

Health and Safety Policy

Caring Chloe Ltd

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Part 1 - Policy

Health and Safety Policy Amendments

Record of Amendments

Version No	Date	Index Ref	Description of Amendment
One	25/09/2024	Part 1	Management Structure and Responsibilities

Introductory Note

This Health and Safety management system (the manual) is divided into three sections - policy, arrangements and guidance notes.

The '**policy**' section contains the organisation's policy statements together with the health and safety organisational structure and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statements into practice are contained in more specific form in the '**Arrangements**' section, which includes procedural flow diagrams and Arrangements.

The '**Guidance Note**' section contains guidance to be observed and adhered to in the course of the organisation's operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

Terminology - throughout this documented health and safety management system we have allocated key responsibilities/duties to employees of Caring Chloe Ltd. We use the terminology "ensure" this shall be "so far as is reasonably practicable" as stipulated within the Health Safety at Work etc. Act 1974.

Where relevant health and safety require mandatory compliance the terminology "ensure" shall be absolute.

Where we have used terms such as "recommend", or "preferred" within the document, these are the recognised standards or methods to be met to comply with the regulations and duties imposed by the Health and Safety at Work etc. Act 1974.

SCOPE OF CARING CHLOE LTD ACTIVITIES

This Health and Safety manual has been compiled based on the following scope of Caring Chloe Ltd activities.

Cleaning, Housekeeping and Laundry Services for Commercial and Domestic sectors,

COMPLIANCE REVIEW

Caring Chloe Ltd's health and safety management manual shall be formally reviewed annually by THSP for as long as Caring Chloe Ltd retains their service. This review shall cover all sections of the manual and shall ensure that:

- a. The responsibilities reflect the current staffing of the organisation.
- b. The arrangements remain unchanged.
- c. The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

Health and Safety Programme

THSP shall undertake an annual review of the organisation's health and safety programme to ensure that the organisation is complying with the policy statements. This review shall check that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the manual, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the organisation and the relevant enforcing authorities.
5. Any additional training needs are identified at all levels as appropriate.
6. Accident and incident records are being monitored in order to identify trends.

The results of the review shall be compiled into a report for the managing director/Directors and shall include recommendations of the actions to be taken in order to rectify any non-compliance and improve overall health and safety performance.

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Directors of Caring Chloe Ltd have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents, incidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Complying with applicable legal requirements, and with other requirements to which Caring Chloe Ltd subscribes that relate to its OH&S hazards.
- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information, ensuring all persons within Caring Chloe Ltd are made aware of their individual OH&S responsibilities.
- Identifying opportunities and needs for continual improvement of OH&S performance and the prevention of injury and ill health.
- Furnishing sufficient funds needed to meet these objectives.
- Ensuring that health and safety will not be compromised for other objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents, incidents and ill health.

Our health and safety policy will be reviewed periodically to monitor its effectiveness and to ensure that it remains relevant and appropriate to the organisation.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for Caring Chloe Ltd.

Signed by:

Position:

Date:

On behalf of Caring Chloe Ltd

SmokeFree Policy Statement

Purpose

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Caring Chloe Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking and the use of e-cigarettes and similar devices are prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles. This policy applies to all employees, customers, consultants, contractors and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the organisation's premises and in all vehicles.

Non-compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit www.nhs.uk/smokefree or call the NHS Smoking Helpline on 0300 123 1044 for details.

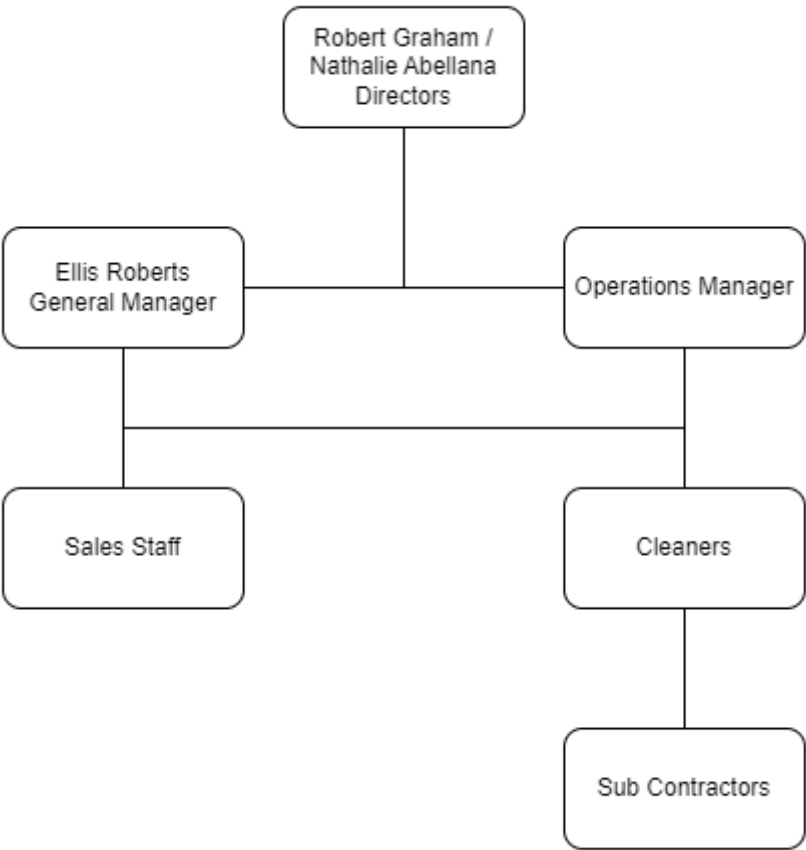
Signed by:

Position:

Date:

On behalf of Caring Chloe Ltd

Health and Safety Management Structure



Directors - Robert Graham / Nathalie Abellana

The **Directors'** health and safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. Senior management recognises its role in providing health and safety leadership in the organisation and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Health and safety objectives are set and their achievement is measured and reported in the management review.
10. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
11. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
12. All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.
13. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
14. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
15. Where necessary, health and safety rules are developed to meet organisation's and legislative requirements.
16. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
17. They set a good personal example by following established health and safety rules/guidelines.
18. Policies, procedures and programmes are reviewed and approved.

General Manager - *Ellis Roberts*

The **General Manager's** health and safety responsibilities are to ensure that:

1. They understand the organisations health and safety policy and understand their responsibilities.
2. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
3. Written instructions are provided through risk management and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
4. Hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
5. All equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
6. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision vulnerable groups.
7. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
8. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
9. They set a good personal example by following established health and safety rules/guidelines.
10. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
11. They are responsible and accountable for the organisation's Health and Safety Performance at their level and they review monthly health and safety reports and performance, informing Senior Management of any safety issues that cannot be resolved.
12. They develop a positive Health and Safety attitude/culture and a clear understanding among those employees reporting to them.
13. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.

Operations Manager

The **Operations Manager's** health and safety responsibilities are to ensure that:

1. They understand the organisations health and safety policy and understand their responsibilities.
2. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
3. Written instructions are provided through risk management and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
4. Hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
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11. They are responsible and accountable for the organisation's Health and Safety Performance at their level and they review monthly health and safety reports and performance, informing Senior Management of any safety issues that cannot be resolved.
12. They develop a positive Health and Safety attitude/culture and a clear understanding among those employees reporting to them.
13. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.

Cleaners / Sales Staff

The **Cleaners / Sales Staff's** health and safety responsibilities are to ensure that:

1. They understand the organisations health and safety policy, understand their responsibilities and comply with the requirements.
2. They avoid improvisation and only use the correct equipment for the task.
3. They use the correct personal protective equipment as provided.
4. They report all defective equipment and materials, or any obvious safety or health hazards.
5. They take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
6. They warn new employees of known hazards.
7. They refrain from horseplay and follow all health and safety rules.
8. They do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
9. They co-operate with the organisation on all aspects of health, safety and welfare.
10. They do not operate any equipment unless they have been fully trained and instructed in its operation.
11. All accidents and incidents are reported so that action can be taken to prevent a recurrence.
12. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Sub Contractors

The **Sub Contractors'** health and safety responsibilities are to ensure that:

1. Copies of their health and safety policy and any other relevant documentation appertaining to health and safety that may be requested by the organisation is provided.
2. They Comply with all the requirements of this organisations health and safety policy.
3. They undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
4. All equipment used is safe and in good working condition, and is accompanied by any necessary certification.
5. Any injury suffered or damage caused by their employees is reported immediately to this organisations representative.
6. They follow this organisations safety rules and comply with any safety instructions given by our representative.
7. Any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations and such information is provided to any other person who may be affected.
Assessment of risk associated with any substance or process hazardous to health that will be used must be presented to this organisations representative before work commences.
8. Workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
9. They provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
10. They attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

THSP

THSP have been retained as the organisation's health and safety advisers and shall:

1. Ensure that the health and safety policy and documentation, as prepared by them, is reviewed and updated as required.
2. Provide a telephone advisory service relating to all aspect of health and safety matters.
3. Carry out site health and safety inspections, as requested by the organisation.
4. Provide written reports and assessments for the organisation subsequent to the inspections.
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority.
6. If requested, assess all method statements prepared by the organisation.
7. If requested, attend meetings regarding health and safety, on behalf of the organisation.
8. If requested, provide health and safety training to both management and staff.
9. Ensure that THSP's staff act to reduce imminent danger wherever that may be seen in any area of the organisation's responsibilities.

Part 2 - Health and Safety Arrangements

Section A

Arrangements for Concern over Health and Safety Issues

If any employee has any concern over health and safety issues they should tell their immediate superior or health and safety manager/advisor. If neither is available then they should tell the director to whom they report.

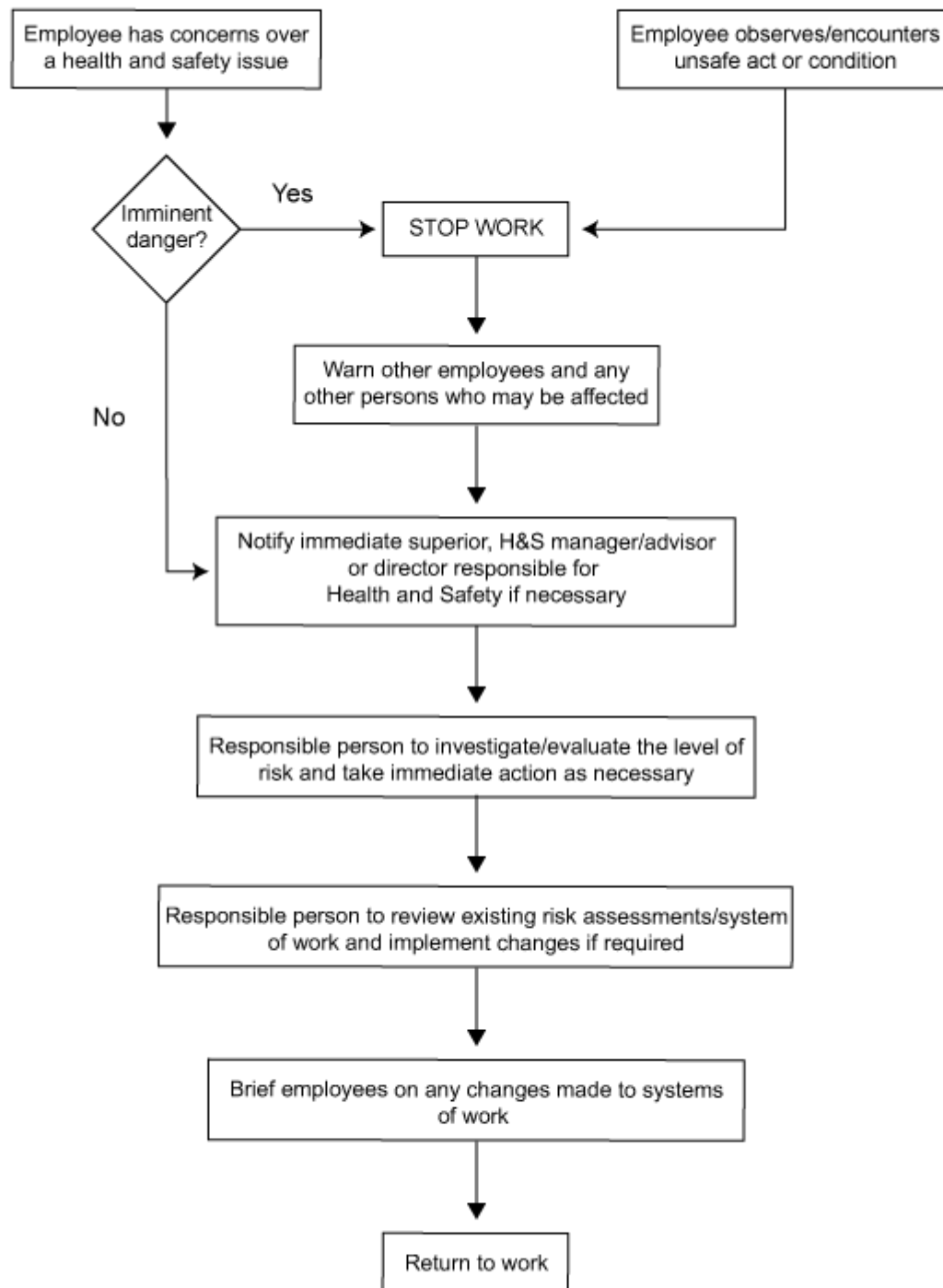
Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

THSP have been retained by this organisation for the purpose of assisting us in keeping up-to-date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Their call out service and telephone advisory service is available. A director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below. Should a call be answered by an answerphone the caller must record their name, their organisation name and the number on which that person may be contacted.

THSP: +44(0)3456 122 144

Procedure for Concern over Health and Safety Issues



Concerns over Health and Safety Issues

PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

IMMINENT DANGER

Guidance on dealing with outbreaks of fire and on bomb threats can be found in Section M of this manual. Other categories of imminent danger may include:

- Development of a fault condition in machinery.
- Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents - **unsafe acts** and **unsafe conditions**.

Unsafe acts may include:

- Using defective equipment.
- Using equipment incorrectly.
- Failing to use or incorrectly using personal protective equipment (PPE).
- Leaving equipment in a dangerous state.

Upon identifying an unsafe act it is the duty of every member of the workforce to **stop** the work being carried out, **warn** anyone who may be affected by the unsafe act and **report** the circumstances of the unsafe act to their immediate superior for action.

Unsafe conditions include:

- Poor underfoot conditions.
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding.
- Poor housekeeping.
- Poor lighting or ventilation.

These lists are not exhaustive.

Upon identifying an unsafe condition it is the duty of every member of the workforce to **stop** the work in that area, **warn** anyone who may be affected by the unsafe condition and **report** the circumstances of the unsafe condition to their immediate superior for action.

Safety in the office requires that each person co-operates and that common sense prevails.

The main categories of serious injury to office workers are:

- Falls from a height, e.g. down a staircase or from overreaching.
- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive strain injuries.
- Contact with moving parts of office machinery, e.g. shredders, guillotines.

IF IN DOUBT - CHECK!

Section B

Arrangements for Managing Risks Arising from Work Activities

The Operations Manager shall ensure that risk assessments are carried out and the control measures are implemented and communicated to employees through their designated line manager.

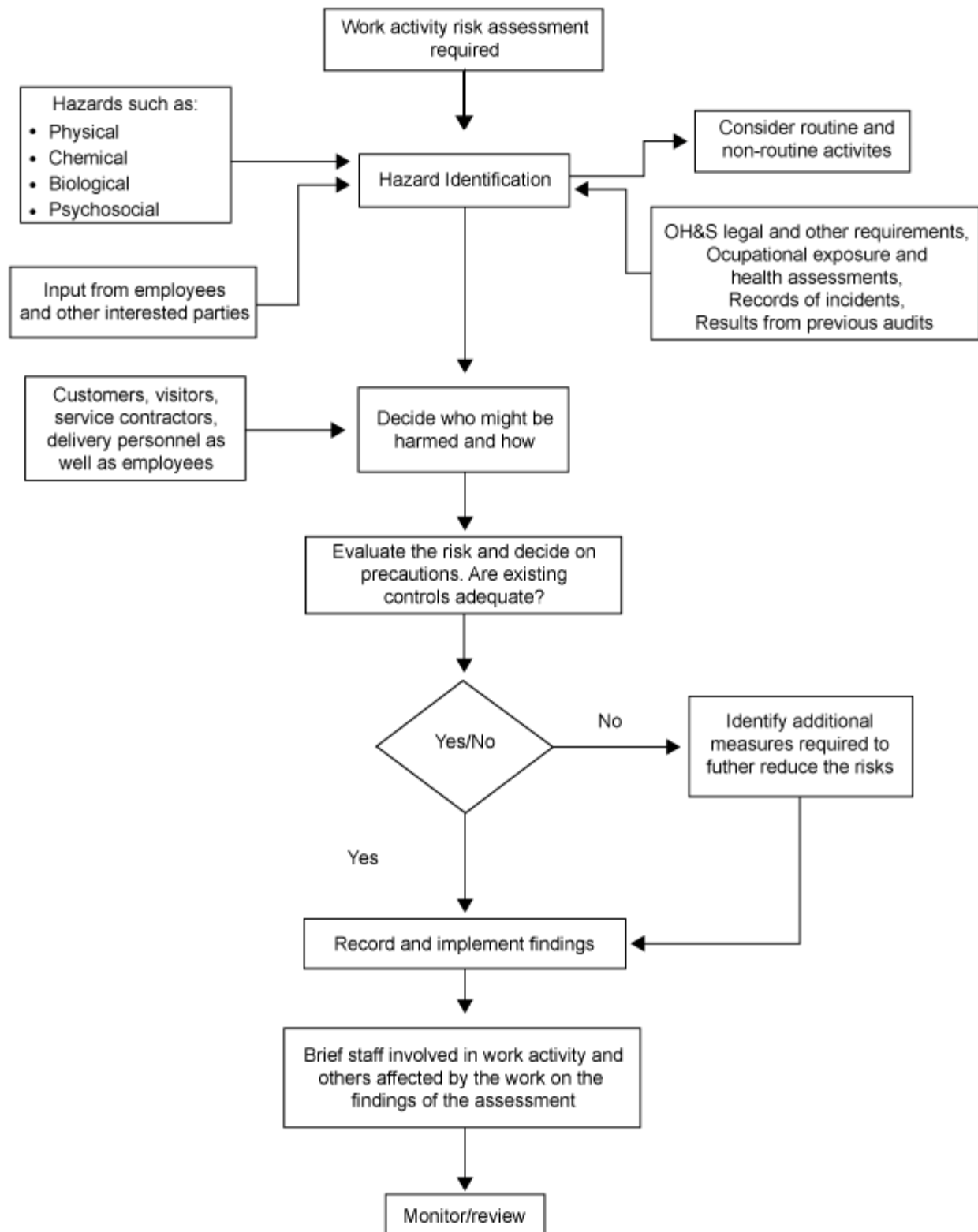
Risk assessments will be undertaken by **the Operations Manager** with the advice and assistance of THSP Risk Management, should it be requested. Any significant findings of risk assessments will be reported to the management team.

The Operations Manager will be responsible for ensuring special risk assessments are carried out for works to be undertaken by vulnerable groups, including those under the age of 18 years. Copies of written risk assessments are to be sent to the parents or guardians of young persons.

The Operations Manager shall ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process is carried out. In any case, **Robert Graham / Nathalie Abellana** shall ensure that all risk assessments are reviewed at least annually or when the work activity changes, whichever is sooner.

Caring Chloe Ltd carries out a set of tasks which are frequently similar. To help control the risks of these tasks Caring Chloe Ltd have produced a set of generic risk assessments, which are kept in a separate file. These are only to be considered valid if they are made site-specific prior to use by **the Operations Manager** (or in their absence by a nominated competent person) and any significant changes to the risk control procedure have been implemented and communicated to the management team and the employees who will carry out the task.

Procedure for Managing Risks



Managing Risks Arising from Work Activities

INTRODUCTION

Employers have a duty to assess the risks to the health and safety of their employees at work and of persons not in their employment who may be affected by their work and to eliminate those risks or control them to a level that is acceptable.

This duty is qualified by the legal term "so far as is reasonably practicable", which can be interpreted as meaning that the cost of measures necessary to avert a risk (whether in time, money or trouble) may be assessed against the degree of risk. In other words, an employer does not need to take a measure that is technically impossible or if the time, trouble or cost of the measure would be grossly disproportionate to the risk.

Risk Assessment

In itself is not complicated but must be carried out and recorded to ensure that work being done does not impose an unacceptable risk. The purpose and function of risk assessment may be expressed as follows:

- To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard).
- To identify the potential of the hazard being realised and the potential consequences of that realisation (risk).
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

1. Avoid risks if possible.
2. Combat risks at source.
3. Change the method of work to suit the individual.
4. Make use of technological developments.
5. Incorporate control measures into procedures within an overall planned structure to reduce risks.
6. Give precedence to controls which cover the whole workforce or activity.
7. Provide information and training to employees and self-employed persons.
8. Confirm that the control measures indicated by the risk assessment have been put in place and are effective.

The regulations make the following definitions, which must be clearly understood:

A "**hazard**" is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

"**Risk**" is the likelihood that the harm from a particular hazard is realised.

Risk is expressed as **severity of the hazard x likelihood of occurrence**

RANKING RISKS

In order to ensure that the greatest risks are addressed first, it is necessary to be able to rank those risks.

To do this takes a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each task's likelihood and severity and multiplying those together a risk value for that task is established.

Likelihood - Probable frequency (taking into account whatever precautions are currently being taken):

Improbable occurrence	1
Remote occurrence	2
Possible occurrence	3
Probable occurrence	4
Likely occurrence	5

Severity of the hazard:

Nil - Trivial Injuries	1
Low - Minor Injuries	2
Medium - Major injuries to one person	3
Major - Major injuries to several people	4
High - Fatality	5

Risk - The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below:

Likelihood						
Severity		5	4	3	2	1
	5	HIGH	HIGH	HIGH	MEDIUM	Low
	4	HIGH	HIGH	MEDIUM	MEDIUM	Low
	3	HIGH	MEDIUM	MEDIUM	Low	Low
	2	MEDIUM	MEDIUM	Low	Low	Low
	1	Low	Low	Low	Low	Low

The following issues should be considered in addition to the work activity information:

- Number of personnel exposed.
- Frequency and duration of exposure to the hazard.
- Failure of services, failure of plant and machinery components and safety devices.
- Exposure to the elements.
- Protection afforded by personal protective equipment.
- Unsafe acts (unintended errors or intentional violations of procedures).

These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

A simple risk-based control plan:

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
LOW (1 - 6)	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM (8 - 12)	Efforts must be made to reduce the risk but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH (15 - 25)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources work has to remain prohibited.

Risk Assessments

There is a need to assemble in one place all the pertinent information regarding the risks and hazards of the task being assessed. The risk assessment form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes. Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk assessment is not an end in itself. It is simply a tool that allows the organisation to evaluate dangers to the workforce and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

Young Persons

Special risk assessments need to be carried out on any risks to young persons (under the age of 18 years) before they start work. Existing assessments will be reviewed where young persons are already in employment. The young person's risk assessments will follow the same procedure as that for other risk assessments but will specifically take the following into account:

- The young person's inexperience, lack of perception of danger and immaturity.
- Their workplace and workstation.
- Any exposures to physical, chemical and/or biological agents.
- Any work equipment used.
- The work activities and processes to be undertaken.
- Any training provided and any risks from specified agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration, and processes.

Following the risk assessment, a copy of the form should be forwarded to the guardians of any child under the age of 16 and a detailed briefing on the detail of the risk assessment given to the young person by their manager.

Company Name		RISK ASSESSMENT												
		Description of Activity:												
Location:							Issue:				Ref:			
Assessed By:							Date:				Review:			
Hazard	Likely Harm	Party Affected	Risk Rating			Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	Residual Risk Rating				
			S	L	R					S	L	R		

KEY:	Party M = Management S = Supervisor O = Operative T = Third Party C = Client	S - Severity 1 = Trivial Injury/ies 2 = Minor Injury/ies 3 = Major Injury/ies to one person 4 = Major Injury/ies to several people 5 = Death	L - Likelihood 1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence	R - Risk = S x L 15 - 25 = High Risk 8 - 12 = Medium Risk 1 - 6 = Low Risk
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Method Statements

INTRODUCTION

WHAT ARE METHOD STATEMENTS

- Method Statements are simply a written form explaining how a task/work will be carried out.
- They should be as simple and straightforward as the Principal Designer / Principal Contractor / Client demands.
- They do however serve an important role in Health and Safety.

PROBLEMS WITH METHOD STATEMENTS

- Too much time and effort in formulating them.
- Lack of understanding as to the reasons and functions of Method Statements.
- Inability to put thoughts and the sequence of tasks onto paper.
- Generic work practices can cause problems when presenting them for vetting by Principal Designer / Principal Contractor / Client.
- Method Statements being seen as a "Paper Chase".
- Method Statements contents not being transmitted to operatives, for example not being "Live" documents.
- Over complicating or simplifying of Method of Work.

WHY ARE METHOD STATEMENTS IMPORTANT?

Under the duties of the Health and Safety at Work etc. Act the Employer has certain duties, for example:

- The provision of a safe place of work for their employees.
- A duty to ensure the health and safety at work of their employees.
- A duty to ensure the health and safety of others (for example other sub-contractors, members of public, etc.) who are not their employees.
- One of the more effective ways to ensure that the above is complied with is through the compilation and revision of Method Statements.
- It illustrates competence of an organisation.
- It shows the logical sequence of steps to management, operatives, so that risks can be identified and addressed, resources can be allocated such as First Aid, Fire, Plant Inspections, Scaffolds, Welfare etc.
- It can serve as an aid to illustrating shortcomings in the organisation's safety management systems, for example training and supervision.
- The employer is required to ensure that operatives receive instruction, information and training in tasks - Method Statements can act in the partial fulfilment of this requirement.
- Method Statements can indicate special precautions that may have to be taken which are not usual to that particular task.
- It should indicate division of responsibilities.
- It assists Principal Contractor in the planning of works, for example, any risks, hazards or dangers of the organisation's task/work that could affect other organisations working in the same area at the same time.
- It serves as a reference point for anyone not knowledgeable about the task/work, for example, Clients, Designers, Principal Designers and Principal Contractors.

WHEN SHOULD METHOD STATEMENTS BE CARRIED OUT?

- They have now become a standard requirement for almost all construction activities, particularly with regards to CDM works.
- They should be formulated prior to the task/work is carried out.
- They will normally be submitted to a Principal Contractor or Principal Designer for vetting and approval prior to the task/works being given the go-ahead.
- If there is a substantial change to the way the task/work is carried out or it is rendered invalid, then the Method Statement must be amended accordingly to take into account the effect of those changes.

GENERIC METHOD STATEMENTS

- Although these forms of Method Statements have their uses, they will only be satisfactory in circumstances where the work is of a minor nature and essentially repetitive.
- Different working environment conditions generally make generics ineffective. Method Statements should always be made site-specific.
- Many Clients, Principal Designers, Principal Contractors reject generic Method Statements.

WHO SHOULD COMPILE METHOD STATEMENTS?

- Ideally this should be done by someone who is trained and competent within the organisation management structure, though any person who is competent and is familiar with the task can do it.

WHO ARE METHOD STATEMENTS REQUIRED BY?

- Principal Contractor: for vetting procedures, competence, and addition to construction phase plan (CPP).
- Principal Designer: for establishing an organisation's competency, inclusion in the health and safety file and as a reference point.

HOW IS A METHOD STATEMENT COMPILED?

Ask the questions Who, What, Why, When, How when compiling Method Statements

A basic Method Statement format should look at various aspects:

- The sequence of tasks.
- Resource requirements, plant, equipment and materials.
- Isolation or services and any other special measures to be taken.
- The safety of the public and other contractors.
- Housekeeping and waste removal.
- First Aid and welfare facilities.
- Access for materials both onto the site and to the workplace.
- Fire precautions and emergency procedures.
- Principal Contractors should not do Method Statements for sub-contractors.

SOURCES OF INFORMATION WHEN COMPILING METHOD STATEMENTS

- Safe Systems of Work.
- Knowledge and/or work experience of competent operatives carrying out the work.
- Manufacturer's and supplier's instructions and information on any products, plant and equipment.

ADDITIONS TO METHOD STATEMENTS HAZARDS

- Risk assessments.
- COSHH assessments.
- Manual Handling assessments.
- Noise assessments.
- Layout drawings/sketches.
- Safe Systems of Work.
- Specific training needs.

Method Statement Confirmation Register

Place of work:

I have read and understand the Method Statement, Risk Assessments and COSHH Assessments pertaining to the above place of work and shall work as per the safety information provided.

[illegible]

Daily Briefings

INTRODUCTION

Daily briefings are a useful way to keep health and safety forefront in the minds of your workers and make them aware of current risks and hazards.

Given by Supervisors they help to foster a good health and safety culture.

When delivering a briefing remember:

- Most people's attention span is limited, therefore briefings should be BRIEF.
- Prepare key points to put over and focus on delivering them well. Repeat the main points at the beginning and end of each talk.
- Consider providing briefing cards/putting key points on the notice boards to help retention of information.
- Understand your audience, some workers may need more explanation than others.
- Check understanding with questions.
- Keep the information simple and provide a consistent message.

Finally, act on your feedback and remind your workers that if at any time they consider they are working in an unsafe way, that puts themselves or others at risk then they can stop, report and seek advice.

A typical Daily Briefing Form is detailed overleaf.

DAILY BRIEFING SHEET**Date:****Briefed By:****Project/Site:****Part 1 - Review**

Review previous day's work:

Any Near Misses/accidents occurred?

Review access & egress to your work area

Review of Risk Assessments and Method statements – Were there any changes required?

Part 2 – Daily Work Area Hazard Check

Equipment & Plant	PPE
Has everybody in the gang been inducted & aware of the RAMS	Access
Hazards & Control Measures	Work at Height
Is weather going to affect the work	Housekeeping

Part 3 – Tool Box Talks

--

Part 4 – Site Information

First Aider
First Aid Point
Nearest Fire Extinguisher

Part 5 – Daily Briefing Notes

Part 6 – Feedback and Comments

Supervisor's Signature:

Date:

Part 7 – Briefing Register

I have received and understood the briefings given by my Supervisor.

Name:

Signature:

Date:

Lone Working

Working alone is not in itself against the law, and it will often be safe to do so. However, the law requires employers and others to think about and deal with any health and safety risks before people should be allowed to work alone.

As an employer we understand that we have a responsibility for the health, safety and welfare at work of all our employees and those affected by our work activities.

Lone workers are those who work by themselves without close or direct supervision in both fixed establishments or as mobile workers working away from fixed bases.

The Operations Manager shall ensure a risk assessment is undertaken to decide on the right level of supervision, and enforcement where lone working is required and when necessary working to be prohibited, for example high risk activities, where at least one other person must be present.

The Operations Manager shall ensure that any employee with a pre- existing medical condition, will be taken into account when authorising lone working.

Where workers require specific training in relation to lone working then this will be given.

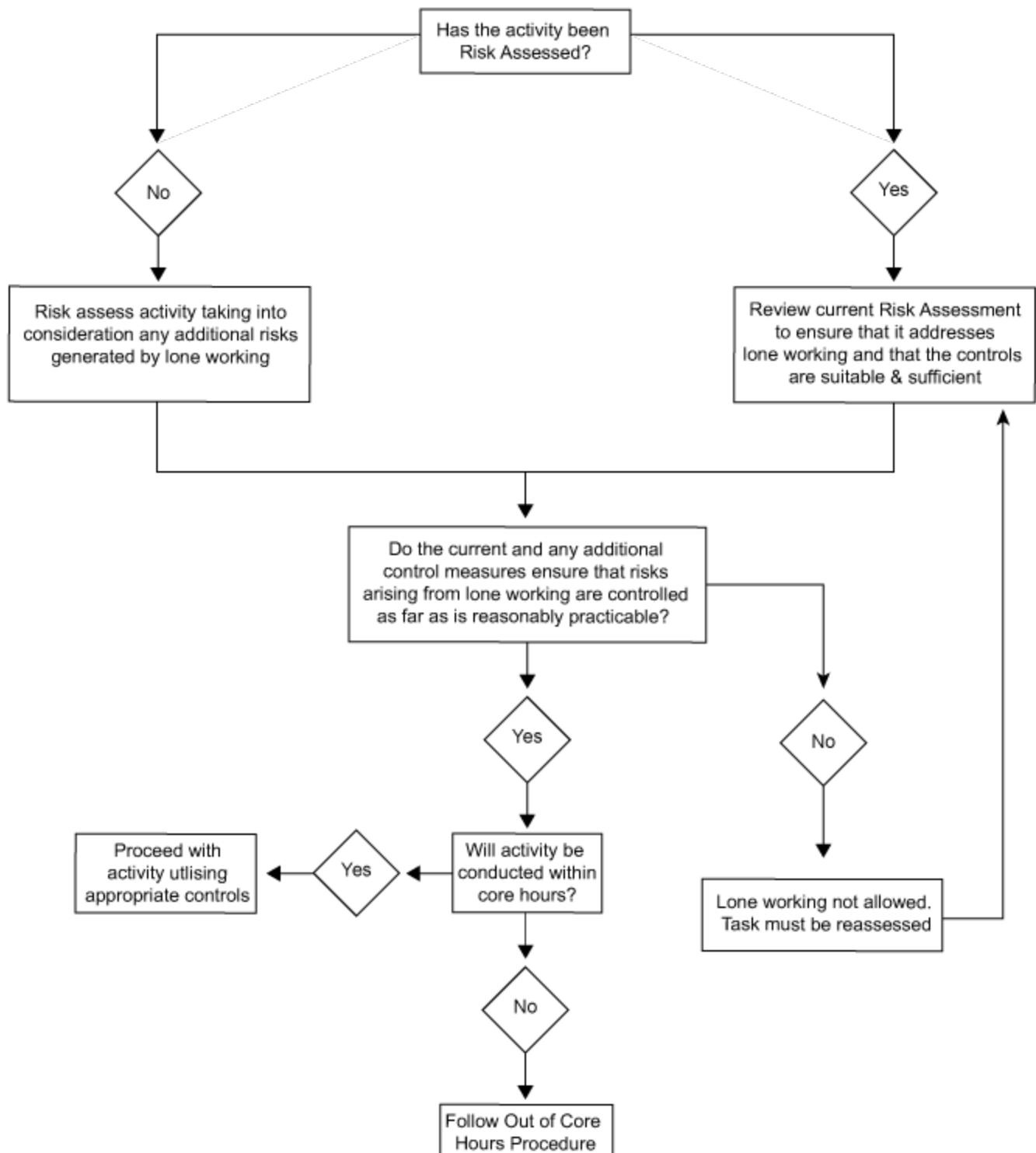
Where lone working is undertaken outside of core hours, the Out of Core hours procedure will be followed.

Where applicable, additional supervision/monitoring will be provided, which may include:

- Supervisors periodically visiting and observing people working alone.
- Regular contact between the lone worker and supervisor either using mobile phones, telephones, radios, or emails.
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker.
- Other devices designed to raise the alarm in an emergency, these can be operated manually or automatically by the absence of activity.
- Checks to ensure a lone worker has returned to their base or home once a task has been completed.

The level of supervision/monitoring and arrangements emergency arrangements will be dependent on the findings of the risk assessment.

Procedure for Lone Working



RISK TO LONE WORKERS

Lone workers should not be put at more risk than other employees. In order to achieve this, extra risk control measures may be necessary.

Precautions should take account of normal work, foreseeable emergencies and how the worker can summon help. e.g. fire, equipment failure, illness and accidents. Employers should identify situations

where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- What might go wrong and how serious might it be?
- Is there a safe way in and out for the lone worker?
- Can any equipment, machinery or goods or objects used, be safely handled by one person?
- Is the lone worker going to come across circumstances in which they will attempt to do something that requires two people?
- Are there any hazardous substances being used that may pose a risk to the lone worker?
- Is more than one person needed to operate essential controls for the safe running of equipment or workplace transport?
- Is there a risk of violence?
- Are there any other reasons why the individual may be more vulnerable than others?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communication?
- What instructions/training do I need to provide?
- What level of supervision is required?
- How do I check the lone worker is ok?
- What first aid arrangements do I need?

Examples of high-risk activities where at least one other person may need to be present and Lone working prohibited:

- Working in a high-risk workplace, where a supervisor may need to be present, along with someone dedicated to the rescue role.
- People working at or near exposed live electricity conductors.
- Other electrical work where at least two people are sometimes required.

After considering these things and putting into place such precautions as you can, you must assess whether it is safe or unsafe for a particular worker to work alone.

To help assess lone working activity's you can use the Lone Working Evaluation Form.

LONE WORKERS OUT OF CORE HOURS

It is recognised that the level of risk to an individual associated with work activities can increase during periods outside of Core Hours, when workplaces are empty, and external staff may not be easily contactable.

Where there are additional risks arising that cannot be controlled to an acceptable level, lone working or working out of core hours should not be permitted.

Where there is an exceptional need the work must be fully controlled and managed and accompanied with an out of core hours approval form.

Lone Working Evaluation Form

Scope of Lone Working:	
Location/s of Lone Workings:	
Job role/position of lone worker/s:	
Required ability of employees: • Professional Training. • Qualifications and Experience. • Full knowledge of planned work. • Medical Fitness.	
Suitability of equipment: • Quality of hand tools. • An adequate level of appropriate personal equipment supplied by the employer. Insulation of portable lighting and other portable electrical appliances etc.	
Task: • Compliance with all job instructions. Avoidance of non-authorised or not-risk assessed work.	
Means of communication: e.g. Two- way radio, mobile phone, remote manual or automatic alarm system, regular visits by a competent person.	
Provision for treatment or injuries: e.g. portable first aid kit, availability of first aider/emergency response.	

Figure 1 Lone Working Evaluation Form

Emergency and accident Procedures: • Means of summoning help. • Means of raising alarm. • Rescue Plans and Equipment. • Fire-fighting equipment			
Training: e.g. for safe use of specialised equipment and processes			
Supervision: e.g. for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is reduced to the level of occasional visits.			
Defined Working Limits: (what work can and cannot be undertaken while lone working, for example live electrical works, certain maintenance tasks, use of high risk machinery etc)			
Risk Assessments and supporting information:			
Permits to Work: High risk activities requiring permit to work, ensuring that the activity does not take place until it is formally assessed, permit issued compliance with any time restraints and finally closed.			
Completed By:	Job Role/Position:	Date:	Review Date:

Lone Worker/Out of Core Hours Approval Form

This form is to be completed by the applicant and authorised by the Manager of those individuals who wish to undertake lone working.

Name:		Job Role:	
Has the activity been previously risk assessed? If no, then activity has to be risk assessed prior to continuing. Please attach risk assessment.		Yes	No
Are there any additional controls required due to the activity being conducted by a lone worker/out of core hours? If yes, please detail:		Yes	No
Supporting Statement Please identify below why lone working/out of hours Lone working is required:			
Are there any disabilities, medical conditions or allergies which may be of relevance? If yes, please state:		Yes	No
Manager Authorisation:			
Remarks:			
Signed:			
Date:			

Figure 1 Lone Worker/Out of Core Hours Approval Form

Display Screen Equipment

The introduction of VDUs and other display screen equipment has been associated with a range of symptoms relating to the visual system and working posture, e.g. fatigue and stress, upper limb pains and discomfort, etc. The workstation assessment form attached seeks to identify any potential problems relating to a person's workstation before harm to health and safety is realised.

The provision of good ergonomic and environmental conditions must be considered in the planning of the workstation for VDUs.

POSTURE AND GOOD PRACTICE

- Since each user is an individual size and shape they must personally participate in the organisation of their workstation.
- To find the best working position sit on your chair, then sit rigidly upright and then relax a little. Now adjust your chair to support your back in this position.
- Use a footrest if that helps.
- Adjust the height of the chair such that when your fingers are resting comfortably on the keyboard's "home keys" the elbow is at an angle of approximately 90 degrees.
- It is often more comfortable to have 100mm of workbench in front of the keyboard to rest the hands upon.
- Arrange the VDU in such a manner that you do not face a window or have a window as a background and so that light sources do not reflect glare into your eyes.
- Adjust the screen height such that the top row of the characters on the screen is level with or just below your eye level.
- When copy typing use a copyholder or some other device which allows you to look from copy to screen without excessive head or neck movement. If the copy and screen are the same distance from your eyes then your eyes will not have to constantly change focus.
- Leave sufficient space to gain access to the VDU for any maintenance that may be needed.
- Cables must be kept tidy at all times and not cause an obstruction to the operator or others who may have cause to enter the work area.

