



**HEALTH AND SAFETY POLICY**

**Tech – Lec (Oxford)  
Services Ltd**

## HEALTH & SAFETY POLICY

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## INTRODUCTION

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, Tech-Lec effectively discharge our statutory duties by preparing a written Health and Safety Policy.

A copy of the Policy, which outlines our Health and Safety Arrangement and Organisational Structure is provided for each employee along with any interested person who may be affected by our work activities.

In order for Tech-Lec to discharge our statutory duties, employees are required by law, to co-operate with the management in all matters concerning health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

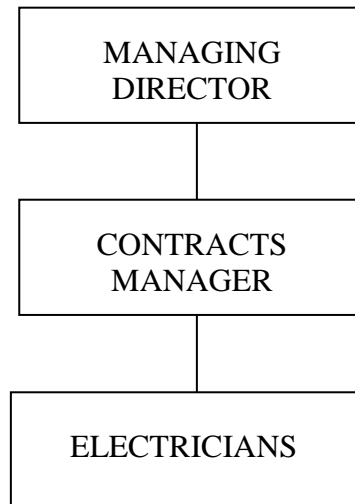
The main Health and Safety Management System for Tech-Lec can be located in the office and is available for inspection by any interested party after any reasonable request.

Tech-Lec agrees that in order to ensure that the Health and Safety Policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of John Hill to liaise with our Health and Safety Consultants and to ensure that suitable revisions are made which reflect changes that have taken place within the Company. Our Consultants will advise on new relevant legislation throughout the year and review the documentation on their annual audit. In addition the Policy will be reviewed if accident reports or the findings of any management inspections raise concerns

Tech-Lec encourages all employees to inform their immediate superior of any areas of the Health and Safety Policy that they feel are inadequate to ensure that the Policy is maintained as a true working document.

## **2.0 ORGANISATION**

### **2.1 Safety Management Structure**



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## 2.2 Individual Responsibilities

Section 2 of the Health and Safety at Work Act 1974 places a duty on employers to prepare a written Health and Safety policy which will give details of your responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with statutory legislation.

### John Hill will ensure

- All levels of the organisation fully understand the arrangements for the implementation of the Safety Policy.
- The Policy is reviewed for compliance with the objectives for Health and Safety.
- All Managers and Staff fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Health and Safety issues raised by employees are recorded and investigated.
- Qualified First Aid personnel and facilities are provided to address potential hazards within the Company.
- Employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book
- Arrangements for fire safety are implemented and that all relevant checks are carried out by the person nominated in the policy.
- Nominated personnel complete, record and review assessments relevant to the activities and hazards and inform employees of the results.
- All assessments relevant to the activities and hazards within areas under your control are completed, and employees informed of the result.
- That suitable and sufficient Personal Protective Equipment is provided for employees in areas under your control at no cost and that suitable records are maintained.
- Joint consultations between management and employees take place as described according to the policy.
- Records are compiled for statutory inspections, testing, or maintenance carried out on all work equipment.
- Any faulty work equipment identified in the area under your control is immediately taken out of service until repaired or replaced.
- Contractors are adhering to Safety Rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in areas under your control.
- Relevant statutory signage is provided and displayed in prominent positions.

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John Hill will ensure:

- Details of safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- Health and Safety issues raised by employees, and none employees are recorded and investigated.
- Adequate training is provided for relevant personnel including site induction, toolbox talks or any other relevant job specific training.
- Employees are informed of the location of First Aid personnel and facilities and the importance of following the correct accident procedure as per site requirements.
- Arrangements for fire safety are implemented and that all relevant checks are carried out as per site requirement.
- All accidents and dangerous occurrences are investigated and control measures implemented to prevent any reoccurrence.
- All assessments / method statements relevant to the activities and hazards within areas under your control are completed, and all relevant personnel informed of the result.
- Daily safety monitoring is undertaken, recorded and held on site.
- That suitable and sufficient Personal Protective Equipment is provided for employees at no cost and that suitable records are maintained.
- That suitable and sufficient Personal Protective Equipment is worn at all times by persons on site.
- Joint consultations between management and other relevant site personnel takes place.
- All statutory authorities are informed of the project details where required
- All site specific records registers and certificates for statutory inspections, testing, or maintenance are available for inspection.
- Any faulty work equipment identified in the area under your control is immediately taken out of service until repaired or replaced.
- Contractors and visitors are adhering to Safety Rules and procedures and any other statutory legislation relevant to their activities.
- All on site welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Safe access and egress is provided and maintained at all times throughout the site.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Procedures are in place for site security along with details for contacting emergency services.
- Environmental controls are in place as required to ensure compliance with relevant environmental legislation.

