate records of inspection maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where the use of work equipment is likely to involve a specific risk to health and safety is the equipment only used, repaired, modified, maintained and serviced by authorised competent persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is appropriate health and safety information, instruction and training provided for all employees who either use or manage the use of work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Does all work equipment provided for use after 31 st December 1992 comply with the appropriate EU directives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is access to dangerous parts of machinery effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are all necessary measures taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is all work equipment provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is all work equipment stable, adequately lit, clearly marked for reasons of health and safety and does it incorporate appropriate warnings or warning devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is maintenance of work equipment only carried out where suitable measures have been taken to effectively control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. PROVISION AND USE OF WORK EQUIPMENT ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

CONTROL OF DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

Policy

We recognise the continual risk of fire, explosions and similar events in the workplace, this includes risks to members of the public from the work activity in our premises, whether caused by accident or by malicious intent.

We will reduce the quantity of dangerous substances in our premises, to a minimum. We will undertake a risk assessment to ensure we:

- Identify what dangerous substances are in the workplace and what the fire and explosion risks are.
- Have adequate control measures in place to avoid or minimise the release of substances.
- Prevent the formation of an explosive atmosphere and reduce the effects of any incidents involving dangerous substances.
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
- Have properly informed and trained our employees to control or deal with the risks from the dangerous substances.
- Have identified and classified the areas of the workplace where explosive atmospheres may occur and ignition sources (from unprotected equipment, for example) are avoided in those areas.
- Keep incompatible substances apart.

1. ARRANGEMENTS FOR THE CONTROL OF DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

The Dangerous Substances and Explosive Atmospheres Co-ordinator will ensure that

- 1.1 A risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 1.2 The quantity of dangerous substances is kept to a minimum
- 1.3 The release of a dangerous substance is minimised or avoided.
- 1.4 The release of a dangerous substance is controlled at source.
- 1.5 The formation of a dangerous substance is prevented.
- 1.6 Any release of a dangerous substance will be collected, contained and removed to a safe place (for example through ventilation).
- 1.7 Ignition sources are avoided.
- 1.8 Adverse conditions are avoided (for example exceeding the limits of temperature or control settings) that could lead to danger.
- 1.9 Incompatible substances are kept apart.
- 1.10 The number of employees exposed to the risk is kept to a minimum.
- 1.11 Plant that is provided is explosion resistant
- 1.12 Explosion suppression or explosion relief equipment is provided.
- 1.13 Measures are taken to control or minimise the spread of fires or explosions.
- 1.14 Suitable personal protective equipment (ppe) is provided.
- 1.15 The areas where potentially explosive atmospheres may occur are identified and classed (zoning).
- 1.16 Ignition sources are avoided in zoned areas.
- 1.17 Where necessary the entrances to zoned areas are identified.
- 1.18 Before they come into operation, for the first time, areas where explosive atmospheres may be present are confirmed as being safe by a competent person.

- 1.19 Employees are trained and instructed on relevant policies and procedures.
- 1.20 Visitors to the premises are made aware of rules and procedures.
- 1.21 Contractors are informed of policy and procedures and asked for information on how they intend to control any hazard associated with their work.

2. THE CONTROL OF DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Has a risk assessment been conducted and appropriate measures to reduce the risks implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is the quantity of dangerous substances kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are controls in place to avoid or minimise the release of a dangerous substance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Can the release of a dangerous substance be controlled at source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are procedures in place to prevent the formation of a dangerous substance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is there a procedure for collection, containment and removal of any release of a dangerous substance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are ignition sources avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are adverse conditions avoided (for example exceeding the limits of temperature or control settings) that could lead to danger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are incompatible substances kept apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is the number of employees exposed to the risk kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is the plant provided explosion resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is explosion suppression or explosion relief equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are measures taken to control or minimise the spread of fires or explosions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is suitable personal protective equipment (ppe) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15	Are the areas where potentially explosive atmospheres may occur identified and classed (zoning)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	n/a
1.16	Are ignition sources avoided in zoned areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17	Where necessary are the entrances to zoned areas identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18	Before they come into operation for the first time are areas where explosion atmospheres may be present confirmed as being safe, by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19	Have the employees been trained and instructed on relevant policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.20	Are visitors to the premises made aware of rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.21	Are contractors informed of policy and procedures and asked for information on how they intend to control any hazard associated with their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. THE CONTROL OF DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

VIOLENCE, AGGRESSION AND CHALLENGING BEHAVIOUR AT WORK

Policy

We will identify all situations which may expose our employees to violence or challenging behaviour and also identify those employees who may be at greater risk of such circumstances occurring or developing. We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Company. We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time. Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees.

1. ARRANGEMENTS FOR VIOLENCE & AGGRESSION AT WORK

The Violence at Work Co-ordinator will ensure that:

- 1.1 All persons who may be at risk from violence or challenging behaviour are identified and receive appropriate training to deal with such situations.
- 1.2 All situations which may expose our employees to violence at work are assessed and appropriate measures to protect those employees are implemented.
- 1.3 Action on reports of violence at work is taken immediately.
- 1.4 Where appropriate, support/counselling is offered to any employee who is subjected to violence at work.
- 1.5 Procedures are in place to deal with emergency situations.
- 1.6 A formal system for reporting incidents is initiated and maintained.
- 1.7 All employees are aware of the procedure for reporting violent or potentially violent incidents.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all persons who may be at risk from violence at work been identified and given appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have assessments been carried out covering all the situations which may expose our employees to violence at work, with appropriate procedures and measures implemented to protect those employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is action on reports of violence at work immediately taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to offer support or counselling, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are procedures in place to deal with emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is there a formal reporting procedure in place for reporting any acts of violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees aware of the procedure for reporting violent or potentially violent incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action 				

3. VIOLENCE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

Behavioural Safety

Policy

A significant number of accidents are reportedly caused by inappropriate behaviour at work. We will therefore ensure to promote a culture of safe behaviour in our employees. We will review our procedures and culture to identify any risks to safe behaviours and develop action plans to minimise the risks. We will monitor our employees and where identified provide feedback to reinforce positive and safe behaviour but also to highlight any unsafe behaviours and provide training to re-educate and refresh knowledge to ensure that the unsafe behaviours are not repeated. We will ensure our safety management systems arrangements are suitably implemented to promote safe behaviours and discourage unsafe behaviours.

1. ARRANGEMENTS FOR BEHAVIOURAL SAFETY

The Behavioural Safety Co-ordinator will ensure that:

- 1.1. Measures are in place to recognise, evaluate our safety management system arrangements.
- 1.2. Monitor our workforce and provide constructive feedback on safety behaviours
- 1.3. Identify unsafe behaviours and provide feedback on the actions
- 1.4. Provide training to minimise the risks of unsafe behaviours from reoccurring.
- 1.5. Behavioural safety is included in any accident investigations and highlight any issues
- 1.6. Management of behavioural safety includes all employees from director down.
- 1.7. Any violations due to knowledge-based behaviours are identified and extra training is provided.
- 1.8. An Internal investigation will be carried out when employees report suspected past, present or imminent wrongdoing, or an attempt to conceal wrongdoing.
- 1.9. Act promptly on any issues found during internal investigations
- 1.10. Record the number of whistleblowing disclosures we receive and their nature.
- 1.11. Whistleblowing will be confidential and will protect the identity of the person disclosing the information.
- 1.12. Implement a communication plan to ensure effective communication of the safety programme.
- 1.13. Review the communication plan to ensure it is still effective and that employees are responsive to the plan.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

3. BEHAVIOURAL SAFETY ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by: _____

Signed: _____

4. GUIDANCE AND RECORDS

4.1. Introduction

Health and safety in the workplace is influenced by a number of factors including the organisational environment, managers' attitude, commitment to the nature of the job or task and the personal attributes of the worker. Safety-related behaviour in the workplace can be changed by addressing such influences.

Behavioural safety processes are one way of trying to establish good safety working practices that identifies and reinforces positive safety behaviours and reduces unsafe behaviours. These processes include near miss and incident investigations, whistleblowing, monitoring and feedback. Implementation of behavioural safety processes can be established using the following method.

- Identify unwanted behaviours,
- Develop observation checklists targeting unwanted behaviours,
- Educate everyone by briefing all i.e. train all those involved,
- Assess & monitor actual behaviour via regular observations, checking of documentation submitted etc.
- Limitless feedback provided to all – verbal, graphical and written etc.

4.2. Near miss and incident investigation.

If your company has experienced a near miss or incident it is best practice to investigate how, where and why it happened. This investigation can form a process that looks at how the behaviours of managers and employees may have caused the incident and is a tool for helping to reduce the risk of this reoccurring. By looking at the behaviours that may have impacted the incident you will be able to assess if the safe schemes of work for the tasks are adequate, if more training is required, reinforce safe behaviours (good habits) and change unsafe behaviours (bad habits), if the risk assessment does not have adequate controls for human errors etc. When looking at the incident from a behavioural safety view the investigation also needs to take in to account the actions of management and top management as the responsibility will ultimately lie with them.

All Near misses and incidents should be recorded as this will create a record and will help to identify if any trends in behaviour can be seen and help with correcting any unsafe behaviours that are repeated.

4.3. Whistleblowing

Whistleblowing is the term used for when a worker passes on information concerning wrongdoing. This can cover fellow workers, procedures or management. To be covered by whistleblowing law, a worker who makes a disclosure must reasonably believe two things. The first is that they are acting in the public interest. This means in particular that personal grievances and complaints are not usually covered by whistleblowing law.

It is considered good practice for the company to create a safe, open environment where an employee feels comfortable in bringing to management any concerns they have over any unsafe behaviours witnessed. Employees are often best placed to help with identifying any unsafe behaviours being exhibited and can be a valuable tool when establishing safe schemes of work and training needs. A person whistleblowing may feel daunted about raising concerns on fellow workers and therefore it is advised that all whistleblowing is confidential and the person's identity would be kept secret.

Once a disclosure has been made it is good practice to hold a meeting with the whistleblower to gather all the information needed to understand the situation. In some cases, a suitable conclusion may be reached through an initial conversation with a manager. In more serious cases there may be a need for a formal investigation. It is for the company to decide what the most appropriate action to take is.

It is important to note that if an investigation concludes that the disclosure was untrue it does not automatically mean that it was raised maliciously by a worker.

When dealing with disclosures, it is good practice for managers to:

- Have a facility for anonymous reporting
- Treat all disclosures made seriously and consistently
- Provide support to the worker during what can be a difficult or anxious time with access to mentoring, advice and counselling
- Reassure the whistleblower that their disclosure will not affect their position at work
- Document whether the whistleblower has requested confidentiality
- Manage the expectations of the whistleblower in terms of what action and/or feedback they can expect as well clear timescales for providing updates
- Produce a summary of the meeting for record keeping purposes and provide a copy to the whistleblower
- Allow the worker to be accompanied by a trade union representative or colleague at any meeting about the disclosure, if they wish to do so
- Provide support services after a disclosure has been made such as mediation and dispute resolution, to help rebuild trust and relationships in the workplace

It will be useful to document any decisions or action taken following the making of a disclosure by a worker.