WORK PATTERNS

VDUs should not be used continually. It is not the length of break taken away from the VDU that is important but the frequency. Break up work patterns with other tasks so that you get a regular rest from the VDU.

RADIATION

There is no medical evidence of any risk to unborn children from the radiation emitted by VDUs.

EYE AND EYESIGHT TESTS

According to the guidance to the regulations, there is no reliable evidence that work with display screen equipment causes any permanent damage to the eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This (and/or poor working conditions) may give some users temporary visual fatigue or headaches. It is recognised that uncorrected vision defects can make work at display screens more tiring or stressful than it should be and that correcting defects can improve comfort, job satisfaction and performance.

In accordance with the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations, this organisation will arrange for sight testing for users or those who are to become users, of display screen equipment as defined in the regulations who request such testing. For a person who is to become a user, testing should be carried out before that person becomes a user. This organisation will also ensure that, at regular intervals, further sight testing for users is arranged as soon as is practicable after any such request.

PROVISION OF TRAINING

In accordance with the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations, this organisation will ensure that new employees are provided with adequate health and safety training in the use of a workstation before they are required to start work in such an undertaking or where the duties of existing employees are changing in such a way that will make them become users of display screen equipment.

WORKSTATION ASSESSMENT CHECKLIST**Name:****Date:**

The following is a self-assessment of your own workstation. Your views enable us to ensure your comfort and safety at work. Please tick the box that best describes your opinion, for each of the questions listed.

1. LIGHTING

Is the lighting at your usual workstation adequate?	Yes	
	No	

Are there distracting reflections on your screen?	Yes	
	No	
	Occasionally	

Do you have control over local lighting?	Yes	
	No	

2. TEMPERATURE AND HUMIDITY

Are you usually comfortable at your workstation?	Yes	
	No	

Is the air around your workstation:	Comfortable	
	Too Dry	
	Too Humid	

3. NOISE

Do you find the noise from work equipment distracting?	Yes	
	No	

4. SPACE

Is there enough space around your workstation?	Yes	
	No	

5. CHAIR

Is the seat height adjustable?	Yes	
	No	

Is the angle and height of the backrest adjustable?	Yes	
	No	

Is the chair stable?	Yes	
	No	

Is the chair in a good state of repair?	Yes	
	No	

If your chair has arms, do they get in the way?	Yes	
	No	

Is the chair comfortable?	Yes	
	No	

6. DESK

Is the desk surface large enough?	Yes	
	No	

Is the height of the desk suitable?	Yes	
	No -Too High	
	No -Too Low	

Do you need a footrest?	Yes	
	No	

Has one been supplied?	Yes	
	No	

7. DOCUMENT HOLDER

Do you need a document holder?	Yes	
	No	

Has one been supplied?	Yes	
	No	

Can you adjust your document holder to the right angle?	Yes	
	No	

8. DISPLAY SCREEN

Is there a brightness control on your screen?	Yes	
	No	

Is there sufficient difference between characters and background?	Yes	
	No	

Does your screen move freely?	Yes	
	No	

Is the screen image stable and free from flicker?	Yes	
	No	

Is the screen at a comfortable height for you?	Yes	
	No	

9. KEYBOARD

Is the keyboard separate from the screen?	Yes	
	No	
Is the keyboard height adjustable?	Yes	
	No	
Are the symbols on the keys easily visible?	Yes	
	No	
Is the space in front of the keyboard sufficient to rest your hands?	Yes	
	No	
Are your forearms parallel to the work surface and your wrists comfortable?	Yes	
	No	
Do you understand how to use the software?	Yes	
	No	

10. OTHER EQUIPMENT

Is your phone conveniently situated?	Yes	
	No	
Is there enough space to load paper into printers and copiers?	Yes	
	No	
Can you easily get to shelves above and below the workstation?	Yes	
	No	
Do you have other equipment problems?	Yes	
	No	

If yes please give details:

11. TRAINING

Have you been trained to make your workstation comfortable?	Yes	
	No	

Have you been trained in the use of software?	Yes	
	No	

If you were to have a problem relating to display screen work, do you know who to ask for help?	Yes	
	No	

Do you understand the arrangements for eyesight tests?	Yes	
	No	

Your comments please

Assessor Name / Position:

Assessor Signature:

Date Assessed:

Working from Home

There are occasions where employees will be required to work from their home location.

Typically, this work will be of low risk, office type work.

In order to ensure, so far as is reasonably practicable, when working in their home environment the following will be addressed.

Electrical Safety

Current tools include Desktop PC's/ Laptops issued by this organisation must be maintained as necessary to prevent danger and to ensure it is safe to use. It is recommended that such equipment has a periodic electrical inspection and test. Additional, visual inspections of electrical appliances provided by the organisation for the home office are also to be completed by the user.

Display Screen Equipment

The provision of good ergonomic and environmental conditions must be considered in the planning of the workstation for VDUs.

A DSE Assessment will be undertaken by the homeworker and a copy provided to their line manager.

The use of DSE in the home for work purposes includes the use of laptop and other portable devices.

Where the use is considered to be 'prolonged' (i.e more than 1 hour at a time) the DSE regulation will apply in full.

Working area and environment

Ideally the work area is to be segregated from the rest of the home, located some way away from trip hazards. There must be adequate ventilation and be able to maintain adequate working temperature. Lighting is very important and positioning of work desks and equipment to prevent glare on workstations.

Additional equipment may be required to enable an ergonomic set up of the work station and the provision of additional equipment as necessary to aid the work activity, storage of work material and aid communication.

The wellbeing of the worker is to be considered, frequent breaks are necessary in any workplace, and as a remote worker, regular communication and inclusion with the rest of the team is vital.

HOMEWORKER CHECKLIST:

This checklist can be used by a home worker to identify any possible hazards in their home working area. Once completed, it can be used in discussion with your Line Manager to confirm working arrangements and be used to complete a risk assessment.

Employee	
Home workplace location	

	Y or N	Comments
A - Working area		
1. Is the workplace segregated from the rest of your home and away from distractions?		
2. Is there a safe means of access to the working area?		
3. Is there adequate workspace in the room to work safely and is there sufficient height to stand up in?		
4. Is your home workplace free from tripping hazards?		
5. Are the floor coverings / surfaces in good condition?		
6. Is equipment, bags, paper, files, books etc. stored safely off the floor?		
7. Is equipment positioned safely so that no cables are left hanging that could lead to the equipment being pulled over?		
B - Environment		
1. Is heating available to maintain an adequate working temperature in the winter (Minimum 16 °C)?		
2. Is there a means of cooling during hot temperatures, i.e. local cooling, adequate ventilation or hot weather fans?		
3. Are blinds/ curtains available to prevent glare on computer screens?		
4. Is there adequate ventilation in the work area?		
5. Is adequate lighting provided which may be a combination of natural lighting, task lighting and general room lighting?		

C - Display screen equipment		
1. Have you completed the display screen equipment assessment for your home workstation?		
2. Are you using a docking station for your laptop?		
3. Have you an external mouse and keyboard for your laptop?		
4. Are you taking short but frequent breaks away from your work?		
D - Emergency actions		
1. Have you access to basic first aid provisions?		
2. Do you know what to do in an emergency? Have you worked out a fire drill so you and anyone else in the house know what to do and where to go in case of a fire?		
3. Have you a smoke detector/s fitted?		
4. Are you familiar with the Company procedures for accident and incident reporting?		
E - Electrical safety		
1. Are Company owned portable electrical appliances PAT tested and a sticker applied?		
2. Do you carry out frequent visual checks on plugs, wiring and casings of electrical equipment?		

Employee		Date:
Home workplace location		Date:

Noise at Work

INTRODUCTION

Permanent hearing damage can be caused instantly by sudden, extremely loud, explosive noises. However, hearing loss is usually gradual, caused by prolonged exposure to noise.

Some people may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

IS THERE A NOISE PROBLEM IN YOUR WORKPLACE?

There is likely to be a noise problem if any of the following apply:

- Noise levels are intrusive for most of the working day.
- Employees have to raise their voices to carry out a normal conversation when about 2 metres apart for at least part of the day.
- Employees use noisy powered tools or machinery for more than half-an-hour each day.
- There are impact noises due to hammering, drop forging, pneumatic impact tools, etc.

NOISE ASSESSMENTS

In accordance with the Control of Noise at Work Regulations we shall ensure that the risk to our employees from exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable. The levels of exposure averaged over a working day or week, and the maximum noise (peak sound pressure) to which employees are exposed in a working day shall determine the actions we will take as an employer. The values are:

- Lower exposure action values:
 - Daily or weekly exposure of 80dB.
 - Peak sound pressure of 135dB.
- Upper exposure action values:
 - Daily or weekly exposure of 85dB.
 - Peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values:
 - Daily or weekly exposure of 87dB.
 - Peak sound pressure of 140dB.

Exposure limit values take account of any reduction in exposure provided by hearing protection.

EXPOSURE ASSESSMENT

If it is perceived that there may be a noise problem in our workplace we will assess the risks and put in place a programme of noise controls as necessary.

The risk assessment should help us to:

- Identify where there may be a risk from noise and who is likely to be affected.
- Estimate our employees' exposure levels for comparison with the exposure action values and limit values.
- Identify what we need to do to comply with the law, e.g. whether noise control measures and/or hearing protection are needed, and, if so, where and what type.
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Our estimate of employees' exposure shall be based on reliable information, e.g. measurements in our workplaces, information from other workplaces similar to ours (where available), and/or data from suppliers of machinery. It shall specifically take account of:

- The work they do or are likely to do.
- The ways in which they do the work.
- How it might vary from one day to the next.

ASSESSMENT RECORDS AND REVIEW

Risk assessments shall be recorded (see the noise assessment form overleaf) along with any recommendations in an action plan. The plan shall set out what we have done and what we are going to do, with appropriate timescales, and who will be responsible for ensuring that those actions are carried out.

We shall review our risk assessment if circumstances in the workplace change which might affect noise exposures. We shall also regularly monitor and review the effectiveness of our actions to reduce our employees' exposure risk.

COMPETENCE TO ASSESS

It is this organisation's policy to ensure that any risk assessment is carried out by a competent person. We may choose or need to seek advice and/or assistance from other competent sources, such as our health and safety advisors, in order to fulfil our noise assessment procedures.

ACTIONS AND CONTROL MEASURES

Where assessment shows that our employees' noise exposure level is between the lower and upper exposure action values we shall, as a minimum:

- Provide them with suitable hearing protection equipment if they ask for it.
- Provide employees with adequate information, instruction and training, such that they understand the associated risks and the duties placed on employers and employees by the regulations.
- Consider taking additional, reasonably practicable actions to further reduce risks in line with good practice and recognised standards within our industry.

Where assessment shows that exposure level is likely to be at or above the upper exposure action values we shall:

- Provide employees with suitable hearing protection equipment and enforce the wearing of it to immediately reduce the exposure risk.
- Identify if any areas of the workplace need to be designated as "Hearing Protection Zones (HPZs)".
- Demarcate and identify HPZs by means of appropriate safety signage and restrict access where it is practicable to do so.
- Implement a suitable health surveillance programme.
- Establish and implement a programme of organisational and technical measures to reduce exposure to as low a level as is reasonably practicable, such that in the longer term it may be possible to eliminate or reduce the need for hearing protection equipment and HPZs. These measures may include the:
 - Reduction of noise at source by use of quieter processes or equipment and through a low-noise purchasing policy for new equipment.
 - Isolation of the noise at source by use of engineering controls and/or changes to the design or layout of the workplace.
 - Reduction of time to which personnel are exposed to noise.

EMPLOYEE RESPONSIBILITIES

We shall endeavour to ensure that employees are made fully aware of their responsibilities under the Control of Noise at Work Regulations through our policy of providing adequate information, instruction and training. In order to help us control their exposure to noise employees must:

- Co-operate with any proposed actions we take in order to protect their hearing.
- Use any noise control devices, e.g. noise enclosures, and follow any working methods that are put in place.
- Use any hearing protection they are given, wear it properly and make sure they wear it all the time when doing noisy work within HPZs.
- Look after their hearing protection, check it remains in good condition and store it in designated areas where appropriate.
- Report any problems with their hearing protection or noise control devices to their supervisor straight away.
- Let their supervisor or line manager know immediately if they have any kind of ear trouble or hearing problems.

HEALTH SURVEILLANCE

Where assessment shows that our employees are, or are likely to be, regularly exposed to noise levels at or above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage, we shall provide suitable health surveillance programmes for individuals as required. Further information regarding noise exposure is contained in Section O of this manual.

Hearing Protection Equipment

Hearing protection should be issued to employees:

- Where extra protection is needed above that which can be achieved using other noise controls previously described.
- As a short-term measure, while other methods of controlling noise are being developed.

Hearing protection equipment must:

- Give enough protection - aim at least to get below 85dB at the ear.
- Be suitable for the working environment, e.g. consider if it will need to be worn with other protective equipment such as hard hats, dust masks and eye protection.
- Be comfortable and hygienic.

Hearing protection equipment must not:

- Overprotect, i.e. cut out too much noise, as this can cause isolation which may present other hazards. It may also lead to an unwillingness by employees to wear it.

Noise Assessment

Sheet Number				Date:			
Operative/Bystander							
Operation/Process							
Location							
		Main Noise Source			Background Noise Sources		
Duration							
Continuous/ Intermittent							
Silenced/ Muffled							
Open, Semi Or Reverberant							
Monitoring Results							
Exposure Assessment							
Hearing Protection Recommendations							
Control Action Required							
Assessor					Position		
Signed					Date		

Site Specific Assessment

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.

Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant/low/medium/high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick) Contractor Site Employees Subcontractor Other Client		
On-Site Assessment Signed	Print Name	Date

Noise Generating Tools/Plant Register

[illegible]

The exposure times are only an indication of the time it would take to reach the stated exposure action levels where the equipment is used in isolation from other noise sources throughout the working day.

To calculate the overall daily personal noise exposure ($L_{EP,d}$) the average noise level and exposure duration for each tool/plant operated should be entered into the HSE Noise Calculator (www.hse.gov.uk/noise/dailycalc.xls).

NOISE ASSESSMENT CHECKLIST

The table below shows what you should or could expect to see in three different standards of noise assessment. To meet the minimum legal requirements the assessment should contain at least the information indicated in the “adequate” column below.

Content:		Adequate	Good	Excellent
Purpose of assessment (legal basis)			√	√
Identification of those employees likely to be at risk of hearing damage (either names of employees, named groups of employees or named tasks)		√	√	√
Daily personal noise exposure ($L_{EP,d}$) of those likely to be exposed at or above the <u>lower exposure action values</u> (calculated from levels of noise and times of exposure during working day)		√	√	√
Levels of noise and times of exposure during working day used to calculate $L_{EP,d}$			√	√
Peak noise exposure of those likely to be exposed at or above the <u>peak sound pressure levels</u>		√	√	√
Indication of employer's and employees' legal duties relevant to levels of exposure		√	√	√
Identification of sources of noise giving rise to the risk		√	√	√
Summary of existing noise control measures			√	√
Comment on effectiveness of existing noise control measures				√
Suggestions for priorities for control of noise (where necessary)			√	√
Hearing protection	State whether what is currently in use is adequate	√	√	√
	Suggestions for suitable alternatives	√	√	√
	Which areas require marking as <u>hearing protection zones</u> (and correct sign to use)	√	√	√
	Reference to criteria (BS EN 458) for selection of “suitable” hearing protectors			√
Name of person responsible for the assessment		√	√	√
List of equipment used			√	√
Description of work activities assessed		√	√	√

Work Related Stress

INTRODUCTION

This organisation has a legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure the health safety and welfare at work of their employees. This includes minimising the risk of stress-related illness or injury to employees.

What is work related stress?

Stress is defined by the HSE as "an adverse reaction people have to excessive pressures or other types of demands placed on them".

It must be clear that "stress" is not the same as "pressure". Pressure can be motivating and challenging, and improve performance. By "stress" it is meant something that is a negative; a response to too much pressure or too many demands, which the person finds difficulty in coping with.

There are some clear signs that people are experiencing stress at work. If they are detected early, action can be taken before the pressure becomes a problem, and it will be easier to reduce and eliminate the causes.

What are the signs of stress in individuals and groups?

Some individuals may show the following signs of suffering from stress:

Emotional symptoms

- Negative or depressive feeling.
- Disappointment with yourself.
- Increased emotional reactions - more tearful or sensitive or aggressive.
- Loss of motivation commitment and confidence.

Mental

- Confusion, indecision.
- Can't concentrate.
- Poor memory.

Changes from your normal behaviour

- Increased smoking, drinking or drug taking 'to cope'.
- Mood swings affecting your behaviour.
- Twitchy, nervous behaviour.
- Changes in attendance such as arriving later or taking more time off.
- Fatigue

Please note these are indicators of behaviour of those experiencing stress. They may also be indicative of other conditions. If you are concerned about yourself please seek advice from your GP. If you are concerned about a colleague try to convince them to see their GP.

Signs of stress in a group

- Disputes and disaffection within the group.
- Increase in staff turnover.
- Increase in complaints and grievances.
- Increased sickness absence.
- Increased reports of stress.
- Difficulty in attracting new staff.
- Poor performance.
- Customer dissatisfaction or complaints.

POLICY STATEMENT AND COMMITMENT

We recognise that stress can be a considerable risk to both physical and mental health. This policy explains the action we are taking as an employer with regard to stress-related problems in the workplace. The aim is to prevent stress-related problems from occurring if possible but also to state what will be done in the event that employees experience problems.

We are committed to promoting a good, supportive climate and working culture, and a culture of openness, where stress is not seen as a personal weakness and where employees under stress can access appropriate support.

We anticipate the following benefits from implementing the stress policy:

- Improved working climate and culture.
- Greater openness about sources of pressure at work, at all levels.
- Better awareness in all employees of stress-related issues.
- Greater consistency of approach from managers in dealing with stress.
- Earlier identification of stress-related problems.
- Improved skills in managers.
- Overall reduction in key stress indicators.
- Improved and better-utilised support services.

RISK ASSESSMENT AND MANAGEMENT

Stress indicators, e.g. stress-related absence and staff turnover, will be monitored and risk assessments will be carried out as necessary. Key staff will be trained in carrying out risk assessments and we will adopt a team approach, e.g. where hazards have been identified a working group will be formed with representatives from human resources, health and safety, management and employees. The group will gather data, analyse and interpret results, and make recommendations on reducing stress risk.

Managers will have a key risk management role, especially at the level of individual employees. They will be trained for this role.

The Role of Managers

- Managers have a critical role in minimising and managing stress risks and will receive relevant training to give them the skills and knowledge to be able to implement the policy. All managers will be required to attend this training. Part of this training will include input on identifying the signs and symptoms of stress. Once problems are identified managers should be prepared to discuss stress-related issues, especially work-related stressors, with employees and seek to develop individual action plans where reasonable and appropriate. These plans should not be open-ended but be time-limited and reviewed at agreed stages.
- Managers have a critical role in offering support to employees and in facilitating support from elsewhere as necessary. Managers are not expected to take on the role of counsellors, however, managers will be expected to use good communication skills in their tackling of stress-related issues. Managers are expected to be consistent in their approach to stress-related absence and to refer employees to relevant support services.
- Managers are encouraged to maintain good communication at all times. This should be face-to-face communication whenever possible. Good communication reduces unnecessary uncertainty and prevents stress. Positive feedback is encouraged and any criticism should be constructive. Managers should seek to consult and involve staff at the earliest appropriate stage in decisions that affect them.
- Managers should be aware of employees' training and development needs, especially when an employee is taking on a new job or their role has changed.
- Managers should monitor and review workloads to ensure that they do not become excessive. Look at work scheduling, the physical demands of work, traveling and logistics to manage fatigue.
- Managers should manage poor performance and attendance effectively in order to prevent unnecessary pressures on colleagues.
- Managers should not regard stress as a weakness and should encourage open discussion about sources of pressure at team meetings. Treating employees who have stress-related conditions less favourably may be discriminatory.
- Managers should adopt an "open door" policy. This enables managers to be more approachable and will assist them in identifying stress-related problems at an early stage, allowing early intervention.
- Managers should be clear about the roles and responsibilities of staff.
- Managers should regularly monitor and review stress indicators, e.g. patterns of absence.
- Managers should be consistent in their approach to stress-related absence. In particular, managers should be aware that increased absence might indicate underlying stress problems. Managers should use the opportunity of return-to-work interviews to discuss stress-related problems when appropriate. Where an absence is stress-related an early referral to occupational health is recommended. Managers should seek advice from human resources if in any doubt.

Support for Managers

- All managers will receive appropriate training in order to implement this policy. Its main aim will be to assist managers in identifying stress-related problems and to minimise associated risks.
- Managers should not hesitate to seek advice and/or support if they feel they need it.
- Managers need also to be aware of support-services available to employees, of how to refer employees and of how employees can self-refer.
- The role of support services will be discussed as part of managers' training.

EMPLOYEES' RESPONSIBILITIES

Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems they are unaware of.

Employees should avoid unnecessary absence. Excessive absence puts additional pressure on colleagues that may lead to stress in others. Employees should refer to the absence management policy if in any doubt.

Support for Employees

Lack of skills in a new role, for example, can cause stress and employees should not hesitate to approach managers to discuss training and development needs at any time.

Employees can also approach HR for advice on stress-related problems or any health matter.

Employers may also use the expertise of an occupational health specialist in support of the employee.

Working Relationships

Good, supportive working relationships have a buffering effect against stress. Managers should be supportive and all employees are encouraged to be supportive of each other.

Poor working relationships have the opposite effect and can be a cause of stress. Bullying and harassment, in particular, can cause stress. Employees should report cases of bullying or harassment to line management or to a director. Details of where employees can access support if they feel they are being bullied or harassed are posted on all notice boards.

EVALUATION AND REVIEW

This policy shall be regularly reviewed. Stress indicators will be monitored, as will the numbers of employees accessing support services. In addition, both quantitative and qualitative data can be gathered for evaluation purposes. The policy will be reviewed once the evaluation process is complete. Any comments or suggestions that employees have with regard to this policy are strongly encouraged. Employees can make use of suggestion boxes, email or any other communication channel.

Employee Stress Awareness Questionnaire

Please complete the questionnaire below, circling the rating for each question that is the closest to your normal behaviour. When you have completed this, please return to the issuer.

Date: **Job Title (optional):**

A	Relationships	Never	Seldom	Sometimes	Often	Always
	Are you affected by any conflict e.g. with your colleagues or manager at work?	1	2	3	4	5
	Are you subjected to any bullying, harassment or similar scenarios at work?	1	2	3	4	5
	Do you feel unable to talk to your colleagues about any work-related problems?	1	2	3	4	5
B	Role	Never	Seldom	Sometimes	Often	Always
	Are there conflicting responsibilities in your job?	1	2	3	4	5
	Are you unclear how your work fits into the overall aim of the organisation?	1	2	3	4	5
	Are you unclear what your responsibilities at work are?	1	2	3	4	5
	Do you feel you are unable to approach your manager if you have any concerns about your responsibilities at work?	1	2	3	4	5
C	Demands	Always	Often	Sometimes	Seldom	Never
	Do you feel you have just the right amount of work to do (i.e. not too much or too little) within your working hours?	1	2	3	4	5
	Do you feel that you are able to fulfil the tasks and responsibilities of your job?	1	2	3	4	5
	Have you had sufficient training to do your job?	1	2	3	4	5
	Is your work environment suitable (e.g. no excessive noise, temperature extremes, etc.)?	1	2	3	4	5
D	Control	Always	Often	Sometimes	Seldom	Never
	Do you feel you have control over your pace of work?	1	2	3	4	5
	Are you included to an adequate extent in decision-making which impacts on your working practices and priorities?	1	2	3	4	5

D	Control (ctd.)	Always	Often	Sometimes	Seldom	Never
	Do you feel you are using your skills to full effect?	1	2	3	4	5
	Are you encouraged to use your own initiative?	1	2	3	4	5
	Does your manager encourage you to take on new, challenging work?	1	2	3	4	5
	Does your manager allow you to work as flexibly as possible, especially in times of workload pressure (e.g. in terms of working time, taking breaks, working from home where appropriate, etc.)?	1	2	3	4	5
E	Support	Always	Often	Sometimes	Seldom	Never
	Do you feel you get enough support from your manager?	1	2	3	4	5
	Do you feel you get enough support from your colleagues?	1	2	3	4	5
	Are your training and development needs assessed at least once a year?	1	2	3	4	5
	Do you feel your manager is accessible and approachable, especially if you have any work-related problems?	1	2	3	4	5
	Do you receive regular feedback with regards to your work objectives?	1	2	3	4	5
F	Change	Always	Often	Sometimes	Seldom	Never
	When a change happens at work, do you receive enough information about why and when the change is happening in time?	1	2	3	4	5
	When changes are made at work, is it being made clear to you how they will impact your job?	1	2	3	4	5
	Do you feel you are given the opportunity to voice your opinion at times of change?	1	2	3	4	5
	Do you feel you are being supported enough at work during times of change?	1	2	3	4	5

G	Other	
	Is there anything else not covered by this questionnaire which you feel is contributing to your work-related stress. This may be something in your personal life that we may be able to assist with?	

ANALYSIS OF STRESS QUESTIONNAIRE FINDINGS

Where an employee has marked a 4 or a 5 on any question, consideration should be given to dealing with the specific issue regardless of the overall percentage score.

For each section, work out the percentage score by adding the total obtained within the section / total score available * 100.

Enter the details in the table below:

	Percentage score
Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Total	

Scores of 60% or above in any single area suggest that there is an issue that requires attention.

An overall Total score of 50% or above would suggest an unusual amount of work related stress.

The additional comments section must also be reviewed, with appropriate actions being taken as necessary.

Mental Health

INTRODUCTION

Mental health problems are common in the workplace, as many as one in six people in employment are having mental health problems at any one time.

Employers have a key role in managing working conditions that can affect mental health, ensuring people with mental health have the support they need and take appropriate steps to combat the stigma and discrimination.

This organisation has a legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure the health safety and welfare at work of their employees.

What is Mental Health?

Mental Health includes our emotional, psychological and social well-being. It affects how we think, feel and act.

Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event such as bereavement but can also be caused by work related issues. Other conditions include Phobias, OCD, Panic disorder and Post traumatic Stress Disorders.

MENTAL HEALTH POLICY

It is really important to us that everyone at Caring Chloe Ltd is supported to have good mental health and wellbeing at work. We recognise that work can have significant impact on our mental health and wellbeing.

At Caring Chloe Ltd we:

- Strive to be leaders in workplace wellbeing.
- Recognise the good mental health and wellbeing in the workplace are vital to us all and to our current and future success.
- Commit to ensuring that we have the right support, guidance and work-life balance to maintain our mental wellbeing at work.

Caring Chloe Ltd is committed to its staff and we know that people perform better when they are able to be present, confident and motivated in their jobs. We are committed to the following:

- Promoting mental wellbeing among staff and tackling the causes of work-related mental health problems.
- Providing support to staff who are experiencing a mental health problem.
- Developing and supporting line managers to effectively support the mental health and wellbeing of all staff.

We are dedicated to providing a work environment that promotes and supports well-being for all staff as well as offers assistance, advice and support to those who experience a mental health problem, while working or volunteering for us. This also includes support for staff returning to work after a period of absence due to mental health problems.

An effective and empowered voice is integral to a mentally health workplace. We are committed to develop a workplace culture where staff feel able to voice concerns, suggest positive ideas and are listened to, both about how they do their job and in broader decision-making about our strategy or activities.

Caring Chloe Ltd provides training for staff and line managers on mental health. All Staff are encouraged to attend mental health awareness training.

There is a senior management commitment to continuously strive, as far as is reasonably practicable, to

promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and well-being.

Their role is to:

- Provide a working environment that promotes and supports the mental health and wellbeing of all employees.
- Develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.
- Provide awareness and understanding of the impact of poor mental health to our workforce and promote positive mental health through facilitated workshops, with the aims of reducing stigma and encouraging conversation in the workplace.
- Educate and enable champions from across the workforce to support keeping our people safe.
- Provide access to accredited mental health first aid training and provide assistance to signpost workers to support in their communities.
- Provide support of employees experiencing mental health difficulties.
- Ensure that those people who have experienced mental health problems are not discriminated against when seeking employment.
- Recognise that workplace stress is a health and safety issue.
- Review the Mental Health Policy annually.

MENTAL HEALTH FIRST AIDERS

The role of a Mental health first aider (MHFA) is to help guide a person in distress to the relevant help that they need.

As MHFA, they have the relevant knowledge to be able to spot someone who is developing a mental health problem and will be able to intervene before it escalates.

MHFA are not qualified to provide therapy. They are there to support an individual and help to make their life at work easier and to encourage them to access the professional support that is available.

An important part of the role is assessing the individual, if the person is getting worse and may be moving towards self-harm or suicide the situation may need to be escalated.

Confidentiality is key, just like physical health, critical incidents will be recorded when necessary to help with the individual's progression.

Names of Mental Health First Aiders are displayed in the workplace.

EMPLOYEE ASSISTANCE PROGRAMS, INITIATIVES AND STANDARDS

Senior management will consider the use of independent third party providers of employee assistance programs where necessary; they will take into account any feedback/concerns and reviews raised when implementing mental health and stress arrangements and the results from workplace risk assessments.

Senior management will consider the implementation of mental health at work initiatives that will enhance the organisations arrangements and improve mental health in the workplace.

Senior management will consider the implementation of enhanced standards for example "Thriving at Work" as part of their ongoing strategy to improving mental health.

Section C

Arrangements for Managing Health and Safety in Construction

Caring Chloe Ltd may, during the course of its activities, assume roles and responsibilities under the Construction (Design and Management) Regulations (CDM).

In so doing, Caring Chloe Ltd shall comply with its duties under the requirements of these regulations in so far as they relate to our work activities and our relations with other duty holders during the course of the works.

The Operations Manager shall ensure that procedures are implemented and monitored in compliance with the Construction (Design and Management) Regulations.

Caring Chloe Ltd's assumed roles under CDM are:

Contractor

Construction Design and Management

INTRODUCTION

The Construction (Design and Management) Regulations (CDM) aims to focus attention on planning and management throughout all construction projects. The term 'project' includes all planning, design, management or other work until the end of the construction phase.

CDM is divided into five parts, consisting of 39 Regulations, 5 Schedules and 6 Appendices. **With the exception of Part 4, the Regulations apply to construction projects as a whole, from concept to completion.**

Contents

Part 1 deals with matters of interpretation and application.

Part 2 covers the Client's general management duties, appointment of Principal Designer, Principal Contractor, notification and application to Domestic Clients.

Part 3 sets out general duties, duties of Designers and requirements for designs prepared outside of Great Britain, duties of the Principal Designer, Construction Phase Plan and Health and Safety File, duties of the Principal Contractor, duties of Contractors.

Part 4 covers general requirements for all construction sites, setting out a number of provisions that only relate to work carried out on the construction site.

Part 5 covers enforcement in respect of fire, transitional and saving provisions, revocation and amendments, review arrangements, schedules and appendices.

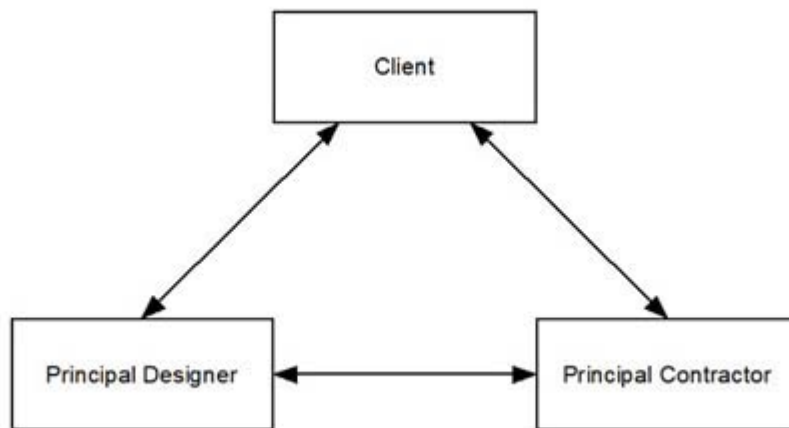
The Definition of Construction work under CDM is the carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting-out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed such a structure.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Construction work under CDM does not include:

- The exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out.

Main Dutyholders under CDM



NOTE: Designers and Contractors will co-ordinate with the above parties.

There are three main dutyholders for managing the health and safety of a construction project.

The Client has the overall responsibility for the successful execution of the project and the Principal Designer and Principal Contractor lead on different phases of the project.

The Principal Designer and Principal Contractor co-ordinate health and safety; the good co-ordination between the three parties enables good information flow and helps to ensure that health and safety is considered when making decisions.

Note: on projects where there is only one Contractor then the Client does not need to appoint a Principal Designer or Principal Contractor: the Contractor will co-ordinate with the Client.

Roles under CDM (for more detailed descriptions refer to individual procedures where applicable).

THE CLIENT - ALL PROJECTS

A Client is any organisation or individual (including Domestic Clients and Commercial Clients) for whom a project is carried out.

A Domestic Client is someone who has construction work done on their own home, or the home of a family member, which is not done in connection with a business.

The CDM Regulations apply in full to Commercial Clients. Domestic Clients can pass on their duties to other dutyholders, in accordance with Regulation 7 of the CDM Regulations.

The Client's key duties are to make suitable arrangements for managing a project, making sure that:

- Other duty holders are appointed.
- Sufficient time and resources are allocated.
- Relevant information is prepared and provided to other dutyholders.
- The Principal Designer and Principal Contractor (where appointed) carry out their duties.
- Welfare facilities are provided.

THE PRINCIPAL DESIGNER - PROJECTS WITH MORE THAN ONE CONTRACTOR

The role of the Principal Designer is to plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of the project, including:

- Identifying, eliminating or controlling foreseeable risks.
- Ensuring designers carry out their duties.
- Prepare and providing relevant information to other duty holders.
- Liaising with the Principal Contractor to help in the planning, management, monitoring and co-ordination of the construction phase.

A Principal Designer must be appointed by the Client for all projects with more than one Contractor (regardless of notification requirements). Appointment should be as early as possible in the design process, if practicable at the concept stage. The duration of the appointment should take into account any design work which may continue into the construction phase or any issues that may arise during construction involving the need to make suitable design modifications.

THE PRINCIPAL CONTRACTOR - PROJECTS WITH MORE THAN ONE CONTRACTOR

The key duties of the Principal Contractor are to plan, manage, monitor and co-ordinate the construction phase of the project, including:

- Liaising with the Client and Principal Designer.
- Preparing the Construction Phase Plan.
- Organising co-operation between Contractors and co-ordinating work.

Ensuring that:

- Suitable inductions are provided.
- Reasonable steps are taken to prevent unauthorised access.
- Workers are consulted and engaged in securing their health and safety.
- Welfare facilities are provided.

A Principal Contractor must be appointed by the Client for all projects with more than one Contractor (regardless of notification requirements). Appointment should be as soon as practicable, and in any event before construction begins.

Principal Contractors must also comply with the duties placed on all Contractors under the Regulations.

Note: Construction Phase Plans are required for ALL construction projects regardless of notification.

DESIGNERS

Designers' responsibilities extend beyond the construction phase of a project. They also need to consider the health and safety of those who will repair, maintain, clean, refurbish and eventually remove or demolish all or part of a structure, as well as the health and safety of the users of workplaces.

When preparing or modifying designs, the Designer must:

- Eliminate, reduce or control foreseeable risks that may arise.
- Provide information to other members of the project team to help them fulfil their duties.

CONTRACTORS

Contractors are those who do the actual construction work, this includes companies that use their own workforce to do construction work on their own premises. The duties on Contractors apply whether the workers are employees or self-employed and also to agency workers.

Contractors can be an individual or a company. Their role is to plan and manage construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one Contractor their duty is to co-ordinate their activities with others in the project team, in particular to comply with the directions given to them by the Principal Designer or Principal Contractor.

For single-Contractor projects, they must prepare a Construction Phase Plan.

NOTIFICATION

The Executive must be notified by the Client as soon as is practicable before a construction project begins, where the construction work on a construction site is scheduled to:

- Last longer than 30 working days **and** have more than 20 workers working simultaneously at any point in the project. or
- Exceed 500 person days, e.g. 50 people working for over 10 days.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

If the construction project is not notifiable at first, but there are subsequent changes to its scope so that it fits the criteria for notification, the Client must notify the work to the relevant enforcing authority as soon as possible.

To notify a project use the F10 notification form available on the HSE website www.hse.gov.uk/construction.

The Client must ensure that an up to date copy of the notice is displayed in the construction site office.

SELECTION OF PROJECT TEAM

Having the right people with the right skills, knowledge and experience is essential to any project. Dutyholders must take reasonable steps to satisfy themselves that appointees are able to demonstrate that they can deliver the project in a way that secures health and safety.

They should have:

- The necessary capabilities and resources.
- The right blend of skills, knowledge and experience.
- An understanding of their roles and responsibilities when carrying out the work.

Specific enquiries will be undertaken about the appointee's basic health and safety knowledge. Recognised methods include:

- Evidence from previous construction work (suitable for small jobs).
- Questions based on Public Available Specification (PAS) 91 as part of a prequalification process.
- Membership of independent third party accreditation schemes, including those schemes who are members of the umbrella body Safety Schemes in Procurement (SSIP).

RESOURCES

The timely allocation of sufficient resources to any project is essential. A failure to allocate sufficient resources is likely to have an adverse impact on health and safety during the construction phase and could well result in an increase in accident rates, delays and possibly poor execution of the work. Whichever is the case, it is likely that any handover or completion targets will not be met on time if the project is badly resourced.

- Sufficient time should be allowed between appointing the Contractors and the commencement of works.
- Allow sufficient time for planning and preparation, surveys, construction phase plans, design drawings, setting up the site, assembling the workforce all take time to put in place.
- Ensure adequate arrangements are in place for the provision of welfare facilities before work commences.
- Make sure that a detailed project programme has been drawn up using realistic timescales for all project phases.

CO-OPERATION AND CO-ORDINATION

All duty holders should take a positive approach toward and encourage good co-operation and co-ordination between all parties. A "team spirit" approach toward a project will encourage parties to engage more easily and will go some way in making co-ordination issues easier to foresee. There may be a need to convene special meetings if there is insufficient co-operation between Designers or with other team members, or if adequate regard is not being given to health and safety. It is, however, better for these issues to be addressed in routine project meetings.

The Principal Contractor should take a positive lead in encouraging co-operation and co-ordination between Contractors from the outset of the job. Other parties involved in the work should be positive and constructive toward the Principal Contractor's initiatives.

In some circumstances, such as two neighbouring construction sites, the need to co-operate and co-ordinate may also be necessary. It could be something as simple as co-ordinating delivery times so that the local roads do not become blocked, through to more complex issues such as the co-ordination of the use of tower cranes.

Timely communication, good co-operation and co-ordination of site activities will ensure that information about risks and precautions are shared. Tools such as site meetings, site inductions, method statement and risk assessment briefings, poster campaigns, toolbox talks, etc. can be utilised to communicate, co-ordinate and encourage co-operation. These methods should be set out at the planning stage and should be regularly reviewed and updated. It is also important that accurate and detailed records are maintained, i.e. minutes of meetings, registers to record toolbox talks, site inductions, etc. These arrangements must be monitored and reviewed to ensure their effectiveness.

For low risk projects involving more than one Contractor a low key approach will be sufficient. In a higher risk project a more rigorous approach to co-ordination, co-operation and planning will be required.

INFORMATION

Provision of clear information is a vital part of any CDM project. All dutyholders have a responsibility for providing information or instructions to other dutyholders.

Information flow should assist in the project planning, design, construction stages and assist the end users; it must be provided in good time, and to the people who need it.

Examples include:

- Pre-construction information the Client is required to provide to Designers and Contractors.
- Health and safety information about the design that Designers are required to provide to other dutyholders.
- Information that the Principal Designer must provide to enable preparation of the construction phase plan.
- Site rules that are part of the construction phase plan. and
- Information that Principal Contractors must provide to workers or workers' representatives.