### **2.3 Employers Responsibilities**

We have a duty to all employees, casual workers, part-time workers, trainees, visitors, and sub-contractors who may be in our workplace or using equipment provided by the Company. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to workers Health and Safety and bring the findings to the attention of employees.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any Risk Assessments.
- Appoint competent persons to help comply with Health and Safety Law.

### **2.4 Employees Responsibilities**

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the Company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself and any other person who may be affected by their actions and omissions.

In addition to the above, Section 8 states that under no circumstances must employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare such as guards, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety Legislation are adhered to.

Employees are obliged to: -

- Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy.
- Do not perform work that you are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Company of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

## **2.5 Responsibilities & Duties of Sub Contractors/Self Employed Personnel**

- Will be made aware of the Company's Health and Safety Policy and safety rules.
- Will be themselves fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work Etc. Act 1974 and other relevant legislation.
- Will comply with instructions given by the Management of the Company.
- Will co-operate with the Company in ensuring a high standard of Health and Safety on all contracts with which they are involved. If the standards stipulated by the Company, are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented, and by adequate liaison inform and co-operate as necessary with the Company.

## **2.6 Information for Employees**

Information regarding Health and Safety law is provided by a number of methods and are as follows:-

- Employees are provided with a copy of the Company's Employee Safety Handbook.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the office. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces provided.
- Management has access to a 24 hour Helpline that will connect them to Citation Plc Health and Safety Consultants who will advise on all aspects of health and Safety.
- Management and employees have access to the Company Health and Safety General policy that contains all relevant information with regard to recording and monitoring.



## **2.7 Joint Consultation**

All information with regard to Health and Safety is communicated by means of consultation between management and employees. Citation Plc along with other professional bodies will inform senior management of any relevant changes to health and safety. The managers are immediately advised of the changes who in turn advise subordinate employees during site meetings.

If non employees raise any concerns with regard to Health and Safety, management will investigate and either deal with it themselves or contact senior management for advice. If needed, senior management will contact our Health and Safety Consultants for advice.

If required, senior management will request that our Consultants liase with the Health and Safety Executive or Local Authority on the Company's behalf.

## **2.8 The Working Time Regulations**

Working time is any period during which a worker is working, at the employer's disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.

The average is calculated using the formula  $\frac{(A) + (B)}{(C)}$  where: -

- (A) The total number of hours worked during the reference period,
- (B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and
- (C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have to be added in to the calculation as (B).

For the first 17 weeks of employment, workers will never have an average in excess of 48 hours a week and their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our Company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job.

There is no requirement to keep specific records of hours worked, but if required we will show an Officer of the HSE or Local Authority that their workers have not exceeded the 48-hour average.

Employees can opt out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days notice. Employees cannot be required to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

### **Rests**

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement. The rest break is 30 minutes in any work period that exceeds four-and-a-half hours for young workers and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day reference period. The seven-day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective, technical or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is the Company's and in theory this would give a maximum continuous work period of 24 days in two 14-day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily or weekly rests.

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### **3.0 ARRANGEMENTS**

#### **3.1 Information, Instruction & Training**

It is Company policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the Company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the Company's undertakings.

Training is provided for all employees: -

- On recruitment into the Company.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All Health and Safety training will be undertaken during working hours wherever possible.