It is also good practice for organisations to:

- Record the number of whistleblowing disclosures they receive and their nature
- Maintain records of the date and content of feedback provided to whistleblowers
- Conduct regular surveys to ascertain the satisfaction of whistleblowers.

4.4. Behavioural based observations

Behavioural based observations are a useful tool to help with determining the safety culture and attitudes of your company however it needs to be good quality observations to be effective. Good quality observations not only identifies problems but can help you understand what caused them and what sort of changes are needed to address them. Poor quality observations can also help you identify issues but may not help you address them.

The best methods of observation require time, effort and a commitment from management to act on the findings. It needs to be based on a current moment of time and not something that happened in the past (unless it is an accident/incident investigation). It needs to be conducted at different points of the day/process to see how each work process is effective. The results of observation and inspection will help with determining not only if the safe schemes of work are suitable but also if the controls of the risk assessment are adequate.

There are two types of monitoring Active and Reactive. In regard to behavioural safety active observation may be best practice as you would be able to witness any behaviours both positive and negative firsthand and react accordingly when giving any feedback on the findings of the observations.

4.5. Employee Evaluation and Mentoring

The main focus of behavioural safety is the changing of negative behaviours to more positive behaviours. One way of doing this is by encouraging the positive behaviours in employees using feedback.

Completing employee evaluations helps establish any positive behaviours already being carried out and can be used to identify any negative behaviours that can indicate training needs or changes required. The evaluations would need to be carried out on all employees from the top down to ensure a comprehensive evaluation of the safety culture and using positive reinforcement can help to improve the safety of your employees. The behavioural safety programmes should be agreed mutually between top management and employees and employees should feel that they are playing a part in creating the safety culture of the business and have an opportunity to express any concerns.

Mentoring systems can help with providing this opportunity with employees having a person they can turn to if they need to air any concerns. It can also help with training needs as having a more experienced mentor can reinforce positive safety behaviours and provide excellent opportunities for constructive feedback on the negative behaviours that may have been learnt/ been picked up.

4.6. Communication Plan

The success of the behavioural safety policy of the company can largely depend on the successful implementation of communicating changes and updates to all employees in the company. One way this can be successfully achieved is by creating a communication plan.

The communication plan is useful tool for the behavioural safety programme as it can increase awareness and recognition for the safety programme, increase awareness of any risks that may arise in the workplace, help to increase and foster trust between management and employees and improve health related behaviours.

The communication plan will need to be constructed to provide concise information in a variety of forms and materials to ensure that they are understood by all and applicable to all employees in the business.

The success of the behavioural safety plan will be based on the employee participation and understanding of the communications presented to them.

This can be achieved by:

- Branding the plan to show that all communications are coming from the company by using the logo and company name.
- Engaging employees and management to learn how they react with the communications and information being presented to them.
- Use a variety of communication channels such as e-mail, newsletters, Intranet and team meetings.
- Be used to reinforce and praise good practices and celebrate successes and achievements rather than just communicating the bad news.
- Encourage worker participation to help keep an interest in the programme and ensure that they have an input into the working of the plans

4.7. Action Plans

As well as a communication plan it is advised that action plans are also used to help put in place the recommendations of change that may come from the observations and discussions. By creating an action plan the changes required can be tracked and given a timeframe to be completed by. It is advised that all employees who would be impacted by the changes are included in the creation of the action plan and that the opinions they have are taken into consideration while setting out the goals. The goals set would need to be realistic in nature and take in to account the impact it will have on the behaviours and safety culture of the business while being reasonably practicable to carry out. Communication will be a key feature of the action plan as it would need to be adopted and accepted by all employees and management.

4.8. Evaluation of the Behavioural Safety Programme

The Behavioural Safety Programme will itself need to be evaluated and reviewed periodically to ensure that it is still fit for purpose. The frequency of this review will be based on needs, but annual review would be recommended.

WORK RELATED STRESS

Policy

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with all employees and their representatives based on openness, honesty and trust. Systems will be in place locally to encourage managers to support their staff and colleagues. We recognise that non-work problems can make it difficult for people to cope with the pressures of work. Employees are encouraged to discuss any matters that may affect their work with their manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

1. ARRANGEMENTS FOR WORK RELATED STRESS

The Work Related Stress Co-ordinator will ensure that:

- 1.1 The risks from stress are effectively controlled by the identification and assessment of all potential work related stressors.
- 1.2 Effective communication takes place between management and employees particularly where there are organisational and/or procedural changes.
- 1.3 Training and guidance is provided to all managers and employees in good management practice.
- 1.4 Employees are adequately trained, understand their roles and responsibilities and have sufficient information for the tasks they are to undertake.
- 1.5 Encourage employees to use their skills and initiative and where possible to develop new skills.
- 1.6 Employees are given adequate and achievable demands in relation to agreed hours of work.
- 1.7 Employees are consulted on work patterns, the work environment and on all proposed action relating to the prevention of work related stress.
- 1.8 Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected.
- 1.9 Individuals who have been absent with stress are supported and consulted on a planned return to work.
- 1.10 The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.
- 1.11 Positive behaviours to avoid conflict and ensure fairness are promoted.

2. WORK RELATED STRESS MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have risk assessments been undertaken to identify potential areas of work-related stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is there effective two-way communication, including feedback, between management and employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are all managers competent to supervise employees reporting to them and applying good management practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do employees have sufficient information and are they adequately trained for their tasks, fully understanding their roles and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employees encouraged to use their skills and initiative and provided with opportunities to develop new skills where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are demands placed on employees both adequate and achievable within the agreed hours of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees consulted on work patterns, the work environment and their suggestions considered in relation to the prevention of work-related stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have employees affected by stress been treated sensitively, been consulted and informed of action to be taken and their confidentiality maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Has anyone absent with stress been consulted on a planned return to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are the measures implemented to address the sources of stress monitored to ensure their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is positive behaviour promoted at all levels to avoid conflict and ensure fairness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WORK RELATED STRESS, MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

WORKING AT HEIGHT

Policy

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

1. ARRANGEMENTS FOR WORKING AT HEIGHT

The Working at Height Co-ordinator will ensure that:

- 1.1 Where possible the need to work at height is eliminated.
- 1.2 Where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.
- 1.3 The risk assessment takes account of the distance and consequences of a fall, and the duration and frequency of the task.
- 1.4 Where work equipment is necessary to ensure safe working at height, the equipment is suitable for the task at hand, taking into account the risk of use, installation and removal of such equipment.
- 1.5 If ladders or step ladders are specified as a control measure, the assessment justifies their use, i.e. that the risk is low, the task is of short duration (15-30 minutes) or the working space/conditions dictate.
- 1.6 Levels of competence required for working at height activities are identified and any training needs are met.
- 1.7 Where identified in the risk assessment, a rescue plan is in place before work at height commences. This plan will be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out. The plan will take account of possible risks to the rescuers.
- 1.8 Where the activity affects or may affect others in the vicinity we will inform and discuss with these people how we plan to carry out the work.
- 1.9 The risk assessment and planning arrangements take into account the effects that the weather can have on outdoor work at height.
- 1.10 The risks posed by fragile surfaces (i.e. surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces) are managed.
- 1.11 Permanent fencing, guards or other permanent measures to prevent falls are put in place for work requiring regular access, including where there is a fragile surface.
- 1.12 Steps are taken to ensure that falling material or work equipment is prevented. Loads and equipment are stored correctly so they do not collapse or fall at any time and cause injury.

- 1.13 Equipment for work at height is regularly inspected to ensure that it is safe to use. The equipment is marked to ensure that it is obvious when the next inspection is due.

Pre-use checks are made before work equipment for work at height is used.

Note: The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

- 1.14 The provision of supervision is proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work.

2. WORKING AT HEIGHT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is work at height eliminated wherever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	When work at height cannot be eliminated is a suitable and sufficient risk assessment undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Does the risk assessment take account of the distance and frequency of a fall, and the duration and frequency of the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	When work equipment is used to ensure safe working at height, is it suitable for the task and is the risk of use, installation and removal of such equipment taken into account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	If ladders or steps are specified for use, does the assessment justify their use i.e. low risk, short duration or because working space/conditions dictate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are levels of competence required for working at height activities identified and are any training needs met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where identified in the risk assessment, is a rescue plan in place before work at height takes place and is it kept under review for the lifetime of the project and updated as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where activities affect or may affect others, are those parties informed of how the planned work will be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do the risk assessment and planning arrangements take account of weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are the risks posed by working on fragile surfaces effectively managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Where regular access is required has permanent fencing, guards or other measures to prevent falls been put in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are steps taken to ensure falling material or equipment is prevented and that such items are stored correctly to prevent collapse of the structure on which work is undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Is all work equipment for work at height regularly inspected and marked to show when the next inspection is due?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is the level of supervision provided proportionate to the findings of the risk assessment and the experience and capabilities of the people undertaking the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WORKING AT HEIGHT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by:

Signed:

DRUGS AND ALCOHOL

Policy

Substance abuse, or impairment due to drugs and/or alcohol, is a major factor in causing accidents at work and we aim to eliminate that factor, which can only be achieved with everyone's co-operation. This need to work without impairment is equally important whether working within the Company's own premises or on a client's site, and includes travelling between the two.

No employee should consume alcohol or take drugs, other than on medical advice and in accordance with such advice, or use any other inhibiting substance during working hours. This will include any breaks that are allowed unless there are good business reasons or express permission has been granted by the managing director. Being apparently under the influence of drink or carrying, supplying or taking illegal drugs is classified as gross misconduct under the Company Disciplinary Policy. Such employees will be excluded from work until suspicion is cleared, during which time there will be no entitlement to pay.

If any type of drug - medication is used at work or prior to commencing work and it is believed that the negative effects of the drug - medication could still present themselves, employees must make a member of management aware of this fact.

We recognise that there are certain locations and work environments that can be considered as having a higher risk potential so stricter rules that go beyond those given in the subsequent sections of this policy may apply. Examples of such locations might be those where the work process involves the production or storage of highly volatile chemicals, liquids or gas.

In the event of our employees visiting or working at any location, including customer sites that has an established policy which exceeds this document, all persons there must comply with its requirements, in addition to those given here.

The taking of drugs and alcohol over an extended period can be habit forming and lead to dependence. Dependence is recognised as an illness by the Company and any employee who believes that he or she may have, or potentially have, such a problem, is encouraged to discuss it with a person in authority with whom the individual feels comfortable, who will provide support and advice on obtaining treatment. The employee is expected to meet the cost of any treatment but the Company will be supportive and understanding during treatment.

This Policy will be reviewed following any changes to working practices or applicable legislation, or at least annually.

Employees are provided with the necessary information and training with regards to this Policy, which includes their duty to notify management if they suspect that they or another employee has an alcohol or drugs problem.