GENERAL REQUIREMENTS FOR ALL CONSTRUCTION SITES

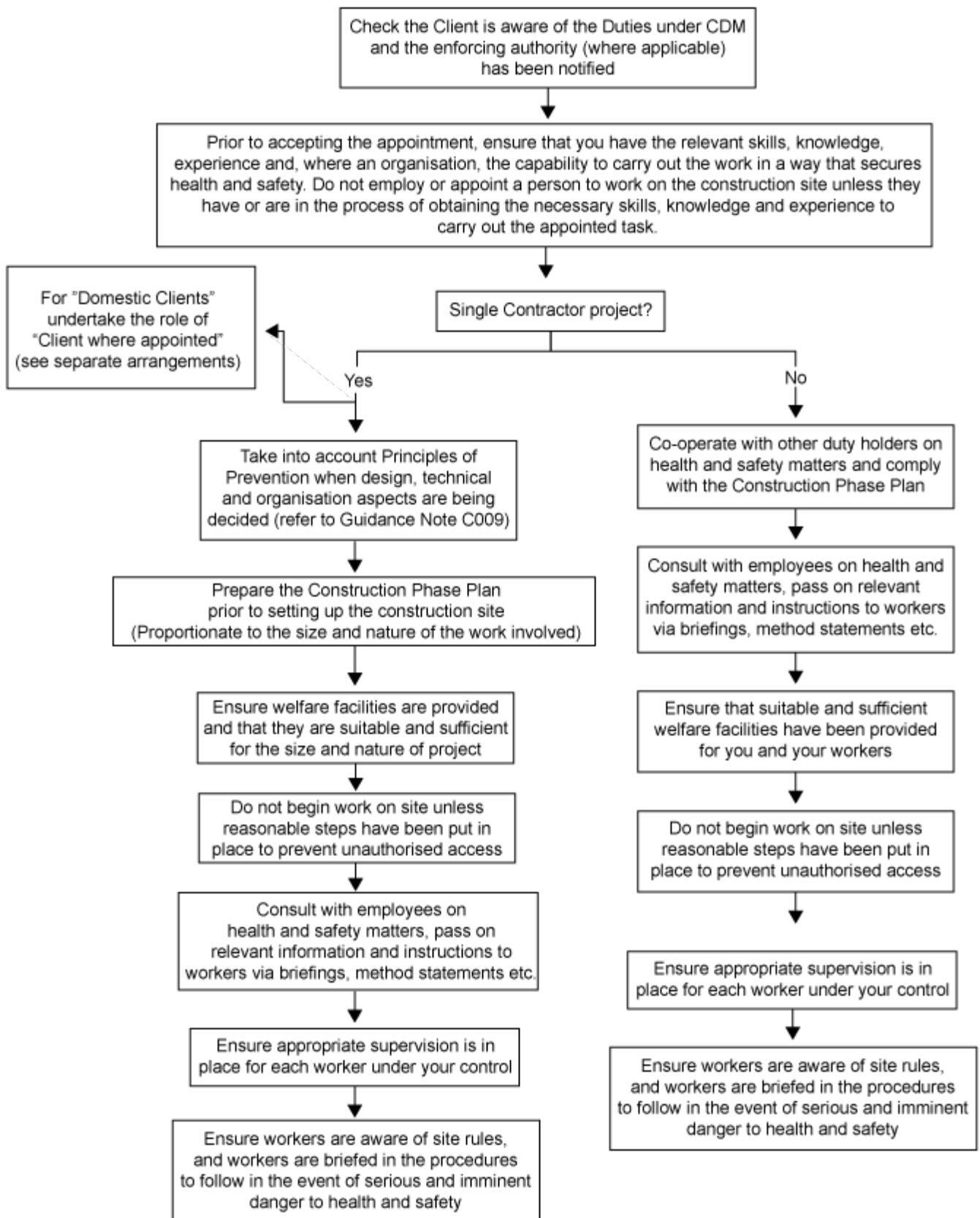
Part 4 of the CDM Regulations sets out a number of provisions that only relate to work carried out on construction sites. Contractors **must** comply with these provisions so far as they affect the Contractor or any worker under their control, or relate to matters under the Contractor's control.

Provisions are required for the following areas:

- Safe places of construction work.
- Good order and site security.
- Stability of structures.
- Demolition or dismantling.
- Explosives.
- Excavations.
- Cofferdams and caissons.
- Reports of inspections.
- Energy distribution installations.
- Prevention of drowning.
- Traffic routes.
- Vehicles.
- Prevention of risk from fire, flooding or asphyxiation.
- Emergency procedures.
- Emergency routes and exits.
- Fire detection and firefighting.
- Fresh air.
- Temperature and weather protection.
- Lighting.

Refer to Guidance Note "CDM part 4 General Requirements for all Sites" for detailed requirements of each provision.

Procedure for Role of Contractor



Contractor

Contractors

All Contractors, including utilities, specialist contractors, contractors nominated by the Client and the self-employed, have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

Anyone who directly engages construction workers or manages construction work is a Contractor under CDM Regulations. This includes an individual, a sole trader, a self-employed worker, or a business that carries out, manages or controls construction work as part of their business. The duties of a Contractor apply whether the workers under our control are employees, self-employed or agency workers.

Contractor Responsibilities

Where this organisation is an appointed Contractor on a construction project we shall fulfil our role and responsibilities by:

- Checking that the Client is aware of their duties; duty holders have been appointed and the project has been notified to the Executive (where appropriate).
- Ensuring that we have the relevant skills, knowledge, experience and capability to undertake the role.
- Checking that all our appointees and workers have or are in the process of obtaining the necessary skills, knowledge and experience to carry out the appointed task.
- Training our own employees.
- Preparing the construction phase plan prior to setting up the site (for single Contractor projects).
- Ensuring that reasonable steps are in place to prevent unauthorised access to the site.
- Ensuring that there are adequate welfare facilities for our workers.
- Ensuring that appropriate supervision is in place for each worker under our control.
- Managing our work, ensuring that workers and contractors employed by ourselves manage and control health and safety risks.
- Providing information to our workers.
- Complying with the specific requirements in Part 4 of the CDM Regulations (see Guidance Note C011).
- Co-operate with the Principal Contractor (where appointed) in planning and managing work, including reasonable directions and site rules.
- Informing the Principal Contractor (where appointed) of any problems with the construction phase plan.

Documentation

Pre- Construction Information – We recognise that as Contractor we have no specific duties in relation to pre-construction information. However, for projects involving more than one Contractor, we shall co-operate with the Client, Principal Designer and Principal Contractor to ensure that the pre-construction information is right.

Construction Phase Plan - For projects involving more than one Contractor, we will follow the parts of the Construction Phase Plan prepared by the Principal Contractor that are relevant to our works. We shall also liaise with the Principal Contractor to pass on our views on the effectiveness of the plan in managing risks.

Where we are the single Contractor we have responsibility for ensuring the construction phase plan is drawn up, before setting up the construction site. We shall co-operate with the Client and any Designers involved in the project and take into account sources of relevant pre-construction information.

Health and Safety File – As Contractor we have no specific duties in relation to the health and safety file.

Providing information and instructions

We shall provide our employees and workers under our control, the information they need to carry out their work without risk to health and safety, this includes:

- A 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, i.e. we shall make sure that workers exposed to any such danger will stop work immediately, report it to the designated person from our organisation for the site and go a place of safety. The emergency procedures will take into account the name of the person whom such instances shall be reported, who has the authority to take whatever prompt action is needed, and existing provisions relating to emergency procedures, emergency routes, exits, fire detection and firefighting.
- Information on the hazards present on the site that are relevant to their works, the risks associated with those hazards and the control measures put in place.

Domestic Client Duties

On projects involving only one contractor, the Client's duties are transferred to the Contractor and they must carry out the Client's duties as well as their own. In practice, this should involve Contractors doing no more than they have done in the past to comply with health and safety legislation. **Compliance with their own duties as a Contractor will be taken as compliance with the relevant Client duties** to the extent necessary given the risks involved in the project.

Section D

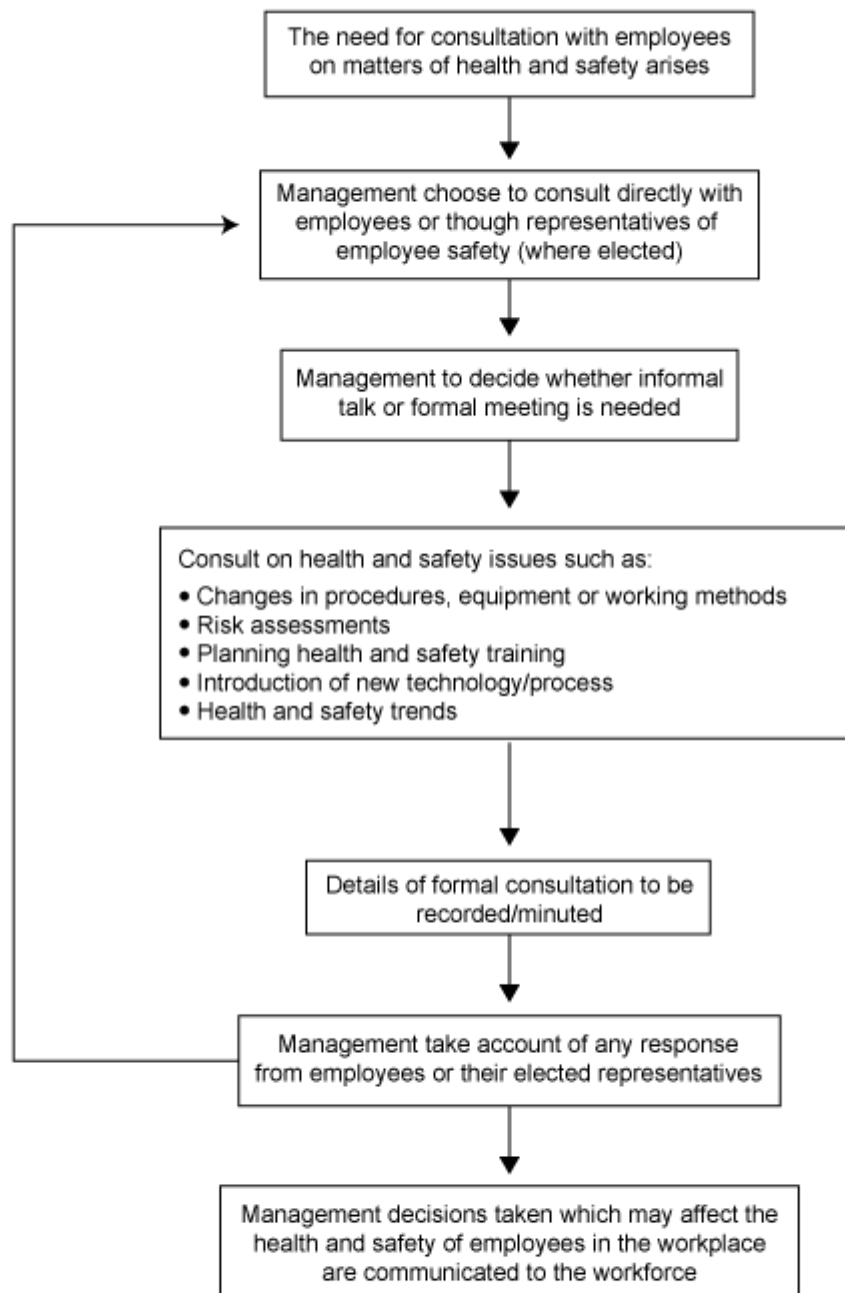
Arrangements for Consultation with Employees

Consultation shall be carried out on all matters to do with the health and safety of our employees at work including:

- Any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure.
- Appointing a competent person to help Caring Chloe Ltd to comply with health and safety laws.
- When introducing new technology, tools or working processes.
- When planning health and safety training.
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.

Robert Graham / Nathalie Abellana will consult directly with individual employees or groups of employees.

Procedure for Consultation with Employees



Consultation with Employees

INTRODUCTION

We will involve our employees in discussions regarding any of the following circumstances:

- Any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or ways of working.
- The organisation's arrangements for appointing competent people to help it satisfy health and safety laws.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and what they should do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

These discussions will be by the most convenient manner for both parties but will at least involve a letter delivered to all of our staff to ask if they have any input on these matters.

REPRESENTATIVES OF EMPLOYEE SAFETY

Where elected, representatives of employee safety have the following functions:

- To make representations to the employer regarding possible risks and dangerous events in the workplace that may affect employees they represent.
- To make representations to the employer regarding general matters affecting the health and safety of the employees they represent.
- To represent the employees who elected them in consultation with an enforcing authority.

AVAILABILITY OF HEALTH AND SAFETY DOCUMENTATION AT THE WORKPLACE

It is an requirement of the organisation that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the organisation's health and safety policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for the organisation's management to obtain for those works and which have a bearing on health and safety issues for that place of work.

GENERAL COMMUNICATION MEDIA

Health and safety information may also be transmitted by management to employees by way of memos, notice boards on organisation or site premises, minutes of meetings, site safety booklets and other media where deemed appropriate. It will be the responsibility of the senior staff, or their representative, to decide how to transmit health and safety information to the organisation's employees.

Section E

Arrangements for Induction Training

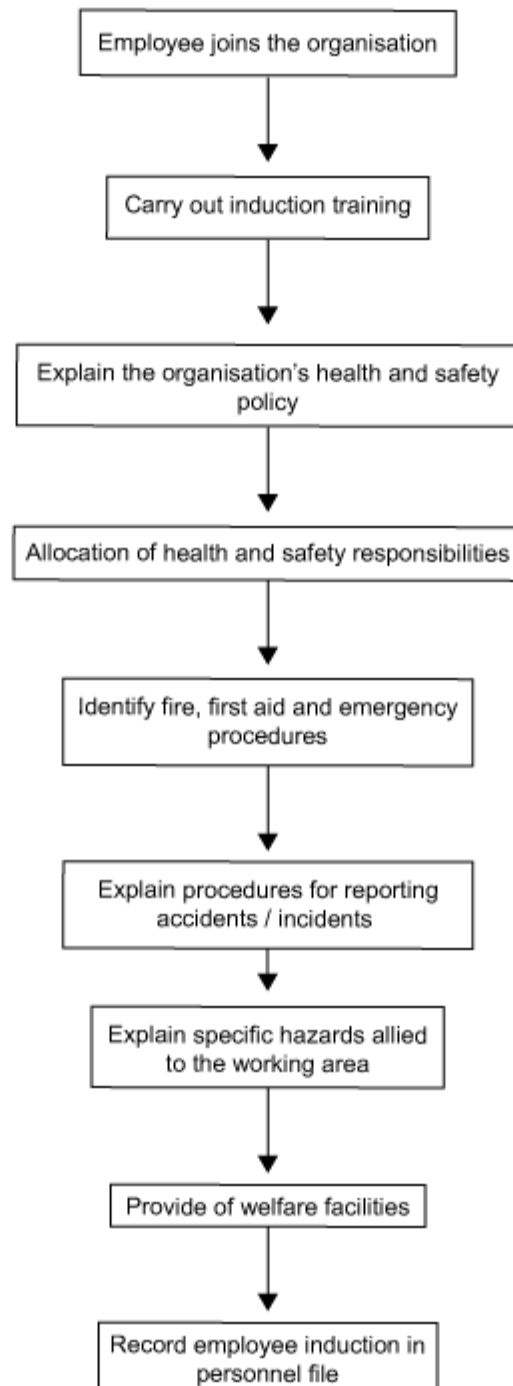
Caring Chloe Ltd expects its employees to undergo specific induction training (which may be provided by ourselves or others) prior to works starting, in order that we may address the health and safety hazards associated with that particular area.

The Operations Manager will ensure that all employees undergo induction training.

The Operations Manager shall ensure that employees working off-site undergo induction training and that records of this training are kept at the workplace, together with any certificates from off-site courses attended by employees.

Records of induction training will be held at head office by **Ellis Roberts**.

Procedure for Induction Training



Induction Training

INTRODUCTION

All new members of staff should receive health and safety induction training as part of their general induction to the organisation. This should take place as soon as possible after they start, ideally upon arrival. The objective of the training is to ensure that new members of staff are familiar with all fundamental aspects of health and safety which relate to their employment and the contribution that they can make to a safe working environment.

SCOPE OF TRAINING

Areas to be covered:

- The individual's reporting lines, job title, duties and responsibilities.
- The organisation's health and safety policy including:
 - The organisation's commitment to health and safety in the workplace.
 - Legislative background to the health and safety policy.
 - The general statement of policy and its importance.
 - How to get access to the health and safety policy.
 - The organisational structure for managing health and safety.
 - The employee consultation process on health and safety issues.
 - Management and staff responsibilities and rules.
 - Arrangements and procedures.
 - Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points.
 - How the accident and incident reporting system works.
 - First aid arrangements.
 - Disciplinary procedures following breach of staff rules.
- Prohibited and hazardous areas, and smoking arrangements.
- Where to find individuals with special health and safety functions, e.g. health and safety advisers/co-ordinators, first aiders, fire wardens and safety and employee representatives.
- Details of any traffic controls and restrictions.
- Location of specific safety issues.
- Job-specific safety issues and access to relevant risk assessments, work procedures, control measures, etc.
- Details of any further training to be provided.
- The organisation's "smokefree" policy.

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

REFERENCES

- Health and safety management system.
- Fire notices.
- First aid notices.
- Location and job-specific requirements.
- Guidance relevant to the individual's work.
- Relevant specific/detailed risk assessments.

Induction Sheet

Site/area:

Organisation/person giving induction:

Date of induction:

The following items have been explained to the inductee:

- The organisation's policy for health, safety and welfare.
- The allocation of safety responsibilities on site.
- Site-specific rules.
- Safe systems of work, where applicable.
- General hazards in and around their work area.
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task.
- Fire and emergency procedures, including the location and use of extinguishers.
- The names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use.
- Use, availability and storage of protective clothing and equipment.
- Procedures for reporting accidents, injuries and property damage.
- The location of canteens, toilets, etc. and other welfare matters.
- The importance of hygiene and health.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

Signed by:

(Upon completion of safety induction)

Print name:

Organisation:

This form is to be held in the site records and then transferred to head office on the completion of the task.

Induction Register

[illegible]

Section F

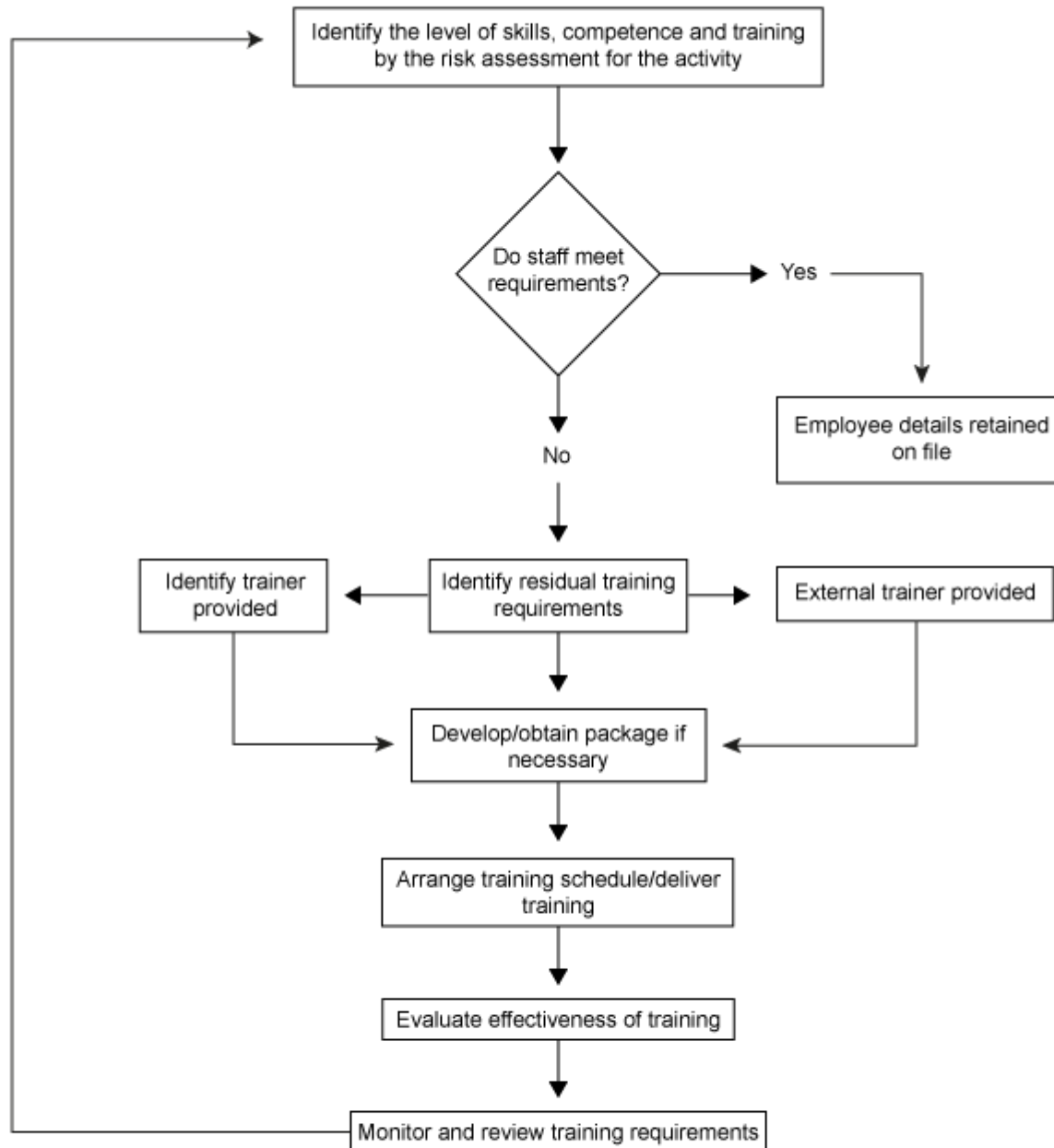
Arrangements for Training

Ellis Roberts and the Operations Manager will ensure that all members of staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects may be utilised along with internal training.

Although **Robert Graham / Nathalie Abellana** maintains a major role within Caring Chloe Ltd's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that their subordinates receive appropriate training and instruction and shall, therefore, liaise with **Ellis Roberts and the Operations Manager** regarding training needs.

Copies of all training records will be held at head office by **Ellis Roberts**.

Procedure for Training



Training

INTRODUCTION

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

LEGAL REQUIREMENTS

There is a general requirement on all employers under the Health and Safety at Work Act to provide employees with adequate information, instruction, training and supervision.

Under the Management of Health and Safety at Work Regulations training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work. This means that, if the employee normally gets paid overtime, the time they spend after hours on training courses for health and safety should be remunerated in the same way as if they were working.

EMPLOYEE COMPETENCE

Employers must take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

Employers must decide the level of competence, i.e. the combination of these four elements, needed to carry out a job safely. There are also specific legal requirements for competence in certain areas of work.

TRAINING NEEDS

Before adequate training can be provided it is necessary to identify individual training needs. General induction training must be given to all employees but, in addition to this, each new and existing worker is likely to require more detailed training to meet the specific needs of their job. Training needs should be identified when a person first begins a job and should be reviewed regularly. In between reviews training needs may become apparent, e.g. if a manager or supervisor notices an employee using work equipment incorrectly.

Training needs may be influenced by:

- Previous experience and training.
- The individual's capability and capacity for learning.
- The level of expertise and competence required for the job.

The training requirements of each particular job should be identified by the risk assessment for the particular activity and should be included in the job specification. Employers must provide employees with adequate safety training if they change jobs or responsibilities and if new equipment or technology is introduced or existing equipment is modified significantly.

METHODS OF TRAINING

There are a variety of different training methods including:

- Training courses - used for briefings, technical training, large audiences, covering new subject areas and general principles.
- Demonstrations - used for demonstrating how to carry out specific activities or methods.
- Toolbox talks - used for passing on information on working procedures to groups of employees.
- On-the-job training - used for teaching an individual how to carry out the tasks they are responsible for.
- Workshops - used for encouraging participation during training courses.

Training may be given by:

- In-house personnel, e.g. line managers or employees with specific competence.
- External trainers delivering a tailored in-house course in the workplace.
- External trainers at an external venue.

TRAINING REQUIREMENTS

Management and supervisory staff should be trained in:

- The requirements of health and safety law in relation to their areas of responsibility.
- The health and safety policy.
- Safety rules, procedures, control measures, monitoring and checking arrangements, etc. relevant to their areas of responsibility.
- Communication with their staff and their managers.
- How to supervise staff in relation to safety procedures, etc.
- Incident investigation.
- Identification of problems or improvements in health and safety arrangements.
- How and when to take disciplinary action against staff breaching safety rules, etc.
- Effective recruitment.
- Recognition of personal limitations in relation to health and safety knowledge.
- How and when to seek specialist advice.

TOOLBOX TALKS

Toolbox talks are an effective way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by management or their authorised representatives at a frequency to be determined by this organisation. An example of the form used by this organisation to record toolbox talks is attached.

REFRESHER TRAINING

Refresher training is necessary to help refresh employees' memories on a particular subject area and to update them on changes in legislation, practice and policy. Competence will generally decline if skills are not used regularly. Refresher training is usually specific to a topic and is particularly relevant to some groups of workers.

The frequency of refresher training will depend on the complexity of the subject, how rapidly it changes and the ability of the individual to retain the information. In order to remember when the individual is due for fixed frequency refresher training, a written reminder should be included in the individual's training records.

If there is a significant change in legislation or practice, refresher training may have to be provided *ad hoc* as well as on a regular basis.

Management staff will need retraining following amendments to the health and safety policy to ensure consistent implementation of any new measures.

TOOLBOX TALK REGISTER

DATE	TOPIC	NUMBER OF ATTENDEES	ATTENDEE LIST NUMBER	TRAINING PROVIDER

TOOLBOX TALK ATTENDANCE FORM

TOPIC OF TALK:		CONDUCTED BY:	
LOCATION:		POSITION:	
DATE:		COMPANY:	

NAME OF ATTENDEE	COMPANY	SIGNATURE
WORKFORCE FEEDBACK/COMMENTS		
RESPONSE PROVIDED FOLLOWING FEEDBACK/COMMENTS		

Section G

Arrangements for Safe Equipment and Plant

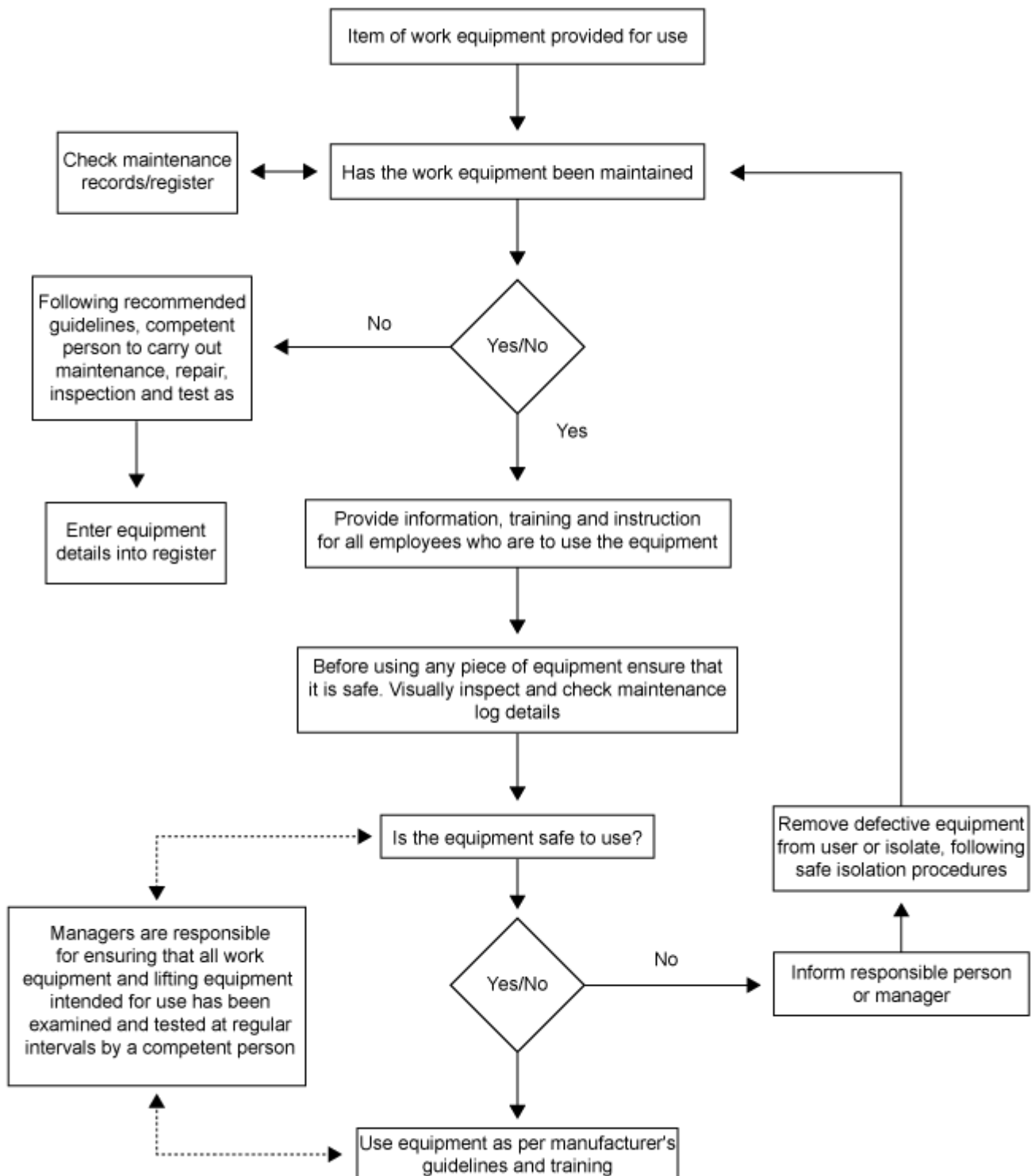
Ellis Roberts and the Operations Manager will ensure that new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in the Provision and Use of Work Equipment Regulations before it is purchased.

Ellis Roberts and the Operations Manager will be responsible for appointing competent persons to check, inspect and examine all equipment and plant in accordance with the requirements of relevant legislation and industry best practice.

Ellis Roberts and the Operations Manager will be responsible for ensuring that effective procedures for the maintenance of equipment and plant are drawn up and implemented (including testing of portable appliances, i.e. PAT).

Faulty plant and equipment should be reported to **Ellis Roberts and the Operations Manager**.

Procedure for Safe Equipment and Plant



Vibration - Hand Arm

INTRODUCTION

The Control of Vibration at Work Regulations require employers to take action to prevent their employees from developing adverse health conditions caused by exposure to vibration at work.

HAND-ARM VIBRATION

Most likely to affect those who use hand-held or hand-guided power tools and those workers holding materials that vibrate when fed into machines. Regular and frequent exposure can have permanent and disabling health effects often referred to as Hand-Arm Vibration Syndrome (HAVS). HAVS conditions include:

- Impaired blood circulation and blanching of affected fingers and parts of the hand, generally known as Vibration White Finger (VWF).
- Neurological and muscular damage leading to numbness and tingling in the fingers and hands, reduced grip strength and dexterity, and reduced sensitivity, both to touch and to temperature.
- Other kinds of damage leading to pain and stiffness in the hands and joints of the wrists, elbows and shoulders.

The main symptoms of HAVS are:

- Tingling and/or numbness in the fingers.
- Loss of sensation and manual dexterity.
- Finger blanching.
- Aching digits and limbs.

There is no treatment or recovery from the sensory symptoms (numbness, etc). However, vascular symptoms (blanching, etc.) can exhibit some long-term improvements for mild cases in younger people after removal from exposure.

DUTIES ON THE EMPLOYER

This organisation recognises that, in accordance with the Control of Vibration at Work Regulations, it has a duty to protect employees, and any other person who may be affected by that work, against risks to their health and safety arising from exposure to vibration at work.

The following procedures shall be carried out in respect of the above:

- Assessment of the vibration risk to persons affected.
- Where the daily exposure action value (EAV) is likely to be exceeded:
 - A programme of controls to eliminate or reduce exposure to as low a level as is reasonably practicable shall be introduced.
 - Health surveillance shall be provided to those employees who continue to be regularly exposed to levels above the action value.
- Where the daily exposure limit value (ELV) is likely to be exceeded immediate action shall be taken to reduce their exposure below the limit value.
- Provide information and training on health risks and controls to employees at risk.
- Records of risk assessment and control actions shall be kept for future reference.
- Health records for employees under health surveillance shall also be kept.
- Regular reviews and updates of risk assessments shall be undertaken.

EMPLOYEES' ROLE IN CONTROLLING THE RISKS

Employees should:

- Ensure work tools are in good condition, adequately maintained and free from defect.
- Ensure that cutting tools are kept sharp.
- Report defects to supervisors and request an immediate suitable replacement.
- Refer to the task method statement to ensure that the right tool for the job is being used. "Making do" with the wrong tools can result in increased vibration levels.
- Keep warm at work, especially the hands. Wear warm gloves and extra clothing if working in cold conditions.
- Not smoke, or at least cut down, just before and while at work. Smoking adversely affects blood circulation.
- Exercise and massage hands and fingers during work breaks to improve the blood flow.
- Store tools correctly so that their handles are not very cold when next used.
- Refer to the operating instructions for tools to ensure that no more force than necessary is imposed when operating tools.
- Avoid gripping or forcing tools harder than necessary.
- Reduce continuous exposure time by doing other tasks between sessions of using vibrating tools.
- Not ignore symptoms - if there is a suspicion that fingers or hands could be affected by vibration, this should be reported to a supervisor who will arrange for a medical examination to be carried out.

EXPOSURE ACTION VALUE

The exposure action value (EAV) is a daily amount of vibration above which employers are required to take action to control exposure:

- Hand-arm vibration EAV is a daily exposure of $2.5\text{m/s}^2 A(8)$.

EXPOSURE LIMIT VALUE

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to in a single day:

- Hand-arm vibration the ELV is a daily exposure of $5\text{m/s}^2 A(8)$.

Note: $A(8)$ is the exposure adjusted over a standard reference period of 8 hours.

ESTIMATING HAND-ARM VIBRATION EXPOSURE

The damage caused by vibration depends on its frequency. Low frequency motion from 5-20Hz is potentially more damaging than higher frequency motion. Vibration at frequencies below 2Hz and above 1500Hz is not thought to cause damage. Therefore, a "weighting" system has been developed which adjusts vibration levels according to the frequency, taking more account of the more harmful frequencies and less account of the less harmful frequencies. Measurements of personal vibration exposure should therefore be taken and expressed as weighted values.

The following table indicates the vibration magnitudes and durations required for exposures to reach hand-arm vibration EAV and ELV of 2.5m/s^2 and 5m/s^2 respectively.

Average tool vibration (m/s^2)	1.8	2.5	3.5	5	7	10
Time to reach EAV (hours)	16	8	4	2	1	0.5
Time to reach ELV (hours)	>24	>24	16	8	4	2

Alternatively, daily exposure can be estimated by using the “exposure points” system in the following table. Multiply the points assigned to the tool vibration by the number of hours of daily “trigger time” for the tool(s) and then compare the total with the EAV and ELV points.

Average tool vibration (m/s^2)	3	4	5	6	7	10	12	15
Points per hour (approximate)	20	30	50	70	100	200	300	450

100 Points per day = Hand-arm vibration EAV.

400 Points per day = Hand-arm vibration ELV.

HEALTH SURVEILLANCE

Employees who have been identified as undertaking work involving significant risk of exposure to vibration shall be assessed by the use of an initial screening questionnaire, backed up by a basic medical examination by suitably qualified medical personnel.

Those employees in jobs which have been identified as involving significant risk of exposure to vibration shall be examined annually by suitably qualified medical personnel. In order to ensure that symptoms are effectively identified, examinations are to be carried out during the colder months - between October and April. New employees shall be examined 6 months after commencement of employment and annually thereafter.

Reference should be made to the arrangements and guidance regarding health surveillance/management of occupational illness in Section O of this policy document.

PERSONAL PROTECTIVE EQUIPMENT

Various types of gloves are available but they are not usually effective in reducing the amount of vibration reaching an operator's hands. They will usually provide little or no protection against hand-arm vibration at the most damaging frequencies and poorly selected gloves might even increase the vibration transmitted to the wearer's hands. However, gloves are useful for their ability to keep hands warm and provide physical protection; they will be provided as required.

EQUIPMENT MAINTENANCE

The organisation considers it essential to ensure that all vibration-generating equipment is regularly inspected and serviced in order to minimise vibration levels. Measurements may need to be made to check that vibration levels are not increasing to an unacceptable level. Suitable records shall be kept of the maintenance and of the vibration measurements where possible.

Where equipment is hired from external suppliers, evidence of inspection, testing and servicing shall be obtained from the supplier before the equipment is accepted for use.

VIBRATION GENERATING TOOLS REGISTER

[illegible]

The trigger times shown are only an indication of the time it would take to reach the stated exposure action/limit values and assume only one piece of equipment was used throughout the working day.

To calculate daily personal vibration exposure $\text{m/s}^2 \text{ A (8)}$ the vibration magnitude and exposure duration for each tool operated should be entered into the HSE Vibration Calculator - www.hse.gov.uk/vibration/hav/hav.xls

Vibration Generating Tools – Site Assessment Form

Site address:

Activity/task:

Tool make and model	Tool description	Vibration magnitude (m/s ²)	**Time to reach EAV (2.5m/s ²)	**Time to reach ELV (5m/s ²)	Estimated usage (hh:mm)

These are the tools that will be used to accomplish the task.

*(** Time to reach exposure action value (EAV) and exposure limit value (ELV) can be found by entering the tool vibration magnitude into the HSE Hand-Arm Vibration Exposure Calculator at www.hse.gov.uk)*

ACTIONS

COMMENT

Rotation of workforce Is a system of rotation required?	Yes/ No	If yes include rotation as part of the method statement.
Toolbox talks/training Required/completed? Date of training:	Yes/ No	To include manufacturers' recommendations and advice on usage. Toolbox talk register or copy of certificate of training to be available on site.
Medical surveillance Is the operative a regular user of vibratory tools?	Yes/ No	Regular users of vibratory tools to be subject to medical surveillance.
Does the operative show signs of or complain of vibration white finger?	Yes/ No	If yes refer to organisation safety officer. Do not allow operative to use vibratory tools. Any developing sensation experienced during the period of works is to be reported immediately by the operative to the site manager who is required to inform the organisation safety officer.
Operative Name: NI number:		The operative is to be reminded of the following: • Not to smoke • To keep warm • To report as directed • To use the tools as directed

Reassessment

If any tools are to be used other than those listed above a reassessment is required.

Records Signature of assessor: Name:	Copy to Site safety file Archive (with site report)
Signature of operative:	Date of assessment:

Vibratory Tools – Checksheet For Monitoring And Control Of Activities

Site address:

Date:

Name of operative	Task/activity/location	Tool (manufacturer/model)	Estimated exposure time (hours/minutes)

Comments:

Any developing sensation experienced during the period of works is to be reported immediately by operatives to the site manager, who is required to inform the organisation safety officer. Operatives are to be reminded of the following: Not to smoke, to keep warm and to use the tools as directed.

Records Signature of assessor: Name:	Copy to Site safety file Archive (with site report)
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This document is to be used as a tool for both monitoring and controlling operations. The intention is not to check all operatives every day but to check a percentage of the workforce on a regular basis, particularly those operatives who are frequently exposed.

Work at Height

INTRODUCTION

Each year approximately 50 to 60 workers are killed as a result of falling from height, and around 4,000 workers suffer serious injuries. In order to prevent deaths and injuries, the Work at Height Regulations have been introduced. These regulations impose requirements on employers, the self-employed and those who control persons at work.

Duties are also placed upon people who are working under the control of another person to report to that person any activity or defect relating to work at height which they know is likely to endanger the safety of themselves or another person and to use any work equipment or safety device provided to them for work at height by their employer (or by another person under whose control they work) in accordance with any training or instructions in its use that they may have received.