It is the Company's policy to ensure all management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employees personal file for future reference

#### **3.2 First Aid Procedures**

First Aid kits provided will only contain items that the First Aider has been trained to use and will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas and information has been detailed in the employee handbook, giving the location of First Aid equipment.

All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given. If employees or their representatives wish to inspect the records at any time, they can contact John Hill who will make them available for inspection.

### **ACCIDENT REPORTING PROCEDURE**

**ALL** accidents, no matter how small, are required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is undertaken: -

Seek medical attention from the Company's First Aider or Appointed Person.

The names of the First Aiders or Appointed Persons are written on the First Aid Notices, which can be found in prominent locations around the Company premises.

The first aid kit can be located in the office and in company vehicles.

After all accidents, details must be recorded in the Accident Book, which is located in the office and is completed by office staff.

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All major accidents must be reported to John Hill who is responsible for investigating the accident/dangerous occurrence, and contacting the National Incident Centre immediately when necessary. If John Hill is not available senior management will contact the Company's Health and Safety Consultants for immediate advice.

Records of all reportable injuries will be kept for a minimum of three years.

Accidents that occur when working away from the Company's premises must be reported to the Client's Supervisor as well as being reported to Tech-Lec head office.

### **3.3 Alcohol and Drugs.**

All alcohol and drugs impair individual reaction speeds and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employees: -

- Report or endeavour to report for work on any of the premises having consumed alcohol or under the influence of drugs.
- Report for work in an unfit state due to use of alcohol or drugs.
- Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a General Practitioner for medical treatment are permitted provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe a manner.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

### **3.4 Fire Precautions and Evacuation Procedure**

John Hill will ensure:

- That all employees receive comprehensive induction before commencing work on all premises, to ensure that they are fully aware of all the arrangements in place for implementing the fire evacuation procedure.
- A Register of Employees is kept up to date at all times. This Register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in Fire Safety are adhered to.
- A Fire Logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority Fire Brigade.
- All fire fighting equipment is tested on a regular basis as per manufacturer's guidelines and records kept.

- A fire evacuation drill is carried out at least annually which will be recorded in the Fire logbook.
- Automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- The Local Authority Fire Brigade is consulted on all matters relating to any changes, which would affect the Fire Certificate.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be required.
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for the information/inspection by the local authority Fire Brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire Exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

## **FIRE ACTION**

### **If you discover a fire:**

Immediately operate the nearest alarm call point or notify the senior person present.

Attack the fire, if trained to do so, with appliances provided but without taking personal risks.

Call the Fire Brigade immediately by telephone.

- Lift the receiver, select and dial 999.
- Give the operator the Company's telephone number and ask for the Fire Brigade.
- When the Fire Brigade replies give the call distinctly:  
"We have a fire at Tech-Lec" and give the operator the address.

Do not replace the receiver until the Fire Brigade has repeated the address.

Call the Fire Brigade immediately to every fire or on suspicion of a Fire.

### **On hearing the alarm for a fire or notification of a fire:**

- Evacuate the building by the nearest available exit and proceed to the Evacuation Assembly Point.
- The Evacuation Assembly Point is located in the car park.
- The senior person present will take charge of any evacuation and ensure that no one is left in the building.

**USE THE NEAREST AVAILABLE EXIT**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR FIRE OFFICER**

## **SITE FIRE**

### **PERSON DISCOVERING A FIRE**

- Upon discovery of a fire raise the alarm.
- If the fire representative for the site is not present, telephone the emergency services by dialling 999.
- Ask for the Fire Brigade and give them the site telephone number.
- Upon connection with the fire service state slowly and distinctively: -  
**This is Tech-Lec we are presently working at ..... and a fire has broken out.**
- State the location of where you are working clearly.
- Do not replace the receiver until the operator has confirmed your information.
- Inform a site representative that you have notified the Fire Brigade.
- Evacuate the site premises quickly in an orderly manner aiding any colleagues who may be in difficulty.
- Do not re-enter the work area until told to do so by the Senior Fire Officer.