1. ARRANGEMENTS FOR DRUGS AND ALCOHOL

The Drugs and Alcohol Co-ordinator will ensure that:

- 1.1 Substance abuse or impairment is eliminated, whether at our premises, during travelling or at client sites and disciplinary action will be taken to ensure this, where necessary.
- 1.2 Higher risk locations and work environments will be identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary.
- 1.3 When employees visit any other location any established policy will be complied with, in addition to our own.
- 1.4 Employees will not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours.
- 1.5 Employees will advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves.
- 1.6 The Company will recognise drug or alcohol dependence; will encourage employees to discuss such issues in confidence and will provide advice and support on obtaining treatment.
- 1.7 Employees will be provided with the necessary information, instruction and training regarding the Company policy regarding drugs and alcohol including their duty to report any suspected problems.
- 1.8 Random drug and alcohol screening or random tests will be carried out as necessary. The Company's disciplinary procedure will be adhered to so as to ensure this policy is enforced.
- 1.9 This policy will be subject to the necessary timely review.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

Issue Date 06/04/2023
Created for Wilkins Chimney Sweep Limited
Version 1

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3. DRUGS AND ALCOHOL MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by:

Signed:

INFECTION PREVENTION AND CONTROL POLICY

(Non-healthcare Settings)

Policy

Prevention and control of infection is an important consideration throughout the business operations for employees and non-employees alike.

Control strategies will be adopted for the prevention of exposure to pathogens, including physical and procedural measures appropriate to the nature of the business.

Regular cleaning schedules shall be adopted to minimise risk of transmission of pathogens by contact. Disinfection and decontamination of the site and equipment will be instigated upon discovery of a source of infection. The generation, collection and disposal of waste will be carefully controlled.

Where necessary, outbreaks of ill-health will be properly reported and recorded,

We will inform and train our staff in infection prevention and control issues, handwashing, hygiene, distancing measures and where applicable the use of personal protective equipment.

All control measures will be monitored by regular inspections and audits. A review of the measures will be undertaken on any significant change, new knowledge becoming available about pathogens and appropriate controls, as a result of infection and as a minimum on an annual basis.

1. ARRANGEMENTS FOR INFECTION PREVENTION AND CONTROL

The infection prevention and control co-ordinator will ensure;

- 1.1 Risk assessments have been completed identifying potential types and sources of infection with appropriate control measures and/or local procedures that need to be in place to address infection prevention and control needs specific to the area and/or working activity.
- 1.2 Appropriate physical and procedural measures are implemented as a result of the assessment which will address the type of pathogen and its routes of transmission.
- 1.3 Cleaning schedules are implemented for all areas and the frequency and level of cleaning regularly assessed in response to the potential presence of a source of infection.
- 1.4 Adequate wash facilities are provided for all employees/others.
- 1.5 All employees are given clear instruction on personal hygiene measures.
- 1.6 All employees are given training and information on all infection prevention and control measures?
- 1.7 A procedure is in place to ensure cases of ill health are reported and recorded where required.
- 1.8 Inspections and audits are undertaken on a regular basis to check the effective use of control measures.
- 1.9 A procedure is in place to review preventative and protective measures when required.

2. INFECTION PREVENTION AND CONTROL MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have risk assessments been completed identifying potential types and sources of infection with appropriate control measures and/or local procedures that need to be in place to address infection prevention and control needs specific to the area and/or working activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have appropriate physical and procedural measures been implemented as a result of the assessment which will address the type of pathogen and its routes of transmission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have cleaning schedules been implemented for all areas and the frequency and level of cleaning regularly assessed in response to the potential presence of a source of infection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are adequate wash facilities provided for all employees/others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have all employees received clear instruction on personal hygiene measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Have all employees received training and information on all infection prevention and control measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is a procedure in place to ensure cases of ill health are reported and recorded where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are inspections and audits undertaken on a regular basis to check the effective use of control measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is there a procedure in place to review preventative and protective measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

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3. INFECTION CONTROL MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

HOUSEKEEPING

Policy

We will ensure that standards of cleanliness and good housekeeping are maintained in all areas for which we are responsible, so as to minimise the risk of slips, trips and/or falls.

All floors and traffic routes will be maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings. Employees will report any defects immediately. Traffic routes and fire escapes will be kept clear of obstructions.

Work areas will be sufficiently lit and have adequate space to enable employees to move around freely and easily.

Waste materials will be cleared up as work proceeds; debris will not be allowed to accumulate thereby presenting tripping hazards. Any spills will be removed promptly, so as to ensure floor areas are kept as clean and dry as possible.

Materials and tools will be stored correctly and areas around plant and machinery will be kept clean and free from tripping/slipping hazards. Electrical leads will be routed so as to eliminate tripping hazards, will be protected from damage and will be taken up immediately after use.

All employees will be given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards.

The necessary personal protective equipment will be provided and worn.

1. ARRANGEMENTS FOR HOUSEKEEPING

The Housekeeping Co-ordinator will ensure that:

- 1.1 Standards of cleanliness and good housekeeping are maintained in all areas for which we are responsible.
- 1.2 Floors and traffic routes are maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings.
- 1.3 Traffic routes and fire escapes will be kept clear of obstructions.
- 1.4 Work areas will be adequately light.
- 1.5 There is sufficient space to enable employees and others to move around freely and easily.
- 1.4 Waste materials will be cleared up as work proceeds; debris will not be allowed to accumulate and spills will be removed promptly thereby eliminating hazards.
- 1.5 Materials and tools, including cables and wires will be stored correctly and areas around plant and machinery will be kept clean and free from tripping/slipping hazards
- 1.6 All employees will be given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards.
- 1.7 All employees will be provided with and wear the necessary personal protective equipment, so as to minimise the risk posed by slips, trips and falls. This will include suitable safety footwear.

2. HOUSEKEEPING MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are standards of cleanliness and good housekeeping maintained in all areas for which we are responsible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are floors and traffic routes maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are traffic routes and fire escapes kept clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are work areas adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is there sufficient space to enable employees to move freely and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are waste materials cleared up as work proceeds with no accumulation of debris and are spills removed promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are materials and tools, including cables and wires stored correctly and areas around plant and machinery kept clean and free from tripping/slipping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are all employees given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are all employees provided with and do they wear the necessary personal protective equipment, so as to minimise the risk posed by slips, trips and falls, namely suitable safety footwear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. HOUSEKEEPING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

HOME/REMOTE WORKING

Policy

We recognise the importance of ensuring that all home and remote working activities are identified and managed appropriately to minimise the risks to both the employer and employee. The health, safety and welfare of home and remote workers will always be carefully considered with the aim to provide the same levels of protection as employees who work on-site so far as reasonably practicable. Home working and remote working offers many advantages to both the employer and employee, but it also brings its own health and safety hazards. Common hazards associated with home/remote workers include working in isolation, stress and mental well-being, lone working, use of computers/work equipment, fire, manual handling, travelling and a lack of control over the working environment. Due to the many activities and hazards which may arise from home/remote working, this policy should not be read and acted upon in isolation, but cross referenced to other relevant sections and guidance within the companies health and safety policy.

We will assess the potential work activities and hazards from home/remote working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will take into account not only the task but also the abilities and experiences of those who may be undertaking the work. The findings of the risk assessments will determine the level of supervision required. To ensure that home/remote workers are not put at more risk than other employees we will provide adequate training and information on understanding the risks and controls measures required in order to reduce the risk associated with home/remote working and the tasks undertaken.

Checks will be made to ensure that any home/remote workers have no medical condition which makes them unsuitable for home or remote working. We will not permit home or remote working where risks cannot be controlled to an acceptable level. Procedures will be put in place to monitor home and remote workers to ensure they remain safe. We will regularly review and, where necessary, modify our assessments, especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

1. ARRANGEMENTS FOR HOME/REMOTE WORKING

The Home/Remote Working Co-ordinator will ensure that:

- 1.1** All employees likely to work from home or remotely are identified.
- 1.2** Consultation with employees regarding home and remote working takes place and Home Working Checklist have been completed by the employee and signed by the line manager.
- 1.3** The tasks and work activities which will be undertaken by home/remote workers are identified and listed.
- 1.4** The hazards to which employees may be exposed during home/remote working are suitably and sufficiently assessed.
- 1.5** Adequate control measures are implemented to prevent ill health and accidents.
- 1.6** A decision based on the risk assessment findings is made to determine the level of supervision and frequency required.
- 1.7** Activities requiring special arrangements in order to monitor the safety of home/remote workers are identified.
- 1.8** Activities which must not be performed by home/remote workers are identified and brought to the attention of all relevant persons.
- 1.9** Employees that work from home or remotely are given adequate information, instruction and training in order to perform the task safely and effectively.
- 1.10** Checks are made to ensure that any home/remote workers are medically fit for the tasks where necessary.
- 1.11** Control measures and risk assessments are regularly monitored and maintained to ensure they remain effective.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all employees likely to work from home or remotely been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation with employees regarding lone working taken place, homeworkers checklist completed, and is this ongoing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have the tasks which expose employees to home/remote working been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the hazards to which employees may be exposed been suitably and sufficiently assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have adequate control measures been implemented to prevent ill health and accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the level of supervision and frequency been decided for home and remote working activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have special arrangements for monitoring home/remote workers been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have prohibited home/remote working activities being brought to the attention of all relevant persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have employees that work from home or remotely been given adequate information, instruction and training in order to perform the task safely and effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have checks been made to ensure the home/remote workers are medically fit for the tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are risk assessments and control measures regularly monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. HOME/REMOTE WORKING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

4. GUIDANCE AND RECORDS

4.1 Home and Remote Working Activities

Introduction

Home and remote working is a way of working 'at a distance', using information technology (IT) to allow employees to undertake work away from the employers' premises. Home and remote workers can be based at home, occasionally work from home/remotely, or be mobile. This will often involve many different work activities and environments, which each bring their own health and safety hazards.

Due to the varied nature of the activities undertaken by home and remote workers, organisations will need to look at the risks from both perspectives, your organisations and the individual worker's. The importance of effective consultation, co-operation, communication and undertaking risk assessments which are relevant to each individual home/remote worker is of paramount importance to the company.

The guidance contained in this policy should not be treated in isolation as it may be necessary to consult other relevant sections of the policy (particularly Lone Working), depending on the type of work and environment encountered by the home/remote worker. Therefore we strongly recommend that you consult your health and safety consultant or Alcumus 24/7 Help Desk (0113 3570580) in order clarify any particular matters which relate to home or remote working.

Listed below is generic guidance which relate to home and remote workers and includes information on good practice. However it should be recognised that each home/remote worker will be different including the standards and guidance applied which are dependent on individual circumstances.

4.2 Communication and Consultation

Effective health and safety management relies on good communication between the company and home/remote workers given their isolated working arrangements. As homeworkers spend a limited time on-site, the issue of communication and providing information cannot be addressed in the same way as for employees who are on site for regular periods. In smaller firms a close working relationship between the company/managers and homeworkers may permit a more informal approach to communication.

Although informal communication between managers and home/remote workers may be effective in smaller companies more formalised approaches to communication are essential in larger organisations. The method and frequency of communication will vary but should be agreed between the company/manager and the home/remote worker.

Companies should provide home/remote workers with written details of their responsibilities and contact details, employee “Code of Conduct” handbooks and any necessary information they would need. This should include copies of risk assessments and work procedures, Display Screen Assessments and completed Homeworker’s Checklist which can be found in **Appendix 1**.