DEFINITION OF TERMS

The following are definitions of some of the terms used in the Work at Height Regulations:

"Access and egress" includes ascent and descent.

"Fragile surface" means a surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it.

"Personal fall protection system" means a fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a system in which the only safeguards are collective safeguards. The term includes rope access and positioning techniques.

"Work at height" means work in any place where a person could fall a distance liable to cause personal injury, including a place at or below ground level, and obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace.

"Working platform" means any platform used as a place of work or as a means of access to or egress from a place of work and includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, run, gantry and stairway which is so used.

PLANNING AND HIERARCHY OF CONTROL MEASURES

A place is deemed "at height" if a person could be injured falling from it, even if it is at or below ground level. In order to identify the measures required to avoid the risks from working at height a site-specific risk assessment will always need to be carried out. Where it is reasonably practicable to carry out the work safely otherwise than at height then work at height must be avoided. Where work is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Risk assessment is key to the proper planning and organisation of all work at height, and should assist in ensuring the selection of appropriate equipment for the task and its correct use.

The hierarchy of control measures is as follows:

Where it is reasonably practicable to carry work out safely and under appropriate ergonomic conditions, then work should be carried out from an existing place of work or, in the case of obtaining access or egress, using an existing means. Where this is not reasonably practicable sufficient work equipment must be provided to prevent a fall occurring.

Where the risk of a fall occurring cannot be eliminated, sufficient work equipment must be provided to minimise both the distance and the consequences of a fall. Where it is not reasonably practicable to minimise the distance, sufficient work equipment must be provided to minimise the consequences of a fall.

Where the risk of a fall occurring cannot be eliminated, additional training and instruction or other additional measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

SELECTION OF WORK EQUIPMENT FOR WORK AT HEIGHT

Work equipment for use at work at height must give priority to collective protection measures over personal protective measures and, additionally, take account of:

- The working conditions and the risks to the safety of persons at the place where the work equipment is to be used.
- In the case of work equipment for access and egress, the distance to be negotiated.
- The distance and consequences of a potential fall.
- The duration and frequency of use.
- The need for easy and timely evacuation and rescue in an emergency.
- Any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

Only work equipment which has characteristics, including dimensions, which are appropriate to the nature of the work to be performed and the foreseeable loadings, allow passage without risk and is in other respects the most suitable work equipment is to be selected for work at height.

FRAGILE SURFACES

You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment or working environment.

If anyone does work on or near a fragile surface you must:

- Ensure, as far as it is reasonably practicable, that suitable platforms, coverings, guardrails and the like are provided and used to minimise the risk.
- If any risk of a fall remains, do all that is reasonably practicable to minimise the distance and effect of a fall.

If anyone working under your control may go onto or near a fragile surface you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

FALLING OBJECTS

Suitable and sufficient steps must be taken to prevent, so far as is reasonably practicable, materials or objects from falling and causing injury to any person. If it is not reasonably practicable to prevent materials falling precautions must be taken to prevent people being struck. Materials or objects must not be thrown from a height if they could injure someone.

DANGER AREAS

Where a workplace contains an area in which there is a risk of any person at work (including members of the public) being injured by falling a distance or being struck by a falling object, the workplace is, so far as is reasonably practicable, to be equipped with devices preventing unauthorised persons from entering that area and that area must be clearly indicated.

INSPECTION OF WORK EQUIPMENT

In addition to any pre-use operator checks, equipment provided for work at height requires regular formal inspection to ensure that it is safe to use.

For most equipment, the nature, frequency and extent of any inspection will be determined by a competent person. However, the following specific requirements apply:

- Where the safety of work equipment depends on how it is installed or assembled it must not be used after installation or assembly in any position until it has been inspected in that position by a competent person.
- Where work equipment is exposed to conditions causing deterioration that is liable to result in dangerous situations it must be inspected by a competent person at suitable intervals and each time that exceptional circumstances that are liable to jeopardise the safety of the work equipment have occurred.
- A working platform that is used for access and from which a person could fall 2.0 metres or more must be inspected at least every 7 days (this includes a mobile working platform).
- With the exception of lifting equipment, which is covered by the requirements of the Lifting Operations and Lifting Equipment Regulations, all work equipment that leaves one organisation for use by another organisation must be accompanied by physical evidence that the last required inspection has been carried out.

Any person who carries out an inspection under Regulation 12 of the Work at Height Regulations shall prepare a report before the end of the working period during which the inspection is completed. A copy of this report must be provided to the person requesting the inspection within 24 hours.

A copy of this report must also be held on site throughout the duration of the work and, after the work at that site is complete, at this organisation's head office for at least 3 months after the work was completed.

The report must be made available, at reasonable times, for inspection by Her Majesty's Inspector of Health and Safety.

The report must incorporate the following particulars:

- The name and address of the person on whose behalf the inspection was carried out.
- The location of the work equipment inspected.
- A description of the work equipment inspected.
- The date and time of the inspection.
- Details of any matter identified that could give rise to a risk to the health and safety of any person.
- Details of any action taken as a result of any matter identified.
- Details of any further action considered necessary.
- The name and position of the person making the report.

INSPECTION OF PLACES OF WORK AT HEIGHT

So far as is reasonably practicable, in order to identify any obvious defects a competent person must check the surface conditions and every parapet, permanent rail or other fall protection measure of every place of work at height on each occasion before work starts. These checks do not have to be recorded.

Work at Height Compliance Checklist

1.	Has a site-specific risk assessment been carried out for this site in order to identify the measures needed to prevent both falls of persons from height and materials falling from height? Is it still relevant to the work being undertaken? <i>If no describe the steps being taken to correct this.</i> 	YES/NO
2.	Could any person work from, pass over or even come near to a fragile surface through which they could fall? <i>If yes describe the steps being taken to prevent this.</i> 	YES/NO
3.	Is it possible for any person, vehicle, plant, equipment or any other material to fall into an excavation? <i>If yes describe the steps being taken to prevent this.</i> 	YES/NO
4.	Is it possible that materials or objects could fall and cause injury? <i>If yes describe the precautions to stop people from being struck.</i> 	YES/NO
5.	Are working platforms wide enough to permit the safe passage of persons and the safe use of plant and materials? Do they provide a safe working area? <i>If no describe the steps being taken to correct this.</i> 	YES/NO
6.	Do working platforms have suitably non-slippery surfaces? <i>If no describe the steps being taken to correct this.</i> 	YES/NO

7.	Do working platforms have gaps through which a person or any object could fall? <i>If yes describe the steps being taken to correct this.</i>	YES/NO
8.	Are working platforms free from slipping or tripping hazards and areas where any person could be caught between the platform and any adjacent structure? <i>If no describe the steps being taken to correct this.</i>	YES/NO
9.	Are working platforms and supporting structures capable of carrying any load that will be placed on them? <i>If no describe the steps being taken to correct this.</i>	YES/NO
10.	Is the scaffold properly erected, with toe-boards, intermediate rail and handrail? Is there an inspection procedure in place? <i>If no describe the steps being taken to correct this.</i>	YES/NO
11.	Where fall arrest systems are in use, have site-specific risk assessments been carried out for their use on this site? Are they still relevant to the work being undertaken? <i>If no describe the steps being taken to correct this.</i>	YES/ NO/ N/A
12.	Where fall arrest systems are in use, have rescue procedures been published? Are there sufficient available persons who have been trained in those rescue procedures? <i>If no describe the steps being taken to correct this.</i>	YES/ NO/ N/A

13.	What system is in place to ensure that ladders will be in good condition, used properly, effectively tied or otherwise stabilised?	
14.	Who is the competent person who will inspect (and record) any working platforms, personal suspension equipment or scaffold?	

Inspection carried out by
Name:

Signed:

Results of inspection passed for action to
Name:

Position:

Date:

WORK AT HEIGHT INSPECTION REPORT

Work at Height Regulations 2005

Report of results of every inspection made in pursuance of Regulation 12

[illegible]

Provision and Use of Work Equipment (PUWER) General Requirements and Duties

INTRODUCTION

The Provision and Use of Work Equipment Regulations (PUWER) apply to all items of "**work equipment**" provided for "**use**" or "**used**", either by employees or the self-employed.

The following definitions are relevant:

- **Work equipment** covers any equipment which is used by an employee at work.
- **Use** includes its cleaning, repair, modification, maintenance and servicing.

GENERAL REQUIREMENTS AND DUTIES

In general terms, the Regulations require that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction and training, and
- Accompanied by suitable safety measures, e.g. protective devices, markings and warnings.

Employers have a duty to ensure that equipment provided for employees and self-employed persons working for the employer complies with the regulations.

It is the duty of any self-employed person working for an organisation to ensure that any equipment they provide complies with the regulations.

Where employees are permitted to provide their own equipment, this equipment must also comply with the regulations.

This organisation shall ensure that equipment selected shall be suitable for the particular work it is provided to do, both for the operation concerned and for the conditions under which it will be used, and that equipment shall be maintained in safe working order and in good repair.

The extent of maintenance required may vary with the complexity of the equipment but even the simplest equipment shall be subject to a daily visual check by the user for defects before use. Complex equipment, whilst subject to a pre-user check, is likely to require routine maintenance and planned preventative maintenance, which shall be carried out in accordance with the manufacturer's recommendations.

A register or maintenance log may be required or be considered appropriate for some items of equipment or potentially hazardous equipment. All maintenance records are to be kept up-to-date.

INFORMATION AND INSTRUCTION

All relevant health and safety information and written instructions on the use of work equipment shall be made available to employees at all levels.

The information and written instructions shall cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise, and the methods to deal with them.

Information may be verbal or in writing but, whichever method is chosen, this organisation shall ensure that the employee properly understand the instructions.

Adequate training in the use of work equipment shall be given, both to "users" and to their supervisors and managers. This organisation shall assess what training is adequate.

SPECIFIC REQUIREMENTS FOR DANGEROUS PARTS OF MACHINERY

PURWER replaces most of the previous legal requirements for the guarding of equipment and requires effective measures to prevent contact with dangerous parts of such equipment. Such measures must prevent access to the dangerous part or stop the movement of the dangerous part before access is gained.

If the dangerous part of the equipment is in a place that cannot foreseeably be reached by anybody, no further measures are necessary as that part is said to be "safe by design or position". However in such cases access may be needed for maintenance or repair, and, if no guards or other devices are in place, a suitable system of work or permit-to-work system shall be implemented. Effective control measures may include:

1. Fixed, enclosing guards.
2. Other guards or protection devices (trip devices, isolation devices, etc.).
3. In many cases a combination of measures will be needed.

Additionally, employers must provide such information, instruction and supervision as is necessary.

All guards and protection devices must:

- Be suitable for the purpose, i.e. for the nature and use of the machine and the severity of the risks presented. They should also conform to all recognised standards.
- Be of good construction, sound material and adequate strength.
- Be maintained in an efficient state, in efficient working order and in good repair.
- Not give rise to any increased risk to health or safety themselves.
- Not easily be disabled or by-passed.
- Not unduly restrict any necessary view of the operation concerned.
- Be constructed or adapted so that they permit necessary routine repair or maintenance work.

ISOLATION FROM SOURCES OF ENERGY

Where appropriate, work equipment shall be provided with a clearly identifiable and readily accessible means of isolating the equipment from all its sources of energy. Re-connection of any energy source shall not expose a user to risk.

Isolation of equipment from its energy source is often necessary for maintenance or when an unsafe condition develops. Isolation means establishing a break in the energy supply in a secure manner, i.e. so that unintentional re-connection is not possible. The procedure will normally involve some form of permit-to-work system.

LIGHTING

This organisation shall ensure that all places where work equipment is used are suitably and sufficiently lit. The need to provide additional or special lighting shall be assessed, taking due account of the circumstances and types of task to be performed.

MAINTENANCE OPERATIONS

Where there is any risk to health or safety, measures shall be taken, as far as is reasonably practicable, to ensure that work equipment can be maintained whilst it is shut down. If this is not reasonably practicable precautions shall be taken to prevent risks to the health or safety of those carrying out maintenance work. In this context "maintenance" includes cleaning and repair.

MARKINGS AND WARNINGS

This organisation shall ensure that, where necessary, all equipment is marked with the appropriate health and safety warning signs and notices. Examples of markings are:

- Voltage warning.
- Rotating or moving parts.
- Hazard symbols on dangerous substances.

Warnings are normally in the form of notices or signs. The latter shall conform to the Health and Safety (Safety Signs and Signals) Regulations.

Equipment Maintenance Register

Description:

Serial no:

Chassis no:

Identification no:

Purchase date:

Manufacturer's recommended maintenance period:

Due date:			
Actual date:			
Maintenance carried out:			
Defects rectified:			
Electrical integrity:			
Visual check:			
Competent person:			
Signed:			

Provision And Use Of Work Equipment - Report Of Inspection

Site Address : _____

Inspection carried out for: (Organisation) _____

Inspection carried out by: _____

(Position): _____

[illegible]

PUWER (Mobile Work Equipment)

Any work equipment which is intended to travel between different locations for the purpose of carrying out work whilst it is travelling or carrying out work when at its new location is classed as mobile work equipment. Examples include dumpers, forklift trucks, mobile cranes, Land Rovers, ride-on rollers, remote-controlled rollers, concrete wagons, etc.

Equipment that requires manual effort to power it, e.g. pallet trucks, sack barrows, wheelbarrows and bogeys, is not considered mobile work equipment. Portable work equipment that is moved from one place to another but used in a static position, e.g. compressors, concrete pumps and cranes that do not have pick-and-carry duties, is also not considered to be mobile work equipment.

However, some equipment not considered to be mobile work equipment can become classed as mobile if it is towed, e.g. man-riding cars used in tunnelling. The requirements in Part III of PUWER apply to this type of equipment when it is towed and, in each case, this organisation shall consider whether towing this equipment creates an additional risk to the operator and any passengers and shall implement any control measures detailed below that may be necessary.

EMPLOYEES CARRIED BY WORK EQUIPMENT

This organisation is committed to preventing employees falling out of work equipment, whether it is moving or stationary. To this end, provision of the following shall be considered:

- Cabs.
- Work platforms.
- Seating and restraining systems, such as safety belts or handholds.

Where risk assessment shows that there is a need to protect employees from falling objects whilst being carried by work equipment this organisation shall ensure that cabs or falling object protection structures (FOPS) are fitted. The need for this type of protection will depend on the environment and the activities carried out.

RESTRAINING SYSTEMS

Where possible, full-body seat belts, lap belts or a purpose-designed restraining system shall be fitted to all work equipment that requires a restraining system. However, some work equipment will not be suitable for the fixing of restraining systems as there may not be adequate fixing points on the body of the vehicle or the operators may be doing an activity that will increase in risk should they wear a restraining belt.

Road transport vehicles that are also used to transport people around site are considered to be work equipment. The driver and front seat passengers must wear seat belts at all times. Passengers in the back of a van sitting in front-facing seats must wear seat belts if provided. It is considered unsafe to fix seat belts for those sitting in bench seats along the length of the van. Drivers are to ensure that vehicles fitted with this type of seat travel at restricted speeds when carrying passengers.

ROLL-OVER PROTECTION

If equipment that travels whilst being used as work equipment could roll over and injure the operator or passengers, or if it can roll more than 90 degrees, the need to fit a roll-over protection (ROP) structure shall be assessed in order to ensure protection for the operator and passengers.

If it is reasonably practicable to comply with the requirement for ROP, and the situation requires it, then this organisation shall do so. Once the type of ROP most appropriate for the equipment has been determined the remaining risk to anyone carried by the equipment shall be established. If there is the chance of them being crushed by the equipment rolling over then a suitable restraining system shall be fitted.

If equipment cannot be fitted with roll-over protection, as it was not designed for this purpose, this organisation shall ensure that an engineering analysis is carried out by a competent person to determine what control measures can be taken. If the fitting of ROP would increase the risk to safety, i.e. it would destabilise the equipment or affect the integrity of the equipment, then this organisation does not have to comply with this requirement.

Similarly, if it would not be reasonably practicable to operate the mobile work equipment because of the ROP structure this organisation does not have to comply with this requirement. In areas where limited headroom would prevent the use of a ROP structure on a standard machine a smaller machine or specialist equipment shall be considered before a decision is taken to remove the roll-over protection.

If the equipment is stationary whilst carrying out the work the ROP requirement does not apply. However, if the equipment moves around on site between operations the risks to employees shall be assessed. Organisation owned vehicles driving on the road are work equipment and precedence shall be given to road traffic laws when the vehicles are used on the public highway.

SELF-PROPELLED WORK EQUIPMENT

The following requirements apply to mobile work equipment that is propelled by its own motor when in use, e.g. dumpers, forklift trucks, rollers, etc.

This organisation shall ensure that an unauthorised person cannot start up this type of equipment. All such equipment shall require a key or other starter device and only authorised persons shall have access to them.

Effective devices for braking and stopping shall be fitted to all self-propelled equipment. In the event of the main braking device failing, there shall be a secondary facility that is easily accessible or an automatic system to prevent the equipment from running away.

Operators of self-propelled mobile plant must have a good direct field of vision from their operating position. If there are blind areas then consideration shall be given to using mirrors, avoiding reversing, using a banksman and fitting reversing alarms where appropriate.

Where equipment is used in the dark it shall be equipped with suitable and sufficient lighting. Firefighting equipment shall be provided if the work equipment is carrying something that is a fire hazard.

Inspection and Testing of Portable Equipment (Non-Construction)

INTRODUCTION

Each year the Health and Safety Executive (HSE) statistics show there are around 1000 accidents at work involving electrical shock, with approximately 25 of these leading to a fatality.

Electrical injuries can be caused by a wide range of voltages. The risk of injury is generally greater with higher voltages but is dependent on individual circumstances.

Within the UK, The Provision and Use of Work Equipment Regulations (PUWER) states at Regulation 4(1):

"Every employer shall ensure that work equipment is so constructed or adopted as to be suitable for the purpose for which it is used or provided."

The Electricity at Work Regulations states at Regulation 4(2):

"As may be necessary to prevent danger, all systems shall be maintained so as to prevent so far as reasonably practicable, such danger."

This means that employers (and the self-employed) must ensure that all electrical work equipment is safe, suitable for the purpose and properly maintained in good order.

The scope of the legislation covers everything from small portable equipment e.g. hand drills to fixed 400 kV distribution systems.

The requirements apply to fixed and "hard-wired" electrical appliances (or equipment), such as hand driers in washrooms or ovens in commercial kitchens, in addition to portable and hand-held appliances which plug in, such as drills or vacuum cleaners, both single and three phase. Different inspection and maintenance regimes are recommended for fixed electrical installations and portable electrical equipment.

Note that the term "portable equipment" encompasses the following categories of appliance: -

S Stationary equipment e.g. refrigerator or cooker.

IT Information technology equipment e.g. computer, printer, monitor, photocopier or telecommunications equipment.

M Movable equipment 18 kg or less in mass and not fixed e.g. electric heater or shredder.

P Portable equipment 18 kg or less intended to be moved while in operation e.g. toaster, microwave, kettle.

H Hand-held equipment intended to be held in the hand during normal use e.g. Hoover, soldering irons, heat guns etc.

HAZARDS

One of the issues relating to electricity is that it has no smell, little to no noise or other visible signs that it is present, thus making it a high risk for injury or even death.

Hazards associated with electrocution are as follows:

Fatality

Dependant on the severity of the shock received and the physical condition of the injured person, a fatality is possible due to muscle spasms occurring in the breathing system, interruption of the electrical supply to major organs such as the heart, brain etc.

Burns

As electricity flows through the body, the tissue temperature rises which leads to burns. These burns are frequently full thickness burns leading to the requirement for hospital treatment.

Fire

There is the potential for sparks caused by arcing or faulty electrical equipment to cause a fire if combustible materials are available. i.e. sawdust, off-cuts of wood etc.

Explosion

As with fire, arcing electrics can cause an explosive ignition source in areas where there is sufficient quantities of flammable gases. So care must be taken to ensure that electrical equipment is kept at a safe distance from activities involving gases. i.e. welding, space heaters, roof works involving LPG.

Muscle spasm

Due to the nature of electricity a person receiving an electrical shock often gets severe muscle spasms which can be strong enough to break bones or dislocate joints. This loss of muscle control often means the person cannot "let go" of the tool/equipment concerned or escape the electric shock.

CONTROL MEASURES

The routine inspection and testing of portable, and fixed, electrical appliances (or equipment), is an important safety requirement.

'Portable': - Any item of electrical current using equipment that is plugged into a socket outlet.

'Fixed': - Any item of electrical current using equipment that is "hard-wired" into a fused connection unit or isolation device.

The HSE strategy suggests user checks, backed up by formal visual inspection and combined inspection and test.

There are no set statutory periods for formal visual inspection and test. The maintenance regime should be appropriate to the environment and duty for which the equipment is used. Electrical testing in a low-risk area e.g. in an office, would be less frequent than in, say, a harsh industrial environment.

Thus all employers and self-employed persons must undertake a risk assessment to assess their requirements and carry out inspection and testing as deemed appropriate.

Guidance on inspection intervals for non-construction equipment can be found in the table below:

Type of Equipment	User Checks	Formal Visual Inspection	Combined Inspection & Test
Hire Equipment	N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)	No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights	No	No	No
Light Industrial	Yes	Before initial use, then 6 monthly	6-12 Months
Heavy Industrial. High risk of equipment damage	Daily	Weekly	6-12 Months
Office information technology e.g. desktop computers, photocopiers, fax machines	No	2 - 4 Years	None if double insulated, otherwise up to 5 years
Double insulated equipment NOT hand held e.g. fans, table lamps	No	2 - 4 Years	No
Hand held, double insulated (Class II) equipment e.g. some floor cleaners, kitchen equipment & irons	Yes	6 Months - 1 Year	No
Earthed (Class I) equipment e.g. electric kettles, some floor cleaners	Yes	6 Months - 1 Year	1 - 2 Years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes, 6 months - 4 years depending on type of equipment it is connected to	Yes, 1-5 years depending on the equipment it is connected to

Records

Although there is no mandatory requirement to produce and keep records on the condition of electrical equipment the HSE Memorandum of guidance on the Electricity at Work Regulations (HS(R)25) advises that records of maintenance, including test results, will enable the condition of equipment and the effectiveness of maintenance policies to be monitored.

It is best practice to maintain a record of Inspection and Testing of Electrical Equipment and that a log is kept of the condition of equipment. These records may be held on paper or in 'electronic' form.

In the event of a prosecution arising from an injury relating to a portable appliance, it would assist the employer's case if they can produce up to date, accurate records to indicate that they had taken reasonable actions to comply with the Electricity at Work Regulations 1989.

SAFE SYSTEMS OF WORK

Due to the nature and dangers of electricity regular inspection and testing is strongly recommended. Inspection and testing helps to identify potential problems or issues prior to an accident occurring.

If the following process is carried out it should help to minimise the risk to an acceptable level.

Risk Assessment

As with all work activities the first stage is to carry out a risk assessment of the piece of equipment to be used and the conditions where it will be used and allocate appropriate control measures. Additional information on how to carry out risk assessment is contained in section B of the policy document.

User Checks Pre Usage Inspection

A visual inspection of portable appliances will detect the majority of defects that can cause danger. This inspection does not have to be performed by an electrician so any operator who has been given sufficient information and training could perform it.

A current Portable Appliance Test label is displayed.

The rules for this type of inspection are simple: if it does not look right, it probably is not.

The typical defects to look for are:

- Damage to cable coverings: cuts and abrasions (apart from light scuffing).
- Damage to plugs: casing cracked or pins bent.
- Non-standard joints in cables: taped joints, connector blocks.
- Outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment (look to see if the coloured insulation of the internal wires are showing).
- Equipment being used in conditions where it is not suitable: wet or dusty environments.
- Damage to the outer covers of the equipment or obvious loose parts or screws.
- Overheating: burn marks or staining.

Formal Visual Inspection

The most important component of a maintenance regime is usually the formal visual inspection, carried out routinely by a trained person. Such inspections can pick up most potentially dangerous faults and the maintenance regime should always include this component.

To control the risks and to monitor the user checks, a competent person should carry out regular inspections that include visual checks.

Additional checks could include:

- Removing the plug cover and ensuring that a fuse is being used (e.g. it is a fuse not a piece of wire or a nail etc).
- Checking that the cord grip is effective.
- Checking that the cable terminations are secure and correct, including an earth where appropriate, and there is no sign of internal damage, overheating or ingress of liquid or foreign matter.

The formal visual inspection should not include taking the equipment apart. This should be confined, where necessary, to the combined inspection and testing.

The trained person can normally be a member of staff who has sufficient information and knowledge of what to

look for and what is acceptable, and who has been given the task of carrying out the inspection. To avoid danger, trained people should know when the limit of their knowledge and experience has been reached. Simple, written guidance relating to the visual inspection can be produced that summarises what to look for and which procedures to follow when faults are found or when unauthorised equipment is found in use. This guidance can also help equipment users.

The formal visual inspections should be carried out at regular intervals. The period between inspections can vary considerably, depending on the type of equipment, the conditions of use and the environment. For example, equipment used on a construction site or in a heavy steel fabrication workshop will need much more frequent inspection than equipment such as floor cleaners in an office. In all cases, however, the period between inspections should be reviewed in the light of experience. Faulty equipment should be taken out of service and not used again until properly repaired. If necessary, it should be tested.

The pattern of faults can help management decide what action to take, depending on whether the faults show:

- The wrong equipment is being selected for the job.
- Further protection may be necessary in harsh environments.
- The equipment is being misused.

Combined Inspection and Test

The checks and inspections outlined in the previous paragraphs will, if carried out properly, reveal most (but not all) potentially dangerous faults. However, some deterioration of the cable, its terminals and the equipment itself can be expected after significant use. Additionally, the equipment itself may be misused or abused to the extent that it can give rise to danger. Some of these faults, such as loss of earth integrity (e.g. broken earth wire within a flexible cable), or deterioration of insulation integrity, or contamination of internal and external surfaces, cannot be detected by visual inspection alone. Periodic combined inspection and testing is the only reliable way of detecting such faults, and should be carried out to back up the checks and inspection regime.

Testing is likely to be justified:

- Whenever there is reason to suppose the equipment may be defective (but this cannot be confirmed by visual inspection).
- After any repair, modification or similar work.
- At periods appropriate to the equipment, the manner and frequency of use and the environment.

The inspection carried out in conjunction with testing should usually include checking:

- The correct polarity of supply cables.
- Correct fusing;
- Effective termination of cables and cores.
- That the equipment is suitable for its environment.

Such combined inspection and testing requires a greater degree of competence than that required for inspection alone, because the results of the tests may require interpretation and appropriate electrical knowledge will be needed.

However, it can often be carried out by a competent employee.

TRAINING & COMPETENCE

People carrying out testing of portable electrical equipment should be appropriately trained for this work. It is the employer's duty to ensure that they are competent for the work they are to carry out. Basically, there are two levels of competency:

1st Level

Is where a person not skilled in electrical work routinely uses a simple 'pass/fail' type of portable appliance tester (PAT), where no interpretation of readings is necessary. The person would need to know how to use the PAT correctly. Providing the appropriate test procedures are rigorously followed and acceptance criteria are clearly defined, this routine can be straightforward.

2nd Level

Is where a person with appropriate electrical skills uses a more sophisticated instrument that gives actual readings requiring interpretation. Such a person would need to be competent through technical knowledge or experience related to the type of work.

Testing can be carried out at minimal cost where an employee has been trained to a suitable level of competence and provided with appropriate equipment.

REFERENCE

Regulations/ACoPs:

The Health and Safety At Work etc Act.
The Provision and Use of Work Equipment Regulations.
The Electricity at Work Regulations.
Management of Health and Safety at Work Regulations.

HSE Guidance:

HSG107- Maintaining Portable and Transportable Electrical Equipment.
INDG231- Electrical Safety and You.
INDG236- Maintaining Portable Equipment in Offices and other Low Risk Environments.
INDG237- Maintaining Portable Equipment in Hotels and other Tourist Accommodation.
Memorandum of guidance on the Electricity at Work Regulations.

Pressure Systems

INTRODUCTION

The Pressure Systems Safety Regulations apply to all types of pressure systems, with the exception of those listed in Schedule 1 of the regulations, details of which are given at the end of this guidance note. The Provision and Use of Work Equipment Regulations (PUWER) also apply to pressure systems.

DUTIES

Designers of pressure systems must ensure that suitable materials are used, that their designs take account of the need to examine the system and that access to the interior of the pressure system is safe. Designers must also ensure that pressure systems are provided with protective devices and that any such devices release pressure safely. Designers must provide sufficient written information concerning the system's construction, examination, operation and maintenance as may reasonably and foreseeably be needed, to enable the provisions of the regulations to be complied with. This information must be supplied with the design.

When there is a need to modify or repair the system the employer shall provide sufficient written information concerning the modification or repair, as may reasonably and foreseeably be needed, to enable the provisions of the regulations to be complied with. This information should be provided at the time of modification or supply.

The users and owners of installed and mobile systems have duties under the regulations in relation to information and marking, installation, use, examination and reports.

MARKING

All pressure systems must be marked in such a manner that the markings cannot be easily removed. The following must be indicated:

- The manufacturer's name.
- A serial number to identify the vessel.
- The date of manufacture of the vessel.
- The standard to which the vessel was built.
- The maximum allowable pressure of the vessel.
- The minimum allowable pressure of the vessel where it is other than atmospheric.
- The design temperature.

INSTALLATION AND SAFE OPERATING LIMITS

Pressure systems must only be installed or used in areas where it is safe to do so. The safe operating limits must be given to the end user in the form of a written statement, i.e. an operator's handbook or by marking on the machine itself these limits, as noted above.

EXAMINATION

The user or owner must arrange for the system to be examined in accordance with a scheme of examination, which has been drawn up by a competent person. The scheme must include provision for all devices and pipework, or vessels that may give rise to danger. Prior to examination, the user or owner must take all appropriate steps to ensure that the system is prepared safely for examination. On completion of the examination, the competent person must make a written report of that examination.

REPORTS

All reports shall state which parts of the pressure system have been examined and what their condition is following this examination. Details of any repairs, modifications or changes in safe operating limits must be included, with dates for the completion of these modifications or repairs. The date after which the pressure system may not be operated without further examination must also be given, along with comments on the scheme of examination in place at the time of the examination.

The written report must be made as soon as is practicably possible after completing the examination and must be delivered to the user or owner within 28 days from the time of the inspection. All reports must be signed or include the competent person's name, along with the date of the report and examination.

The dates of examination contained in a report may be postponed to a later date by agreement, in writing, between the competent person and the owner/user, providing this postponement does not give rise to danger and only one such postponement is made.

Reports must be kept until the next report is available. If a system changes hands then all reports available must go with the system to the new owner or user.

ACTION IN CASE OF IMMINENT DANGER

If, during an examination, the competent person finds anything that could give rise to imminent danger they must inform the owner/user. This report must identify the system and specify the defect, and be given to the user or the owner immediately. The competent person must also send a copy of this report to the enforcing authority within 14 days of the event. On receipt of such a report, the owner or user must ensure the system is not used until suitable repairs have been completed.

TRAINING

The user of an installed system or the owner of a mobile system must ensure that any person operating the system, or part thereof, has undergone suitable and sufficient training for the safe operation of the system.

Any such training is to include actions to be taken in an emergency.

MAINTENANCE

The system must be maintained in accordance with the manufacturer's instructions and a record of maintenance kept. Any modifications or repairs must not, in any way, impair the effectiveness of any safety devices. These repairs and modifications should be recorded in the maintenance log for the system.

SCHEDULE 1

Systems not covered by the Pressure Systems Safety Regulations

- Any pressure system that forms part of the equipment on a ship, spacecraft, aircraft, hovercraft or hydrofoil.
- Any system which is part of a weapon system.
- Any system, or part of a system, which forms part of the braking, control or suspension system of a vehicle.
- Any part of a system which is only pressurised because it is subject to a leak test or pressurised unintentionally, such pressurisation being not reasonably foreseeable.
- Any pipeline pressurised by a fluid as part of a line test or clearance operation.
- Any system subject to research or which temporarily forms part of a system for research.
- Any plant and equipment used in the course of a diving project.
- Any working chamber, tunnel, man lock or air lock within which persons work in compressed air.
- Any tank to which the Carriage of Dangerous Goods by Rail/Road Regulations apply.
- Any pressure system engaged in an international transport system.
- Any pressure system comprising gas propulsion or a gas-fired heating, cooking, ventilating or refrigerating system fitted to a motor vehicle or trailer.
- Any water-cooling system on an internal combustion engine or compressor.
- Any tyre used, or intended to be used, on a vehicle.
- Any vapour compression refrigeration system incorporating compressor drive motors, including standby compressor motors, having a total installed power not exceeding 25kW.
- Any mobile system of the type known as a slurry tanker and containing or intended to contain agricultural slurry, and used in agriculture.
- Prime movers including turbines.
- Any pressure system which is an electrical or telecommunications cable.
- Any pressure system containing sulphur hex fluoride gas and forming an integral part of high-voltage electrical apparatus.
- Any pressure system consisting of a water-filled fluid coupling and used in power transmission.
- Any portable fire-extinguisher with a working pressure below 25 bars at 60°C and having a total mass not exceeding 23kg.
- Any part of a tool or appliance designed to be held in the hand which is a pressure vessel.

Section H

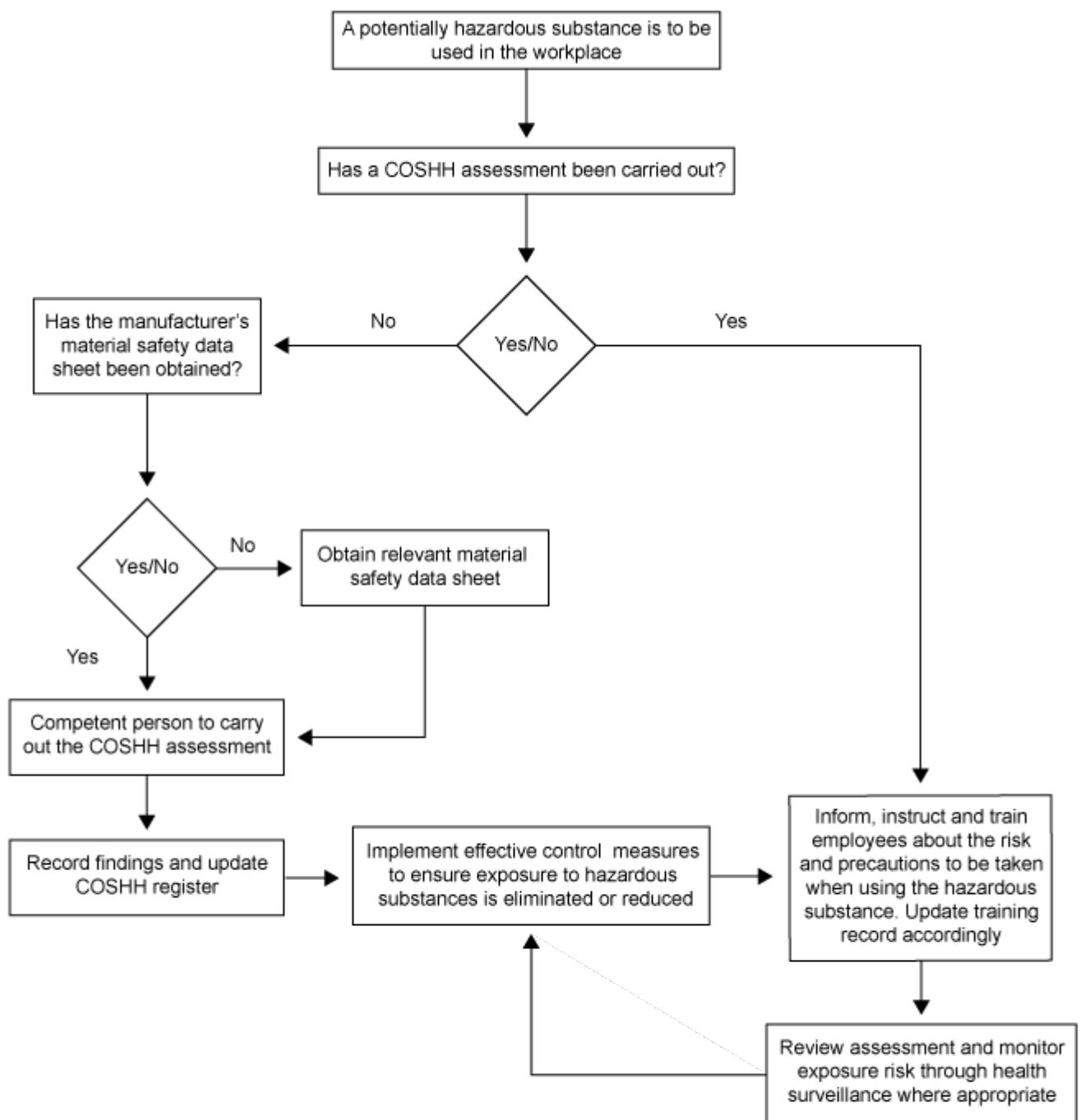
Arrangements for the Safe Handling and Use of Substances

The Operations Manager will be responsible for identifying all substances that require a COSHH assessment and for checking that new substances can be used safely before they are purchased.

The Operations Manager will be responsible for undertaking COSHH assessments, or they may, at their discretion, delegate this responsibility to another competent employee.

The Operations Manager will be responsible for ensuring that all actions identified in the COSHH assessments are implemented, that all relevant employees are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.

Procedure for Safe Handling and Use of Substances



Control of Substances Hazardous to Health COSHH

INTRODUCTION

Regulation 6 of the COSHH Regulations requires an employer to formally assess all operations and/or processes which are liable to cause exposure to hazardous substances.

This section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks to health caused by exposure to hazardous substances. The objective of the assessment is to ensure that the correct decisions are made on the control of hazardous substances in the workplace.

The assessment also demonstrates that the organisation has considered all the factors relevant to the work and that informed judgements have been made with regard to the risk, the actions necessary to achieve and maintain adequate control of the risk, the requirements for monitoring exposure to the substances, and health surveillance of employees who may be at risk.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the complexity and variability of the processes involved.

SURVEY AND DATA SHEETS

The first process is to survey the site for substances. Once this is done, obtain the Material Safety Data Sheet (MSDS) for each substance and formally assess the use of those substances which are hazardous in use. The Material Safety Data Sheet has the following purposes:

- It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a safety data sheet should be purchased or used.
- It provides all the information on a hazardous substance that the employer is required to provide to their employees under Regulation 12 in a standard and rational format.
- It provides all the essential information necessary to carry out the formal assessments as required under Regulation 6.

When the COSHH Assessment is completed, the sheet should be filed in a COSHH Assessment file and be updated if and when the supplier provides further information or there are alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been gathered, it is necessary to classify each substance that has been identified as hazardous to health under the COSHH Regulations. This can be achieved by scrutinising the information gained on the substance using the criteria set out below.

For the purpose of the COSHH Regulations a hazardous substance is defined as any substance, including any mixture, which is:

- A substance listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP/CLP Regulations and for which the general nature of the risk is given as very toxic, toxic, harmful, corrosive or irritant. This information should be displayed on the labelling on the container of all such substances introduced to the work area.
- A substance which has been assigned a workplace exposure limit (WEL) by the Health and Safety Commission and published in the HSE guidance note EH40 - Occupational Exposure Limits.
- A biological agent which creates a hazard to the health of any person.
- Dust of any kind, except dust which is a substance within paragraph 1 or 2 above, when present at a substantial concentration in the air.
- A substance, other than those already given, which creates a hazard to the health of any person because of its chemical or toxicological properties and the way it is used or is present in the workplace.

For paragraph 5 above it may be possible to reach a decision as to the hazardous nature of the substance using your existing knowledge of exposure experience, process, etc. In other cases it may be necessary to draw upon the experience of others such as a competent occupational hygienist, health adviser or toxicologist.

SUBSTANCES TO BE ASSESSED

Once the classification of substances has been carried out, all substances identified as hazardous will need to be formally assessed in accordance with Regulation 6.

COMPETENCY TO ASSESS

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be done competently, in order to comply with the regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment then it should be carried out with a combination of both in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, examine any records and inspect the workplace.

The assessor must have an understanding of the COSHH Regulations and their aims, and should have read and understood this manual.