### **3.5 Electricity**

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height. Therefore, all electrical equipment will be selected carefully to ensure it is suitable for the environment in which it is used.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

All members of staff who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

#### **Records**

Records of all portable electrical appliance testing will be kept on the Company premises and will be available at all times for inspection if required.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

#### **Inspection and Testing**

In order to ensure all electrical equipment remains in a good condition throughout its working life: -

- All leads will be examined and those with damaged sheaths replaced. Under no circumstances will insulation tape be used to repair or extend any electrical lead.
- All plugs will be visually inspected prior to use to ensure they are not damaged.
- At least once a year (more often for equipment that is in heavy and frequent use) the plug on every item of portable equipment will be subjected to close scrutiny, i.e. the plug top removed and the wiring checked to ensure the wires are connected to the correct terminals, the contacts are secure and the correctly rated fuse is fitted.
- All electrical appliances will be visually inspected during use and will be tested by a competent person every twelve months.
- Following satisfactory inspection and testing the appliance, plug and lead will have a self-adhesive label or other similar tag attached, to indicate that the equipment has passed the testing procedure as well as indicating the date when the appliance must be rechecked.

Portable electrical appliances will only be used for the task that they are intended and the lead will be suitably positioned to prevent any damage or entanglement.



### **3.6 Hazard Detection Procedures**

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it will be reported immediately to management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

The workforce is encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the organisation in consulting with employees.

If a hazard is detected employees or management will:

- Complete part one of the Hazard Report Forms.
- Liaise with management who will carry out the necessary remedial action.

### **3.7 Risk Assessments**

John Hill will complete risk assessments for all work activities undertaken by the Company and they will strive to ensure that the documentation is reviewed if circumstances change. All management will attend a training course to ensure they are competent to undertake risk assessments competently. The management will ensure that all employees and other interested parties are informed and instructed of the risks they may be exposed to, in order that the work activities are completed in a safe manner as documented in the assessment.

The Company will not employ any young person unless an assessment has been undertaken outlining any hazards for which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure of any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the Health and Safety training which is provided along with details of any additional training that is required to be undertaken.

**Procedures Management Follow when Completing Risk Assessments.****Step 1**

- Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people. List any hazards in column 1 of the Assessment Form.

**Step 2**

- Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. Cleaners, Visitors, Contractors etc. List the people who may be harmed in column 2 of the Assessment Form.

**Step 3**

- Decide whether the existing precautions are adequate or whether more precautions are required to be implemented. Ask the question, “Can I eliminate the hazard?” If not, “How can I control it?”  
List all the controls that are in place in column 4.

**Step 4**

- In column 3, Risk Factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the total by multiplying the probability and the severity to decide whether the risks are designated as low, medium or high-risk activities.

**Step 5**

- List in column 5 the action you require to implement in order to adequately control the risk.

**Step 6**

- Review your assessment at regular intervals and also any new process that is introduced into the Company. It is important to ensure all assessments are recorded and distributed to the necessary people.

**Risk Assessment Guidance Sheet.****Column 1. Significant Hazards. (Examples)**

Slipping – Tripping hazards	Electricity
Fire	Dust
Chemicals	Fumes
Moving Parts of Machinery	Manual Handling
Ejection of Materials	Pressure Systems
Noise	Poor Lighting
Internal Transport	High / Low Temperatures
Storage of Goods and Materials	Violence to Staff (Robbery etc)

**Column 2. Who Might be Harmed. (Examples)**

Office Staff	Operators
Maintenance Staff	Cleaners
Contractors	Members of the Public (Customers)
Visitors	Security Staff

**Column 3. Risk Factor.**

See Attached Graph.

