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DMS Nuclear

Health and Safety Policy

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SECTION 1 POLICY

Health & Safety Policy Statement

This Statement recognises DMS Nuclear's obligations under the Health and Safety at Work etc. Act 1974. DMS Nuclear (The Company) in the conduct of its activities will ensure that it:

- Protects the health, safety and welfare of its employees and others who may be affected by its activities.
- Limits adverse effects on and adjacent to the area in which those activities are carried out.
- Meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.

The Company will also, so far as is reasonably practicable:

- Provide and maintain safe working environments that are without risks to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision is provided for safe methods of work to be developed.
- Train all employees to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Ensure that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Co-operate with appropriate authorities and technical organisations to ensure policies are updated and Standards reviewed to reflect best practice.
- Undertake inspection, audit and review activities to ensure the Company's objectives for health, safety and welfare are being met.

Application

- This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company.
- The Policy must be enforced by all Directors and Managers and be observed by all employees.
- A review of the policy will take place every 12 months.

Responsibilities

- The responsibilities for determining the Company's policies on health, safety and welfare matters including revision of this Policy, lies with the Directors of DMS Nuclear
- The Board of Directors has appointed the Director, Karl Evans, as having particular responsibility for health, safety and welfare. In the event of difficulties arising from the implementation of this Policy, reference must be made to Mr Evans.
- Each employee shall recognise personal responsibility for observing the Company's Safety Policy, Instructions and Procedures, and should develop interest and enthusiasm in health, safety and welfare issues.
- The implementation of this Policy will be undertaken by the Managers and staff of the Company supported by an Appointed Safety Adviser who will monitor compliance with the requirements and give advice on health, safety and welfare matters generally.



Karl Evans
Managing Director
DMS Nuclear
23rd April 2014

SECTION 2 ORGANISATION

2.1. Responsibility for Safety within the Company

Whilst the overall policy responsibility for health and safety rests at the highest level, individuals at every level shall need to accept degrees of responsibility in order to effectively implement this policy. This section details the responsibility at each level within the company in support of implementation of the policy.

2.2. Managing Director

Karl Evans- Managing Director of DMS Nuclear shall be responsible for the overall effectiveness of this Health and Safety Policy and is responsible for safety throughout the company. Each Manager and Employee is responsible to her for safety and for complying with legal requirements on their own jobs. In particular she shall:

- 2.2.1 ensure that the company complies with the requirements of:
 - a) the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
 - b) all relevant fire safety legislation;
 - c) this health and safety policy.
- 2.2.2 ensure that the necessary resources are made available to comply with the above stated requirements.
- 2.2.3 appoint a Health and Safety Adviser to manage and monitor compliance with this policy.
- 2.2.4 ensure that:
 - a) the effectiveness of this policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation; and
 - b) any changes that are deemed necessary are recorded and carried out.
- 2.2.5 ensure that adequate resources are made available to implement this policy and to take any necessary remedial action or make any required amendments to the procedures that comprise this policy.
- 2.2.6 appoint sufficient competent persons to implement this policy.

2.3. Directors

- 2.3.1 Shall ensure that the company, and in particular any department for which they are responsible complies with the requirements of:
 - a) the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
 - b) all relevant fire safety legislation;
 - c) this health and safety policy.
- 2.3.2 Shall ensure that the necessary resources are made available to comply with the above stated requirements.

2.4. Office Manager

- 2.4.1 Shall ensure that there is adequate first aid facilities made available in the office and that all employees know the whereabouts of such facilities.
- 2.4.2 Shall investigate all accidents that occur in the office and implement corrective action.
- 2.4.3 Shall deal with all insurance and legal matters arising from industrial injury.
- 2.4.4 Shall maintain records of:
 - a) all accidents reported to the company in accordance with the procedures set out in this policy;
 - b) health and safety training received by employees;
 - c) all tests and inspections carried out on work equipment including portable electrical equipment, access equipment and lifting equipment.
- 2.4.5 Shall carry out regular safety inspections of the office area and where remedial action cannot be implemented immediately, shall notify the Managing Director.