A lot of emphasis is put on supplying information to home/remote workers, but it is also important to supply information on managing home/remote workers to line management. Types of information that are useful include: competencies involved; how to manage high levels of trust and low levels of control; how to empower staff to work independently; information to help line managers support homeworkers and avoid potential consequences of lone working such as stress or isolation; and the setting of clear goals.

Any incidents affecting home/remote workers need to be communicated to, and recorded by employers. This includes accidents and any ‘near miss’ occurrences. Employees need to know the procedures for reporting work-related accidents and ill health or any health and safety concerns. All reports received should be investigated by the line manager. Competent health and safety or occupational health support can be provided by your health and safety consultant or by contacting the Alcumus 24/7 Help Desk (Tel: 0113 3570580).

It is important to make sure that home/remote workers do not feel divorced from decision- making about their work and workplaces. Consultation, involvement and representation of home/remote workers should also be encouraged because they are effective ways of determining whether health and safety arrangements are good enough, and of making improvements.

4.3 Risk Assessment

Risk assessments should be undertaken that are specific to each home/remote worker’s work environment, and involve the home/remote worker in the process of identifying potential hazards. Companies should ensure that the risk assessments which have been carried out for individual home/remote workers have addressed a range of significant hazards in the home workplace (e.g. electrical; manual handling; chemicals; ventilation; lone working/isolation) and include potential hazards that would not normally be found in a workplace such as pets.

In assessing the risk of a task that a home/remote worker will undertake, it is important to consider the interaction of the task and the home environment, and not just accept the risk assessment developed for the process on the work site. There can be differences between the home and work site that mean the risk can be higher for the task when performed in the home environment.

Risk assessments carried out for home/remote workers should also identify who else may be at risk, such as family and vulnerable persons (e.g. children, and new or expectant mothers). Regular reviews of risk assessments should be carried out to ensure that there have been no significant changes.

Further detailed information on how to undertake risk assessments can be found in the policy section on risk assessments, although it may be necessary to undertake specialist risk assessments including COSHH assessments, display screen assessments and manual handling.

Putting in place clear, consistent management systems will reduce risks to home/remote workers, but it is only through regular monitoring that you can be sure risks are being controlled adequately and the systems are effective. Home/remote workers' managers or an appointed assessor should make regular enquiries to make sure the employee is following safe practices and not experiencing aches or symptoms of stress. You should review risk assessments regularly and involve the employees affected. If it is not practical for managers to visit home/remote workers, the employees could complete a regular self-assessment of risk, which their line manager would check and discuss with them.

4.4 Work Environment

There is a fine line between taking reasonable precautions and invading personal privacy. However, companies will need to assess the risks of issues such as available space and lighting and the working environment.

As a minimum, there should be enough room for work to be carried out, including space for the workstation, other equipment (e.g. printers) and storage of materials. If the employee is working permanently from home, they should ideally choose one room as their office. This reduces physical intrusion into the home, helps keep domestic interruptions to a minimum and reduces risks to other people at home (e.g. young children). If the room is lockable, so much the better – this improves the security of your equipment and data. Sheds and garages are not generally recommended for home/remote working because it is often impossible to control security and the working environment.

You should also be careful about letting your staff choose attics and cellars, because these spaces often have limited access, poor temperature or ventilation control and a lack of natural light. General health and safety hazards need to be considered by both the employer and the worker because employers have little direct control over the home workplace.

There should be suitable access to the work room and the employee needs to ensure good standards of housekeeping, including adequate lighting, removing trailing leads and not using the floor or high shelves for storage. Home/remote workers must make sure they use equipment correctly and take reasonable care of their own health and safety. They must also be aware of the risks their work poses to other people, such as family members (including children).

Working at other employers' workplaces if your staffs are working at another employer's premises as outsourced contract staff, the health and safety arrangements and responsibilities should be included in a contract. This agreement must ensure, as a minimum that a suitable workspace is provided and emergency arrangements are clear, and it must specify who is responsible for carrying out risk assessments and providing workstation equipment.

4.5 Work Equipment

You should apply similar furniture and equipment standards to a home workstation as you would in an office. A suitable desk and adjustable chair will normally be needed. These should be ergonomically designed to reduce the risk of musculoskeletal problems. Allowing employees some choice in style will enable them to choose equipment that suits the décor of their house. You may need to provide accessory equipment, such as task lighting to supplement domestic lighting. Some work or office equipment (e.g. certain types of shredder) is not suitable for domestic situations where young children are present. In these cases it may be more appropriate to supply equipment intended for domestic use. If employees only occasionally work from home, it is generally fine for them to use their own equipment to log in to work networks.

Permanent computer workstations need to be competently assessed and legally compliant as a minimum. Accessories such as footrests and document holders may be necessary – this will be determined by the workstation risk assessment. If the employee is travelling from place to place, their equipment needs to be light and portable. In such cases a laptop is typically provided. Laptops can themselves present a hazard, as they have limited adjustability. Minimising the amount of time spent using a laptop, and taking regular rest breaks, will help. If an employee is based at home and uses a laptop regularly for long periods at the same workstation, you will need to provide accessories, such as a mouse, keyboard, screen (or laptop riser) or docking station. The specific details should be determined through the workstation assessment, taking account of the user's needs, space restrictions and how long they spend at the computer.

4.6 Maintaining equipment and electrical safety

Any work equipment including electrical equipment provided by the company and given to the home/remote worker will need to be maintained in good condition and will be the responsibility of the company. You will need to consider how you will carry out scheduled and breakdown maintenance of work equipment.

You can help reduce frustration and wasted work time by providing: good instruction and training on how to use software and manage minor equipment failures. Portable electrical items from laptops to mobile phone chargers require regular inspection to check that they are still safe. Some equipment may also need combined inspection and testing. IT equipment often requires only visual inspection by a competent person. This could be done by the employee (after suitable training) or during monitoring visits. Choosing low-voltage or double insulated equipment means the need for regular electrical testing can be minimised.

Companies cannot be responsible for the whole domestic electrical system at your employees' homes. Nevertheless, if you have concerns about electrical safety or the availability of sockets (leading to trailing leads or over-use of extension leads), you will need to agree with the employee how these hazards will be controlled.

4.7 Mental Wellbeing

Remote working hazards extend beyond the physical work environment. Working arrangements are also important. For example, some employees may find it difficult to adapt to working in an environment with limited social contact, while others may find it harder to manage their time or to separate work from home life. For these reasons it is important to consider competence in areas such as time and self-management at the recruitment and selection stage, or before allowing existing employees to work from home.

Employees need to be aware of issues of time management and social isolation and they must realise that working from home is not always an easy option. Those who apply to work from home thinking that it will give them an opportunity to juggle their work around a busy home life may find that the opposite is true, as it can be difficult to turn off the computer and close the office door at the end of the day, especially when deadlines are looming. Home/remote workers may be tempted to work longer than normal hours, due to the lack of direct supervision.

Give your staff some practical training and tips on how to separate their work and home lives. Lone working is also a major consideration for employees working at home and while travelling. All remote workers (including those working at another employer's premises) risk feeling isolated, and some people can find this stressful.

It is important to maintain good communication systems and formal means of contact with remote workers to minimise feelings of isolation. How you do this will depend on the number of remote workers you are dealing with and what they are doing, but you should consider: regular one-to-one meetings between remote workers and their line managers, either at the employee's house or an agreed location. Regular meetings between home/remote workers and their co-workers, give employees the opportunity to network and get to know each other and help maintain effective teamwork.

4.8 Lone Working

Organisations will also need to consider and assess the risk that an employee might suffer an accident, illness or assault while they are working alone remotely or at home. In many cases there will not be much difference between the risk while travelling and the risk while working alone in other ways. However, sometimes employees may have to visit people or places where they feel more vulnerable or may be at greater risk. Companies should ensure that all of these team members have information on how to stay safe when working and travelling alone. It is good practice to have a system for checking the whereabouts of workers who travel alone. As a minimum, the employee should record full details of where they are going and their expected travel time. At the end of the working day, either the employee should ring or text an agreed contact or 'buddy' to say they are home or a family member should have details of who to contact if they have any concerns.

Further guidance and procedures are fully documented in the "Lone Worker" section of the companies' health and safety policy and should be read in conjunction with this section of the policy and guidance.

4.9 Health and Safety legislation relevant to home/remote working

- The Health and Safety at Work, etc Act (HSWA) 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002
- The Manual Handling Operations Regulations 1999
- The Control of Noise at Work Regulations 2005
- The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)
- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Health and Safety (First Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) regulations 1996
- The Electricity at Work Regulations 1989

Appendix 1

HOME WORKING CHECK LIST – for Employee Completion

Name:	
Job Title:	
Service:	

		Comments/Responses
1	Have you completed the Home Working Request Form or has Home Working been agreed with your manager?	
2	Have arrangements have been made for you to spend time in the office on a regular basis?	
3	If you supervise other staff, how will this be dealt with?	
4	How will you be kept up-to-date with new developments, e.g. changes in working practices, starters and leavers, and any corporate issues?	
5	What hours/days are you going to work at home?	
6	When can colleagues contact you at home?	
7	Do you have any development needs to be effective, e.g. greater IT skills?	
8	What arrangements have been made with the IT Service to provide support?	
9	Date on which home working risk assessment (generic risk assessment available within the Health and Safety Manual) carried out. You and your manager will carry out the risk assessment. This check list assists with the assessment and will be attached to the risk assessment. It should be reviewed frequently if there are any changes (annually at least)	
10	Will there be any requirement to lift heavy loads? If yes, have you had manual handling training?	
11	Has any electrical equipment provided by the Company and have you checked with your manager that it has been checked by a qualified electrician and details recorded?	
12	What arrangements have you made with your manager to have the periodic electrical checks carried out?	
13	Where electrical equipment belongs to you, do you check cables/ plugs etc. to ensure in good condition and record that you have carried out this check?	

		Comments/Responses
14	What furniture and equipment, including telephone, is being provided by the Company? Can it be suitably accommodated in your home?	
15	Is any furniture and equipment provided by you suitable for the job?	
16	Where will you be working? Will it be separate from the day-to-day running of the home? Is it adequate for the job?	
17	Can the work be kept secure and shut away when not working?	
18	Will the work area be free from distractions? For example, what childcare arrangements are in place?	
19	Is lighting, heating and ventilation adequate?	
20	Have you carried out a Display Screen Equipment self-assessment?	
21	Have you rectified any issues raised as a result of the self-assessment? This should be discussed with your manager/DSE assessor	
22	Have you received any training on DSE? This should be refreshed every 2 years.	
23	If IT equipment has been provided, is it adequate? Ideally Laptops should only be used continuously for short periods.	
24	If your own IT equipment is to be used, is it compatible? Have you checked with the IT Service?	
25	What arrangements are in place to record the hours you work? How will you ensure that you take regular breaks to satisfy the Working Time and DSE regulations and you do not work excessive hours?	
26	Please confirm that your home will not be used for meetings with clients, customers or colleagues? Visits by managers, health and safety or union representatives are permitted.	
27	If there is a fire in the home how will you escape, particularly if you are working on the first floor?	
28	Are there smoke/fire alarms fitted in your home? If not, it is recommended that these are installed by you.	
29	Is a fire extinguisher and first aid box available in the home? If not, consider if they are required. Note: fire extinguishers require annual checks	
30	Have you checked the rental or mortgage agreements to ensure that working at or from home is not prohibited? Are you insured to work from home?	
31	How will you dispose of confidential waste? Note: should be brought into the office for disposal.	