**Column 4. How is The Risk Controlled? (Examples of Control Measures)**

Information, Instruction, Training	Guarding
Safe Working Procedures	Provision of Personal Protective Equipment
Statutory Inspections (Portable Electrical Equipment, Lifting Equipment Air Receivers etc)	Routine Inspections & Checks

**Column 5. What Further Action is Necessary to Control the Risk. (Examples)**

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

All actions noted in this column should be given a realistic time scale based on the following criteria: -

Magnitude of the Risk. (Life Threatening etc)	Availability of Parts and Equipment
Down Time	Financial Constraints

**Column 6 Completion and Review Date**

6 or 12 months hence or if there is any significant change within the working process.

**Note 1.**

If you find that something needs to be done, ask the question: -

- Can I **get rid of the hazard** altogether?
- If not how can I **control the risks** so that harm is unlikely.

**Note 2.**

The object of the exercise is to look for the significant hazard associated with our business

Anticipate the risk

Take action to eliminate the risk.

**3.8 Control of Substances Hazardous to Health Assessments**

To enable the Company to comply with the Control of Substances Hazardous to Health Regulations we will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the organisation. Management who have attended a training course will complete the assessments and all the information will be brought to the attention of employees, sub-contractors and visitors who are likely to be exposed to the substances that are likely to cause harm to health.

The Company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the organisation.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the Company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique that would improve safety.

All employees have a duty under the COSHH regulations as outlined below:

- Take part in training programmes.
- Read container labels.
- Practice safe working habits.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

## **COSHH Do's and Do Not's**

### **Do Not**

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

### **Do**

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

## **3.9 Display Screen Equipment**

### **User**

An assessment will be carried out to determine whether or not an employee who works on display screen equipment is a User. A User is someone who habitually uses the equipment as a significant part of his or her work, i.e. an alternative means to do the job is not available and continuous spells of an hour or more are encountered. If they are a User, we will ensure the regulations are followed to reduce or remove the risk so far as is reasonably practicable.

The workstation will be analysed to reduce any risks and will be reviewed when changes in the workstation occur or when the operation of the system changes.

All risks will be recorded unless they are identified as being insignificant and the assessment can be easily repeated.

The elements of the workstation that are assessed are divided into three main topics: -

- The Equipment.
- The Environment.
- The Interface.

Present Users shall be provided on request with appropriate eye tests, it is also advisable that future Users are tested before they become Users.

Where the User experiences difficulties with DSE we will provide eye/eyesight tests as soon as possible. The Company will be required to meet the cost of providing these tests and any special corrective appliance necessary.

### **3.10 Manual Handling**

The Company will avoid the need for employees to undertake manual handling operations wherever possible. Risk Assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

Management who are familiar with the Regulations and handling techniques and are capable of identifying both the risks and the remedies will carry out the assessments.

If the task has to be undertaken in the knowledge of the risk, then we will inform the employee of the following

- Weight of the load.
- Centre of gravity (if not central).

### **3.11 Duties of the Employee**

In addition to the duties placed on employees under the Section 7 of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This Regulation states that employees should follow any system developed by an employer for safe manual handling operations.

### **3.11 Personal Protective Equipment**

The Company will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to members of staff.

All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment along with the procedures for having any damaged or defective equipment replaced.

Tech-Lec will compile detailed records for all equipment that is issued along with details of any training that has been given.

### **3.12 Welfare**

The Company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

We will ensure that our premises comply with the following: -

### **Maintenance of the Workplace, Equipment and Devices**

- If a defect is discovered then we will either rectify the situation immediately or prevent access until it can be rectified.
- Set up a maintenance system with suitable records to ensure that the maintenance is undertaken at the required intervals.
- We will, as necessary, appoint competent persons to enable the Company to comply with this duty.

### **Ventilation**

- Enclosed workplaces will be well ventilated with fresh or purified air. Opening windows may satisfy this, but sometimes mechanical ventilation systems may be required.

### **Indoor Temperature**

- A reasonable temperature will be provided during working hours. This must be achieved without the need for special clothing, but it would not be reasonable if the workplace is open to the outside.
- The temperature in workrooms should normally be at least 16 degrees Celsius unless the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius.
- These temperatures may be achieved by local heating and a thermometer must be available to enable temperatures to be measured.