PROCEDURE

In order to carry out a competent assessment the following procedure is to be followed:

1. **Review the information** - A review of the information available on the operation/process/substance should be carried out. This should comprise the supplier's safety data sheets, records of any tests and examinations carried out on control measures and the results of any exposure monitoring and health surveillance previously carried out.
2. **Study the operation and/or process** - Having reviewed the information in 1 above, the operation and/or process itself must be closely studied. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved in order to appreciate the hazards involved. The supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established.
3. **Evaluate the risk** - In order to evaluate the risks to health, the following must be considered:
 - The hazardous properties of the substance (the information reviewed in 1, above, should supply this).
 - Information on health effects provided by the supplier, including information contained in any relevant safety data sheet.
 - The level, type and likely duration of exposure.
 - The circumstances of the work, including the amount of the substance involved.
 - Activities, such as maintenance, where there is potential for a high level of exposure.
 - The effect of preventative and control measures, which have been or will be taken in accordance with Regulation 7.
 - Conclusions regarding the risk.

These factors are dealt with in more detail below.

The possibility of exposure can be broken down into five areas:

1. **Risk of exposure** - Whether it is reasonably foreseeable that an accidental leakage, spillage or discharge of the substance could occur.
2. **Frequency of exposure** - If it is reasonably foreseeable that exposure could occur, how often is that exposure like to be? This can normally be ascertained from past experience and general knowledge.
3. **People at risk** - There is a need to identify the people at risk of exposure to the substance, whether they are exposed by working directly with it or are in the vicinity of the work, or areas, where the substance is handled, transported, processed, collected, packaged, stored, disposed of, or discharged. This includes members of the public and other non-employees.
4. **Routes of entry into the body** - Whether the hazard of exposure is due to inhalation, swallowing, absorption through or contamination of the skin.
5. **The quantity to which people are likely to be exposed** - It is necessary to evaluate and assess the quantities to which people are likely to be exposed. The concentration of the substance can, sometimes, be evaluated with the use of indicator tubes, dust lamps, etc. However, detailed measurements may need to be carried out to confidently establish these levels. Whenever levels are monitored or measured they should always take into account the circumstances that could be expected to give rise to the highest levels of exposure.

The likely duration and concentration of the exposure must always be known precisely in any of the following situations, where:

- Exposure routinely and frequently occurs.
- A high level of exposure can be foreseen.
- The substance has been assigned a workplace exposure limit (WEL).
- The substance is known to be particularly hazardous.

Where the magnitude or significance of the exposure is uncertain, detailed measurements will normally be required to enable the requirements for the prevention or adequate control of exposure to be assessed. The likely duration of exposure can normally be ascertained from past experience and general knowledge.

CONCLUSIONS REGARDING THE RISK

Once all the information has been gathered and collated it should be possible to reach conclusions regarding the risks to health resulting in exposure to the hazardous substance. If it is felt that there is still insufficient information to reach reasonable and valid conclusions further information and advice should be sought.

Where the risk assessment indicates that health monitoring is required for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health, or otherwise requisite for protecting the health of employees, it will be necessary to introduce a system of monitoring the exposure of employees to substances hazardous to health. Records of this monitoring must be kept for at least 40 years where the record is representative of the personal exposures of identifiable employees, or for at least 5 years in any other case from the date of the last entry.

EXPOSURE JUDGED NOT TO BE A RISK TO HEALTH

The following examples are considered reasonable grounds for reaching the conclusion that the substance does not present a risk to health:

- The process and/or operation is carried out to the same or better standard as the Health and Safety Executive, Industrial Advisory Committee or trade association guidance on good practice, which give assurance of insignificant exposure.
- The quantities of substances or rate of use are too small to constitute a risk to health under foreseeable circumstances, even if all the control measures fail.
- Measurements have previously been taken of the process and/or operation, including in a “maximum exposure” situation, which have confirmed that exposure is not a risk to health at any time and that the conditions of the process, operation and substances are demonstrably the same.
- The process and/or operation is performed strictly in conformance with well-documented procedures, information and the conditions as detailed by the suppliers of the plant and/or substance in which they give valid assurance that the operation, process and/or substance will not give rise to risks to health.

Risks should not be judged as negligible unless there is certain and valid evidence to back up this judgement. Where this is not available the risks must be identified and precautions instituted to protect the health of those exposed.

EXPOSURE JUDGED TO BE A RISK TO HEALTH

Where exposure is either known, or found to be occurring, in situations where prevention is reasonably practicable the risk must be considered unacceptable.

ASSESSMENT REGISTER

Once an assessment has been carried out for an operation and/or process a copy of that particular assessment record should be filed. To readily identify the operations and/or processes assessed, each assessment should be recorded in the assessment register.

This register should be completed as follows:

- Operation and/or Process - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process.
- Location - The location within the premises should be clearly identified.
- Record Number - The record number of the assessment.
- Date - The date on which the assessment was completed/revised.

As reassessments are completed, these details should also be entered in the assessment register.

EXPOSURE - PREVENTION OR CONTROL

Regulation 7 requires that exposure to hazardous substances must be either prevented or, where this is not reasonably practicable, adequately controlled.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

Control of Exposure

Workplace exposure limits (WELs) are occupational exposure limits set under the Control of Substances Hazardous to Health Regulations. These limits are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air averaged over a specific period of time referred to as a time-weighted average (TWA). Two time periods are used: long-term exposure limit (LTEL) of 8 hours and short-term exposure limit (STEL) of 15 minutes. STELs are set to help prevent effects, such as eye irritation, which may occur following a few minutes' exposure.

If the exposure to a substance assigned a WEL, as listed in Table 1 of the HSE guidance note EH40, is reduced as far as is reasonably practicable and is in any case below that WEL, it shall be considered to be adequately controlled.

When considering how far the exposure should be reduced below the WEL the nature of the risk likely to be caused by the substance must be weighed against the cost, the amount of time needed and the trouble required in taking the measures necessary to reduce that risk.

The non-assignment of a WEL does not necessarily signify that the substance is safe and without risk to health.

The routes of exposure to substances include inhalation, ingestion or absorption through the skin or mucous membranes.

In any of the above, exposure should be controlled to a standard where the level of exposure is such that nearly all the population could be repeatedly exposed daily without any adverse effect. The information necessary to set this standard may be available from a variety of sources, such as the manufacturer or supplier of the substance, occupational health publications or industrial and trade associations.

Prevention and Control Measures

The initial approach to the prevention and control of exposure to harmful substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately prevent or control exposure then the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the prevention or control of any exposure could be any combination of the following and should be considered in the order given:

1. Prevention of exposure:
 - The elimination of the substance, removing the risk in total.
 - The substitution of the substance with a less hazardous substance, a less hazardous form of the substance or dilution of the substance.
2. Control of exposure:
 - The total enclosure of the operation and/or process.
 - The alteration, modification or replacement of the plant, process and/or operation, or safe system of work to minimise the generation of, or suppress or contain, hazardous substances and to restrict the area of contamination in the event of any spills or releases, both routine and accidental, of those substances.
 - The provision of local exhaust ventilation to totally remove the airborne hazardous substance at source and dispose of it safely.
 - The provision of partial local exhaust ventilation to reduce the exposure to airborne hazardous substances.
 - The provision of sufficient general ventilation to reduce the exposure to airborne hazardous substances.
 - The reduction of the number of persons exposed.
 - The reduction of the length of exposure.
 - The prohibition of smoking, eating or drinking in the workplace.
 - The provision and use of suitable personal protective equipment.
 - The provision of adequate facilities for the cleaning, maintenance and repair of personal protective equipment.
 - The provision of adequate welfare facilities as already outlined.
 - The regular and effective cleaning of the workplace and/or plant to remove contamination.
 - The provision of suitable arrangements for the safe storage and safe disposal of hazardous substances.

Existing Control Measures

The control measures already in existence are to be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate consideration will be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

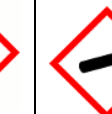
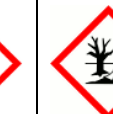
Control measures include, but are not restricted to, the following:

- Hygiene Facilities - Adequate washing facilities are provided for use by all persons likely to be exposed to hazardous substances. The facilities reflect the nature and the likely levels of any exposure and are sufficient to permit the user to achieve a standard of personal hygiene commensurate with the adequate control of the exposure and the need to prevent the spread of the substance. Eye wash facilities may need to be provided in case of an emergency.
- Personal Protective Equipment - Where protective clothing is used or there is a risk of contamination of personal clothing and effects then accommodation for that clothing and personal effects, and changing facilities, will be provided. Changing facilities are designed to ensure that personal clothing does not become contaminated with hazardous substances from the workplace, the risk of cross contamination between contaminated clothing and clean clothing is minimised and that they can be easily and effectively cleaned.
- Eating, Drinking and Smoking - Personnel are prohibited from eating, chewing, drinking or smoking in any area which is likely to be contaminated with any harmful substance.
- Eating and Drinking Facilities - Where it is necessary to reduce the risk of exposure by prohibiting the consumption of food or drink in the workplace facilities for this will be provided outside the contaminated area. These facilities will be conveniently placed in relation to the workplace and the hygiene facilities and will be so designed as to ensure that they will not become contaminated with substances emanating from the workplace and can be easily and effectively cleaned.

Maintenance of Personal Protective Equipment

You must ensure that personal protective equipment, including protective clothing, is properly stored, checked at suitable intervals, and when discovered to be defective, repaired or replaced before further use.

PPE which may be contaminated by a substance hazardous to health must be removed and kept apart from uncontaminated clothing and equipment and it must be ensured that contaminated clothing is decontaminated and cleaned or, if necessary, destroyed.

COSHH ASSESSMENT SHEET		Sheet Number:
This assessment is generic in nature and must be specifically adapted to meet particular site requirements or conditions by site management/user.		
COMPANY NAME:		
OPERATION / PROCESS:		
LOCATION:		
PRODUCT/SUBSTANCE USED:		DATA SHEET NO:
HAZARDOUS CONTENT:		WORKPLACE EXPOSURE LIMIT (WEL):
		<u>LTEL (8-hr TWA)</u> <u>STEL (15-Min)</u>
EXPOSED PERSONS:		
FREQUENCY OF EXPOSURE:		DURATION OF EXPOSURE:
HAZARDS:		
CONTROL MEASURES TO BE PUT IN PLACE:		
 Very Toxic	 Irritant / Sensitiser	 Corrosive
 Highly or Extremely Flammable	 Oxidising	 Explosive
 Serious longer term health hazards	 Contains gas under pressure	 Dangerous for the environment
EXPOSURE ASSESSMENT: OPERATORS AND OTHERS		
Acceptable if the procedures outlined to minimize risk of exposure are adhered to.		
ASSESSOR:	POSITION:	DATE:

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled. Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity:		
Additional specific hazards identified:		
Additional control measures required:		
Assessment of remaining risks:		
Is residual risk level acceptable?		
Serious or imminent danger risks identified:		
Emergency action required:		
Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Assessment (tick)		
Contractor	Site Copy	Employees
Subcontractor	Other	Client
On-Site Assessment Signed:	Print Name:	Date:

COSHH Assessment Register

Operation / Process / Substance	Location	Record Number	Date

Asbestos Management (Site)

INTRODUCTION

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Past exposure to asbestos currently kills around 4,500 people a year in Great Britain. Workers who carry out building maintenance and repair are particularly at risk.

Any structure built or refurbished before the year 2000 may potentially contain asbestos. As long as the asbestos-containing material (ACM) is in good condition and is not being or going to be disturbed or damaged, there is negligible risk. Asbestos is only a risk to health if it is disturbed, and asbestos fibres are released into the air and breathed in. This can affect building occupants, visitors and trade contractors.

Although it has been illegal to use asbestos in the construction or refurbishment of any premises for several years, many thousands of tonnes were used in the past and much of it remains in place.

Who is at risk?

The more asbestos fibres breathed in, the greater the risk to health. Therefore, workers who may be exposed to asbestos when carrying out demolition, maintenance and repair jobs are at particular risk.

Where is Asbestos found in buildings?

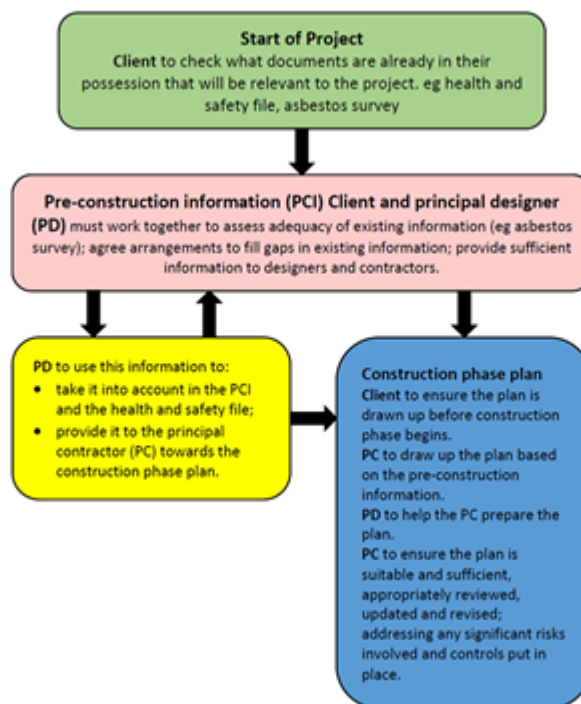
Asbestos was used in many parts of buildings, below is a sample of uses and locations where asbestos can be found:

Asbestos product	What it was used for	
Sprayed asbestos (limpet)	Fire protection in ducts and to structural steel work, fire breaks in ceiling voids etc	Higher Risk Materials
Lagging	Thermal insulation of pipes and boilers	
Asbestos insulating boards	Fire protection, thermal insulation, wall partitions, ducts, soffits, ceiling and wall panels	
Asbestos cement products, flat or corrugated sheets	Roofing and wall cladding, gutters, rainwater pipes, water tanks	Lower Risk Materials
Certain textured coatings	Decorative plasters, paints	
Bitumen or vinyl materials	Roofing felt, floor and ceiling tiles	

MANAGEMENT OF ASBESTOS DURING CONSTRUCTION WORK

Regulation 4. The Control of Asbestos Regulations is the duty to manage asbestos in non-domestic premises. It requires Dutyholders to identify the location and condition of asbestos in non-domestic premises and to manage the risk to prevent harm to anyone who works on the building or to building occupants. It also explains what is required of people who have a duty to cooperate with the main Dutyholder to enable them to comply with the regulation.

The Construction (Design & Management) Regulations require arrangements to be in place to deal with asbestos during construction work, including refurbishment and demolition. Where construction or building work is to be carried out, the CDM client must provide designers and contractors with project-specific information about the presence of asbestos, so that the risks associated with design and construction work, including demolition, can be addressed.



IDENTIFICATION AND LOCATION OF ASBESTOS CONTAINED MATERIALS FOR CONSTRUCTION

A refurbishment/demolition survey is to be used to locate and describe, as far as reasonably practicable, all asbestos-containing materials in the area where refurbishment or demolition work is to take place. (subject to age of the structure).

Refurbishment/demolition surveys are technically more challenging than management surveys, as their purpose is to identify all ACMs within a particular building area or within the whole premises, so they can be removed.

The HSE recommends engaging UKAS accredited surveying organisations as they have been independently audited to confirm compliance with HSG 264 (Asbestos: The survey guide) guidance, as well as demonstrating suitable quality control standards and staff training processes.

The information in the survey report should be used to form the asbestos register. The survey report itself will generally not be the asbestos register. The asbestos register will be a simpler document and will not contain most of the information in the survey report, e.g. the bulk analysis results or survey site information.

The asbestos register can be a paper or electronic document/database. It must be up to date and accessible, irrespective of the form. The asbestos register must be available to those who plan or initiate maintenance and construction related work, so it can be consulted before the work commences. The asbestos register should be consulted for all work which may disturb the fabric of the building or involve the building services. The dutyholder should ensure that the contractor acknowledges the presence of ACMs.

TRAINING

The Control of Asbestos Regulations, Regulation 10 (Information, Instruction and Training), requires employers to make sure that anyone liable to disturb asbestos during their work, or who supervises such employees, receives the correct level of information, instruction and training to enable them to carry out their work safely and competently and without risk to themselves or others.

There are three main types of information, instruction and training. These relate to:

- Asbestos awareness.
- Non-licensable work with asbestos including>NNLW
- Licensable work with asbestos.

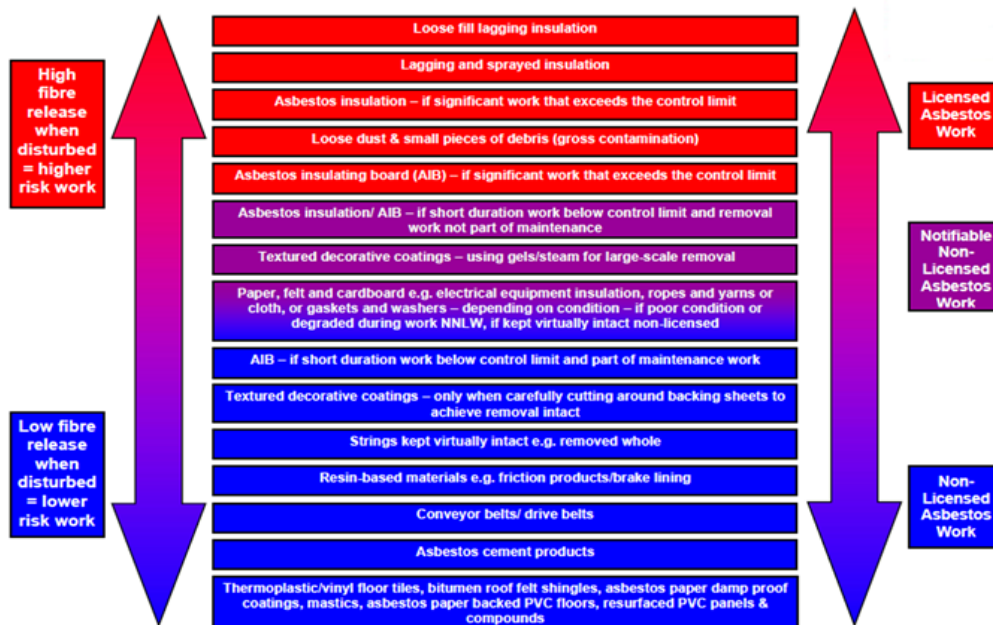
All information, instruction and training given should include an appropriate level of detail, be suitable to the work being done, and use written materials, oral presentation and practical demonstration as necessary.

ASBESTOS REMOVAL

Depending on the type, quantity and condition of the asbestos containing materials to be removed, the works will fall into one of three categories:

- Licensed Work.
- Notifiable Non-Licensed Work.
- Non – Licensed Work.

The decision on who will undertake the works can be made through consultation with the asbestos surveying organisation and by comparing the survey findings with the HSE Illustration of Asbestos Work Categories diagram



Whether the work is to be removed using inhouse employees or using third organisations, all personnel involved in the planning and removal of the asbestos must be able to demonstrate suitable competence and are to have had received appropriate training.

DEALING WITH SUSPICIOUS MATERIALS

On discovery or disturbance of ACMs, or any other suspicious material, the following procedure must be followed:

1. Stop work.
2. Inform others locally not to further disturb the material.
3. Where appropriate, seal and cordon off the area and post appropriate warning signage.
4. Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate.
5. Do not return to task until the area is given the all clear and you are instructed to do so.
6. If it does not contain asbestos then work can continue.

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

Section I

Arrangements for Providing Information, Instruction and Supervision

In compliance with our legal duties under the Health and Safety Information for Employees Regulations; either a health and safety law poster shall be displayed in a prominent position in each workplace, or the equivalent leaflet will be provided to each worker outlining British health and safety laws.

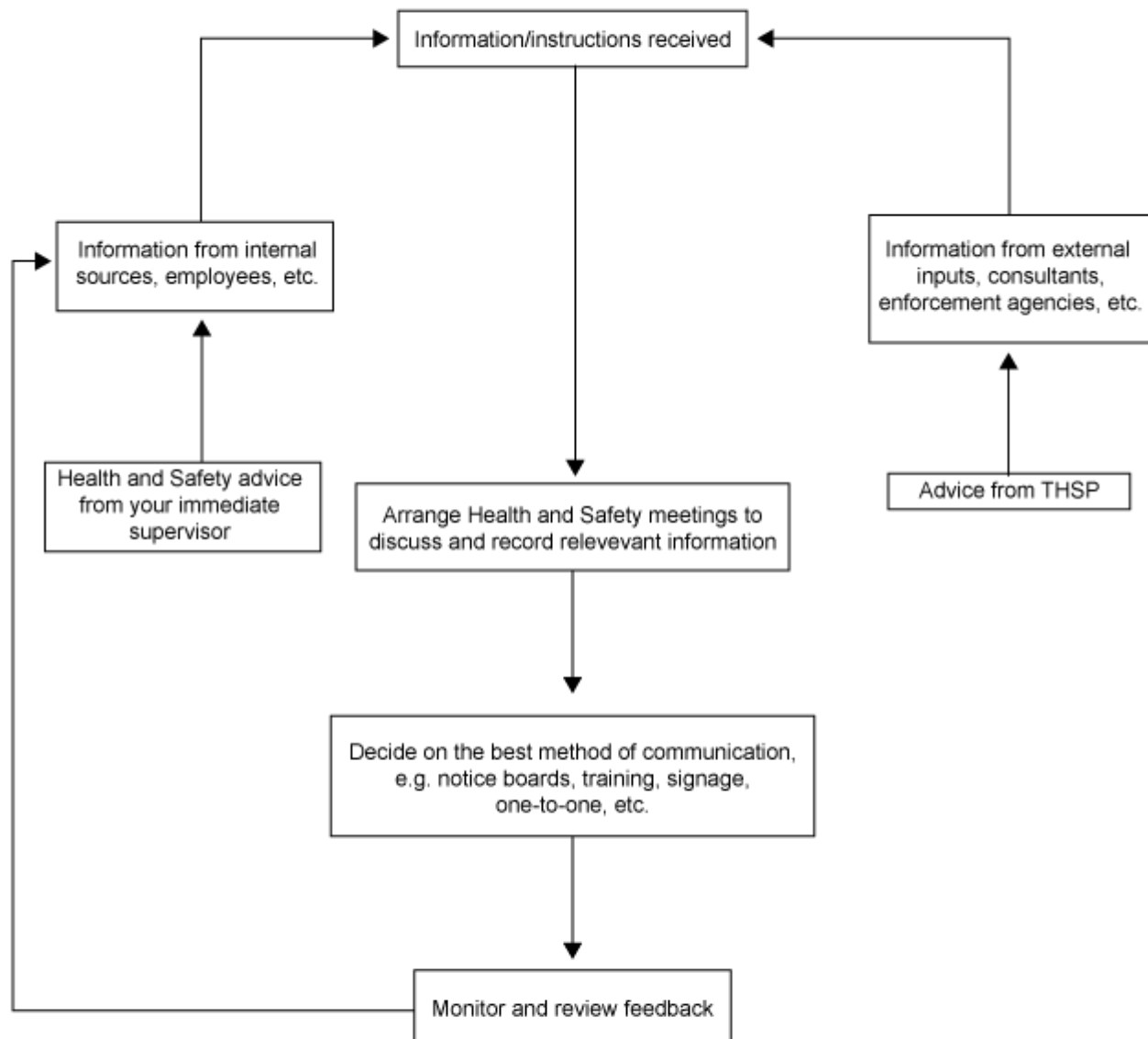
Health and safety advice is available from your immediate supervisor or from THSP Risk Management on 03456 122 144.

Ellis Roberts shall ensure that adequate supervision of trainee workers is provided. Day-to-day supervision shall be carried out by the relevant workplace manager or supervisor.

Ellis Roberts shall ensure that adequate supervision of vulnerable groups is provided. Day-to-day supervision shall be carried out by the relevant workplace manager or supervisor.

The Operations Manager shall be responsible for ensuring that any of our employees working at locations under the control of other employers are given relevant health and safety information.

Procedure for Providing Information, Instruction and Supervision



Providing Information, Instruction and Supervision

SAFETY SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations apply to all work premises and activities but do not apply to signs relating to the supply of dangerous substances, the transport of dangerous goods by road or rail, or to signs regulating road or rail traffic.

The regulations cover the provision and use of safety signs and signals which are required to be displayed or used when a risk assessment shows that, in spite of protective measures, the risk cannot be eliminated or sufficiently reduced and a significant risk remains.

Safety Signs

Safety signs must conform to the requirements overleaf. Signs should be illuminated where appropriate and must be kept clean and properly maintained.

Signals

These include:

- Acoustic signals and/or verbal communication to signal danger, e.g. to call for emergency evacuation. Such signals shall be tested at frequent intervals.
- Hand-signals or verbal communication to guide persons carrying out hazardous or dangerous manoeuvres, e.g. reversing vehicles.

Training

Employees shall be given sufficient information, instruction and training about the meaning of safety signs and signals and on the relevant action that must be taken.

Further Guidance

Further information is given in the HSE booklet L64 "Safety Signs and Signals: Guidance on Regulations".

TYPE OF SIGN	SHAPE	SYMBOL/COLOUR	
Prohibitory: (e.g. "NO SMOKING")	Round	Black pictogram on white background, red edging and diagonal line	
Warning: (e.g. "ELECTRICAL RISK")	Triangular	Black pictogram on yellow background with black edging	
Mandatory: (e.g. "EAR PROTECTION MUST BE WORN")	Round	White pictogram on blue background	
Emergency escape or first aid:	Rectangular or square	White pictogram on green background	
Fire fighting: (e.g. "EMERGENCY FIRE HOSE")	Rectangular or square	White pictogram on red background	

SMOKEFREE WORKPLACES

The "**smokefree**" law applies to virtually all "enclosed" and "substantially-enclosed" public places and workplaces, including both permanent and temporary structures.

Premises are considered enclosed if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.

Premises are considered substantially-enclosed if they have a ceiling or roof but have an opening in the walls which is less than half the total area of the walls.

SMOKEFREE VEHICLES

Work vehicles must be smokefree if they are used in the course of paid or voluntary work by more than one person, regardless of whether they are in the vehicle at the same time.

SMOKEFREE HOME WORKING

Any part of a private dwelling used **solely** for work purposes must be smokefree if:

- It is used by more than one person who does not live at the dwelling.
- Members of the public attend to deliver or to receive goods and/or services.

SMOKEFREE SIGNAGE

There is a requirement for at least one legible no-smoking sign to be displayed in all smokefree premises and commercial vehicles.

Owners and managers are free to decide the size, design and location of the signage.

SMOKE FREE LAW ENFORCEMENT

Failure to comply with the smokefree law is a criminal offence. Local councils are responsible for enforcing the smokefree law in England and have the legal power to enter premises or board vehicles to determine if anyone is breaking the law.

Employers who control or manage smokefree premises and vehicles have a legal responsibility to prevent people from smoking in them and to ensure that the required "no smoking" signs are in place. Employers should ensure that their employees are aware of the law and that they now work in a smokefree environment.

Notwithstanding the requirements of the smokefree law, employers retain a general duty of care under the Health and Safety at Work Act to protect their employees from the effects of second-hand smoke where exposure to it may be considered unavoidable in their workplace.

For further information on the smokefree law visit the Department of Health website:
www.smokefreeengland.co.uk.

WORKPLACE DOCUMENTATION

Notices

The following notices will be displayed in a prominent position in the workplace:

- Health and Safety law placard.
- A copy of your employer's liability insurance.
- Copy of the organisation's health and safety policy statement.

Prescribed Registers

- Weekly record of inspection as required by the Health and Safety Legislation for example work at height.
- Record of inspection and/or thorough examination as required by The Provision and Use of Work Equipment Regulations (PUWER) or The Lifting Operations and Lifting Equipment Regulations (LOLER) for all other equipment.
- Accident book - record of injuries incurred.

Documents

- Assessments required:
 - Risk.
 - COSHH.
- *Where appropriate*
 - Noise.
 - Manual handling.
 - Specialist.
 - Health and Safety Management Plans.
 - Method Statements.
 - Specialist, e.g. asbestos, RPE.
- Evidence/certificates of competence (including training) for any equipment used/tasks carried out.

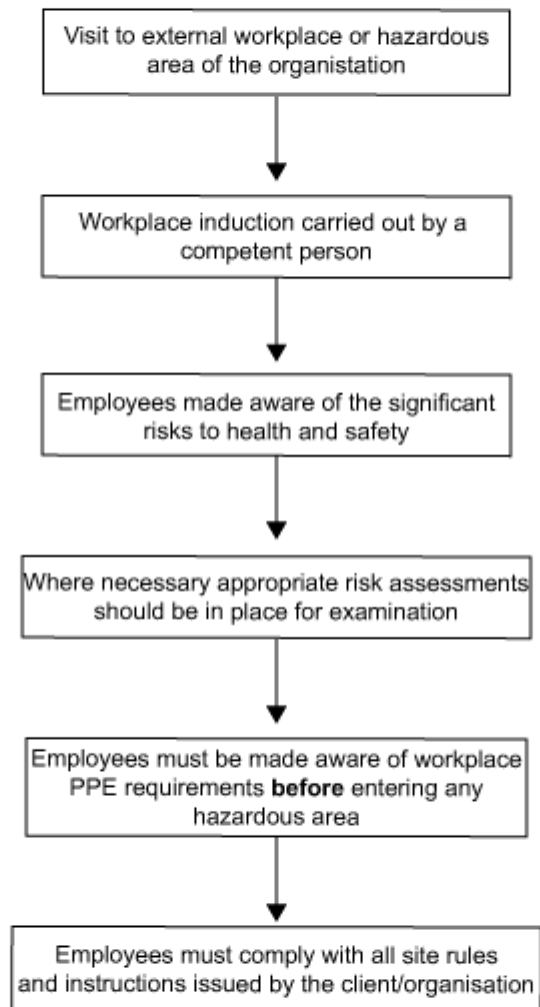
Section J

Arrangements for Staff Visiting Hazardous Areas/Workplace

If Caring Chloe Ltd employees are required to visit an external workplace or parts of this organisation's premises are deemed to be hazardous then there will either be a specific risk assessment or safe system of work produced to ensure their safety. This may include the use of a permit-to-work system.

It will be for **the Operations Manager** to ensure that a safe working procedure is generated and adhered to. Employees are required to comply with the requirements of that safe working procedure.

Procedure for Staff Visiting Hazardous Areas/Workplace



Organisation Staff Visiting Hazardous Areas and Sites

INTRODUCTION

"Hazardous areas" in the context of this section relates to areas within this organisation's premises or on external work sites, where the organisation's employees are required to work/visit on the organisation's business.

It is the policy of this organisation that in the event of any of our employees being required to periodically work at or visit external work sites, or parts of the premises that are deemed to be hazardous, the following health and safety rules and procedures shall be put into effect:

HAZARDOUS AREAS WITHIN THIS ORGANISATION'S PREMISES

The manager/supervisor in control of the hazardous area(s) must ensure that:

- Written procedures are in place for the effective monitoring and/or supervision of staff required to work in or visit hazardous or restricted areas.
- A risk assessment is made of the hazardous area in question to identify staff at risk and control measures required to reduce that risk. The risk assessment must be recorded and be readily available for inspection purposes and must take the provision of first aid into account.
- Staff who are at risk are made aware of hazardous or restricted areas on the premises through provision of information, instruction or training (this may include induction training as the case may be), before entering such areas.
- The area is adequately signed to indicate the nature and severity of the hazard and the precautionary measures required (this may include display of a safe system of work for the area, symbolic safety signs requiring personal protective equipment to be worn in the affected area, etc.).
- There is an adequate provision of personal protective equipment readily available for use by staff before entering the hazardous area and that such staff are aware of where that equipment is located.
- A suitable and effective emergency and evacuation system is in place for the area concerned, which is tested at regular intervals.

In the case of external personnel (e.g. cleaners, members of public, visitors, etc.) entering the hazardous area the precautions above must still be taken as if that person were an employee.

HAZARDOUS EXTERNAL SITES

Where it is necessary for employees to visit or work at external sites that present a significant risk to their health and/or safety the following procedures must be in place prior to any works being carried out:

- Employees must be made aware of the significant risks to health and safety of the site concerned (such information may be in the form of induction training and should be provided either by the client or by this organisation), as well as arrangements in place/required to be taken to adequately reduce such risks to the lowest levels. Where the degree of hazard or risk warrants such action, risk assessments and/or safe systems of work must be drawn up, be put in place and be made available to employees. The responsibility for determining the level of risk, the appropriate action to be taken and liaison to help determine risk will be a management function of this organisation.
- Any personal protective equipment required to be worn on site must be provided (either by the client or this organisation as the case may be) and worn **before** entering the hazardous area.
- All safety rules and instructions relating to the hazard/s or risk which are displayed or provided by the client/this organisation **must** be complied with at all times.

Arrangements for Working in Confined Spaces

INTRODUCTION

It is the policy of the organisation to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

The organisation acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

The organisation will, in consultation with employees and their representatives:

- Provide such information, instruction and training as is necessary to enable the appointment of "competent persons" capable of carrying out risk assessments when entry into confined spaces is planned.
- Maintain a documented permit-to-work system, which must be used whenever entry into confined spaces is required.
- When entry into confined spaces is required for employees, the organisation will:
 - Maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen.
 - Provide training in the use of breathing apparatus, or other safety equipment, for those employees who may be required to use such equipment when working in confined spaces.
- When entry into confined spaces by contractors and sub-contractors (including the self-employed) is required, the organisation will:
 - Ensure that only serviceable sets of approved breathing apparatus, respiratory protective equipment and other safety equipment are used, so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc or where there is a deficiency of oxygen.
 - Ensure that users of such equipment have received adequate training in their use.

Section K

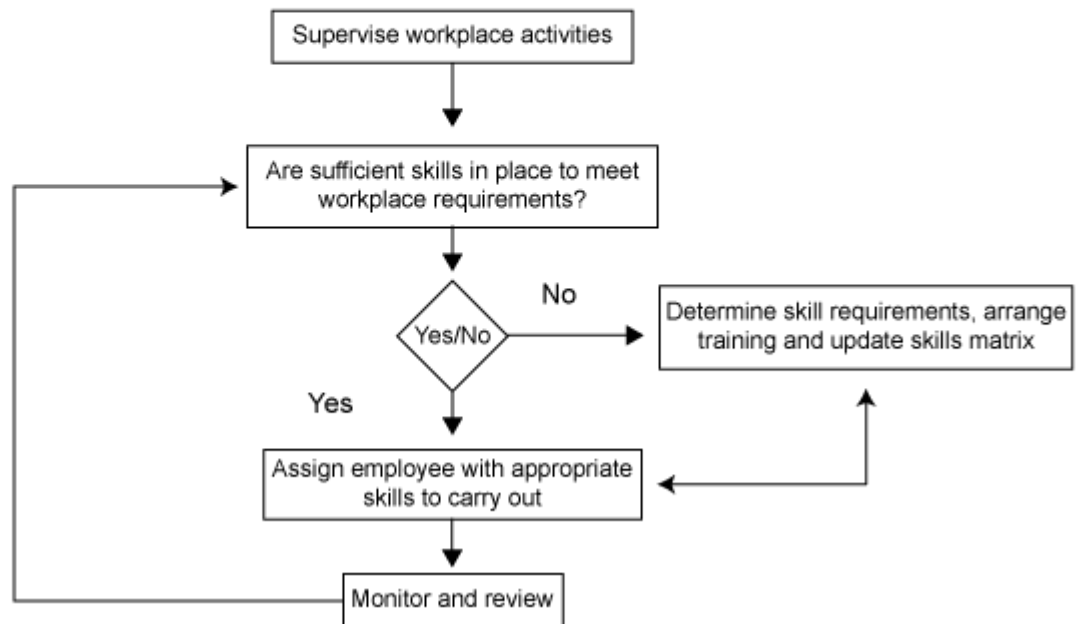
Arrangements to Assess Employee Competency for Tasks and Training

Ellis Roberts and the Operations Manager will deem who is competent to carry out tasks including:

- Supervising and monitoring workplace activities.
- Advising on risk assessment.
- Use of equipment, its maintenance and repair.
- Administering first aid.
- Working at height.

Ellis Roberts and the Operations Manager will identify, arrange and monitor training provided either in-house or by external providers.

Procedure for Assessing Employee Competency for Tasks and Training



Assessing Employee Competency

INTRODUCTION

Frequently there is a need to deem competence to carry out a task or oversee a task and convey authority to use a particular piece of equipment. Competence is not defined precisely in any current regulation or act. The nearest we get is from the Management of Health and Safety at Work Regulations:

"A person shall be regarded as competent where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures."

When in doubt a judge would often turn to a renowned dictionary. From the Cambridge International Dictionary of English <http://uk.cambridge.org/elt/cide>:

"- competence, competency *noun* the ability to do something well."

Modern regulations insist that it is for the employer to deem competency and so to be able to carry out a (dangerous) task to a level that is acceptable we need to demonstrate that the individual has "training and experience or knowledge and other qualities" to enable them to carry out that task safely.

In some circumstances there is a qualification that helps. Generally we accept that the person who has passed a driving test and holds a driving licence is competent to drive. Or a training course, e.g. attendance at a safety awareness course, may be sufficient to think that a person is competent to be in a certain area and not cause harm to themselves or others. In other circumstances the knowledge that the operative has carried out this task safely for the last 10 years, without danger, may be sufficient to deem competence. Where there is a legal requirement for training then satisfying that requirement will be a necessary part but perhaps not the whole reason for deeming competence.

Where a person is deemed competent or given authority to carry out a task then it would be wise to record that fact.

Competence may be required in overseeing or supervising, advising on safety-critical matters, using particular equipment or working in certain environments.

An incomplete guide list follows:

- **Overseeing or Supervising:**
 - Supervising personnel.
 - Supervising activities.
 - Supervising use of machinery.
 - Supervising young persons or trainees.
- **Advising on Safety-Critical Matters:**
 - Advising on risk assessment.
 - Carrying out occupational health monitoring.
 - Carrying out equipment maintenance/repair.
 - Operating equipment.
 - First aid.

Competency/Authorisation Register

Name:

Competency :	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
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	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		

Section L

Arrangements for Manual Handling Operations

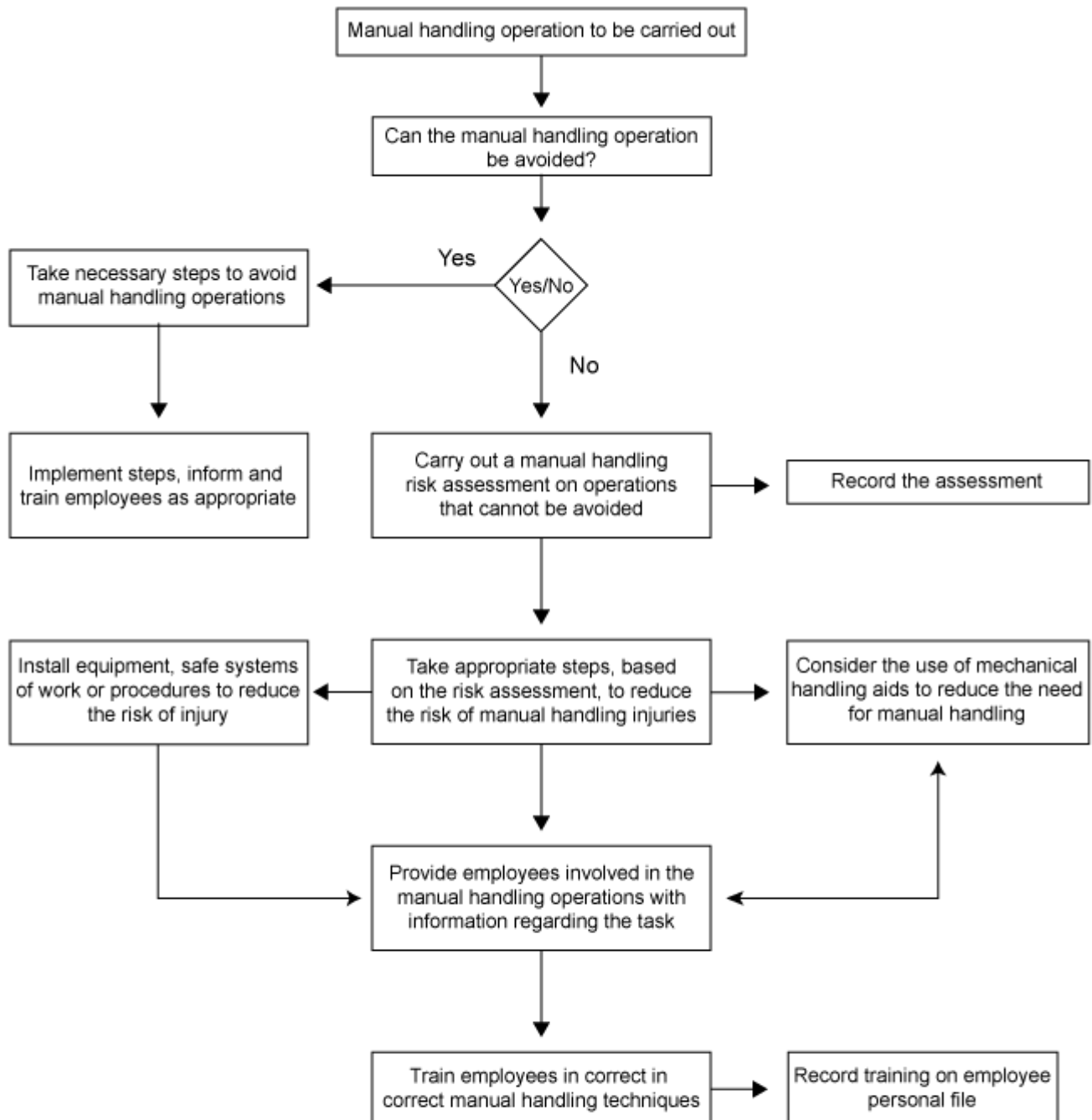
Manual handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Manual Handling Operations Regulations Caring Chloe Ltd will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then Caring Chloe Ltd will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessments will be recorded and reviewed if no longer valid or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by Caring Chloe Ltd (as their employer) to alleviate or reduce the risk of manual handling operations will be communicated to employees.