2.5. Managers

- 2.5.1 Shall ensure that their department complies with the requirements of:
 - a) the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
 - b) all relevant fire safety legislation; and
 - c) this health and safety policy.
- 2.5.2 Shall ensure that the necessary resources are made available to comply with the above stated requirements and where they do not have the necessary resources or authority shall refer the matter to a Director of the Company.
- 2.5.3 Shall ensure that all members of their department are provided with such information, instruction and training as is necessary to allow them to comply with the above stated requirements.
- 2.5.4 Shall ensure that all risk assessments required by statute are carried out and control measures implemented, prior to the commencement of any hazardous work or the use of any hazardous substance.
- 2.5.5 Shall ensure that this health and safety policy is implemented in their department.
- 2.5.6 Shall appoint sufficient competent persons to implement this health and safety policy within their department.
- 2.5.7 Shall ensure that all members of their department are made aware of the arrangements set out in this policy and comply with them at all times whilst at work.
- 2.5.8 Shall carry out regular safety inspections of sites under their control and where remedial action cannot be implemented immediately, shall notify the Managing Director.
- 2.5.9 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- 2.5.10 Shall ensure that all accidents are recorded in the accident book and reported immediately to the Company Secretary.

2.6. Engineers

- 2.6.1 Shall in addition to their duties as employees, and where appropriate managers, comply with their duties as Engineers as set out in this health and safety policy.
- 2.6.2 Shall ensure that any design they prepare and which he is aware will be used for the purposes of delivery, installation and construction work includes among the design considerations adequate regard to the need:
- a) to avoid foreseeable risks to the health and safety of any person at work carrying out delivery, installation and construction or cleaning work in or on the structure at any time, or of any person who may be affected by the work of such a person at work,
 - b) to combat at source risks to the health and safety of any person at work carrying out delivery, installation and construction or cleaning work in or on the structure at any time, or of any person who may be affected by the work of such a person at work, and
 - c) to give priority to measures which will protect all persons at work who may carry out delivery, installation and construction or cleaning work at any time and all persons who may be affected by the work of such persons at work over measures which only protect each person carrying out such work;
- 2.6.3 Shall ensure that any design for construction work includes adequate information about any aspect of the project or structure or materials (including articles or substances) which might affect the health or safety of any person at work carrying out delivery, installation and construction or cleaning work in or on the structure at any time or of any person who may be affected by the work of such a person at work.

2.7. Engineers, Delivery and Installation Supervisors

- 2.7.1 Shall ensure that where DMS Nuclear employees are working for another company that those employees request a copy of that company's health and safety policy and that the contents are communicated to employees under their control.
- 2.7.2 Shall carry out all risk assessments required by statute prior to the commencement of any hazardous work or the use of any hazardous substance where the work or the use of the substance cannot be avoided.
- 2.7.3 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by the company's undertaking, the control measures and safe systems of work identified in any risk assessment(s) for:
- a) hazardous work; or
 - b) the use of a hazardous substance.
- 2.7.4 Shall notify their Manager immediately should they discover a hazardous operation, or need to use a hazardous substance that has not been fully assessed.
- 2.7.5 Shall ensure that all works under their control are adequately supervised, particularly where young and inexperienced workers are concerned.
- 2.7.6 Shall ensure that areas under their control are maintained in a safe and tidy condition.
- 2.7.7 Shall ensure that only competent people are allowed to operate plant and equipment or to erect access equipment.
- 2.7.8 Shall ensure that all accidents are recorded in the accident book and reported immediately to the Company Secretary.
- 2.7.9 Shall ensure that any risks identified on site are communicated without delay to employees under their control.
- 2.7.10 Shall ensure that personal protective equipment is available on site and used by company employees wherever it is required by law, this policy or its use indicated in statutory assessments.
- 2.7.11 Shall ensure that all contractors under their control provide and use personal protective equipment wherever it is required by law, the company, this policy or its use indicated in statutory assessments.

2.8. The Company Employees

- 2.8.1 Shall study and comply with the requirements of this policy.
- 2.8.2 Shall take reasonable care of their own health and safety whilst at work.
- 2.8.3 Shall work in such a manner so as not to put at risk any person who is likely to be affected by their works.
- 2.8.4 Shall not interfere or misuse anything provided in the interest of health, safety and welfare.
- 2.8.5 Shall watch out for warning and hazard notices, and obey any hazard warnings given.
- 2.8.6 Shall not attempt to operate plant and machinery unless trained and authorised to do so.
- 2.8.7 Shall observe all safety rules, and act on all reasonable instructions given by Directors, Managers or Supervisors on matters of health and safety. Refusal to comply with a reasonable instruction shall result in immediate expulsion from site. A second breach of any company safety rule may result in instant dismissal.
- 2.8.8 Shall report all accidents and damage to their Managers or in their absence the Company Secretary, whether persons are injured or not.
- 2.8.9 Shall immediately report any defects in protective equipment issued to their Managers or in their absence a Director.
- 2.8.10 May make suggestions to improve health and safety in the company to their Managers or to a Director.