### **Lighting**

- Suitable and sufficient lighting will be provided, that is, so far as is reasonably practicable, natural lighting.
- The lighting will be sufficient to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Wherever possible workstations will be sited where they will benefit from natural light which must be kept clean and unobstructed.

### **Cleanliness and Waste Materials**

- The workplace will be kept clean and tidy at all times.
- All floors and indoor traffic routes will be cleaned at least once a week and any accumulation of dirt and refuse removed at least daily

### **Floors and Traffic Routes**

- Floors and traffic route surfaces will be suitable for the job i.e. without holes, and not slippery or with slopes, if it places the employees at risk.
- All floors shall be kept clear of obstructions at all times. If the floor conditions deteriorate then they will be repaired immediately or provided with barriers until they are repaired.

**Windows & Transparent or Translucent Doors, Gates and Walls**

- All windows, doors etc, will be of safety material or protected against breakage. They shall also be appropriately marked to make them apparent.

**Window Cleaning**

- All windows and skylights in the workplace shall be designed or be constructed in such a way that they may be cleaned easily.

**Organisation of Traffic Routes**

- Where vehicles and pedestrians use the same traffic route there will be sufficient separation between them.
- There must always be a clear view on both sides of doors that are capable of opening from both directions; this should be made possible by viewing panels in the door.

**Washing and Sanitary Facilities**

Workplaces will have:

- 1 WC per 25 females.
- 1 WC per 25 males and 1 for each part of 25.
- In the case of water closets used by women, suitable means will be provided for the disposal of sanitary dressings.
- Washing facilities will be suitable and sufficient with hot and cold running water, soap and towels or other suitable drying facility.
- The rooms should be maintained in a clean and orderly condition and be adequately ventilated and lit.

**Drinking Water**

- Adequate wholesome drinking water will be provided that is readily accessible and appropriately marked.

**Accommodation for Clothing**

The Company will provide somewhere where employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.



### **3.13 Work Equipment**

It is the Company policy to ensure that all equipment that is used complies with the Provision and Use of Work Equipment Regulations.

Wherever there is any significant risk to Health and Safety due to the work equipment the Company will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely effected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, interlock switches, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturers instructions. Records of all inspections will be held on file for future information.

### **3.14 Disciplinary Rules**

The Company believes that Health & Safety is a critical factor that needs to be taken into account when running a business. To enable the Company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action. If after investigation the Company believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct: -

- Deliberately breaking any written safety rules.
- Removal or misuse of any piece of equipment, label, sign or warning device which is provided by the Company (or its agents) for the protection and safety of its employees.
- Using a naked flame in no smoking areas.
- Failure to follow laid down procedures for the use of: -
  - flammable or hazardous substances.
  - toxic materials.
  - items of lifting equipment.
- Behaviour in any manner that could lead to accidents, including horseplay, practical jokes etc.

Undertaking any action that may interfere with an accident investigation.

### 3.15 Asbestos

Employees involved in building maintenance may come into contact with asbestos containing materials. Breathing in air, which is made up of or contains asbestos fibres can lead to numerous diseases including lung cancer and asbestosis.

The term asbestos includes a number of different types: -

Crocidolite	-	Blue asbestos
Amosite	-	Brown asbestos
Chrysotile	-	White asbestos

These three types cannot be identified by their colour.

**There is danger wherever these are found together, singly or in combination with other materials in the form of board or lagging.**

Asbestos was widely used in buildings in the years between 1950 and 1980 in the following forms:

- Sprayed and loose packing in ceiling voids
- Moulded or pre-formed coating sprayed coatings in thermal insulation of pipes and boilers.
- Spayed asbestos mixed with hydrated asbestos cement used as fire protection for steel work and other parts of buildings.
- Insulating boards in wall partitions and ducts.
- Asbestos cement products such as corrugated roof sheets, gutters, downpipes and wall cladding.
- Some reinforced plastics, mastics and sealants.
- Millboard and paper products used for insulating electrical equipment.
- Textured coatings such as “Artex”, some plasters and paints.