		Comments/Responses
32	All accidents or dangerous occurrences connected with work must be reported using the Companies normal procedures, whether they occur in the home or elsewhere.	
33	Please confirm you will notify your manager of any changes in your home working environment.	
34	If you are a new mother, you must not return to your work duties less than two weeks after the birth and expectant or new mothers must not work from home whilst on maternity leave.	

THE EMPLOYEE

I agree to comply with all the requests, requirements and recommendations above.

Signed:	
Date:	

THE MANAGER

I have discussed all the above requirements and confirm that the Companies obligations towards the employee have or will be carried out.

Signed:	
Date:	

TRANSPORT

Policy

We as users of transport recognise our duties to protect our employees and others who may be affected by our activities, and as such will undertake assessments of our activities in relation to Company transport. We will take appropriate action to adequately control the risks identified by such assessments. We will ensure that all persons required to drive any of our vehicles are suitably trained and competent to undertake the duties placed on them, and where necessary ensure a valid driving licence is held by individuals appropriate to the type and class of vehicle they may be required to operate. All Company vehicles will be regularly inspected and serviced in accordance with manufacturers' recommendations and where necessary tested in line with the legislative requirements prevailing at the time. Where vehicles are required to travel on the public highway they will be adequately insured and display an appropriate road fund licence. All control measures and procedures will be regularly monitored to ensure they remain effective.

1. ARRANGEMENTS FOR TRANSPORT SAFETY

The Transport Co-ordinator will ensure that:

- 1.1 All Company transport systems are identified and assessments are conducted.
- 1.2 Suitable and sufficient control measures are implemented to ensure the continued use of transport systems both on our premises and on the public highway.
- 1.3 Procedures are in place to ensure only trained competent persons, who are fit to drive, operate our vehicles.
- 1.4 Where required, drivers hold a current valid licence for the type and class of vehicle they may be required to operate.
- 1.5 Employees are reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving.
- 1.6 Procedures are in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.
- 1.7 Where required by specific legislation, vehicles are tested at the required intervals.
- 1.8 Procedures are in place for the identification, reporting and rectification of defects.
- 1.9 Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time.
- 1.10 Relevant insurance cover is provided and maintained for vehicles under the Company's control.
- 1.11 Procedures are in place for drivers to correctly record driving hours and that these are monitored by the Company.
- 1.12 Traffic routes are planned to best utilise drivers' time and where necessary arrangements are in place to allow for rest breaks and overnight stop-overs as may be required by the drivers.
- 1.13 Procedures are in place to ensure vehicles display the correct placards.
- 1.14 A qualified Dangerous Goods Safety Adviser (DGSA) is appointed when dangerous goods are regularly handled, processed or transported.
- 1.15 Measures are in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements where applicable.

2. TRANSPORT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have all transport systems been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have suitable and sufficient control measures been implemented to ensure safe use of transport on and off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are procedures in place to ensure only trained competent persons, who are fit to drive, operate our vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where required, do drivers hold a current valid licence for the type and class of vehicle they may be required to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employees reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are procedures in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are vehicles tested at the required intervals where required by specific legislation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are effective procedures in place for the identification, reporting and rectification of defects to vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is training, information and instruction provided for all vehicle operators including refresher training where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is relevant insurance cover provided and maintained for vehicles under the Company's control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are effective procedures in place for drivers' hours to be accurately recorded and are these monitored by the Company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are traffic routes planned to best utilise drivers and where necessary are arrangements in place to allow for rest breaks and overnight stops as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are effective procedures in place to ensure vehicles display the correct placards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Where dangerous goods are regularly handled, processed or transported, has a qualified Dangerous Goods Safety Adviser (DGSA) been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	n/a
1.15	Where applicable, are adequate measures in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. TRANSPORT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

4 GUIDANCE AND RECORDS

Please also refer to the Driver Handbook.

4.1 Legislation

In addition to the requirements laid down in road traffic legislation, there are several pieces of health and safety legislation that relate to driving at work, which place duties on employers. These include:

- The Health and Safety at Work etc Act 1974 – requires that employers ensure the health and safety of staff while at work, and ensure others are not put at risk from their activities.
- Management of Health and Safety at Work Regulations – requires employers manage health and safety effectively, which includes carrying out risk assessments.

Therefore, health and safety law clearly requires employers to manage the risks from occupational driving. For employers with staff who drive, this means monitoring all aspects of their vehicle and driver care, from routes to employees' overall fitness to drive.

Health and safety law does not apply to staff driving from home to their normal place of work.

Managing work-related road safety effectively will not merely ensure legal compliance, but will have other benefits. These include better control over costs (wear and tear, insurance premiums, legal claims), making informed decisions over training and vehicle buying, fewer days lost due to injury, reduced stress, better driving standards, less time spent investigating problems, etc.

4.2 Using Vehicles for Work

The Vehicle

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles.

It is also an offence under road traffic law to 'cause or permit' a person to drive a vehicle that is in a dangerous condition or without a valid licence or at least third party insurance.

Employers therefore need to ensure that:

- Vehicles are suitable
 - This means making sure the vehicles provided are the best for driving and safety, and that vehicles owned by staff and used for work purposes are insured for business use, and have a valid MOT certificate (if over 3 years old). Such certificates should be obtained, copied and held on file at the time of recruitment and regularly thereafter.
 - Vehicles are not used to carry unsuitable loads, e.g. hazardous materials, and using a car as a van.
- Vehicles are kept in a safe and roadworthy condition at all times.
 - This includes ensuring maintenance arrangements are in place with a competent garage.
 - Planned and preventative maintenance (scheduled services) should be carried out in accordance with the manufacturer's instructions.
 - In addition, drivers should be provided with training on how to carry out basic safety checks e.g. check oil levels, tyre pressures, etc.
 - It is good practice to instruct staff to carry out pre-use checks (tyres, windows, lights) and further periodic checks (oil and water levels, wiper blades, bulbs, water jets, etc)
 - Any defects requiring attention must be rectified if found on the employee's own vehicle, or reported to the office without delay if found on a Company vehicle.
- Safety equipment is fitted and in good repair and condition.
 - e.g. seat belts and head restraints. Only the number of passengers for whom there are seat belts may be carried.
- Drivers have access to information they need to reduce and control risks.
 - e.g. recommended tyre pressures, what to do if the vehicle is unsafe.
- Drivers are not put at risk from poor seating positions or driving posture.
 - This can be done by selecting suitable vehicles and providing staff with information on good posture and how to adjust the seat properly.

Employees should be authorised in writing to drive the Company's vehicles.

The Journey

Employers need to ensure that routes are well planned, schedules are reasonable and realistic, enough time is allowed, driving distances are not excessive and weather conditions are considered. As a guide, encourage drivers to take a short rest break from driving every 2-3 hours or 100 miles.

The Driver

Drivers must be competent and capable of doing the job that is expected of them. Things to consider include:

- Do they have a valid driving licence? Both parts of the driving licence should be produced by the driver and a copy made for your files, on recruitment and at least annually thereafter. Alternatively use form D796 from the DVLA, which confirms employees' licence details (with driver's permission), and would pick up any expired photo-card licences, undisclosed issues, revocations, etc.
- Do they have relevant previous experience?
- How long have they been driving?
- What is their driving history?
- Are drivers aware of Company policy on work related safety and do they understand what is expected? A Driver's handbook can be issued on induction to assist with this requirement.

Drivers must also be provided with the necessary training, which could include:

- Ensuring drivers know how to carry out routine safety checks.
- Ensuring drivers know how to adjust safety equipment e.g. head rests.
- Ensuring drivers know how to use antilock brakes properly.
- Providing drivers with a handbook with more advice and guidance.
- Ensuring drivers know the company policy on mobile phone use whilst driving and the prohibition of driving under the influence of anything likely to affect their efficiency, awareness, concentration or safety.
- Ensuring drivers know what to do if there is a problem with a vehicle, if there is a breakdown/accident, etc.
- Ensuring drivers know to immediately report to their line manager any type of driving conviction or summons which may lead to a conviction (whether or not it happened during working time) as this could affect the Company insurance cover/premiums.
- Further training if necessary.

The Driver's Fitness to Drive

Drivers must be fit to drive safely. A personal health declaration can be used to assess this, although some employers do ensure that drivers most at risk undergo regular medicals. The declaration form requires staff to declare a health problem or matter that may affect their ability to drive and should be used on recruitment and regularly thereafter.

Ensuring employees' overall fitness to drive includes ensuring that their eyesight and any sight correction – such as glasses – is up to standard.

A driver with poor eyesight presents a very serious risk to health and safety, both to themselves and to the public. At the very minimum, staff who drive for work must be able to satisfy the eyesight requirements set out in the Highway Code, which is being able to read a number plate (with glasses or contact lenses, if necessary) at a distance of 20 metres.

Drivers must inform DVLA of any problem with their eyesight that affects either eye.

The Royal National Institute for the Blind recommend that everyone has their eyes tested at least once every two years by a professional and qualified optician, as the tests can detect a number of eye-related illnesses as well as making sure that your vision is well maintained. Many eye conditions can affect driving performance, for example cataracts are guilty of increasing glare from bright lights at night. Opticians can advise how to deal with this and other health related issues that may arise from an eye-test.

The police are allowed to stop a driver and test their eyesight if they have any reason to think that he or she cannot meet the legal standards required for driving, which are:

- Drivers who need contact lenses or glasses to correct their vision must always wear them when driving.
- Driving with uncorrected defective vision is an offence and there is a potential fine of £1,000 for those caught out. Added to that is the threat of 3 penalty points and possible disqualification for those found breaking the law.
- Drivers should be able to read a number plate from a distance of 20 metres (which is about 5 car lengths) in good light. If a driver is asked to do this and cannot meet the required standard, they are committing an offence and as a result their insurance may be invalidated.
- Lorry and bus drivers need to meet stricter eye sight standards.

A motorist who drives when unable to meet this standard is committing an offence and will have their licence revoked by DVLA. Once revoked, a licence will not be returned until a driver can demonstrate that their eyesight meets the required standard.

Under no circumstances must a Company vehicle be driven whilst the driver is under the influence of any medication or drugs (whether prescribed or not), alcohol or substance which is likely to affect the driver's efficiency, awareness, concentration or safety.

Road Traffic Collisions and Incidents

On the occasion of a collision, accident or incident involving a Company vehicle, a full, honest and written report of the incident should be made by the driver, whether or not personal injury or vehicle damage is involved.

All such events should be investigated and appropriate action taken.

Security measures should be followed at all times for the safe keeping of the vehicle and its contents i.e. when unattended for any period of time (this includes a garage forecourt) the vehicle must be locked securely, items of value must be removed and other items not left in open view, including, for example, laptops. This is also essential overnight.