Procedure for Manual Handling Operations



Manual Handling Operations

INTRODUCTION

The Manual Handling Operations Regulations apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations.

They will include not only lifting but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

As an employer, the organisation is required to take three key steps:

1. Avoid hazardous manual handling operations where reasonably practicable.
2. Adequately assess any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment and the individual's capability. Unless the assessment is very simple, a written record will be needed.
3. Reduce the risk of injury as far as is reasonably practicable.

AVOIDING MANUAL HANDLING

Avoiding manual handling operations that may cause injury may be achieved by:

- Redesigning the task to avoid moving the load.
- Doing the job in a different way e.g. breaking the load down to smaller, more manageable units.
- Automation.
- Mechanisation.
- The use of mechanical manual handling aids.

PRINCIPLES

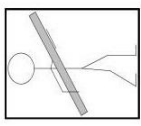
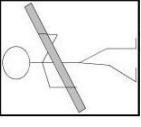
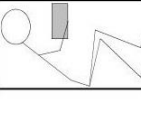
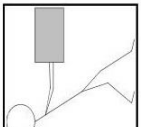
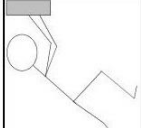
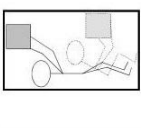
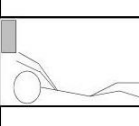
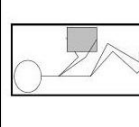
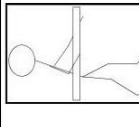
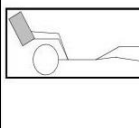
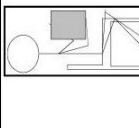
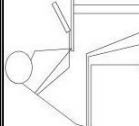
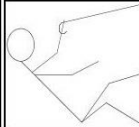
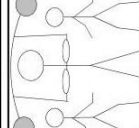
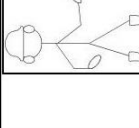
The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles - back and abdominal muscles are weak, the leg and thigh muscles are strong. A good posture at the start of the lift is essential; slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). If the load can be kept close to the body a person can act as a human elevator - resulting in far heavier loads being lifted with far less effort.

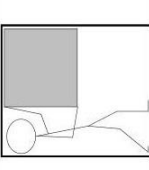
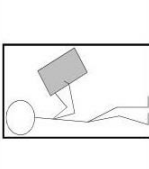
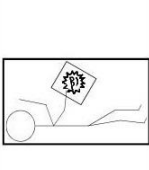
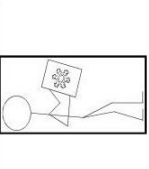
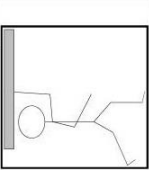
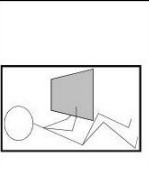
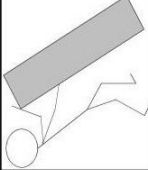
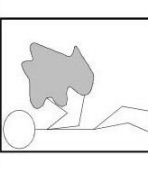
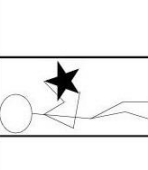
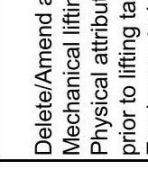
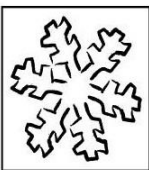
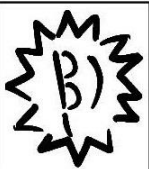
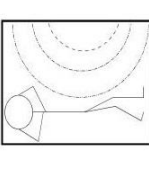
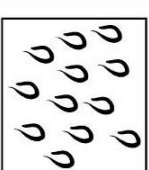
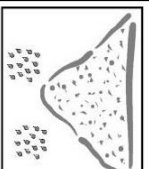
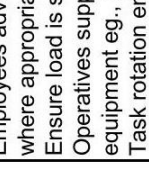
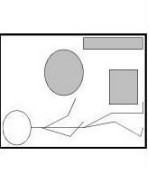
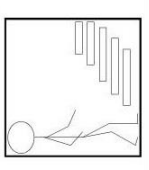
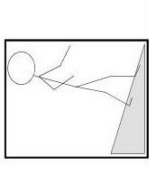
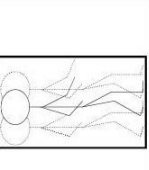
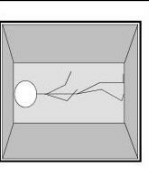
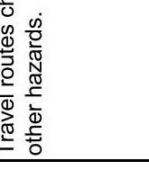
There are six significant points in manual handling:

1. Grip - A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips; continued use of them leads to strained fingers and forearms.
2. Back - The back should be slightly bent, as should the hips and knees, in order to get close to the load and then to raise it, pushing upwards with the leg muscles. The back should not be flexed any further while lifting, as can happen if the legs begin to straighten before starting to raise the load. Avoid twisting the back or leaning sideways, especially when the back is bent.
3. Head - Keep the head up when handling. Once the load is held securely, look ahead, not down at the load.
4. Feet - The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other in order to maintain balance. This position provides a stable base as the load is lifted. Be prepared to move the feet during the lift to maintain stability - turning by moving the feet is better than twisting and lifting at the same time.
5. Arms - Where possible, the load should be hugged as close to the body as possible so that the body does not become unbalanced.
6. Body - Keep the load close to the body for as long as possible while lifting and keep the heaviest side of the load next to the body.

OTHER PRECAUTIONS

- A person should always be able to see where they are going.
- It is good practice to look over the route before lifting to ensure that there are no obstructions or obstacles in the way.
- Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides.
- Hand hooks or other lifting aids are to be used if loads are unwieldy or irregular in shape.
- If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of their capabilities, help is to be sought.

Company Name		Manual Handling Risk Assessment				THSP	
Form Ref:		Project:		Contract No:			
Activity:		Location:					
Materials to be Handled:		Hazardous Contents:					
Can Manual Handling be Eliminated? Yes ☐ No ☐		Tick all Applicable Activities ☐					
Party: Management ☐ Supervisor ☐ Third Party ☐ Client ☐							
TASK							
Carrying ☐							
Pulling ☐							
Reaching High ☐							
Reaching Low ☐							
Residual Risk Factor		Severity ()		Likelihood ()		HML ()	
Residual Risk Factor		Severity ()		Likelihood ()		HML ()	
INDIVIDUAL							
							
Training Required? ☐		Medical Condition or History? ☐		Need for Unusual Strength or Height? ☐		Team Lift? ☐	
18-55 Years? ☐		PPE to be Worn? ☐		18-55 Years? ☐		Team Lift? ☐	
S - Severity 1 = Trivial Injury/ies 2 = Minor Injury/ies 3 = Major Injury/ies 4 = Major Injuries/ies to several people 5 = Death		L - Likelihood 1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence		R - Risk = S x L 15-25 = High Risk 8 - 12 = Medium Risk 1-6 = Low Risk			

Manual Handling Operations Record (ctd.)									
LOAD	Estimated Size: mm	Estimated Weight:kg					Likely Harm		
							Delete/Amend as appropriate: Sprains and strains, trapped digits, cuts and abrasions, work related upper limb disorders, musculoskeletal disorders, back pain and herniated discs, trapped nerves, fatigue, hazardous substance contamination.		
☐ Bulky / Unwieldy	☐ Difficult to Grip	☐ Hot	☐ Cold	☐ Light	☐ Heavy				
							Control Measures Delete/Amend as appropriate: Mechanical lifting equipment utilised where possible; Physical attributes of employees taken into consideration prior to lifting task. Team lift where necessary; Employees trained in the correct manual handling techniques (Kinetic lifting) and employees made aware of size/weights; Employees made aware of COSHH assessment findings; Employees advised on any spillage/leakage procedures where appropriate; Ensure load is secure during lifting operations. Operatives supplied with appropriate personal protective equipment eg., gloves and safety footwear. Task rotation employed as appropriate. Adequate rest breaks given. Good housekeeping practices employed. Travel routes checked and cleared of obstructions and other hazards.		
☐ Unstable	☐ Eccentric Shape	☐ Abrasive / Sharp							
ENVIRONMENT									
									
☐ Cold	☐ Hot	☐ Noisy	☐ Windy	☐ Humid	☐ Dusty	☐ Confined Space			
									
☐ Uneven Surfaces	☐ Obstructions	☐ Steps	☐ Slopes	☐ Vibration	☐ Vibration	☐ Vibration			
Produced By: _____							Date: / /		
Name: _____							Signature: _____		

Section M

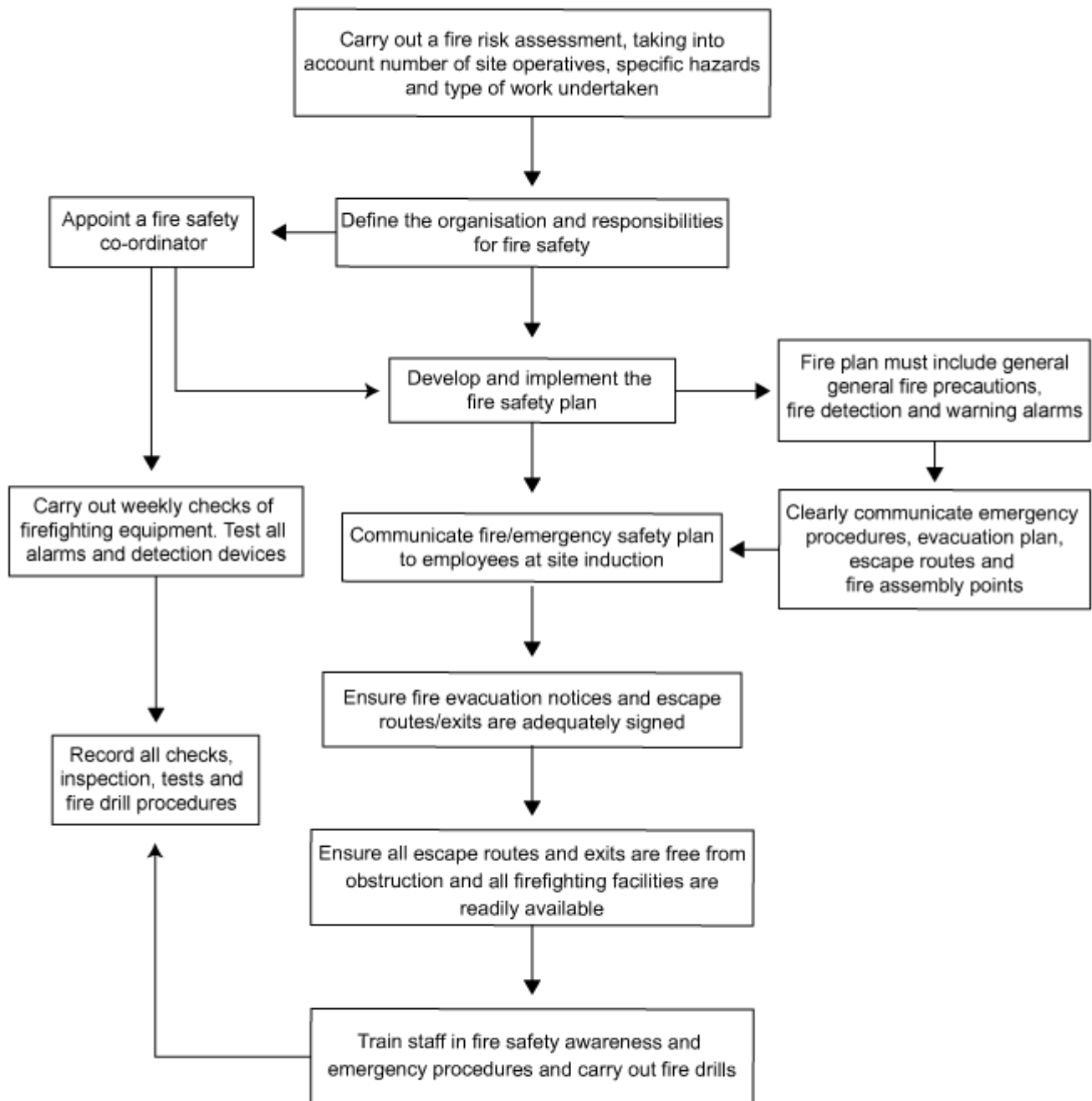
Arrangements for Fire and Emergencies (Site)

It is the policy of Caring Chloe Ltd that suitable and sufficient fire and emergency procedures be in place **on site** in order to facilitate effective evacuation or other appropriate action, and to ensure that employees' personal health and safety is not put at risk unduly during the course of such action.

In many circumstances the on-site emergency procedures will be defined by the Principal/Main Contractor or the Client's standing arrangements. If this is the case then this will be explained at site induction. If not the site manager will ensure that procedures are put in place, implemented and maintained.

In the event of a fire, explosion or damage to services (water, electric or gas) occurring, full details of the incident are to be passed to **Robert Graham / Nathalie Abellana** as soon as possible.

Procedure for Fire and Emergencies (Site)



Site Fire and Emergency Procedures

Suitable and sufficient fire and emergency procedures should be in place at each site in order to facilitate effective evacuation or other appropriate action and to ensure that operatives' health and safety is not put at risk unduly during the course of such action. The following is an example of the type of procedures that would be put in place at the site, although it is possible that these procedures may be more detailed or complicated depending on the nature, extent and complexity of the site, and if there are any existing emergency/fire procedures in place for the site.

FIRE PRECAUTIONS

The site manager is to ensure that:

1. Sufficient fire-fighting equipment is available on the site and that it is serviced/ maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the fire-fighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the site, either personally or by a designated member of staff, when work ceases:
 - Electric, gas and oil equipment not required to operate overnight is switched off.
 - Equipment in use overnight is safe.
 - No cigarettes are left smouldering.
 - Fire doors and smoke stop doors are closed.
 - Windows are closed, outside doors locked and the premises are secure against intruders.

This will require that a fire patrol is carried out 1 hour after the end of any hot-works.

A suitable fire assembly area will be designated in compliance with routine orders issued by the organisation's representative or defined in the health and safety plan.

UNDERGROUND SERVICES

In the event that any underground services are struck contact is to be made with the organisation to which the underground services belong. All work in the area is to cease until such time as the services have been examined and the area is made safe. A list of the relevant organisations is to be retained on site.

TEMPORARY ACCOMMODATION

Site accommodation presents a series of hazards that vary with usage. Temporary site huts see service as offices, workshops, canteens, drying rooms, tool stores, rest rooms and other uses. Frequently they are many of these things at the same time and the site manager should ensure that:

- Fire exits are conspicuously marked, easily and immediately able to be opened from the inside, and have unobstructed access and a suitable means of escape.
- Adequate fire-fighting equipment is available.

Temporary buildings should be at least 10.0 metres away from the permanent structure to create a fire gap. Where the break is less than 6.0 metres then the temporary building should not add to the spread of fire or the creation of smoke/toxic fume. In order to ensure this the following standards apply:

- Internal ceiling and all wall surfaces to BS 476 part 7.
- External roof surface to BS 476 part 3.
- Walls and roof 30 minute fire resistance to BS 476 parts 20 and 22.
- Doors and windows 30 minute fire resistance to BS 476 parts 20 and 22.
- Supporting members 30 minute fire resistance to BS 476 parts 20 and 21.
- Metal tread staircases to be used (SFRP).

Where the temporary building is located within another building, fire access and escape routes should be clearly marked.

Fire Safety Inspection Fire Safety Inspection Checklist

Company name:

Area inspected/site address:

No	ITEM	YES/NO/ N/A	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located at fire points?			
08	Fire alarm used?			
09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months or sooner where applicable?			

No.	ITEM	YES/NO/ N/A	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
11	Fire marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	"No Smoking" and similar warning signs displayed in areas of flammable materials storage?			

Person completing checklist:

Job title:

Date:

Section N

Arrangements for First Aid, Medical Emergencies, Accidents/Incidents

FIRST AID

Ellis Roberts shall ensure that there are sufficient first aiders available at all workplaces.

Details of the first aid kit locations and names of first aiders shall be displayed on designated notice boards within the workplace.

The responsibility for ensuring first aid kits are kept fully stocked at all times rests with the designated first aiders/appointed persons:

First aid kits kept in Caring Chloe Ltd's vehicles are the responsibility of the driver of the vehicle.

MEDICAL EMERGENCIES

In the event of an injury or sudden illness the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to the workplace supervisor and **Robert Graham / Nathalie Abellana** as soon as possible.

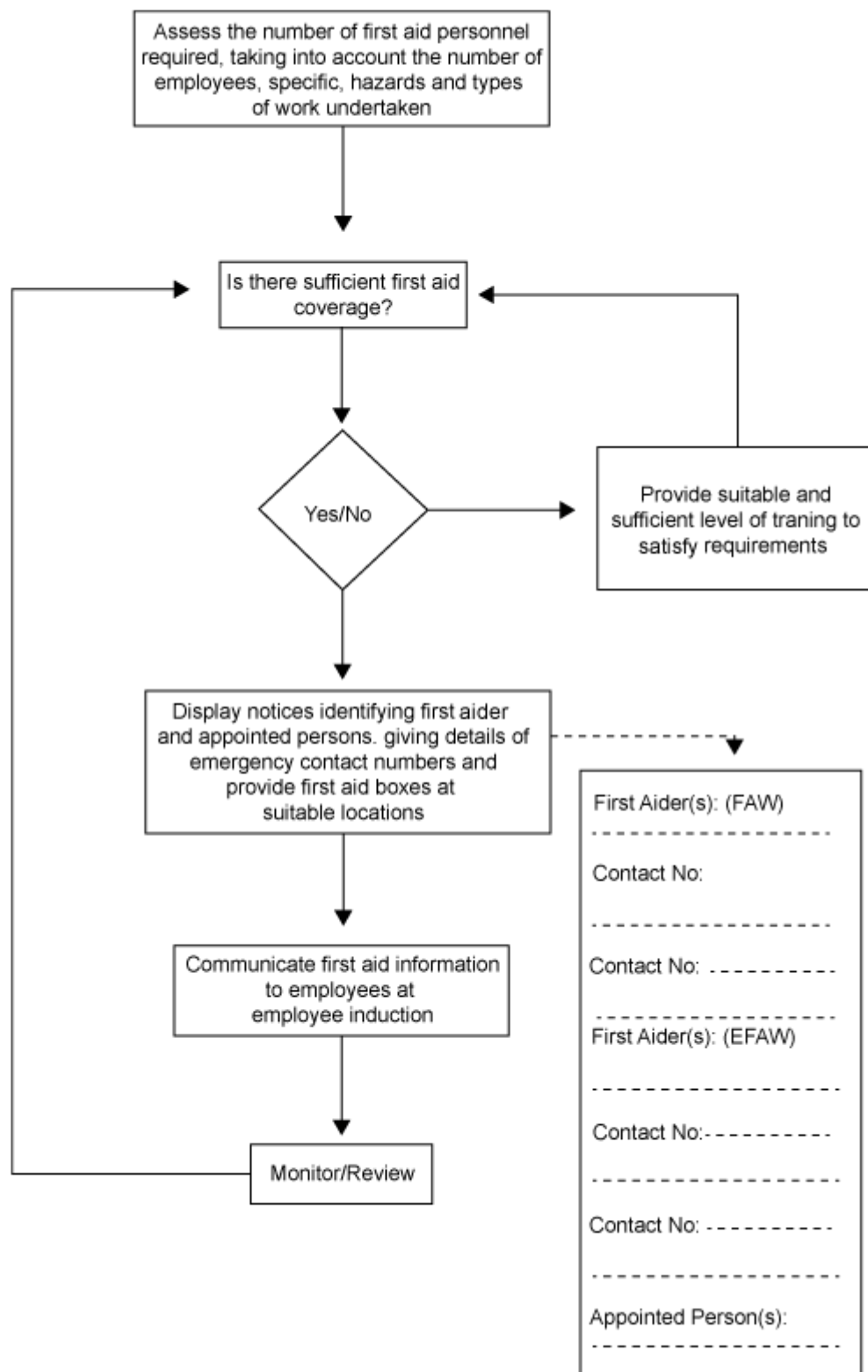
ACCIDENTS/INCIDENTS

All accidents and cases of work-related ill-health are to be recorded in the designated Caring Chloe Ltd accident book.

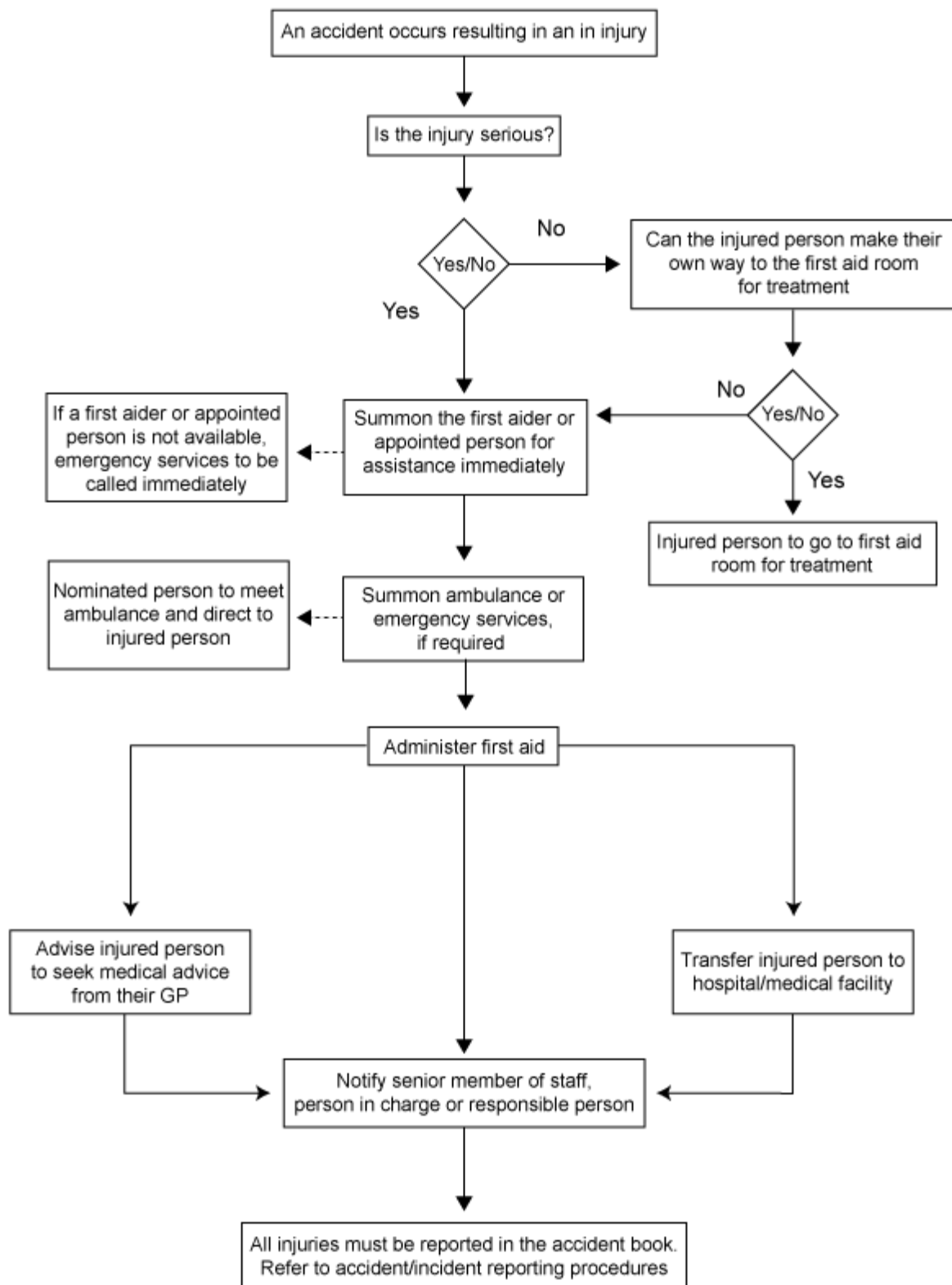
Ellis Roberts shall be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

Robert Graham / Nathalie Abellana shall be responsible for investigating accidents/incidents, ill health and dangerous occurrences. At their discretion they may call on THSP Risk Management to assist with the investigation.

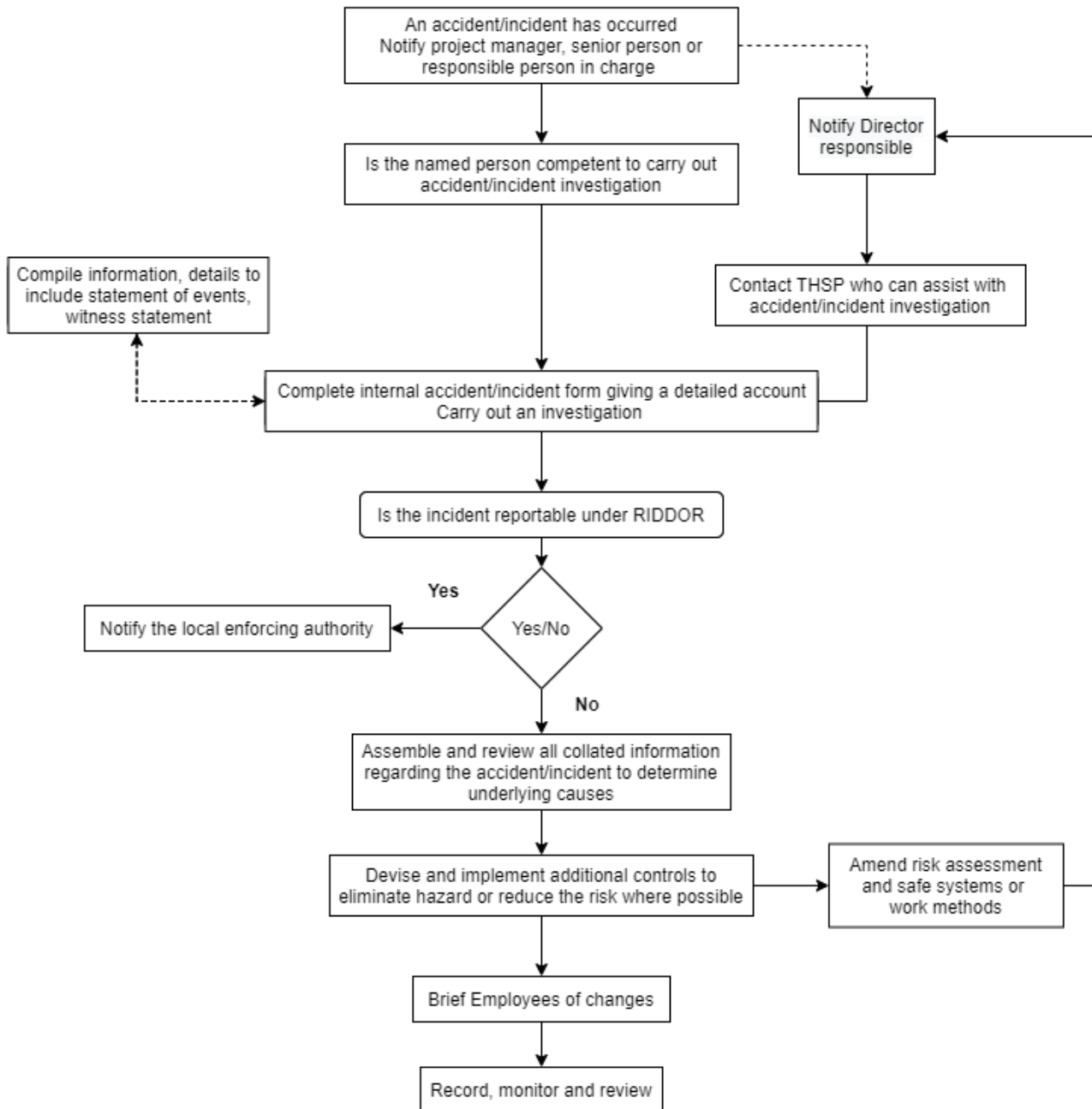
Procedure for Assessing First Aid Requirements



Procedure for Dealing with Medical Emergencies



Procedure for Accident/Incident Investigation and Reporting



Assessing First Aid Requirements

In accordance with the Approved Code of Practice (ACoP) relating to first aid provision, this organisation recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the organisation. The ACoP states that if the assessment identifies a need for first aiders then employers should ensure that they are provided in "sufficient numbers at appropriate locations".

It is recognised by this organisation that the assessments carried out need not be recorded but, as employers may have to justify their decisions, it should look at the following:

ASPECTS TO CONSIDER	IMPACTS ON FIRST AID PROVISION
Hazards (use the finding of your risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first aid provision)	
Does your workplace have low-level hazards, like you might find in offices and shops?	The minimum provision is: • An appointed person to take charge of first aid arrangements. • A suitably stocked first aid box.
Does your workplace have higher level hazards, such as chemicals or dangerous machinery? Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?	You should consider: • Providing first aiders. • Additional training for first aiders to deal with injuries caused by special hazards. • Additional first aid equipment. • Precise siting of first aid equipment. • Providing a first aid room. • Informing the emergency services.
Employees	
How many people are employed on site?	Where there are small numbers of employees, the minimum provision is: • An appointed person to take charge of first aid arrangements. • A suitably stocked first aid box. Where there are large numbers of employees you should consider providing: • First aiders. • Additional first aid equipment. • A first aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: • Additional training for first aiders. • Additional first aid equipment. • Local siting of first aid equipment. Your first aid provision should cover work experience trainees.

ASPECTS TO CONSIDER	IMPACTS ON FIRST AID PROVISION
Accidents and ill-health record	
What injuries and illness have occurred in your workplace and where did they happen?	Make sure your first aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first aid provision as appropriate.
Working arrangements	
Do you have employees who travel a lot, work remotely or work alone?	You should consider: • Issuing personal first aid kits. • Issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: • Inform the emergency services of your location. • Consider special arrangements with the emergency services.
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate first aid provision. A written agreement between employers is strongly recommended.
Do you have enough provision to cover for your first aiders or appointed persons when they are absent?	You should consider: • What cover is needed for annual leave. • What cover is needed for unplanned and exceptional absences.
Non-employees	
Do members of the public visit your premises?	Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first aid provision.

CATEGORIES OF FIRST AIDERS

A first aider is someone who has undertaken training and holds a valid certificate of competence in either:

- First aid at work (FAW). Or
- Emergency first aid at work (EFAW).

EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illness.

APPOINTED PERSONS

If you decide that you don't need a first aider in your workplace, you should appoint someone to take charge of first aid equipment and facilities and calling the emergency services when required.

TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working or sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 25	At least one appointed person.
	25-50	At least one first aider trained in EFAW.
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof).
Higher risk e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person.
	5-50	At least one first aider trained EFAW or FAW depending on the type of injuries that might occur.
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof).

FIRST AID ASSESSMENT CHECKLIST

The minimum first aid provision for each work site is:

- A suitably stocked first aid container.
- A person to take charge of first aid arrangements.
- Information for employees on first aid arrangements.

FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

When the assessment of first aid requirements has been completed, this organisation will provide the materials, equipment and facilities needed to ensure that the level of first aid cover identified as necessary will be provided for all staff at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

FIRST AID CONTAINERS

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each work site, suitable for the particular circumstances.

It will be ensured that first aid containers are easily accessible and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid.

Tablets and medication should not be kept.

As there is no mandatory list of items that should be included in a first aid container this organisation will decide on what to include from information gathered during our assessment of first aid needs. We will use the requirements of BS 8599, detailed below as a guide.

Content	First aid kit size (As recommended below)			
	Small	Medium	Large	Travel
Guidance card	1	1	1	1
Contents list	1	1	1	1
Medium dressing	4	6	8	1
Large dressing	1	2	2	1
Triangular bandage	2	3	4	1
Safety pins	6	12	24	2
Sterile eyepad	2	3	4	0
Sterile dressings	40	60	100	10
Alcohol-free wipes	20	30	40	4
Adhesive tape	1	1	1	1
Nitrile gloves	6	9	12	1
Sterile finger dressing	2	3	4	0
Resuscitation faceshield	1	1	2	1
Foil blanket	1	2	3	1
Burn dressing	1	2	2	1
Shears	1	1	1	1
Conforming bandage	1	2	2	1
Eyewash 250ml	0	0	0	1

Hazard	Recommended first aid kit size		
	Small	Medium	Large
Low hazard Workplace	Fewer than 25 employees	25 - 100 employees	Over 100 employees
High hazard Workplace	Fewer than 25 employees	5 - 25 employees	Over 25 employees

This is a suggested contents list only; equivalent but different items will be considered acceptable.

Accident Investigation and Reporting

In the event of an employee of this organisation suffering any of the following work related incidents:

- Fatal injury.
- Specified Injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc).
- An injury resulting in the employee being absent from work for more than 7 days.
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc). or
- Any other accident resulting in damage to property or injury to employees and/or members of public

Certain procedures must be followed as described below.

Initially, the accident **must** be reported to your supervisor as soon as possible and be reported in the accident book held on the premises. Those working on sites away from the organisation's premises are to ensure that the accident is reported to head office for entry in the accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury.
- Date and time of the injury.
- Name of person reporting the injury.
- Cause of the injury.
- Any action taken as a result of the injury.
- Whether or not the injury is reportable to the enforcing authority (the Health and Safety Executive or local authority). and
- Nature of the injury (e.g. part of the body affected).

The supervisor is required to report the incident to head office management who will decide if it is reportable to the enforcing authority. If it is, an appointed member of management will complete the online report within the time period specified by law. Details of the accident reporting telephone line are given overleaf. Over-seven-day injuries must be reported within 15 days to the HSE office (or the Local Authority Environmental Health Department) that serves the location of the accident. Deaths and specified injuries, which are reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days via the Internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the internal accident investigation form, and that remedial measures are put into place to prevent a recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident in the accident book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of the public (or other person who is not an employee) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment, the accident/injury must be reported to management **without delay**.

Where an incident has occurred that is classified as a dangerous occurrence it must be reported to management **without delay** - even if no one was injured.

ACCIDENT REPORTING TELEPHONE LINE

Fatal and Specified Injuries may be notified by telephone to the National Incident Contact Centre between the hours of 8.30 a.m. and 5.00 p.m. on weekdays, a report must be received by the enforcing authority within 10 days.

Telephone the Incident Contact Centre on:

0345 300 9923

ONLINE REPORTING

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website - www.hse.gov.uk/riddor/report.htm

- F2508IE Report of an Injury.
- F2508DOE Report of a Dangerous Occurrence.
- F2508AE Report of a Case of Disease.
- OIR9BIE Report of an Injury Offshore.
- OIR9BDOE Report of a Dangerous Occurrence Offshore.
- F2508G1E Report of a Flammable Gas Incident.
- F2508G2E Report of a Dangerous Gas Fitting.

OVER THREE -DAY INJURIES

There is no need to report over-three-day injuries; a record of them must be kept, this will be in the form of a record within the accident book.

ACCIDENT/INCIDENT INVESTIGATION FORM

Part 1 Overview

 Ref no.

The purpose of this form is to record all adverse events. The term **accident** is used where injury or ill health occurs. The term **incident** included **near-misses** and **undesired circumstances**, where there is the potential for injury. Part 1 should be filled out immediately by the manager or supervisor for the work actually involved. Part 2 should be completed by the person responsible for health and safety. Part 3 should be completed, where appropriate, by the investigation team. Part 4 should be completed by the investigating team, together with managers who have the authority to take decisions.

Part 1 Overview

Reported by:			Date of adverse event:	
			Time:	
Incident	Ill health	Minor Injury	Serious injury	Major injury
Brief details (What, where, when, who and emergency measures taken)				

 Forwarded to:

 Date:

 Time:

Part 2 Initial Assessment (to be carried out by the person responsible for health and safety)

Type of event

Accident	
Ill health	
Near-miss	
Undesired circumstance	

Actual/potential for harm

Fatal or major	
Serious	
Minor	
Damage only	

RIDDOR reportable?		
Entry in accident book		

Investigation level

High level		Low level	
Medium level		Basic	

Initial assessment carried out by:		Date:
Further investigation required?		Priority:
For investigation by:		

Part 3 Investigation information gathering

1. Where and when did the adverse event happen?

2. Who was injured/suffered ill health or was otherwise involved with the adverse event?

Injured Person -

Witnesses to Incident -

Other Witness –

3. How did the adverse event happen? (Note any equipment involved.)

4. What activities were being carried out at the time?

5. Was there anything unusual or different about the working conditions?

6. Were there adequate safe working procedures and were they followed?

7. What injuries or ill health effects, if any, were caused?

8. If there was an injury, how did it occur and what caused it?

9. Was the risk known? If so, why wasn't it controlled? If not, why not?

10. Did the organisation and arrangement of the work influence the adverse event?

11. Was maintenance and cleaning sufficient? If not, explain why not.

12. Were the people involved competent and suitable?

13. Did the workplace layout influence the adverse event?

14. Did the nature or shape of the materials influence the adverse event?

15. Did difficulties using the plant and equipment influence the adverse event?

16. Was the safety equipment sufficient?

17. Did other conditions influence the adverse event?

Analysis and further action

18. What were the immediate, underlying and root causes?

19. What risk control measures are needed/recommended?

20. Do similar risks exist elsewhere? If so, what and where?

21. Have similar adverse events happened before? Give details.

Part 4 The risk control action plan

22. Which risk control measures should be implemented in the long and short term?

Control measure	Completion date	Person responsible

23. Which risk assessments and safe working procedures need to be reviewed and updated?

Name of risk assessment safe working procedure	Completion date	Person responsible

24. Have the details of the adverse event and the investigation findings have been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? What did the adverse event cost?

25. Signed on behalf of the investigation team**Name****Signature****26. Members of the investigation team**

Name	Position

27. The findings of this investigation need to be communicated to the following managers, and PC representatives

Person	Signature	Date

SUPPORTING INFORMATION

INJURED PERSON’S STATEMENT

Full Name of Person Making this Statement: *(Please print)*

Signed.....

Date.....

WITNESS STATEMENT

Full Name of Witness: *(Please print)*

Name of Employer:

Contact Telephone Number:

Signed.....

Date.....

PHOTOGRAPHS

DOCUMENTATION

Section O

Arrangements for Health Surveillance/Management of Occupational Illness

Health surveillance is the application of systematic, regular and appropriate procedures to detect early signs of work-related ill-health in employees who are exposed to certain health risks and acting on the results. It provides information to allow for the detection of harmful health effects at an early stage and checks that control measures are working, highlighting what and where further action might be needed. It also provides an opportunity to train and instruct employees and gives employees the opportunity to raise any concerns.