**If the asbestos material is intact and in a position where it cannot be easily damaged, it will not pose a risk to health by releasing fibres into the air**

Generally, any work involving asbestos lagging, coating etc will be required to be undertaken by specialist contractors. APC Cleaning and Maintenance Services Ltd do not undertake this kind of operation.

There is a risk that workers in the refurbishment and maintenance of buildings can be exposed to asbestos on a regular basis without being aware of it.

Therefore vigilance is necessary therefore before any work starts the supervisor will ask the building manager “Has the site been checked for Asbestos?”

Any work that uncovers or exposes what is suspected as being asbestos material should be stopped immediately and should be and reported to John Hill who will decide if the assistance of a suitably qualified person is necessary.

### **3.16 Construction (Head Protection) Regulations**

Head protection will be worn at all times on all work sites unless there is no foreseeable risk of injury to the head, other than by falling. This includes the risk of falling objects and also of striking against objects. The Regulation applies equally to personnel visiting a location as well as to those carrying out work. If there is any doubt, head protection must be worn. Further guidance can be sought from a Supervisor.

All safety helmets will be replaced as determined by the manufacturers instructions and when: -

- The shell has received a severe impact.
  - Deep scratches occur, i.e. to a depth greater than 25% of the shell thickness.
- The shell has any cracks visible to the naked eye.

### **3.17 Housekeeping**

A tidy site leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the site is kept in a clean and orderly condition at all times.

The Site Managers are responsible for maintaining a well ordered and tidy site and must insist on sub-contractors fulfilling their obligations in this respect.

All combustible rubbish will be cleared away on a regular basis and disposed of in authorised waste skips.

Rubble and waste building materials must not be left on working platforms and waste material on the site is to be cleared as work proceeds.

Steel and nylon bands used to contain bundles of materials are to be disposed of safely.

Disposal of any hazardous materials will be undertaken according with all laid down environmental policies and procedures. Special waste, such as asbestos, will only be removed and disposed of by authorised contractors.

As the arrangements will vary from site to site due to the nature and size of the project being undertaken, an assessment will be completed at the beginning of the project to ascertain what facilities are required.

### **3.18 Ladders**

All Aluminium and timber ladders that are used by the Company will be at least Class 2 for light work in accordance with BS. EN131 and will be inspected for any visible damage or undue wear on a daily basis prior to use.

All ladders will be erected on a firm and level base at all times and will be supported by the stiles only. It is important to ensure that all ladders are secured from slipping and those that are 3 metres or more in length will be secured at the top by either lashing or clamping the stiles to a secure anchorage. If there is no other means of securing the ladder then another employee will foot the ladder at the base when it is being used.

At all times the operator on the ladder shall keep both feet securely on the rungs and not use parts of buildings such as window sills etc. Under no circumstances will the operator over-reach himself at any time i.e. more than one arm length from the ladder.

### **3.19 Mobile Elevated Work Platforms**

Tech-Lec will ensure that the correct type of mobile elevating work platform is selected for any work task that is to be undertaken.

Under no circumstances will any member of staff be permitted to operate the equipment without proper and adequate training specifically for the type of machine being used.

It is Company policy to issue safety harnesses and will ensure that they are worn at all times by employees using the working platform.

Prior to using any equipment the operator will undertake daily inspections of the equipment before commencing work to ensure that the equipment is in working order.

### **3.20 Noise**

Noise is commonly defined as unwanted sound. It can be a hazard and can cause illness when noise levels are very loud or prolonged. Many elderly people experience difficulties with hearing which is quite normal.

Employees are encouraged to wear personal hearing protection wherever necessary to safeguard their hearing from excessive noise whilst at work.

Wherever possible noise levels will be reduced as far as practicable by fitting muffles on tools where appropriate.

Where it is deemed necessary a noise assessment will be undertaken to determine the levels of noise on the work site. Where the levels exceed the recommended levels warning signs will be prominently displayed advising all personnel to wear ear protection.