Adherence to Road Rules

When driving Company vehicles or driving for work purposes drivers must abide by the relevant appropriate statutory regulations at all times, including speed limits. Be aware of the different speed limit requirements for different types of vehicle.

Smoking is not permitted in Company vehicles. Drivers may smoke in their own vehicle whilst it is being used for Company purposes unless they are carrying a passenger in connection with work. Drivers who smoke should be aware that smoking can be a distraction and the Company does not condone smoking whilst driving.

It is illegal to use a hand-held mobile phone while driving. It is also an offence to “cause or permit” a driver to use a hand-held mobile phone while driving. Therefore, employers can be held liable as well as the individual driver if they require employees to use a hand-held phone while driving.

Whilst hands-free phones, sat navs and 2-way radios can be legally used when driving, the company should take all necessary steps to discourage this. The police can still deem the driver to be distracted and not in control of their vehicle, and consequently stop them and penalise them. Employers who require staff to use any mobile phone while driving for work could be prosecuted if an investigation determined that such use of the phone contributed to a crash.

Employees should be informed that mobile phones must not be used whilst driving (even “hands free”) for the purpose of making/receiving a call, sending an email, text message, instant message or browsing the internet. It is advisable that mobile phones are either switched off or kept on silent whilst driving on Company business and a voicemail facility utilised unless a work colleague is travelling as a passenger and is able to safely use the phone.

Receiving a call or returning a call should only happen when the driver is safely parked up, stationary and the vehicle’s engine is switched off.

4.3 Workplace Transport

Workplace transport means any vehicle that is used in a work setting, such as forklift trucks, compact dumpers, tractors or mobile cranes. It can also include cars, vans and large goods vehicles when these are operating off the public highway.

It specifically excludes transport on the public highway, and air, rail or water transport. However, a goods vehicle that is loading or unloading on the public highway is regarded as ‘workplace transport’.

In relation to traffic routes, the Company must ensure that:

- People and vehicles are kept apart wherever possible. Where this is not possible, additional controls should be implemented. Traffic routes should be designed to keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead onto them, so the safety of pedestrians is not threatened.

- The surface of any traffic route under the Company's control is not so uneven, potholed, sloped or slippery that any person could slip, trip or fall.
- Traffic routes are maintained to provide good grip for vehicles or people.
- As far as possible, the need for vehicles to reverse is avoided. Where this is unavoidable, effective systems to control it should be implemented.
- As far as possible, vehicle movements are scheduled to prevent overcrowding of the site and surrounding roads.
- The speed at which vehicles move around the workplace is limited through speed limit signage and enforcement, and through fixed features such as speed bumps, where possible.
- Clear signs are installed to tell drivers and pedestrians about the routes they should use, and these signs are kept clean and visible.
- Any permanent features of the workplace that could be damaged in a collision are suitably protected.
- All roads, manoeuvring areas, yards, pedestrian areas, and anywhere traffic movements take place, has suitable and sufficient lighting for safety.

In relation to vehicles and their loads, the Company must ensure that:

- As far as possible, vehicles are segregated from other users of the site during vehicle movement or loading/unloading.
- As far as possible, companies and drivers visiting the site are made aware of its layout and the site rules before arrival.
- Any loads are anchored securely.
- Loads do not exceed the vehicle's safe capacity.
- The need to work at height on vehicles is avoided. Where this is not possible, an additional assessment should be carried out, with any additional control measures identified implemented.
- Appointed workplace transport managers understand a vehicle's size, manoeuvrability, and standard of visibility.

In relation to parking and loading areas, the Company must ensure that:

- Parked vehicles are kept out of the flow of traffic and people as far as possible.
- Drivers are informed of the parking area's location as soon as they enter the site.
- Parking areas for large vehicles are set out so as to reduce the need for manoeuvring and reversing.
- There is enough space in loading areas for vehicles to move safely and for people to move around.
- Anyone not involved in loading or unloading is kept away from loading areas.
- Where the risk of 'drive-away' accidents is identified, ways to prevent drivers from moving stationary vehicles too early are implemented.
- Where applicable, systems to prevent vehicles moving unintentionally, e.g. 'creeping' away from loading bays as loading machines jolt the vehicle, are deployed. Preference should be given where possible to engineering solutions rather than systems that rely on people's actions.

In summary, the Company must ensure that:

- Every workplace under its control is safe for the people and vehicles using it.
- Workplace traffic routes are suitable for the people and vehicles using them.
- Where vehicles and pedestrians share a traffic route, there is enough separation between them.
- Vehicles are only used by those authorised to do so.

4.4 Transporting Loads Securely

Unsafe loads in transit can cause or contribute to accidents for a whole range of reasons and can impact many other people in addition to the vehicle's driver and those who load and unload.

For example, loads that move whilst in transit may become unstable. They may be shed onto the road causing injury to other road users or the whole vehicle may become unstable, which could lead to difficult handling or even overturning.

It is important that all employees who have any responsibility for goods in transit are adequately trained in techniques for safe loading/unloading and manual handling operations.

Correct forms of restraint should be used that are suited to the nature of the loads being transported. Route planning also plays a part, particularly for awkward loads that may be difficult to navigate around some of our roads.

For journeys that include multiple collection/delivery points, the order in which goods are loaded is clearly important.

Carry out appropriate risk assessments and act on the findings. Drivers/businesses found to have unsafe loads face fines or even risk having their vehicle ordered off the road.

4.5 Driver CPC

Drivers of Category C or D vehicles (including subcategories C1 and D1), i.e. professional bus, coach and lorry drivers, must now hold the Driver CPC (Certificate of Professional Competence) qualification in addition to their vocational driving licence. This means that drivers of lorries over 3.5 tonnes and of minibuses with 9 seats or more must obtain a Driver CPC.

The aims of this qualification are to improve road safety and reduce road casualties through better qualified drivers, and to bring an improved professional and positive image to the profession. Driver CPC is intended to both improve the knowledge and skills of LGV (Large Goods Vehicle) and PCV (Passenger Carrying Vehicle) drivers when they start work, and ensure these skills are maintained and developed throughout their working life.

The Driver CPC is a different qualification to the CPC for transport operators.

New Drivers

Anyone wishing to become a PCV or LGV driver must now obtain a Driver CPC before they can drive professionally. New drivers have to complete four modules to acquire the Driver CPC and this can be achieved at the same time as their vocational licence. The modules are split into two theory tests and two practical tests.

Existing Drivers

Bus and coach drivers who hold a relevant vocational licence gained before 10 September 2008 and lorry drivers who obtained their licence before 10 September 2009 do not need to take the initial qualification, as they have been given 'acquired rights' on the Driver CPC (but only for the type of vehicle their original vocational licence is for). However, the driver will be required to take a minimum 35 hours of approved training within the following 5 year period to renew their Driver CPC.

Lorry drivers obtaining a Driver CPC by 'acquired rights' must do 35 hours of periodic training by 9 September 2014. Bus or coach drivers obtaining a Driver CPC by 'acquired rights' must have done 35 hours of periodic training by 9 September 2013.

Exemptions

Drivers of the following vehicles will not be required to hold a Driver CPC:

- A vehicle with a maximum authorised speed not exceeding 45 km/h
- A vehicle used by, or under the control of, the armed forces, a police force, a fire and rescue authority
- A vehicle undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service
- A vehicle used in a state of emergency or assigned to a rescue mission;
- A vehicle used in the course of driving lessons for the purpose of enabling that person to obtain a driving licence or a CPC
- A vehicle used for non-commercial carriage of passengers or goods for personal use
- A vehicle carrying material or equipment to be used by that person in the course of his or her work, provided that driving that vehicle is not that person's principal activity.

Training

Drivers will need to renew their Driver CPC every 5 years by completing a minimum of 35 hours approved training. These 35 hours can be taken at any point over the 5 years, provided the training is in blocks of at least 7 hours at a time. For example, a driver may complete two blocks of 7 hours in the first year and the final three blocks of 7 hours training in the fifth year. Alternatively all 35 hours could be taken in the fifth year.

The 35 hours of approved training in a five year period applies whether the driver holds a vocational licence for either LGV or PCV, or both – the driver does not need to undertake 70 hours of training in 5 years if they hold both types of licence.

If a driver obtains additional categories on their vocational licence, there is no requirement to renew or alter their Driver CPC until it expires after the 5 years. If a driver leaves the profession and their Driver CPC expires, they will need to complete the 35 hours of approved training before they can begin driving professionally again.

All training must be organised by a training centre that has been approved by the Secretary of State.

**DRIVING LICENCE & PERSONAL HEALTH DECLARATION
FOR DRIVERS ON COMPANY BUSINESS**

Driver's Full Name: _____

1. OR	I enclose my Driving Licence (both card and paper versions) I enclosed my completed DVLA form D796 <i>(delete as applicable)</i>	YES/NO
2.	Do you have any physical defect or infirmity, defective vision (other than corrected by spectacles), or hearing, diabetic, cardiac, epileptic, asthmatic or alcoholic condition which may affect your ability to drive?	YES/NO
3.	Do you suffer from any disease or infirmity necessitating the use of mechanical aids or the prolonged use of drugs, which may affect your ability to drive?	YES/NO
4.	Has any insurer in connection with any motor vehicle declined a proposal, cancelled or refused to renew any motor insurance, or required special terms and conditions?	YES/NO

If the answer to any of the above questions is YES, please supply full details on the back of this form.

5.	Please confirm the date of your last eyesight test (which should be within the last two years):	
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Declaration

I declare to the best of my knowledge and belief that the above statements and particulars are true and that I have not withheld or concealed any material facts.

I agree to advise my line manager immediately of any changes in particulars.

Print name: _____

Signed: _____

Date: _____

THIS INFORMATION WILL BE TREATED IN CONFIDENCE AND ONLY
DISCLOSED, WHERE NECESSARY, TO INSURERS.

GUIDANCE FOR DRIVERS ON COMPANY BUSINESS

You must:

- Abide by the relevant appropriate statutory regulations at all times, including speed limits. Be aware of the speed limit requirements for the type of vehicle you are driving.
- Report to the Company any traffic offences committed resulting in or pending prosecution, whether or not it happened during working time (you are responsible for any such offence).
- Inform the Company of any medical condition (including eyesight) that may affect your ability to drive.
- Ensure the vehicle is in a roadworthy condition at all times and arrange for any vehicle damage or mechanical fault to be promptly repaired.
- Only drive vehicles for which you have been authorised and insured.
- Complete regular safety checks on your vehicle (e.g. check oil and water levels, tyre condition and pressures, lights, wiper blades, etc.). Assistance or advice can be provided on request.
- Use a proprietary screen-wash product rather than just water as the vehicle's wiper fluid (to reduce the risk of contracting Legionnaire's Disease).
- Provide a full, honest and written report of any road traffic collision, accident or incident involving a vehicle being used for work, whether or not personal injury or vehicle damage is involved.