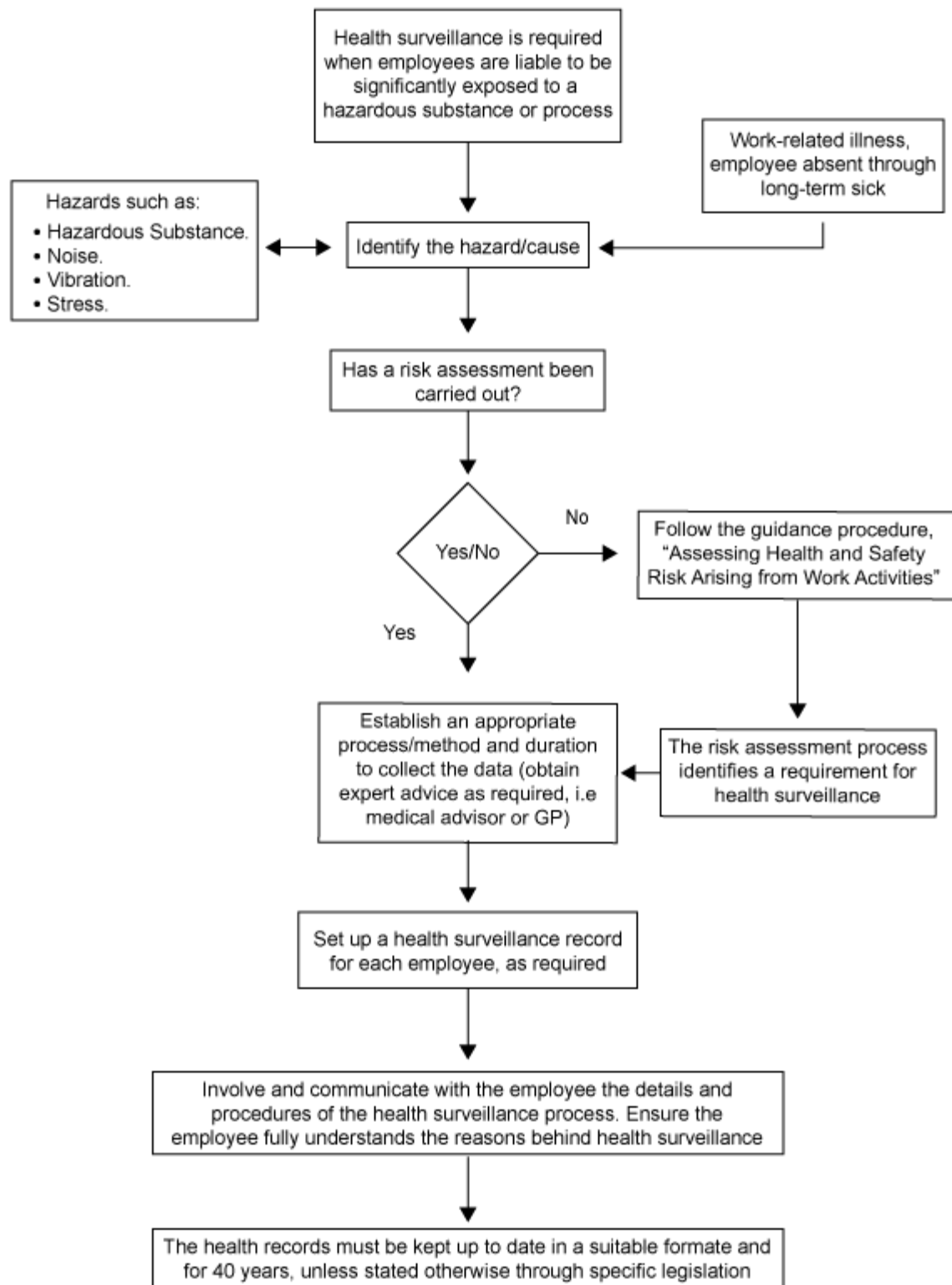
We shall consult with the employees concerned before introducing health surveillance, so that they understand the aims and the importance of their co-operation, in order to ensure that any health surveillance is to be effective.

Ellis Roberts will identify when one of those circumstances exists and will then seek assistance from a competent individual or body, e.g. occupational nurse/doctor or other suitable occupational health service provider.

Ellis Roberts will keep all records generated as a result of health surveillance. Medical questionnaires will be treated as confidential and kept securely in personnel files.

Robert Graham / Nathalie Abellana shall be responsible for investigating work-related causes of sickness absences and is/are responsible for acting upon investigation findings to prevent a recurrence.

Procedure for Health Surveillance/Management of Occupational Illness



Health Surveillance

INTRODUCTION

Health surveillance includes:

- Collecting, maintaining and reviewing health records for individual employees (personal information about individual employees shall be kept confidential).
- Checks for signs of readily detectable conditions by a responsible person, e.g. a specially trained supervisor or first aider.
- Enquiries, inspections and examinations by a qualified person such as an occupational health nurse or appointed doctor.
- Medical surveillance under the supervision of a doctor. In certain cases the doctor must be an employment medical adviser or a "relevant" doctor.

The Control of Substances Hazardous to Health Regulations require health surveillance to be undertaken where employees are exposed to substances hazardous to health, there is an identifiable disease or adverse health effect related to the exposure and there are valid techniques for detecting indications of the disease or the effect.

The Control of Asbestos Regulations require employers to ensure that health records are kept for employees who undertake licensable work and that adequate medical surveillance is provided through a relevant doctor.

The Control of Lead at Work Regulations requires that where exposure to lead is significant employees are to be under medical surveillance.

The Control of Vibration at Work Regulations require employers to provide health surveillance for all employees who are likely to be regularly exposed to vibration levels at or above the daily exposure action value or are considered to be at risk for any other reason.

The Control of Noise at Work Regulations require the provision of health surveillance for all employees who are likely to be regularly exposed to noise levels at or above daily upper exposure action values or are at risk for any other reason, e.g. they already suffer from hearing loss or are particularly sensitive to hearing damage.

Additionally, the Management of Health and Safety at Work Regulations require that employees are provided with such health surveillance as appropriate having regard to the risk to their health and safety as identified by risk assessments, including the risks associated with work related stress, fatigue and mental health.

WHY CARRY OUT HEALTH SURVEILLANCE?

The benefits of health surveillance are that it can:

- Provide information to detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs.
- Check that control measures are working well by giving feedback on risk assessments, suggesting where further action might be needed and what that might be.
- Provide data, by means of health records, to detect and evaluate risks.
- Provide an opportunity to train and instruct employees further in safe and healthy working practices.
- Give employees the chance to raise any concerns about the effect of their work on their health.

WHEN IS HEALTH SURVEILLANCE APPROPRIATE?

Health surveillance is required where you answer yes to all of the following:

- Is the work known to damage health in some particular way?
- Is it reasonably likely that damage to health may occur under the particular conditions at work?
- Are there valid ways to detect the disease or condition? (Health surveillance is only worthwhile where it can reliably show that damage to health is starting to happen or becoming likely. A technique is only useful if it provides accurate results, is safe and practicable.)
- Is surveillance likely to benefit the employee?

For example, these criteria would be met in the following circumstances:

- High noise levels are known to cause hearing loss.
- A valid technique - hearing tests - can detect the effect of noise on the hearing of individuals who work in noisy conditions.
- Hearing tests will benefit employees by identifying those at risk so that measures can be taken to protect them and improve working conditions.

Other tips for assessing whether health surveillance might be appropriate include:

- Known previous cases of work-related ill-health in the workplace.
- Reliance on personal protective equipment (PPE) as an exposure control measure.
- Evidence of ill-health in the jobs found within the industry.

Health surveillance is likely to be required for employees who are significantly exposed to:

- Hazardous substances such as chemicals, solvents, fumes, dusts, gases, vapours, aerosols, biological agents and carcinogenic materials (under the Control of Substances Hazardous to Health (COSHH) Regulations).
- Asbestos (under COSHH and the Control of Asbestos Regulations).
- Lead (under COSHH and the Control of Lead at Work Regulations).
- Noise (under the Control of Noise at Work Regulations).
- Hand-arm and whole-body vibration (under the Control of Vibration at Work Regulations).
- Ionising radiation (under the Ionising Radiation Regulations).
- Compressed air work environments (under the Compressed Air Regulations).
- Ultraviolet radiation, i.e. direct sunlight.
- Stress.

HAZARDOUS ACTIVITIES/PROCESSES NOT REQUIRING HEALTH SURVEILLANCE

Many activities may be carried out by employees that, although potentially hazardous to health, do not require formal health surveillance. In such cases exposures are so rare, short or slight that there is only a minimal risk to the employee. Employers must ensure that under these circumstances all employees are provided with information, instruction and training on how to protect their health from these hazards.

KEEPING RECORDS

Employers must keep an up-to-date health record for each individual employee placed under health surveillance. It should contain at least the following particulars which are approved by the HSE:

- Identifying details:
 - Surname and forename.
 - Permanent address.
 - Sex.
 - Date of birth.
 - National Insurance Number.
 - Date of commencement of present employment.
 - A historical record of jobs in this employment involving exposure to identified substances requiring health surveillance.
- Results of all other health surveillance procedures, including medical surveillance, and the date on which and by whom they were carried out. The conclusions should relate only to the employee's fitness for work and will include, where appropriate:
 - A record of the decisions of the medical inspector or appointed doctor.
 - Conclusions of the medical practitioner, occupational health nurse or other suitably qualified or responsible person.

Individual health records must be kept for a considerable period. Under Regulation 11(3) of COSHH regulations this period is 40 years following the last entry; other regulations may or may not prescribe other specific requirements. Health records should not include confidential clinical data and may be kept in any format, e.g. paper or electronically. Where records are kept electronically, employers should ensure that they have a suitable back-up system in the event of a serious computer failure.

MONITORING

Health surveillance is only appropriate and worthwhile if you can act upon the results. If employees are suffering from an adverse health effect, e.g. respiratory diseases or dermatitis, then you must prevent further exposure to the substance. This may be by a change of process or material, by relocating the worker or by the provision of respiratory protective equipment (RPE) or personal protective equipment (PPE). RPE and PPE are only suitable where exposure to the substance constitutes a small part of the work, i.e. for short periods of time.

CONCLUSION

In assessing the need for health surveillance remember the following:

- Health surveillance is not a substitute for preventing or controlling exposure; rather it is a way of seeking to protect employees' health.
- Using the right technique in the right way at the right time is critical. Getting it wrong can be expensive. Also remember that some tests are themselves not free from risk, e.g. x-rays, and the results, if inaccurate or badly explained, could add additional stress to employees.
- Whichever technique is used, you should carry out health surveillance systematically and regularly.
- Simply carrying out health surveillance procedures is not enough; it is essential you act upon the results.

HEALTH SURVEILLANCE FORMS/GUIDANCE

Further information on specific health surveillance appropriate to Caring Chloe Ltd is contained within the guidance notes.

Section P

Arrangements for Personal Protective Equipment

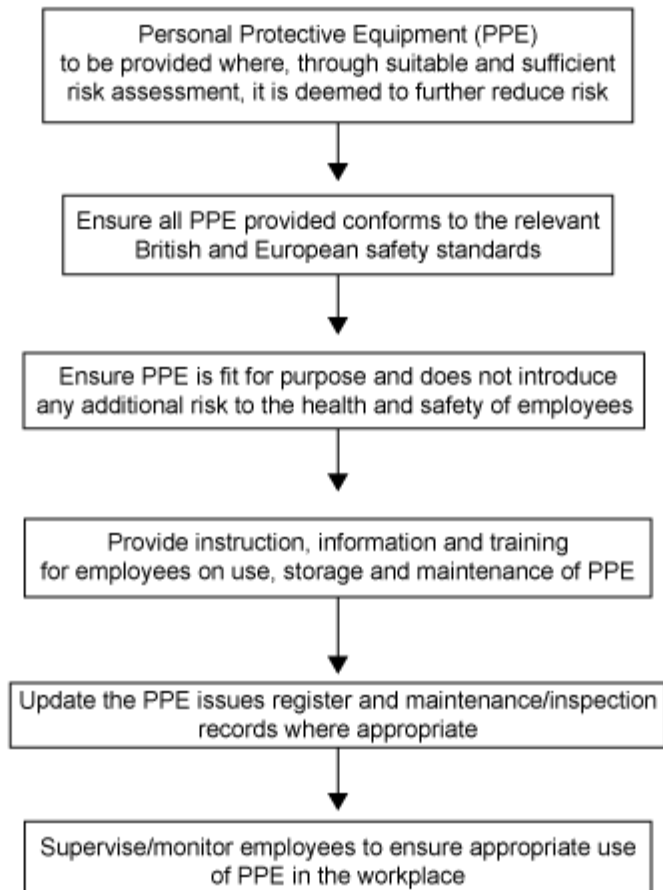
Personal protective equipment (PPE) requirements will be defined by the risk assessment process. Whatever is defined will be communicated to employees and any PPE needed to make the task safe will be supplied to employees by this organisation, free of charge.

The Operations Manager will ensure appropriate PPE is issued to all employees.

It will be for supervisors to ensure that all employees have been instructed and shown how to store check and use their PPE.

Faulty PPE shall be reported to **the Operations Manager** for replacement.

Procedure for Personal Protective Equipment



Personal Protective Equipment (PPE)

INTRODUCTION

This organisation is required by Section 2 of the Health and Safety at Work etc. Act to provide a safe place of work. The provision of personal protective equipment (PPE) may assist this organisation in attaining this requirement.

Under Section 7 of the same Act employees are required to co-operate with their employer and to look after their own health and safety. It is, therefore, a legal requirement that the employee uses the protective equipment provided by ourselves.

The need to utilise PPE will become apparent as part of the risk assessment process. Where a risk assessment defines the need for PPE this organisation will ensure that the PPE is suitable for the task, suitable for the operative to wear, is properly maintained and that the operative is properly trained to use it.

As well as identifying when employees need PPE, consideration of who else might be at risk is necessary. For instance, are there visitors, maintenance contractors or cleaners who may need to wear PPE to protect them from risks? If there are, decisions must be made on how best to protect them.

PPE is the last resort when choosing how to control risks at work as it protects only the person who is wearing it. The PPE regulations require the use of controls that protect everyone, wherever possible; if this is not possible then PPE should be considered.

Employers must provide suitable PPE to employees who may be exposed to risk to their health while at work, this includes limb (b) workers.

The HSE definition of limb (b) workers - workers who:

- Carry out casual or irregular work for one or more organisations.
- After 1 month of continuous service, receive holiday pay at their normal day rate and protection against discrimination, but not other employment rights such as the minimum period of statutory notice or rights to unfair dismissal.
- Only carry out work if they choose to.
- Have a contract or other arrangement to do work or services personally for reward (the contract doesn't have to be written, although it is strongly advised) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting).
- Are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly).

LIMITATIONS OF PPE

PPE can restrict the people wearing it by limiting their mobility and ability to see or hear properly. It only provides effective protection if it is correctly fitted, maintained and used.

Whichever type of PPE is selected, it must be remembered that:

- Even if used together with other control measures, PPE must be capable of providing adequate protection should other controls be ineffective or fail.
- No PPE will provide 100% protection.
- The effectiveness of PPE may be affected by being worn with other items of PPE, such as face masks with goggles, or ear muffs with spectacles.

- Personal factors such as physical characteristics (shape, size, height, facial hair, etc) will affect the fit of PPE.
- Existing health factors of the user, such as asthma or ear infections, may restrict the use of some types of PPE.

If people have to wear more than one type of PPE at the same time, the equipment must be compatible.

Compatibility should be checked with the PPE suppliers wherever possible. Staff should try out PPE in combination with any other PPE they need to wear. Many suppliers now provide PPE that combines different types of protection in one piece of equipment.

SUITABILITY OF PPE

The nature of the task and the demands it places upon the worker must be taken into account. This should include the physical effort required, methods of work, length of time the PPE is to be worn and the requirements for visibility and communication.

When considering the suitability of the PPE ask the following questions:

- What hazards do people need protection against?
- What is the nature of the job and what demands does it place on the people doing it?
- What part of the body needs to be protected?
- Who will be using the PPE? What is the range of sizes and styles required to make sure it will fit all of them?
- Do any of the PPE users have any health conditions which could affect their ability to use the equipment?
- Is there any way the PPE might increase the overall risk?
- What other PPE does it need to be compatible with?
- Do i need to review/retest the fit with the operative?

PPE suppliers should be consulted to obtain information on the suitability and the levels of protection provided by their equipment. Information should also be sought on sizes in the range and the comfort levels afforded.

Where the PPE relies on close fit, then it is important the fitment is reviewed regularly for example the providing of close fitting respiratory equipment, it is important that it is face fit tested to the individual and retested following any gains or losses in weight, the individual undergoes any significant dental work, has significant facial changes or at set intervals depending on the level of risk.

USERS

Employees should be encouraged to participate in the risk assessment process and be involved in choosing the types of PPE they will have to use.

PPE samples should be provided to staff in order for them to try it out; if possible allowing them to compare different styles, sizes and suppliers, etc. Feedback provided by them can assist you in identifying how effective the PPE is likely to be, how practical it is to use and it is more likely to be accepted in the workplace.

PPE STORAGE

PPE must be stored in a place that makes it readily accessible. The storage may also contain spare replacement parts and cleaning materials (although they should be separate from the PPE to avoid contamination). Employees should receive adequate instruction and training on the correct storage and cleaning procedures.

Suitable storage that protects PPE from contamination, loss or damage, to be provided. This could simply be pegs for hanging up waterproof clothing or a case for safety glasses. PPE that could be contaminated by hazardous substances will need special storage arrangements.

PPE MAINTENANCE

It is necessary to establish a system for properly maintaining PPE, so that it continues to provide effective protection.

The maintenance programme will depend on the type of PPE and how it is used, but it should include:

- Cleaning.
- Disinfection.
- Examination.
- Replacement.
- Repair.
- Testing.

Before PPE is used, it should be examined to ensure it is in good working order. This includes when it is first issued and before it is put in to use. Staff are trained to examine PPE, carry out simple maintenance and report any losses or defects to a supervisor or manager immediately.

The decision may be made to provide disposable PPE, thereby removing the need for maintenance procedures. If so, those responsible will ensure the users know when and how it should be discarded and replaced.

UKCA/CE MARKING

Ensure that any PPE purchased prior to 31st December 2021 is either "UKCA" or "CE" marked and complies with the requirements of the Personal Protective Equipment Regulations. The UKCA and CE marking signifies that the PPE satisfies certain basic safety requirements and, in some cases, will have been tested and certificated by an independent body. From 31st December 2024 CE marking will not be recognised in Great Britain. However, a product bearing the CE marking would still be valid to be purchased in the UK so long as it was also UKCA marked and complied with the relevant UK rules.

PPE GUIDANCE

Further information on the specific PPE issued to employees is contained within Section P Guidance Notes.

PPE REGISTER

When PPE is issued to an individual it is to be recorded on the form provided. A copy of this form is contained overleaf.

Personal Protective Equipment (PPE) Register

Name:

Site:

Item	Type	Date issued	Signed	Date returned	Signed

PPE - European Standard Compliance

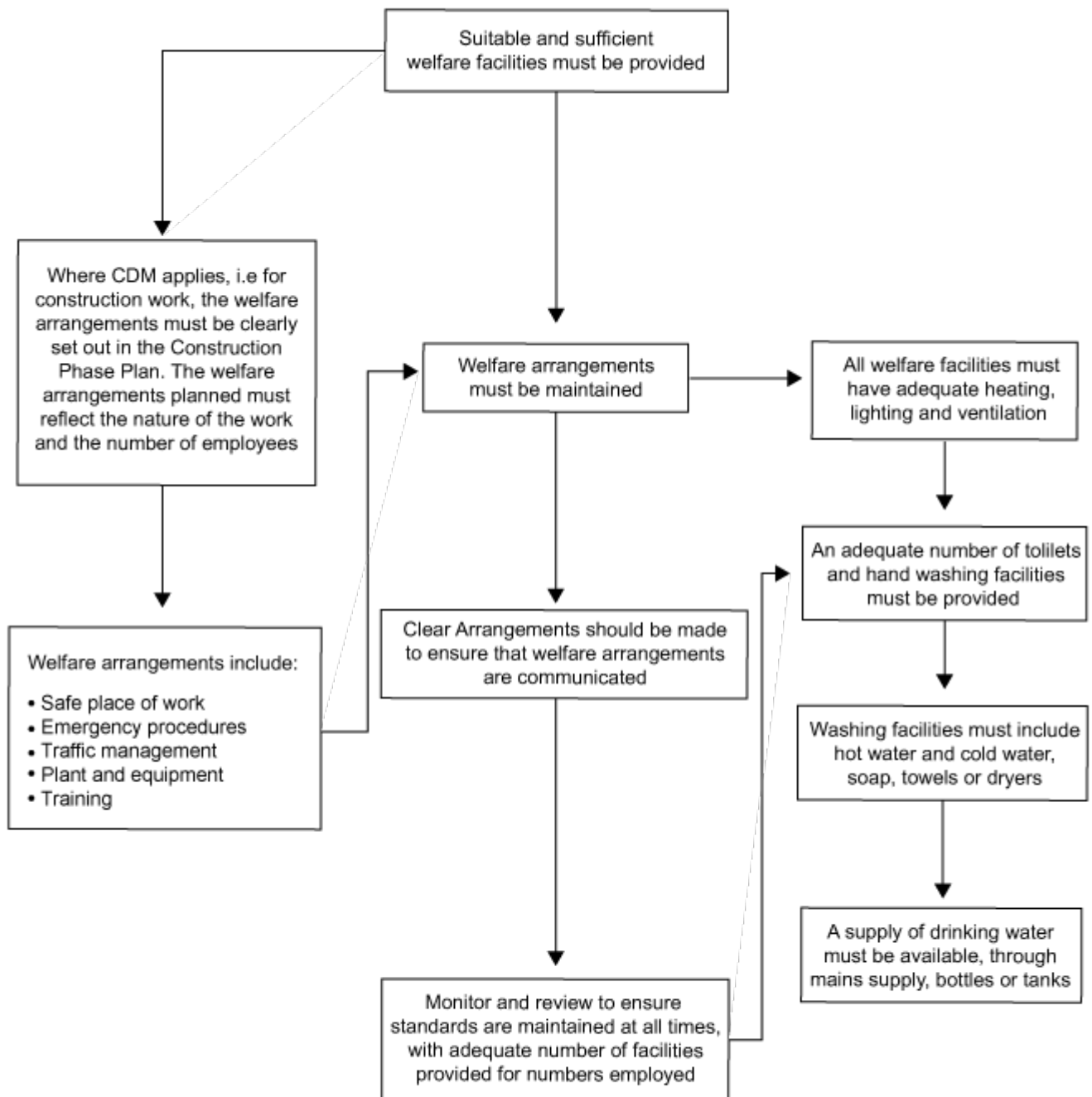
Item	Type	Standard	Comment
Eye protection	General purpose Impact grade 1 Impact grade 2 Chemical goggles Dust goggles Lens filters for welding	BS EN 166S BS EN 166B BS EN 166F BS EN 166-3 BS EN 166-4 BS EN 169	Recommended for construction
Hearing protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety General purpose protective	BS EN ISO 20345 BS EN ISO 20346	Supersedes BS EN 345 Supersedes BS EN 346
Hand protection	General purpose industrial gloves Rubber gloves for electrical purposes Chemical resistant gloves Protective gloves for chainsaw users Heat resistant for welders/burners	BS EN 374/407/420/388 BS EN 60903 BS EN 464 BS EN ISO 11393-6 BS EN 470	Supersedes BS 1651 Supersedes BS 2653
Protective clothing	General clothing High-visibility clothing Protective clothing for chainsaw users Protective clothing for welders	BS EN ISO 13688 BS EN ISO 20471 BS EN 381 BS EN ISO 11611 BS EN 384	Supersedes BS EN 340 Supersedes BS EN 471
Head protection	Industrial hard hats - heavy duty	BS EN 397	
Respiratory protective equipment	Full-face masks Self-contained open-circuit compressed-air breathing apparatus Fresh-air hose breathing apparatus Compressed-air line breathing apparatus Half-masks and quarter-masks Gas filters and combined filters Particle filters Self-contained closed-circuit breathing apparatus Power-assisted filtering devices incorporating helmets or hoods Power-assisted filtering devices incorporating full-face, half- or quarter-masks Filtering half-masks against particles Power- assisted fresh-air hose breathing apparatus incorporating a hood Compressed-air line breathing apparatus incorporating a hood Compressed-airline or	BS EN 136 BS EN 137 BS EN 138 BS EN 14593/14594 BS EN 140 BS EN 14387 BS EN 143 BS EN 145 BS EN 12941 BS EN 14594 BS EN 149 BS EN 269 BS EN 14594 BS EN 14594	Supersedes BS EN 139 Supersedes BS EN 141 Supersedes BS EN 146 Supersedes BS EN 147 Supersedes BS EN 270 Supersedes BS EN 271 For use in abrasive blasting operations
Safety harnesses	Full body harness Pole belts Rescue harness Retractable fall arrester Guided type fall arrester Shock	BS EN 361 BS EN 358 BS 3367 BS EN 360 BS EN 353 BS EN 355 BS EN 354	e.g. Sala Block

Section Q

Arrangements for Employee Welfare, Safety and Health

Welfare facilities are provided for the use of employees. **Ellis Roberts** will be responsible for ensuring facilities on Caring Chloe Ltd's premises comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations and that a regular cleaning and maintenance regime is implemented.

Procedure for Employee Welfare, Safety and Health



Health, Safety and Welfare

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS

The Workplace (Health, Safety and Welfare) Regulations require, as far as is reasonably practicable, the following:

MAINTENANCE OF WORKPLACE, EQUIPMENT, DEVICES AND SYSTEMS

All equipment, devices and systems which fall under the scope of these Regulations, including the workplace itself, will be maintained (including cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance. Guidance on safe equipment and plant, including maintenance requirements and procedures is dealt with in Section G of this manual.

VENTILATION

In order to comply with ventilation requirements, effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh- or purified-air. For health and safety purposes any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant.

TEMPERATURE IN INDOOR PLACES

Although no values are accorded to temperatures in the regulations this organisation will ensure that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16° C within 1 hour of work commencing. However, in order to achieve a reasonable indoor temperature this organisation will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. A provision under this section is that this organisation must provide a sufficient number of thermometers in the workplace to enable employees to determine the temperature inside the workplace.

LIGHTING

Every workplace inside the organisation's premises will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural. Emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting.

CLEANLINESS, FLOORS, TRAFFIC ROUTES AND WASTE MATERIALS

It is a requirement of the regulations and the organisations policy that every workplace and all furniture, furnishings and fittings be kept sufficiently clean. Surfaces of walls, floors and ceilings of all indoor workplaces will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials will not be allowed to accumulate in a workplace except in suitable receptacles.

The construction of all floors and traffic routes will be suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless fitted with suitable handrails) and slippery surfaces that constitute a risk to health and safety. All floors will have an adequate means of drainage where necessary.

So far as is reasonably practicable, all floors and traffic routes will be free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases will be fitted with suitable and sufficient handrails and (where appropriate) guardrails, unless a handrail cannot be provided without obstructing the traffic route.

WORKSTATIONS AND SEATING

Every workstation will be so arranged so that it is suitable both for the person undertaking the work and the work being performed.

Where a workstation is outdoors it will be, as far as is reasonably practicable, protected from adverse weather conditions in such a way that it can be evacuated swiftly in the event of an emergency and so that any person at the workstation is not liable to slip or fall.

A suitable seat will be provided for each person at work in the workplace whose work includes operations of a kind that the work (or a substantial part of it) can or must be done seated. A suitable footrest will be provided where necessary.

A workstation assessment checklist can be found in Section B.

FALLS OR FALLING OBJECTS

So far as is reasonably practicable, suitable and effective measures will be taken to prevent either of the following events:

- Any person falling a distance liable to cause personal injury.
- Any person being struck by a falling object liable to cause personal injury.

Any area where there is a risk to health and safety as a result of the above will be clearly indicated where appropriate.

So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into a dangerous substance in the tank, pit or structure will be securely covered or fenced. Any traffic route over, under or in an uncovered tank, pit or structure - as mentioned above - will be securely fenced. A "dangerous substance" in this context means:

- Any substance likely to scald or burn.
- Any poisonous substance.
- Any corrosive substance.
- Any fume, gas or vapour likely to overcome a person.
- Any granular or free-flowing solid substance or any viscous substance which, in any case, is of a nature or quantity which is liable to cause danger to any person.

WINDOWS AND TRANSPARENT OR TRANSLUCENT DOORS, GATES AND WALLS

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate will be of safety material or be protected against breakage, and be appropriately marked or incorporate features so as to make it apparent.

WINDOWS, SKYLIGHTS AND VENTILATORS

It is our policy to provide on our premises only windows, skylights or ventilators that can be opened, closed or adjusted in a manner which does not expose any person performing such an operation to a risk to their health or safety. Furthermore, no window, skylight or ventilator will be permitted to be in a position that, when open, exposes any person in the workplace to a risk to their health and safety.

It is our policy of this organisation to provide on our premises only windows and skylights that are designed and constructed so as to be able to be cleaned safely. Where this cannot be achieved alternative arrangements will be devised so as to render the window cleaning operation safe and without risks to health and safety.

TRAFFIC ROUTES

It is our policy to organise every workplace in such a manner that pedestrians and vehicles can circulate in a safe manner. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes, and distance of doors, gates and pedestrian access points leading to vehicular traffic routes), sufficient in number, in suitable positions and of sufficient size. All traffic routes will be suitably indicated where necessary for reasons of health and safety.

DOORS AND GATES

Doors and gates will be suitably constructed (including being fitted with safety devices where appropriate) and the following devices or features will be included if required:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use.
- Any upward opening door or gate will have a device to prevent it falling back.
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person and, where necessary for reasons of health and safety, will be able to be operated manually unless it opens automatically in the event of a power failure.
- Any door or gate which is capable of opening by being pushed from either side will, when closed, have a built-in feature to enable a clear view of the space close to both sides.

ESCALATORS AND MOVING WALKWAYS

Where provided, such equipment will be equipped with any necessary safety devices and be fitted with one or more emergency stop controls, which are easily identifiable and readily accessible.

SANITARY CONVENIENCES

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit, and be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences will be provided for men and women. In a situation where a part of or the whole workplace is not new, or is a modification or alteration, and was in existence prior to these regulations coming into force in 1993 (and thus fell under the provisions for sanitary facilities in the Factories Act 1961) then sanitary facilities will be deemed acceptable provided that there is at least one suitable water closet for every 25 females and one water closet for every 25 males.

WASHING FACILITIES

Suitable and sufficient washing facilities, including showers where appropriate, will be provided at readily accessible places if required by the nature of the work or for health reasons.

Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room. Facilities will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot air dryer). The rooms containing the washing facilities will be well-lit and ventilated and will be kept in a clean and orderly state.

Separate shower facilities will be provided for men and women unless the room is capable of being secured from the inside and the facilities inside the room are intended for the use of only one person at a time.

DRINKING WATER

An adequate supply of wholesome drinking water will be provided for all persons at work in the workplace. Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Additionally, suitable and sufficient cups or other drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

ACCOMMODATION FOR CLOTHING

Suitable and sufficient accommodation will be provided in a suitable location for the clothing of any person at work which is not worn during working hours and for special clothing which is worn at work but which is not taken home. This will involve separate accommodation for clothing worn at work and for other clothing. Such accommodation will be secure. So far as is reasonably practicable, the accommodation will include facilities for the drying of clothing.

FACILITIES FOR CHANGING CLOTHING

Suitable and sufficient facilities will be provided for any person at work in the workplace to change clothing in all cases where the person has to wear special clothing for the purpose of work and that person cannot, for reasons of health or propriety, be expected to change in another room. Separate changing facilities for males and females will be provided as required.

FACILITIES FOR REST AND TO EAT MEALS

Suitable, sufficient and readily accessible rest facilities shall be provided. Rest areas or rooms shall have sufficient tables and seats with backrests for the number of workers likely to use them at any time. They shall include suitable facilities to eat meals where meals are regularly eaten in the workplace and the food would otherwise be likely to become contaminated. Where provided, eating facilities shall include a facility for preparing or obtaining a hot drink and workers shall be provided with a means for heating their own food where hot food cannot be obtained in or reasonably near to the workplace.

Where required, rest facilities for pregnant women or nursing mothers shall be provided.

DOCUMENTATION

Documentation required by health and safety legislation to be kept and/or displayed on the production facility/office premises will be as follows:

- **Notices:**

- Health and safety law placard.
- Fire and emergency plan.
- A copy of this organisation's employer's liability insurance certificate.
- A copy of this organisation's health and safety policy statement.

Any other abstracts of regulations that are relative to works being carried out within the workplace will be displayed as applicable.

- **Prescribed Registers:**

- Record of inspection and/or thorough examination of equipment as required by PUWER or LOLER.
- Accident book - record of injuries occurring in the workplace.

The Workplace (Health, Safety And Welfare) Compliance Checklist

1.	Are all places of work safe and free from risk? If no describe the steps that are being taken to correct this.	YES/NO
2.	What steps have been taken to prevent access to places that are not free from risk?	
3.	What steps have been taken to ensure that fresh or purified air is available at every workplace? What system is in place to detect a failure of this air?	
4.	Can all windows, skylights and ventilators be opened from a safe position? If no, what steps are being taken to remedy the situation?	YES/NO
5.	Has suitable provision been made so that windows and skylights can be cleaned safely? If no, what steps are being taken to remedy the situation?	YES/NO
6.	What steps have been taken to ensure that the temperature at any indoor place of work is reasonable?	
7.	Has suitable and sufficient lighting been provided at every workplace and traffic route? If no describe the steps being taken to correct this.	YES/NO

Workplace Health Safety and Welfare Compliance Checklist Cont..

8.	Is there a system in place for a secondary lighting system? If no describe the steps being taken to correct this.	YES/NO
9.	Is there a traffic route(s) on the premises? If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed.	YES/NO
10.	Are areas around workplaces clear from items that may cause a slip, trip or fall? Are floors sufficiently clean and dry? If no, what steps are being taken to ensure workers' safety, particularly in emergency evacuation situations?	YES/NO
11.	Is it possible that materials or objects could fall and cause injury? If yes describe the precautions to stop people from being struck.	YES/NO
12.	Are there a sufficient number of suitable emergency routes? If no describe the steps being taken to correct this.	YES/NO
13.	Are all doors and gates suitably constructed and have safety devices been fitted where necessary? If no, what steps will be taken to correct this?	YES/NO
14.	Have maintenance checks been carried out to escalators or moving walkways? If no, what steps will be taken to ensure such checks are done?	YES/NO

Workplace Health Safety and Welfare Compliance Checklist Cont..

15.	Is it possible for any structure to collapse? If yes what steps will be taken to ensure that this does not occur?	YES/NO
16.	Is it possible for people to fall into water or other liquid where there is a risk for them to drown? If yes describe the steps being taken to prevent this.	YES/NO
17.	Is there a possibility that fire, explosion, flooding or asphyxiation could occur? If yes describe the steps that are being taken to prevent the risk of this.	YES/NO
18.	Are there suitable and sufficient fire fighting equipment, fire detection and alarm systems, suitably located and are employees trained to use such equipment? If no describe the steps being taken to correct this.	YES/NO
19.	Are there sufficient toilets, washing facilities and areas to change clothing or rest, close to the work place? If no describe the steps being taken to correct this. How will they be cleaned and maintained?	YES/NO
20.	Is all statutory documentation and prescribed registers displayed clearly or easily accessible? If no, what steps will be taken to correct this?	YES/NO

Inspection carried out by (Name) (Signed)

Results of inspection passed to (Name) (Position) for action

Date.....

Construction Design and Management Welfare

The Construction (Design and Management) Regulations (CDM) apply to both "notifiable" and "non-notifiable" construction projects. These regulations require that welfare facilities sufficient to comply with the requirements of Schedule 2 are provided throughout the construction phase of all projects. Site welfare facilities should include:

SANITARY CONVENIENCES

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.

Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

WASHING FACILITIES

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall, so far as is reasonably practicable, be provided or made available at readily accessible places.

Washing facilities shall be provided:

- In the immediate vicinity of every sanitary convenience, whether or not provided elsewhere.
- In the vicinity of any changing rooms, whether or not provided elsewhere. (Further information regarding changing rooms and lockers is provided below.)

Washing facilities shall include:

- A supply of clean hot and cold, or warm, water (to be running water so far as is reasonably practicable).
- Soap or other suitable means of cleaning.
- Towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit.

Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Separate washing facilities shall be provided for men and women, except where such facilities are provided in a room the door of which is capable of being secured from the inside and the facilities in each such room are intended to be used by only one person at a time. This proviso shall not apply to facilities which are provided for washing hands, forearms and the face only.

DRINKING WATER

An adequate supply of wholesome drinking water will be provided or made available at readily accessible and suitable places.

Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

Where a supply of drinking water is provided there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

CHANGING ROOMS AND LOCKERS

Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if:

- A worker has to wear special clothing for the purposes of their work.
- They cannot, for reasons of health or propriety, be expected to change elsewhere.

Where necessary for reasons of propriety, separate rooms or separate use of rooms by men and women shall be provided.

Changing rooms shall:

- Be provided with seating.
- Include, where necessary, facilities to enable a person to dry any such special clothing, their own clothing and personal effects.

Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away:

- Any such special clothing which is not taken home.
- Their own clothing which is not worn during working hours.
- Their personal effects.

FACILITIES FOR REST

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.

Rest rooms and rest areas shall:

- Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.
- Where necessary, include suitable facilities for any woman at work who is pregnant or a nursing mother to rest lying down.
- Include suitable arrangements to ensure that meals can be prepared and eaten.
- Include the means for boiling water.
- Be maintained at an appropriate temperature.

Section R

Arrangements for Drugs, Alcohol and Other Substances

To assist in the safe performance of our duties, Caring Chloe Ltd operates a strict policy of **no alcohol, drugs or psychoactive substances** in the workplace.

No alcohol, drugs or psychoactive substances will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of psychoactive substances, drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their colleagues and members of the public, any member of staff believing that another member of staff is under the influence of psychoactive substances, drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

Caring Chloe Ltd will, in consultation with workers and their representatives:

- Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol, psychoactive substances, or drugs (including some legitimately prescribed medications).
- Encourage employees who may have alcohol, psychoactive substances or drug-related problems which affect their work to take advantage of this organisation's referral procedure for diagnosis and treatment.
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol, psychoactive substances or drugs and to consult with the appropriate organisation specialist to determine whether there is sufficient concern to warrant a medical evaluation.
- In cases where the effects on work of misuse of alcohol, psychoactive substances or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with the Caring Chloe Ltd's medical advisor and the employee.
- Instruct Caring Chloe Ltd's medical advisor to co-ordinate, monitor and, if necessary, participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

Caring Chloe Ltd will establish policy rules relating to an employee who is found to have misused alcohol, psychoactive substances or drugs or admits to the same.