2.9. Sub-Contractors

All Sub-Contractors working under the control of the Company:-

- 2.9.1 Shall fully familiarise themselves with and comply with the requirements of this policy.
- 2.9.2 Shall if they employ 5 People or more, provide the Company with a copy of their safety policy before commencement on site.
- 2.9.3 Shall provide the Company with a copy of both their indemnity insurance policies.
- 2.9.4 Shall establish and agree with the Managing Director safe systems of work before commencement on site.
- 2.9.5 Shall provide Contracts Managers, before the start of any hazardous work, with a written risk assessment for the works.
- 2.9.6 Shall comply with all control measures set out in any risk or other assessments for their works.
- 2.9.7 Shall comply with all control measures set out in any risk or other assessments, for works carried out by others, but which may affect them.
- 2.9.8 Shall provide the Company with a copy of their C.O.S.H.H. Assessment of all hazardous substances that shall be used on site. This shall be carried out before commencement of their works.
- 2.9.9 Shall ensure that personal protective equipment is available on site at all times and used by themselves and their employees where ever it is required by law, Contracts Managers, this Safety policy or its use indicated in any statutory assessments for their work or work that may affect them.
- 2.9.10 Shall ensure that their employees are adequately trained and fully aware of any hazards on the site.
- 2.9.11 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- 2.9.12 Shall carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical.
- 2.9.13 Shall only use 110v electrical equipment on the Company's sites.

Failure to comply with any of the above requirements may result in expulsion from site or the Company carrying out their duties and charging for the service at a later date.

2.10. All other persons legitimately on the Company premises

All persons legitimately entering areas under the Companies control:-

- 2.10.1 Shall observe the Company's safety rules and the instructions given by persons enforcing this policy.
- 2.10.2 Shall not start work until the relevant safety rules are read, understood and accepted.
- 2.10.3 Shall not start work until covered by insurance against risk.
- 2.10.4 Shall observe the Company's rules and regulations for contractors.

2.11. Company employees working on other Company's premises

All employees working on another companies premises

- 2.11.1 Shall ensure that they receive a copy of that Company's health and safety policy
- 2.11.2 Shall ensure that they receive induction training from the host Company which should include:
 - a) Identification of management,
 - b) An explanation of their duties under the Health and Safety at Work Act and all other relevant statutory provisions,
 - c) Fire and emergency training including:
 - Raising the alarm,
 - Assembly points,
 - Evacuation routes and procedures,
 - Use of fire fighting equipment and
 - Correct use of fire doors.
 - d) The location of First aiders and First Aid boxes and
 - e) Display Screen Training and Workstation Assessment where relevant.
- 2.11.3 Shall ensure that they comply with all conditions of the health and safety policy of the host company,
- 2.11.4 Shall report all accidents to their manager or supervisor whether themselves injured or not,
- 2.11.5 Inform their manager or supervisor should they not receive a copy of the host company's health and safety policy or induction training.

SECTION 3 THE MANAGEMENT OF HEALTH AND SAFETY AT WORK

3.1. Risk Assessments

- 3.1.1 In line with the *Management of Health and Safety at Work Regulations 1999 as amended* suitable and sufficient assessment shall be made of: -
- a) The risks to the Health and safety of employees whilst they are at work,
 - b) The risks to health and safety of persons not in his employment but arising out of or in connection with work being carried out.
- 3.1.2 These assessments shall be reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment. Risk assessments shall be provided for all situations or work where employees may be put at risk.
- 3.1.3 A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.
- 3.1.4 The Health and Safety Executive recommend five steps to risk assessment:
- a) STEP 1: Look for the hazards
 - b) STEP 2: Decide who might be harmed and how
 - c) STEP 3: Evaluate the risks
 - d) STEP 4: Record your findings
 - e) STEP 5: Review assessment and revise it where necessary
- 3.1.5 Definitions
- a) **Hazard** - anything that can cause harm;
 - b) **Risk** - the chance, high or low, that somebody will be harmed by the hazard;
- 3.1.6 When deciding who may be harmed pay particular attention:
- a) to disabled, young or inexperienced staff
 - b) to lone workers, new and expectant mothers
- 3.1.7 When considering control measures consider whether they:
- a) will ensure compliance with the law
 - b) are in line with generally accepted industry standards
 - c) will reduce the risk so that it is small
- 3.1.8 The important things you need to decide are whether a hazard is significant, and whether you have it covered by satisfactory precautions so that the risk is small. In controlling risks apply the principles below, if possible in the following order:
- a) wherever possible get rid of the hazard altogether
 - b) try a less risky option to prevent access to the hazard
 - c) organise work to reduce exposure to the hazard
 - d) issue personal protective equipment Managers shall ensure that all areas and work activities under their control are reviewed and all significant hazards assessed in accordance with the above guidance.