You must **not**:

- Use a mobile phone while driving (even "hands free") for the purpose of making/receiving a call, sending an email, text message, instant message or browsing the internet. We advise you to switch off mobile phones or keep them on silent whilst driving on Company business and use a voicemail facility unless a work colleague is travelling as a passenger and is able to safely use the phone. Only receive or return a call when the driver is safely parked up, stationary and the vehicle's engine is switched off.
- Drive any vehicle whilst under the influence of alcohol or drugs or anything else likely to affect your efficiency, awareness, concentration or safety.
- Drive any vehicle that is in an un-roadworthy condition.
- Smoke in your own vehicle whilst it is being used for work purposes if you are carrying a passenger in connection with work. Drivers who smoke should be aware that smoking can be a distraction and the Company does not condone smoking or the use of electronic cigarettes whilst driving.
- Pick up unauthorised persons, hitchhikers etc.

GUIDANCE FOR DRIVERS OF COMPANY VEHICLES

In addition to the above, you must:

- Ensure the vehicle is correctly secured when unattended for any period of time (including garage forecourts), with items of value removed and other items not left in open view, including, for example, laptops. This is also essential overnight.
- Ensure the vehicle is in a roadworthy condition at all times and report any vehicle damage or mechanical fault.
- Only drive vehicles for which you have been authorised.

You must **not**:

- Smoke in any company vehicle.

I confirm that I have received and understood the above information, along with a copy of the Company Driver's Handbook.

Print name: _____
Signed: _____
Date: _____

DAILY & WEEKLY VEHICLE CHECKS

DRIVER NAME: _____ **VEHICLE REG. NO:** _____ **WEEK ENDING:** _____

If OK when checked, put Y in the box, if action is required (i.e. fault found), put X in the box and explain in the Comments box:

DAILY CHECKS

Every day that you use your vehicle, you should carry out the following checks and indicate the result in the table below (Y/X):

- visually check tyres (intact and inflated)
- ensure all lights are working properly
- ensure that there is sufficient fuel
- ensure that windscreen, windows, mirrors and lights are clean
- ensure that there are no visible leaks and that no warning lights are on

MON	TUE	WED	THU	FRI	SAT	SUN

WEEKLY CHECKS

Tyre Pressure	Tyre Tread (inc spare wheel)	Engine Oil Level	Electrics - Horn, Lights etc	Engine Coolant & Radiator water	Vehicle Body & Wheel Condition	No Visible Leaks	No Warning Lights on	No Unusual Noise	Wipers & Washers	Brakes (inc Handbrake) (Test)	Steering	Clean windscreen, lights & windows	First Aid Kit & Fire Extinguisher

Cam Belt Change Due: _____ MOT Due: _____ Next Service Due: _____ End of Week Mileage: _____

COMMENTS (continue on other side if necessary):

--

DRIVER SIGNATURE: _____ **RECEIVED & CHECKED BY:** _____ **DATE:** _____

VEHICLE MAINTENANCE MATRIX

LAST UPDATED:

Name	Telephone Number	Vehicle Registration Number	Vehicle Type (e.g. make/model/size)	Date Driving Licence last copied	Insurance Expires	Next Service Due	Next MOT Due	Comments / Other Info.

CONSTRUCTION (DESIGN AND MANAGEMENT)

Policy

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations 2015 are met.

We will satisfy ourselves that any contractors or designers we engage have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety and if an organisation, that they have the appropriate organisational capability.

We will ensure co-operation with any other person working on or in relation to the project to the extent necessary to enable them to fulfil their duties or functions under the regulations.

We will ensure that as a 'duty holder' under the regulations we will comply with the general duties contained under regulation 8 and any other applicable duties as necessary for clients, principal designers, designers, principal contractors or contractors.

1. ARRANGEMENTS FOR CONSTRUCTION (DESIGN AND MANAGEMENT)

The Construction Work Co-ordinator will ensure that:

- 1.1 Arrangements are in place to ensure that any contractors or designers engaged have the necessary skills, knowledge and experience and, if they are an organisation, the organisational capability, that secures the health and safety of any person affected by the project.
- 1.2 Arrangements are in place so that co-operation takes place between all members of the project team as necessary.
- 1.3 Arrangements are in place so that construction work is planned, managed and monitored to ensure work is carried out safely.
- 1.4 Arrangements are in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared as required.
- 1.5 Arrangements are in place for relevant information is distributed to all relevant parties about the health and safety risks created by the works.
- 1.6 Arrangements are in place for relevant information and training is provided to employees, including site induction training.
- 1.7 Arrangements are in place for relevant information to be provided to the principal designer and/or contractors e.g. pre-construction information.
- 1.8 Arrangements are in place to ensure that a construction phase health and safety plan is developed in good time before the commencement of construction work.
- 1.9 Arrangements are in place for the appointment of a principal designer and principal contractor when more than one contractor will be working on the site at the same time.
- 1.10 Arrangements are in place to notify the HSE of the work if the relevant thresholds are met.
- 1.11 Arrangements are in place for the production and handing over to the client of a health and safety file (as required)
- 1.12 Arrangements are in place for the provision of suitable and adequate welfare facilities throughout the construction phase.

2. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are arrangements in place to ensure the necessary skills, knowledge and experience of any contractors or designers engaged and that they have adequate organisational capability with regard to health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are procedures in place to ensure that co-operation takes place between all members of the project team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are arrangements in place to ensure construction work is planned, managed and monitored so as to ensure work is carried out safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is information distributed to all relevant parties about the risks created by the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is information and training, including induction training, provided to site employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are arrangements in place for relevant information to be provided to the principal designer and contractors as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is the construction phase health and safety plan developed in good time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have the principal designer and principal contractor been appointed in writing (as necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have the works been notified to the HSE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are arrangements in place for producing and handing over a health and safety file to the client? (as required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are arrangements in place for the provision of suitable welfare facilities throughout the construction phase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	

Date:

Completed by:

Signed:

.....

CDM CONTRACTOR RESPONSIBILITIES

Introduction

Contractors means any person (including a non-domestic client) who, in the course or furtherance of a business, carries out, manages or controls construction work; they can be organisations or self-employed individuals that engage workers to coordinate or complete construction work and can also be organisations that use their own workforce to complete construction work on their own premises.

Contractor obligations

Contractors must ensure:

- They do not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
- They do not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- They plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- They comply with any directions given by the principal designer or the principal contractor (where appointed)
- Where a Principal Contractor is appointed, they comply with the parts of the construction phase plan that are relevant to that contractor's work on the project.
- They take account of the general principles of prevention when planning and estimating the amount of time required to complete the work or work stages;
- If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase

plan to be drawn up, as soon as is practicable prior to setting up a construction site.

- They provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.

This must include providing workers with:

- a suitable site induction, where not already provided by the principal contractor;
 - the procedures to be followed in the event of serious and imminent danger to health and safety;
 - information on risks to health and safety identified by risk assessment, arising out of the conduct of another contractor's undertaking any other information necessary to enable the worker to comply with the relevant statutory provisions
- They do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
 - That the requirements of Schedule 2 (welfare provisions) are complied with so far as they affect the contractor or any worker under that contractor's control.

Making clients aware of their duties

Contractors must not carry out any construction work on a project unless they are satisfied that the client is aware of the duties the client has under CDM 2015 (regulation 15(1)).

In cases where the contractor is the only one involved, they must liaise directly with the client to establish this. Liaison can be done as part of routine business during early meetings with the client to discuss the project. Contractors should make sure they have a sufficient knowledge of client duties as they affect the project so they can give proper advice. The level of advice will depend on the knowledge and experience of the client and the complexities of the project.

Planning, managing and monitoring construction work

Contractors are required to plan, manage and monitor the construction work under their control so that it is carried out in a way that controls the risks to health and safety (regulation 15(2)). The effort devoted to planning, managing and monitoring should be proportionate to the size and complexity of the project and the nature of risks involved.

On projects involving more than one contractor, this will involve the contractor co-ordinating the planning, management and monitoring of their own work with that of the principal contractor and other contractors, and where appropriate the principal designer. Such coordination could involve regular progress meetings with other dutyholders to ensure that the contractor's arrangements for planning, managing and

monitoring their own work can feed into, and remain consistent with, the project-wide arrangements. For single contractor projects, the arrangements to plan, manage and monitor the construction phase will normally be simpler.

Planning

In planning the work, the contractor must take into account the risks to those who may be affected e.g. members of the public, and those carrying out the construction work.

On projects involving more than one contractor, each contractor must plan their own work so that it is consistent with the project-wide arrangements. Contractors should expect help from other dutyholders, for example the client who must provide the pre-construction information.

On single contractor projects, the contractor is responsible for planning the construction phase and for drawing up the construction phase plan before setting up the construction site. The client must provide any relevant pre-construction information they possess and the time and other resources to help the contractor do this.

Managing

To manage the construction phase, contractors must ensure that:

- those engaged to carry out the work are capable of doing so;
- effective, preventative and protective measures are put in place to control the risks; and
- the right plant, equipment and tools are provided to carry out the work involved.

Monitoring

Standards should be checked regularly given the rapidly changing nature of a construction site. Effective monitoring involves:

- time and effort (with sufficient resource having been set aside for this at the planning stage);
- treating health and safety in the same way as other important aspects of the business;
- taking prompt action where necessary; and
- using a mix of performance measures - both active and reactive in nature such as:

Active - routine checks of site access and work areas and plant and equipment, or health risk management to prevent harm;

Reactive – investigating near-miss incidents and injuries as well as monitoring cases of ill-health.

On projects involving more than one contractor, as part of the duty to cooperate with other dutyholders, the contractor should provide the principal contractor with any relevant information that stems from their own monitoring so that the principal contractor can monitor the management of health and safety at a project-wide level.

Complying with directions and construction phase plan

For projects involving more than one contractor, the contractor is required to comply with any directions to secure health and safety given to them by the principal designer or principal contractor (regulation 15(3)(a)).

They are also required to comply with the parts of the construction phase plan that are relevant to their work (regulation 15(3)(b)), including the site rules.

Drawing up a construction phase plan

For single contractor projects, the contractor must ensure a construction phase plan is drawn up as soon as practicable before the construction site is set up (regulation 15(5)).

Construction phase health and safety plan

The construction phase health and safety plan should set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it. It should deal with:

- The arrangements for the management of health and safety of the construction work.
- The monitoring systems for checking that the health and safety plan is being followed.
- Health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.

The plan must be site specific. Documents of a generic nature do not add any real value and are unlikely to satisfy the requirements of the Regulations.

Not all information relating to the project may be available to fully develop the health and safety plan before the start of construction. The initial draft of the health and safety plan should incorporate all information relevant to the start of construction and outline activities that will require careful consideration at later stages.

A construction phase plan must ideally record the following:

- health and safety arrangements for the construction phase;
- site rules; and
- where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3.