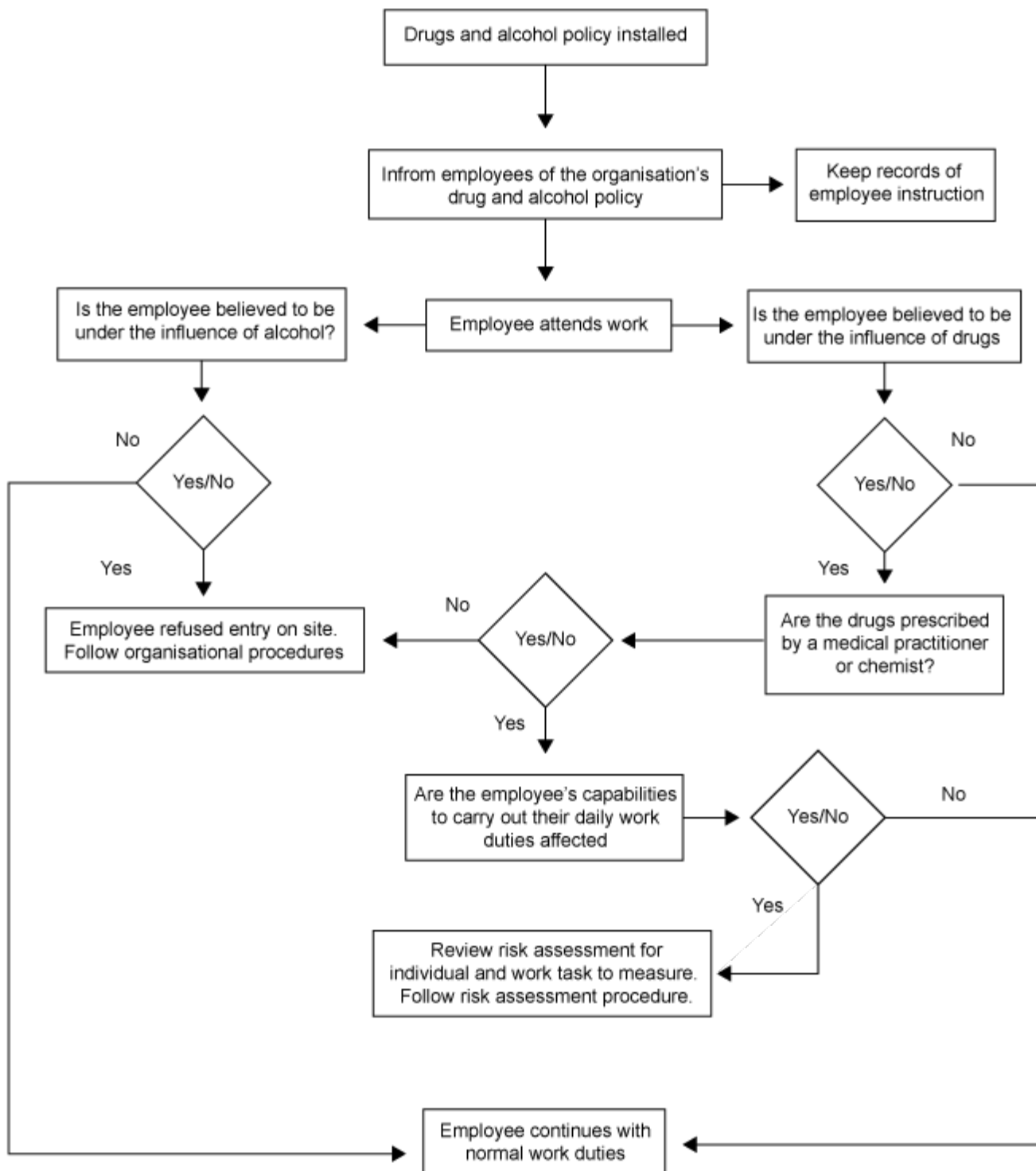
Information and Training

Caring Chloe Ltd will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol, psychoactive substances or drugs at work and the organisation's policy regarding this.
- To understand the organisation's procedures that will be adopted where there is found to be a deterioration in work performance from these effects.
- To understand the legal consequences of their actions.

Managers and supervisors will be given additional training as necessary to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol, psychoactive substances or drugs upon work performance.

Procedure for Drugs, Alcohol and Other Substances



Drugs, Alcohol and Other Substances

Drugs & Alcohol - Workplace Guidance

These notes for guidance are to assist management in implementing a Drugs, Alcohol and Other Substances Policy.

As a Manager you have a responsibility for monitoring the performance and conduct of employees and for providing a safe and healthy working environment for them and for others. Changes in behaviour or performance that may result from drug, alcohol or substance misuse should be monitored and managed according to individual circumstances.

The Legal Framework

As an employer there is a duty under:

- **The Health & Safety at Work etc. Act**

To ensure, as far as reasonably practicable, the health, safety and welfare at work of our employees and to protect others who might be affected by employee actions. Employees also have a personal responsibility to take reasonable care of themselves and others that could be affected by what they do at work.

- **The Management of Health & Safety at Work Regulations**

Assess and control the risks to the health and safety of our employees.

If an employer were to knowingly allow an employee under the influence of drugs or alcohol to continue working and that employee's behaviour put that individual or others at risk, an organisation could be held liable.

- **The Road Traffic Act**

States that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive due to alcohol or drugs, is guilty of an offence.

- **The Misuse of Drugs Act**

Is the principal legislation for controlling drugs? Almost all drugs with the potential for dependency or misuse are covered by it. This act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances i.e. when prescribed by a doctor. If you knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on your premises you could be committing an offence.

- **The Psychoactive Substances Act**

Is the principal legislation for the control of Psychoactive Substances. This legislation makes it an offence to produce, supply, offer to supply, possess with intent to supply, import or export (including over the internet) any psychoactive substances. Products such as nicotine, alcohol, caffeine, food and medicinal products are exempt from the Act.

Definitions

Drugs - any substance which affects the way in which the body functions physically, emotionally or mentally and includes solvents, over the counter and prescribed medicines as well as illegal substances.

Drug Abuse - drug use that harms social functioning, including dependent use (physical or psychological) or use as part of a wider spectrum of problematic or harmful behaviour.

Dependency - a compulsion to continue taking a drug in order to feel good or avoid feeling bad.

Psychoactive substances - often known as 'legal highs', 'illegal legals' or 'illegal highs', are substances designed to produce the same, or similar effects, to drugs such as cannabis, cocaine and ecstasy, but are structurally different enough to avoid being controlled under the Misuse of Drugs Act. They are controlled under the Psychoactive Substances Act and are just as dangerous as controlled drugs.

Safety Critical role or activity includes:

1. Designated driver function e.g. plant operatives, delivery drivers, forklift operatives, etc., as distinct from intermittent driving for business purposes/personal transport.
2. Working with machinery or work in hazardous/industrial type environments e.g. construction, workshop/warehouse, working at height, on live highways, etc.
3. Where employees have access to work materials which might be used as drugs or to any drugs medically prescribed for other persons, which could be misused.
4. Working with children or dependent/vulnerable adults, where employees have a primary role in ensuring their health, safety, wellbeing and/or development.

Alcohol

Employees must not consume any alcohol whilst at work and if found to be under the influence of alcohol will be liable to disciplinary action.

Drugs

Employees must not possess, consume, sell or give to another, any illegal drugs or psychoactive substances whilst at work.

Employees that are found to be under the influence of illegal drugs or psychoactive substances will be liable to disciplinary action.

Employees on prescribed medication which affects their ability to perform their duties must notify their manager who will seek advice, before deciding if it is safe for them to perform those duties.

Any employee who is unable to satisfactorily perform their duties due to alcohol, psychoactive substances or drug consumption will be required to leave work at once. It may be necessary to provide someone to accompany an employee in extreme cases. Investigation will be undertaken to consider whether immediate disciplinary action is necessary.

Frequently Asked Questions

Q. What are my responsibilities?

A. You are responsible for ensuring that all employees are fit for work and that any behaviours that impact on their performance, attendance, conduct or relationships with their colleagues are investigated and dealt with accordingly.

Q. What are the likely signs that someone is misusing drugs, psychoactive substances or alcohol?

A. There are many signs that may indicate someone is misusing drugs, psychoactive substances or alcohol, such as:

- Deterioration in work performance.
- Lateness and casual absenteeism.
- Becoming slower in completing tasks, not meeting deadlines.
- Making regular mistakes.
- Previously unnoticed unreliability.
- Irritability with colleagues and/or customers.
- Slurred speech, tremors.
- Deterioration in physical appearance.
- Significant changes in and/or highly erratic performance.

NB: It should be noted that all of the above could also be due to other causes i.e. illness, personal problems, reaction to stress.

Q. What should you do if you suspect that an employee is abusing drugs, psychoactive substances or alcohol?

A. Firstly you should speak to the employee to find out if there are other causes for their behaviour. This should be done discreetly in a confidential environment in which they should feel comfortable in disclosing any issues.

Q. What if another employee informs management that they suspect someone is abusing drugs, psychoactive substances or alcohol?

A. Although a more difficult situation to deal with this should be dealt with in the same way. Speak to the employee and tell them you have concerns. Again, remember that there may be other causes for their behaviour.

Q. What if an employee admits to misusing/dependence on drugs, psychoactive substances or alcohol?

A. Find out the extent of the problem and reassure them that you want to support them in dealing with it. Consider and discuss other options i.e. National Drugs Helpline, Alcoholics Anonymous etc.

Q. What if they do not admit to abusing drugs, psychoactive substances or alcohol and do not offer acceptable alternative reasons for their behaviour?

A. Request their consent to be referred to an Occupational Health Specialist.

Q. What if an employee refuses to agree to a referral an Occupational Health Specialist?

A. You can still seek general advice from Occupational Health without an employee's permission. Advise the employee that you will do this and that it would be to their advantage to be involved, as it will give them the opportunity to give information you may not be aware of to Occupational Health. Otherwise, the advice you receive from Occupational Health will be given on the basis of what information is available to you at the time.

Q. What you do if an employee advises me that they have been prescribed drugs that may affect their performance at work?

A. Seek Occupational Health Specialist advice as to what can be expected of someone taking the medication they have been prescribed. Carry out a risk assessment and consider temporary changes to duties or alternative work whilst they are taking the medication.

Q. What do I do if an employee turns up for work appearing to be under the influence of drugs, psychoactive substances or alcohol?

A. Depending on their state, send them home and arrange to meet with them once the effects of the alcohol or drugs are likely to have worn off. Meet with them and discuss the issue in detail. Advise them that it could be considered gross misconduct and inform them that you may consider taking disciplinary action.

Q. How do I decide if it is a health or misconduct issue?

A. Unless there has been serious misconduct or the individual represents a threat or risk to others, the issue would usually be treated, in the first instance, as a health issue. However, where there is no co-operation or satisfactory improvement in performance or behaviour, disciplinary sanctions should be considered.

Q. What if there has been serious misconduct or gross incompetence?

A. Acts that could be considered gross misconduct or gross incompetence, that are as a result of drug or alcohol misuse may result in dismissal and are dealt with under this organisation's Disciplinary Procedure. Gross misconduct can include, but is not limited to, assault or other violent behaviours, possession, use, supply or offer to supply of illegal drugs or psychoactive substances whilst at work.

Q. What if an employee is found taking or supplying illegal drugs or psychoactive substances at work?

A. This would be considered gross misconduct and they should be sent home immediately. Permission to suspend should be sought from senior management.

Q. Where can I go for more information?

A. There are several agencies that provide advice and information on this subject. The following list gives details and contact numbers.

Contacts

Alcoholics Anonymous
0800 9177 650

Drinkline
0300 123 1110

National Drugs Helpline
0800 776600

Section S

Arrangements Concerning Trade Contractors' Safety Information

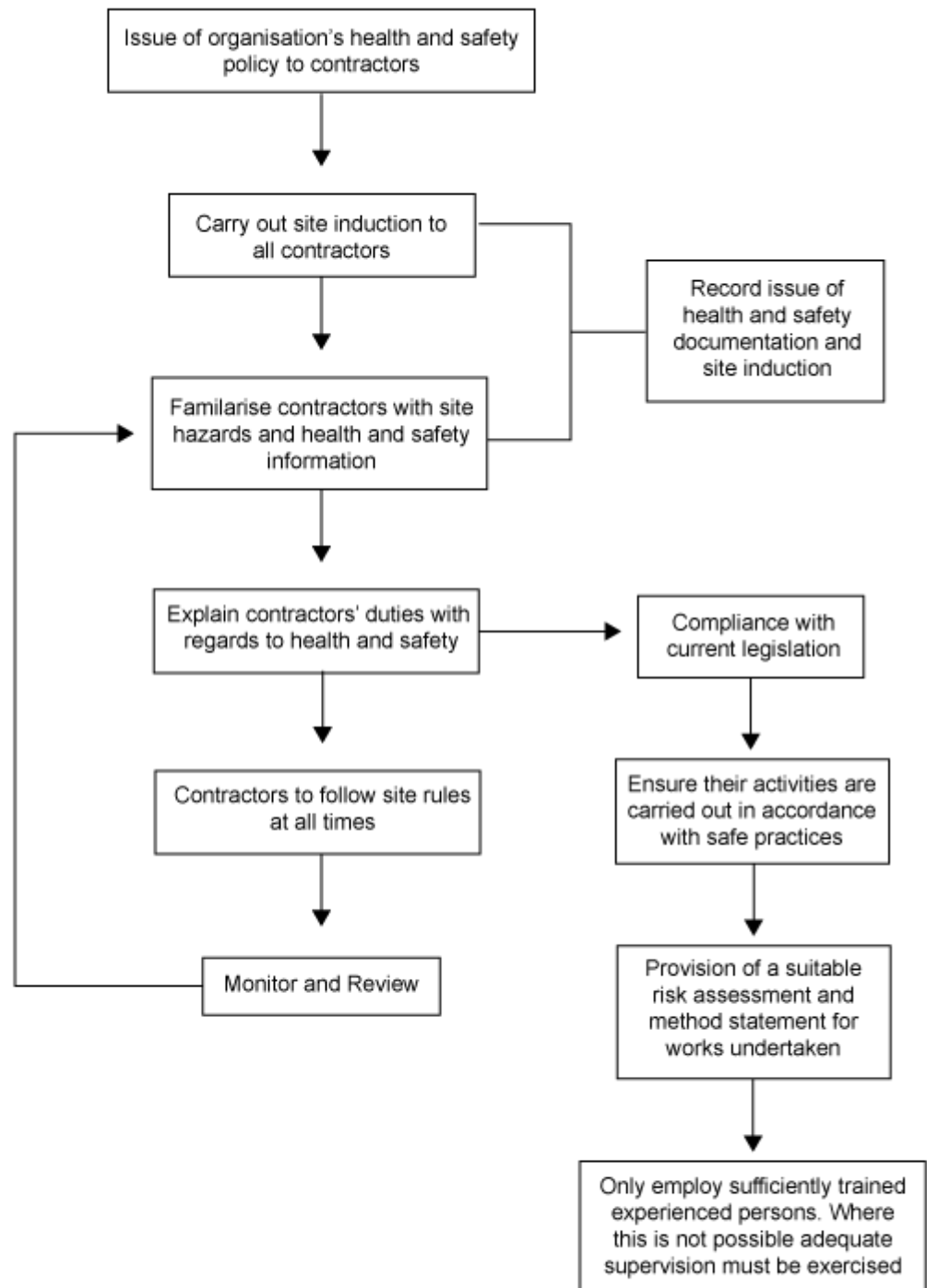
Safety information, which forms an integral part of Caring Chloe Ltd's health and safety policy, is applicable to all trade contractors and persons under their control and forms part of the terms of contract. Trade contractors are required to ensure that:

- They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site.
- Their activities are conducted in accordance with the safe practices as detailed in this policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act.
- They comply with all the relevant legislation applicable to the workplace.
- They provide the correct protective equipment and clothing to their employees at the contractor's expense.
- Employees remain within the designated areas of their work.
- They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves trade contractors of their duties and obligations under statute or common law. Failure to comply with Caring Chloe Ltd's health and safety policy or any legal requirements will lead, at Caring Chloe Ltd's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

The Operations Manager shall ensure that the competency of tendering/appointed contractors is assessed to ensure that they have allocated adequate resources to meet their health and safety obligations.

Procedure for Providing Trade Contractors' Safety Information



Trade Contractors' Safety Information

VETTING HEALTH AND SAFETY COMPETENCE

In order to assess whether a contractor has allocated adequate resources to fulfil their health and safety obligations in terms of health and safety law it will be necessary for the contractor to complete this organisation vetting questionnaire.

The responses obtained from the contractor, and thorough evaluation and rating of this return will also serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this organisation will be required to complete the vetting questionnaire and a decision will be taken by this organisation's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this organisation.

In order to rate or assess any item it is necessary to have a scoring system. This is an operational system:

Score	Rating	Example
0	Zero	Topic not covered, no action/evidence.
1	Very poor	Topic badly covered, no action/evidence.
2	Poor	Topic badly covered, some action/evidence.
3	Good	Topic covered, some action/evidence.
4	Very good	Topic well covered, procedure well followed.
5	Excellent	Procedure in place, evidence of compliance.

Thus a contractor will develop an average score. A contractor ought to be competent if they can average more than a score of 3. It is borne in mind that the degree of competence necessary for a simple task carried out in a "safe" environment is less than that required for a complex task in a more dangerous workplace.

VETTING A SMALLER CONTRACTOR'S HEALTH AND SAFETY COMPETENCE

Assessing a contractor who employs less than five people will not be as simple. Their legal requirement is to obey the legislation but without the burden of writing these things down.

The responses obtained from the contractor and thorough evaluation of this return will serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this organisation will be required to complete the vetting questionnaire and a decision will be taken by this organisation's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this organisation.

Contractor Health And Safety Competence Assessment (Non Construction)

Name of organisation:

Address:

Tel:

Fax:

Email address:

Nature of business:

Does your organisation have five or more direct employees? <i>If yes please answer all questions. If no please answer all questions except 1 and 2</i>	YES/NO	
Does your organisation have/operate the following: <i>If yes please attach evidence</i>	Rating	
1. A health and safety policy? <i>Please attach your policy statement, describe the health and safety responsibilities of management, and provide an index listing of your general arrangements, and health and safety procedures</i>	YES/NO	
2. An environmental policy? <i>Please attach your policy statement</i>	YES/NO	
3. A procedure for making risk assessments? <i>Please attach an example of a completed assessment</i>	YES/NO	
4. A procedure for making COSHH assessments? <i>Please attach an example of a completed assessment</i>	YES/NO	
5. A person appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations? <i>Please provide details and evidence of health and safety training and qualifications or CV</i> Name: Position: Company:	YES/NO	
6. A health and safety training programme for employees? <i>Please supply details of courses attended in last 5 years</i>	YES/NO	
7. A health and safety training programme for management/ supervisory staff? <i>Please supply details of courses attended in last 5 years</i>	YES/NO	
8. An accident investigation procedure? <i>Please provide details</i>	YES/NO	

9. An accident recording system? <i>Please provide the number of accidents in the last 3 years</i> “Over-seven-day” reportable: Major/Specified: Fatal:	YES/NO	
10. A plant/equipment selection and maintenance procedure? <i>Please provide details</i>	YES/NO	
11. A vetting procedure for contractors or sub-contractors to ensure that they are competent to carry out their work? <i>Please provide details</i>	YES/NO	
12. A procedure for informing staff about health and safety matters? <i>Please provide details</i>	YES/NO	
13. A procedure for discussing/consulting staff about health and safety? <i>Please provide details</i>	YES/NO	
14. Access to health and safety information? <i>Please provide details</i>	YES/NO	
Any other comments that you wish to bring to our attention regarding health and safety:		

Name of person completing questionnaire: Job title: Date of completion:
Required action (for assessor's use only):
Grading:
Evaluated by:
Date:

Self Employed Contractor Competence Assessment

Name:

Address:

Tel:

Mob:

Email:

Trade / Skill:

		Rating
Training Have you recently undertaken any of the following types of training courses? • Site Safety for Operatives • Site Safety for Supervisors • Asbestos Awareness • Trade or Skill (refresher) • First Aid (4 day full or 2 day refresher) • Other health and safety related training (e.g. fire) <i>If yes please indicate which and provide course details, dates and copies of certificates where possible</i>	YES/NO	
Qualifications/memberships Are you working towards or do you currently hold any of the following qualifications or individual memberships? • CSCS card (trainee, operative, experienced, supervisory) • CCNSG safety passport • CPCS or equivalent plant operators card • CISRS, Gas Safe, IPAF, SKILLcard, other • NVQ, C&G or certificates • Trade or professional associations <i>If yes please indicate which and provide a photocopy of cards, certificates or relevant correspondence as appropriate</i>	YES/NO	

		Rating
Experience Do you have relevant work experience? <i>If yes please provide details such as a list of some recent projects or contracts on which you have worked along with contact details of the person who can verify that the work was carried out with due regard for health and safety</i>	YES/NO	
Insurance Do you have any of the following insurance cover? • Public and product liability • Employers liability • Personal accident <i>If yes please indicate which and provide a copy of your current insurance schedules which should contain the level of cover held, policy numbers and expiry dates</i>	YES/NO	
Signed: Date of completion:		
Required action (assessor's use only):		
Grading:		
Evaluated By:		

Section T

Arrangements for Safety Monitoring, Audit and Inspection

Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control.

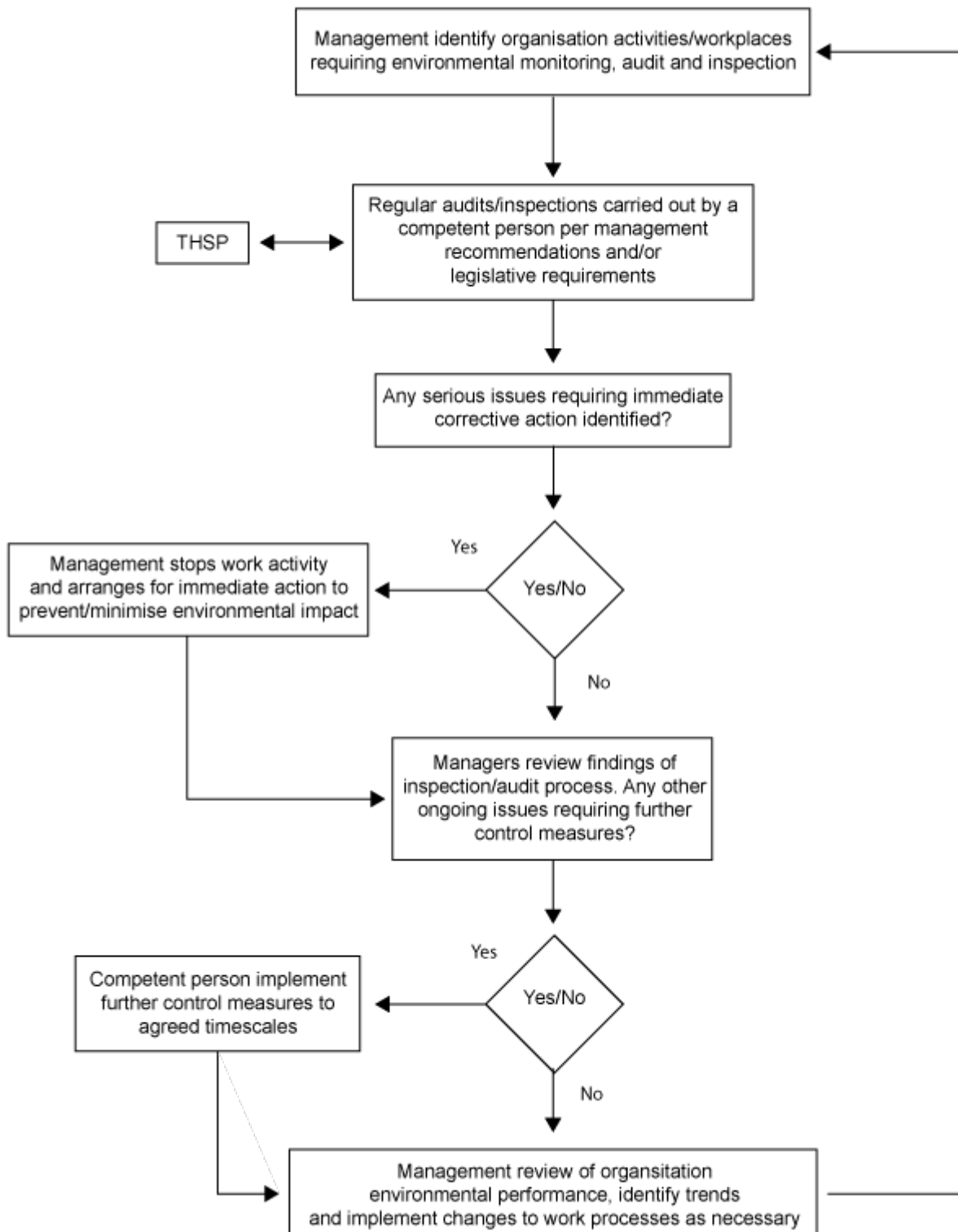
Robert Graham / Nathalie Abellana will ensure that a systematic audit of all safety arrangements will be carried out on a regular basis.

The Operations Manager will ensure that places of work are inspected regularly and in accordance with statutory requirements.

Where requested, Caring Chloe Ltd's health and safety advisors, THSP Risk Management, will visit the workplace to carry out safety inspections and audits.

Records of safety inspections and audits will be kept in order that management of Caring Chloe Ltd can monitor our performance and improve the overall safety culture within the workforce.

Procedure for Safety Monitoring, Audit and Inspection



Safety Monitoring, Audit and Inspection

INTRODUCTION

Workplace monitoring, and health and safety performance checks are key management responsibilities for ensuring ongoing health and safety standards within the workplace remain at an acceptable level. Regular workplace audits, inspections and management reviews go some way to help ensure those standards are maintained.

WORKPLACE INSPECTIONS

Inspections should only be carried out by a competent person, such as a health and safety manager or an external safety advisor. Any issue posing a significant risk to health and safety requires immediate management action and should, where possible, be rectified there and then. All issues are to be recorded and reasonable timescales specified for rectifying/addressing any outstanding issues.

Where required, a formal report shall be completed before the end of the working period with a copy issued to the person for whom the inspection was carried out. The safety manager or appointed person shall regularly check that any outstanding issues have been suitably addressed and rectified.

Statutory inspection reports shall be kept at the workplace for at least 3 months after the date of the report.

SAFETY AUDIT CHECKLIST

The following should be checked when carrying out an inspection:

- Organisation health and safety policy is being adhered to.
- Relevant documentation such as risk assessments, method statements, safety plans, etc. is specific to the works being carried out.
- Workplace inductions have been carried out for all personnel.
- All personnel are adequately trained to carry out their tasks safely.
- All protective clothing and equipment is in good order and is being used correctly.
- All equipment is in good order, suitably guarded and inspected/maintained at the required intervals by a competent person.
- Any potentially hazardous substances used have been COSHH assessed, are being handled and stored correctly, and relevant safety information, where appropriate, is readily available.
- All places of work, including access routes, are safe and have been inspected in due time by a competent person.
- The provision of adequate lighting, including secondary lighting systems.
- The provision of adequate first aid facilities.
- The provision of adequate fire precautions.
- The provision of adequate welfare facilities.
- The provision of adequate emergency arrangements.
- The provision of safe pedestrian and vehicular traffic routes.
- That all statutory notices are displayed in the workplace.

Workplace (Construction) Safety Inspection Check Sheet

Location:

Date:

Carried out by:

	Satisfactory / Unsatisfactory Y/N	Action Date
SAFETY MANAGEMENT		
Policy available to employees?		
Registers being completed?		
Safety plan adhered to/updated?		
HEALTH AND WELFARE		
Toilets adequate?		
Rest facilities adequate?		
Drying space adequate?		
First aid facilities adequate?		
Washing facilities adequate?		
Drinking water and cups provided?		
FIRE PRECAUTIONS		
Alarm system/detection system?		
Extinguishers adequate?		
Fire procedures understood?		
Hot-works permits?		
Flam store?		
RISK		
Hazards identified?		
Assessments produced?		
Effectiveness monitored?		
Assessments complied with?		
COSHH		
Substance survey?		
Data sheets collected?		
Assessments produced?		
Assessments complied with?		
NOISE		
Monitoring?		
Hearing protection in use?		
Hearing protection zones established?		
TRAINING		
Induction carried out for all?		
Task training OK?		
Fire training carried out for all?		
POWER TOOLS		
Trained operators?		
Maintenance register up-to-date?		
PLANT		
Trained operators?		
Maintenance forms signed/up-to-date?		
Sufficient space?		
Properly used/loaded?		
LIFTING OPERATIONS		
Trained operators?		
Trained banksmen?		
All equipment tested?		
Certificates seen?		
Maintenance forms signed?		

	Satisfactory / Unsatisfactory Y/N	Action Date
MANUAL HANDLING		
Risks assessed?		
Staff trained?		
Good practice observed?		
ELECTRICS		
Circuits earthed?		
Trip switches in use?		
All 110 volts?		
All tools checked?		
Maintenance register held?		
EMERGENCY PLANS		
Published?		
Tested?		
Secondary lighting in place?		
TRAFFIC ROUTES		
Signed?		
Separation working?		
SCAFFOLDS		
Plumb and level?		
All boards there?		
Toe-boards/guardrails OK?		
Ladders sound and tied?		
Competent inspection?		
EXCAVATIONS		
Shored/battered?		
Barriers/warnings?		
Access/egress safe?		
Underground services checked?		
Competent inspection?		
GASES		
Properly stored?		
Trained users?		
PPE		
Being used properly?		
In good repair?		
Correct equipment?		
HOUSEKEEPING		
Site tidy?		
Traffic routes clear?		
Material stacking OK?		
Fencing secure/signed?		
Waste removal OK?		
Timber dewatered?		

Section U

Arrangements for Waste Disposal

All waste generated during the course of this organisations activities shall be deemed "controlled waste" and disposed of in a responsible manner in accordance with our duty of care under the Environmental Protection Act.

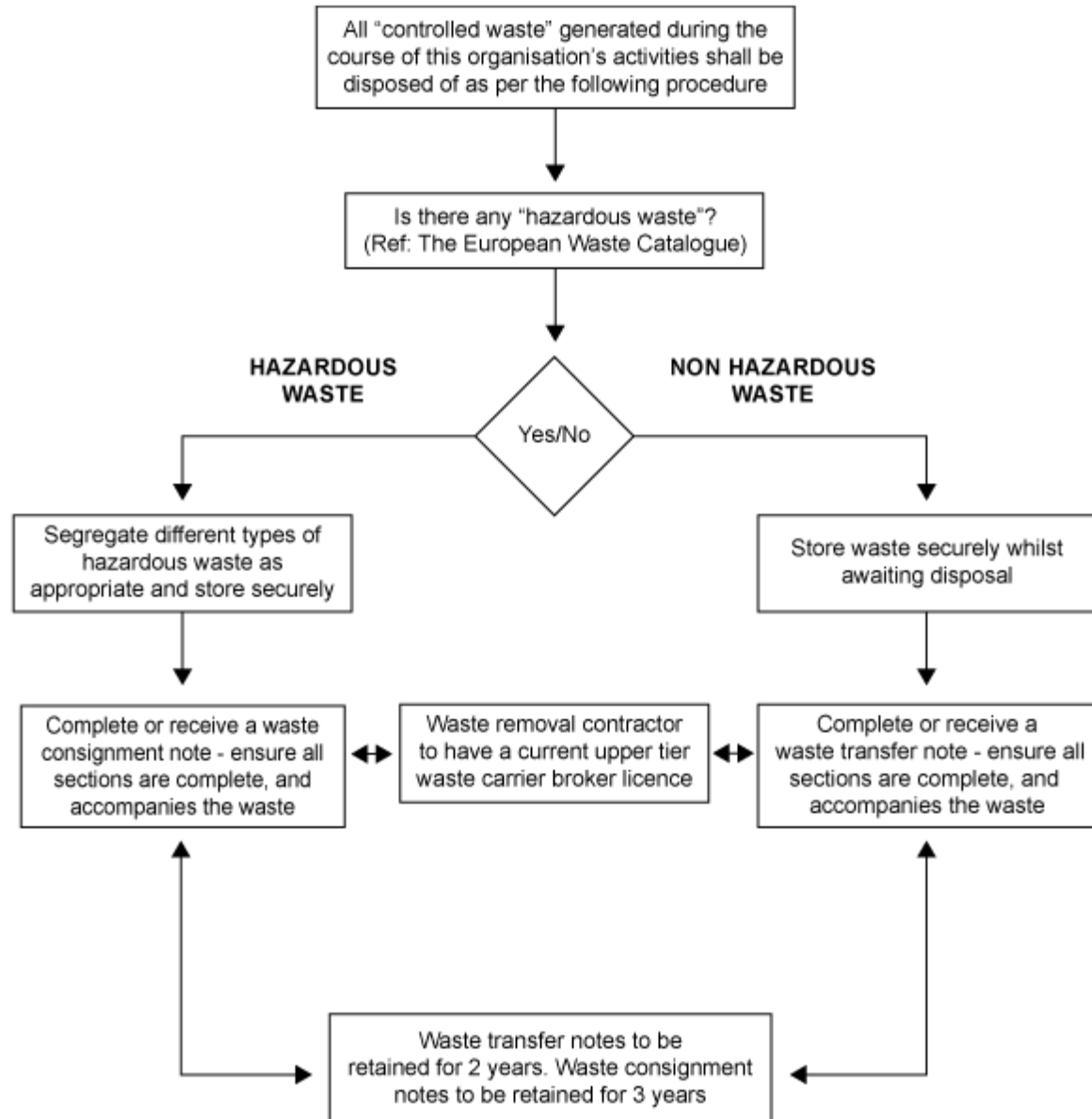
Robert Graham / Nathalie Abellana shall ensure that all waste materials are stored and disposed of in accordance with written procedures and relevant legislation.

The Operations Manager shall ensure that disposal of all "non-hazardous waste" is accompanied by and recorded through a system of signed "waste transfer notes".

The Operations Manager shall ensure that disposal of all "hazardous waste" is accompanied and recorded through a system of signed "hazardous waste consignment notes".

The Operations Manager shall ensure that all consignment and waste transfer notes are kept on file.

Procedure for Waste Disposal



Waste Disposal

WASTE MANAGEMENT DUTY OF CARE

The duty of care applies to "controlled waste". Waste is defined as "any substance or object which the producer or the person in possession of it discards or intends or is required to discard". Additionally, the duty of care applies to anyone who is the holder or carrier of such waste. The only exception to this is for occupiers of domestic property for the household waste generated from their home.

"Controlled waste" means waste from households, commerce or industry. A further subdivision can be made into "hazardous and "non-hazardous" wastes depending on the effect of these wastes on health and the environment.

"Producer" means anyone whose activities produce waste or who carries out pre-processing, mixing or other operations resulting in a change in its nature or composition.

"Holder" means anyone who imports, produces, carries, keeps, treats or disposes of controlled waste or, as a broker, has control of it.

The Environmental Protection (Duty of Care) Regulations, the Controlled Waste Regulations and the Hazardous Waste Regulations place legal responsibilities on waste producers and holders to ensure that the disposal of all controlled waste is safely managed and that records are kept for audit by the relevant authorities.

AUTHORITIES AND ADVISORY BODIES

The following authorities and advisory bodies should be consulted where appropriate:

- The Environment Agency (EA).
- The Scottish Environment Protection Agency (SEPA).
- The Health and Safety Executive (HSE).
- The Local Authority Environmental Health Department.
- The Local Authority Waste Disposal Department.
- The Inter-Departmental Committee on the Redevelopment of Contaminated Land, DEFRA, 43 Marsham Street, London SW1 3PY.

DISPOSAL CONTROLS

All waste processes must be regularly monitored. This should include weekly (or daily) checks on all waste collection areas, checks on the correct segregation of waste and checks on the contractors who remove the waste.

Appropriate documentation must be completed to provide an auditable trail for the waste.

Carriers must be registered in order to collect waste, and the disposal and recovery facilities must be licensed to take the waste.

It must be remembered that the duty of care for waste continues all the way down the line to the point of final disposal. Thus, if an incompetent contractor allows waste to escape after collection then the responsibility may rest with the producer of the waste. It is therefore crucial that organisations select competent contractors to deal with their waste.

In summary, the following actions must be carried out:

- Notify the premises (unless exempt) to the EA or SEPA where hazardous waste is produced (Wales only).
- Appoint a competent waste carrier, ensuring that they are registered and hold an appropriate license (this can be checked through the EA's website).
- Ensure that appropriate documentation is completed and accompanies waste:
 - Waste transfer notes for non-hazardous waste (see example form below).
 - Hazardous waste consignment notes for hazardous waste (multi-part forms are available from the EA or SEPA).
- Ensure documents are securely filed (waste transfer notes must be kept for a minimum of 2 years and hazardous waste consignment notes for a minimum of 3 years).
- Ensure that the final disposal site is registered and has a licence to accept specific types of waste.

It is strongly recommended that you also:

- Get references from other clients before you appoint a waste sub-contractor. It may also be appropriate to audit the contractor on issues such as staff training, equipment and vehicles, any previous convictions for waste offences, and policies and procedures.
- Visit the disposal or recovery facilities that finally deal with the waste. It may be appropriate to audit the facility to ensure compliance with your duty of care and legal obligations.

(Non-Hazardous) Waste Transfer Note**A. DESCRIPTION OF WASTE**

1. Description of the waste being transferred:

2. European Waste Catalogue Code:

3. How is the waste contained?

Loose ☐ Sacks ☐ Skip ☐ Drum ☐ Other ☐ please describe

4. What is the quantity of waste? (number of drums, tonnes etc.):

B. CURRENT HOLDER OF THE WASTE (TRANSFEROR)

Full name:

Name and address of the Organisation:

Which of the following are you? (one or more boxes may apply)

Waste producer	☐	Holder of waste management licence	☐	Licence no: Issued by:
Waste importer	☐	Exempt from waste management licensing	☐	Reason why:
Waste collection authority	☐	Registered waste carrier	☐	Registration no: Issued by:
Waste disposal authority (Scotland only)	☐	Exempt from requirement to register	☐	Reason why:

By signing Part D below, I confirm that I have fulfilled my duty to apply the 'waste hierarchy', as required by Regulation 12 of the Waste (England) Regulations 2011. YES ☐

C. PERSON COLLECTING THE WASTE (TRANSFeree)

Full name:

Name and address of the Organisation:

Which of the following are you? (one or more boxes may apply)

Waste collection authority	☐	Authorised for transport purposes	☐	Specify purpose:
Waste disposal authority (Scotland)	☐	Holder of waste management licence	☐	Licence no: Issued by:
		Exempt from waste management licensing	☐	Reason why:
		Registered waste carrier	☐	Registration no: Issued by:
		Exempt from requirement to register	☐	Reason why:

D. ADDRESS OF PLACE OF TRANSFER:

Date of Transfer:		Time of transfer (for multiple loads give between dates):
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Name and address of broker (if applicable):

TRANSFEROR		TRANSFeree
Signature:		
Full name: Representing:		

Part 3 - Health and Safety Guidance Notes

Guidance Notes Index

Agency Staff - B303
Asbestos Information Instruction and Training - H203
Asthma (Occupational) - O009
Back Pain in the Workplace - O016
Batteries - Handling & Charging - H705
Bodily Fluids - H502
CDM Part 4 General Requirements for all Sites - C011
Catering Equipment and Workplaces - I004
Communication with Foreign Workers - D002
Competency Cards - K002
Confined Spaces - J200
Contaminated Sites - H701
Cradles - G118
Dealing with Suspicious Materials - H700
Dermatitis Health Surveillance - O010
Driving on Company Business - G800
Electrically Operated Tools - G702
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Fall Arrest Rescue Procedures - G109
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Lone Working - B304
Manual Handling Solutions - L002
Method Statement Checklist - B003
Mobile Access Towers - G107
Mobile Elevating Work Platforms (MEWPS) - G108
Needles and Sharps - H505
Noise Health Surveillance - O007
Office Safety - B301
On Site Inspections and Audits - J105
On Site Work Surveying - J101
PPE - Eye Protection - P005
PPE - Foot Protection - P002
PPE - Hand Protection - P003
PPE - Head Protection - P008
PPE - Hearing Protection - P007
PPE - High Visibility Clothing - P006
PPE - Respiratory Protection - P004
Permits - Confined Space Entry - B400
Permits - Roof Access Works - B404
Podium Steps - G106
Pre-Employment Health Screening - O002
Psittacosis - H602
RIDDOR Reporting - N005

Return to work and rehabilitation - O013
Roof Work - G117
Rope Access Techniques - G111
Safety Harnesses and Belts - G120
Site Rules - I100
Solvent Cleaning Fluids and Adhesives - H408
Spraying - Knapsack - H410
Step Ups/Hop Ups - G103
Stepladders - G104
Strimmers - G708
Telephone Advisory Service - A002
Toolbox Talks - F003
Training Matrix (Non Construction) - F005
Training requirement for First Aiders - N002
Transient Welfare Facilities - Q004
UV Exposure - B311
Upper Limb Disorders - B101
Vibration (HAV) Health Surveillance - O005
Violence to Staff - I003
Waste - Harmful - H303
Water Jetting - High Pressure - G704
Work Equipment (Construction) - G302