- 3.1.10 All assessments shall be recorded and a copy forwarded to the Company Secretary.
- 3.1.11 Managers are responsible for ensuring that assessments are reviewed when ever there are significant changes to the environment or work to which they relate.
- 3.1.12 The Managing Director shall ensure that a review of DMS Nuclear's undertakings is carried out at least once every year to verify that all significant hazards have been assessed and any risk control measures identified in assessment have been implemented.

3.2. Fire and Emergency

- 3.2.1 The Company Secretary shall ensure that a fire risk assessment is carried out of all locations occupied by the company:
 - a) every 12 to 14 months;
 - b) following any building works or office moves;
- 3.2.2 Fire risk assessments shall:
 - a) be carried out by a competent person;
 - b) include an assessment of the risks to persons with restricted mobility, hearing, vision or other special needs.
- 3.2.3 All fire risk assessments shall be recorded and filed in the fire log for the location in question.
- 3.2.4 The Company Secretary shall ensure that a fire and emergency plan is produced for the office, which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.
- 3.2.5 The fire and emergency plan shall be communicated to all staff and a copy maintained in the fire log for the office.
- 3.2.6 Managers shall ensure that the following information is displayed in an approved format, in a prominent position and in at least one location on every floor of all buildings occupied by the company:
 - a) the fire action notice;
 - b) the location of the evacuation assembly point;
 - c) names of those responsible for controlling any evacuation or emergency response.
- 3.2.7 The Company Secretary shall ensure that the location of the above information is recorded on the Fire and Emergency Plan for office.

3.3. First Aid

- 3.3.1 The Company Secretary shall ensure that a first aid plan is produced for the office that identifies:
 - a) what equipment, facilities and personnel are required to enable first-aid to be rendered to all employees who become injured or become ill at work;
 - b) the means by which help can be summoned when a person becomes injured or ill at work;
 - c) how employees shall be informed about the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.
- 3.3.2 The plan shall be based upon an assessment of:
 - a) the risks to which employees may be exposed;
 - b) the number of employees;
 - c) the distance of the location from any medical and/or emergency support that may be required.
 - d) The equipment, facilities and personnel provided should be adequate and appropriate to:
 - e) preserving life and minimise the consequences of injury or illness until help from a doctor or nurse is obtained;
 - f) treat minor injuries, which would otherwise receive no treatment or which do not need treatment by a doctor or nurse.

- 3.3.3 Appropriately sized first aid boxes shall be provided in the office and stored in a location where it is easily available in case of emergency.
- 3.3.4 First aid boxes shall be maintained by a named competent person (usually a first aider) who shall notify the Company Secretary of any stock removed from the box.
- 3.3.5 All employees shall be informed about the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.
- 3.3.6 The first aid plan for the office shall be displayed on the health and safety notice board.
- 3.3.7 The location of the first aid box is to be clearly labelled with appropriate safety signage.

3.4. COSHH Assessments

- 3.4.1 In line with the ***Control of Substances Hazardous to Health Regulations 2003 as amended*** assessment shall be made of all Hazardous Substances to be used by the company:
- 3.4.2 Hazardous substances are classified as:
 - a) those substances that have been already been classified as very toxic, toxic, harmful, corrosive or irritant under the Chemicals (Hazard Information and Packaging) Regulations 1993 and for which an indication of danger for the substance; and
 - b) those substances which have an occupational exposure standard (OES) an occupational exposure limit (OEL) or a maximum exposure limit (MEL) as found in EH40/95;
 - c) a substantial concentration of any dust in air;
 - d) a substance not mentioned above but one which creates a hazard to health similar to those mentioned above.
- 3.4.3 Assessments shall:
 - a) assess the hazards and risks to health;
 - b) set out the control program:
 - avoid use of substance;
 - substitute safer materials for hazardous ones;
 - provide Engineering controls (Exhaust ventilation, dust extraction);
 - select work practices to reduce risk (Use brush rather than spray);
 - the use of Personal Protection Equipment where long term solutions are impractical.
 - c) if there is a recognisable health risk, inform, instruct and train persons likely to be affected, about risks and control measures and the reasons for them;
 - d) detail controls required:
 - regular inspections of non disposable regulators;
 - regular checks on local exhaust ventilation;
 - site audit and inspections to review work practices;
 - e) detail monitoring procedures for the control measures, where required:
 - check that work is being carried out to specification;
 - check that staff are properly utilising control measures.
 - f) Detail method and procedure for measuring workers' exposures, if required:
 - when measuring workers' exposure it should be carried out in accordance with EH42 *Monitoring Strategies for Toxic Substances*. Advice on sampling and analysis of certain substances is given in the HSE series *Methods for the determination of hazardous substances*. Monitoring should always be carried out in the following circumstances
 - where there is serious risk to health if control measures fail;
 - where work involves carcinogenic substances;
 - to confirm efficiency of control measures;