The following list of topics should be considered when drawing up the plan:

- a description of the project such as key dates and details of key members of the project team;
- the health and safety aims for the project;
- the site rules;
- arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;
- arrangements for involving workers;
- site induction;
- welfare facilities; and
- fire and emergency procedures;
- the control of any of the specific site risks listed in Schedule 3 below where they are relevant to the work involved.
 1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;
 2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring;
 3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 2017;
 4. Work near high voltage power lines;
 5. Work exposing workers to the risk of drowning;
 6. Work on wells, underground earthworks and tunnels;
 7. Work carried out by divers having a system of air supply;
 8. Work carried out by workers in caissons with a compressed air atmosphere;
 9. Work involving the use of explosives;

10. Work involving the assembly or dismantling of heavy prefabricated components.

Further guidance, including a template for a construction phase plan, is provided for contractors working on small scale, routine and domestic projects on HSE's website. A smartphone "app" providing a template for a construction phase plan is also available from the Construction Industry Training Board website.

Appointing and employing workers

Appointing workers

When a contractor employs or appoints an individual to work on a construction site, they should make enquiries that the individual:

- has the necessary skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site; or
- are in the process of obtaining them.

Reliance should not be placed solely on an industry certification card or similar being presented to them as evidence that a worker has the necessary qualities. Nationally recognised qualifications (such as NVQs and SVQs) will provide contractors with assurance that the holder has the necessary skills, knowledge, training and experience to carry out a task in such a way.

Contractors should recognise that training on its own is not enough. Newly trained individuals need to be supervised and given the opportunity to gain positive experience of working in a range of conditions.

Training

Assessing training needs should be an on-going process throughout the duration of the project. Further training may be required if:

- the risks to which people are exposed alter due to a change in their working tasks;
- new technology or equipment is introduced; or
- the system of work changes.

Skills can also decline if they are not used regularly. Particular attention should be paid to people who deputise for others on an occasional basis – they may need more frequent further training, than those who do the work regularly.

This assessment should take account of the training required by other health and safety legislation as well as that needed to meet the requirements of CDM 2015.

Providing supervision

A contractor who employs workers or manages workers under their control must ensure that appropriate supervision is provided (regulation 15(8)).

The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.

Providing information and instructions

Contractors should provide their employees and workers under their control, the information and instructions they need to carry out their work without risk to health and safety (regulation 15(9)).

This must include:

- suitable site induction where this has not been provided by the principal contractor;
- the procedures to be followed in the event of serious and imminent danger to health and safety. These should make clear that any worker exposed to any such danger should stop work immediately, report it to the contractor and go to a place of safety.
- information on the hazards present on the site that are relevant to their work (e.g. site traffic), the risks associated with those hazards and the control measures put in place (e.g. the arrangements for managing site traffic).

Preventing unauthorised access to the site

A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent unauthorised access to the site (regulation 15(10)).

On projects involving more than one contractor, carrying out this duty must involve the contractors liaising with the principal contractor who is required to ensure reasonable steps are taken in this respect. This can be done via a phone call before the contractor starts work on site or at an early meeting.

For projects involving only one contractor, the contractor must do whatever is proportionate to prevent unauthorised access before starting work on the site.

Providing welfare facilities

Contractors are required to provide welfare facilities which meet the minimum requirements set out in Schedule 2 (regulation 15(11)).

This duty only extends to the provision of welfare facilities for the contractor's own employees who are working on a construction site or anyone else working under their control.

Guidance on what is proportionate in providing welfare facilities on construction sites is contained in HSE's Construction Information Sheet – Provision of welfare facilities during construction work (CIS 59)4.

On projects involving more than one contractor, meeting this duty will involve discussing and agreeing with the principal contractor who has a similar duty to provide welfare facilities. For projects involving only one contractor, the contractor themselves must ensure that suitable welfare facilities are available.

HEALTH AND SAFETY

CODE OF CONDUCT

AND

EMERGENCY PROCEDURES

HEALTH AND SAFETY POLICY STATEMENT

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

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

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

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

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

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

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

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

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

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know. The full Health and Safety Policy is available on request to interested parties.

COMMUNICATING THE HEALTH AND SAFETY POLICY

The company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management have general and where applicable, specific responsibilities to enable the company to comply with its legal obligations. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

On the preceding page and on official notice boards you will see displayed our general Health and Safety Policy Statement. This statement is based on accident prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the company to fulfil our legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

- Co-operate with the company on all health and safety related issues.
- Ensure your health and safety and that of others, and be accountable for your actions.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow this code of conduct. Any deviation from it may lead to personal or the company's prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the company.

To implement the Health and Safety Policy, we are required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this. You should not carry out any task which means deviating from the agreed methods of work.

Finally, please follow the guidance provided within this booklet and advise your Line Manager of any health and safety problems.

CODE OF CONDUCT AND EMERGENCY PROCEDURES

Please Report:

- Anything which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any fire extinguisher.
- Any medical condition which may affect your or others safety at work.
- All accidents no matter how small and ensure they are recorded in the accident book.
- All incidents including near-misses regardless of any lack of damage or injury.
- Any damaged equipment which you become aware of.

General

Please ensure that you:

- Comply with safety signs and follow any warnings which may be given.
- Keep your work place clean and tidy.
- Mop up or report spillages.

Please Don't

- Leave equipment in a condition or position where it may later injure you or someone else.
- Let any person operate work equipment for which you are responsible unless they are competent to do so.

Hygiene

Please ensure that you:

- Wash your hands before and after using the toilet.
- Wash your hands and remove all safety equipment before eating.

Please Don't

- Eat or drink in any area where dust, dirt or fumes are present.
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

Electrical

Please ensure that you:

- Know the location of your equipment's electrical switches.
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use.
- Unplug/switch off electrical equipment when not in use.

Please Don't

- Bring any personal electrical equipment onto the premises unless authorisation has been given by company management.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment outside or in wet environments.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and competent to do so.

Work Equipment

Please Don't

- Drive or operate any vehicle unless you are competent and have been authorised to do so.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent and authorised to do so.
- Wear gloves when using machinery with exposed rotating parts.
- Use tools that are damaged or incorrect for the task.
- Operate any work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or co-ordination i.e. drowsiness.
- Use any equipment without wearing the appropriate specified personal protective equipment.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

First Aid

Please ensure that you:

- Know who the first aiders are.
- Report any accident to the first aider who will record it in the accident book.
- Report to the first aider anything used from the first aid kits.

Please Don't:

- Use the first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

Substances

Please ensure that you:

- Return left over or unused substances to their correct and safe storage area.
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you.
- Report all faults with extraction and personal protective equipment.
- Do not empty any hazardous substance down the drains.

Personal Protective Equipment

Please ensure that you:

- Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties.
- Maintain all protective clothing and equipment properly and inform the company of any loss or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

Safe Access

Please Don't:

- Work at height unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.

Fire

Please ensure that you:

- Know your fire escape routes and the relevant evacuation procedures.
- Know where the extinguishers are and how to use them.
- Raise the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire'!
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Fire Safety Co-ordinator.
- Know your Fire Wardens.

Please Don't

- Smoke in unauthorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are trained and confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.

Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the company

If you do not understand any part of this health and safety code of conduct, please contact the Health and Safety Co-ordinator.

This Code of Conduct booklet is to be kept at work for your reference

FURTHER INFORMATION

Stress

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage Managers to support their staff and to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All employees are encouraged to discuss any matters that may affect their work with their Manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

Violence at work

The company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the company but most importantly to take care of their own health and safety and that of others.

Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or person's visiting/working on our premises.





If you feel you are being subjected to any such treatment you should contact any Manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Ideas and Suggestions





You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the company

CHEMICAL HAZARD CLASSIFICATION SYMBOLS






These are the older hazard symbols that are being replaced. You may still see these on older product labels for the next few years

	TOXIC/VERY TOXIC May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin
	CORROSIVE May on contact cause destruction of living tissue or burns
	HARMFUL May cause limited health risk if inhaled or ingested or if it penetrates the skin
	IRRITANT May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled

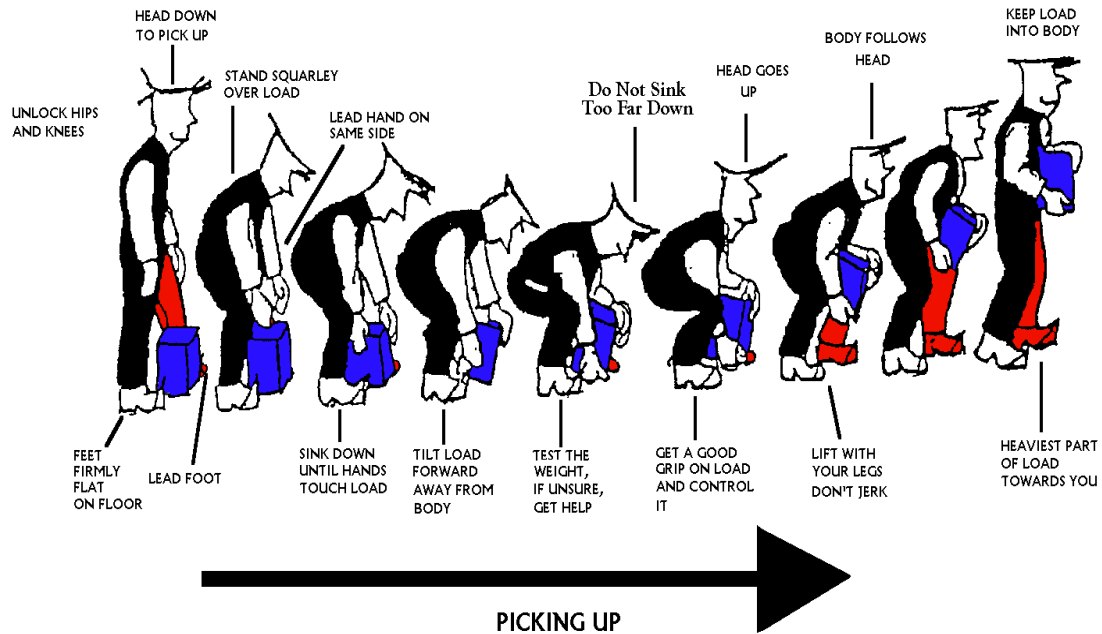
These are the new symbols that will be appearing on product labels and will replace the older symbols completely within the next few years

	<p>ACUTE LETHAL TOXICITY</p> <p>Materials which in low quantities may cause death or serious damage to health</p>
	<p>CHRONIC TOXICITY</p> <p>Chronic health effects. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity. Aspiration hazard. Respiratory sensitisation</p>
	<p>CORROSIVE EFFECTS</p> <p>Materials which on contact with living tissues may destroy them</p>
	<p>OTHER HEALTH EFFECTS</p> <p>Lower level acute toxicity. Skin, respiratory and eye irritation. Skin sensitisation</p>

Other new hazard symbols unrelated to COSHH are as follows:

				
<p>Self Reactives. Organic peroxides</p>	<p>Oxidising gases. Liquids and solids</p>	<p>Flammable gases, aerosols, liquids or solids</p>	<p>Compressed gasses</p>	<p>Hazardous to the Aquatic environment</p>

**DO YOU NEED TO LIFT?
CAN YOU USE MECHANICAL MEANS?
IF YOU ARE IN DOUBT GET HELP!
CONTROL THE LOAD, DO NOT LET IT CONTROL YOU!**



**IT IS YOUR RESPONSIBILITY TO LIFT CORRECTLY
AND TO SEEK ASSISTANCE IF IN DOUBT**