- to confirm compliance with Maximum Exposure Limits (MELs) or Occupational Exposure Limits (OELs) Section 4 - Hazards to Health.

3.4.4 Records shall be kept of:

- Assessments Until revised
- Maintenance and checking of control measures 5 Years
- Employee training, including competency to carry out measures described 5 Years
- Exposure monitoring results 40 Years
- Health Surveillance results 40 Years

3.4.5 All hazardous substances shall be assessed prior to their use.

3.4.6 COSHH assessments shall either be carried out by the Managing Director, or the Contractor carrying out the work.

3.4.7 Where the use of the hazardous substance cannot be avoided, the control measures or safe systems of work identified in the assessments shall be communicated by the Managing Director, or the contractor carrying out the work to all personnel involved in, or who may be affected by the work.

3.4.8 The Managing Director and Supervisors shall ensure that control measures or safe systems of work identified in risk assessments are implemented, communicated to the personnel involved, and monitored.

3.5. Manual Handling Assessments

3.5.1 Manual-handling operations where there is a risk of injury shall wherever reasonably practicable be avoided by:

- removing the need for the operation to be carried out;
- automating or mechanising the operation.

3.5.2 Where manual-handling operations cannot be avoided they shall be assessed by a competent person appointed by the Contracts Manager in charge of the operation.

3.5.3 Before carrying out an assessment of a manual-handling operation the assessor must ensure that all personnel involved in the operation are physically capable and competent to carry out the work and where relevant, have received appropriate manual-handling training.

3.5.4 Assessed operations must not be carried out until the safe system of work and all relevant information on the load has been communicated to all those who will be involved in the operations.

3.5.5 The person supervising the work is responsible for ensuring that the safe system of work set out on the Manual Handling Assessment Record is adhered to.

3.5.6 If any person carrying out a manual-handling operation for, or on behalf of the Company, is injured or becomes ill as a direct result of the operation they shall advise their General Practitioner; report the matter to the Company Secretary and ensure that it is reported in accordance with the Company's accident reporting procedures.

3.5.7 Contracts Managers shall ensure that employees who may carry out hazardous manual-handling operations, receive sufficient information, instruction and training to ensure their health and safety when carrying out such operations.

3.5.8 Manual handling training shall be given by a person competent to give such training, and shall include how to recognise a hazardous load; how to deal with an unfamiliar load; the proper use of handling aids and personal protective equipment; features of the working environment that contributes to safety; the importance of good housekeeping; factors affecting individual capacity and good handling techniques.

3.6. Display Screen Equipment

3.6.1. In line with the *Display Screen Equipment Work Regulations 1992* any employee who habitually uses display screen equipment as a significant part of their normal work, will have suitable and sufficient analysis of their workstation to ascertain and

reduce so far as is reasonably practical the health and safety risks to which the employee is exposed to as a consequence of that use.

- 3.6.2 The Office Manager will be responsible for arranging for assessments to be carried out.
- 3.6.3. Each member of staff will carry out a self assessment, using the checklist and guidance provided.
- 3.6.4. Assessments must be reviewed if there has been:
 - A major change of software.
 - A major change of hardware.
 - A major change of workstation Equipment.
 - A substantial increase in the amount of time required to be spent using display screen equipment.
 - A substantial change in the task requirements (e.g. more speed or accuracy).
 - If the workstation is relocated.
 - If the lighting is significantly modified.
- 3.6.5. All Display screen equipment users will be provided with, at their request, eye and eyesight tests should they experience visual difficulties which may be reasonably be considered to be caused on display screen equipment.

3.7. Training

- 3.7.1 The Managing Director shall ensure that all employees have read and fully understood this policy.
- 3.7.2 All employees shall be given training on all matters of health and safety relevant to their works at the earliest possible opportunity.
- 3.7.3 On any contract where additional hazards are encountered, or there are no trained personnel in a particular discipline, all necessary training shall be given before the works are undertaken.
- 3.7.4 Managers shall ensure that all personnel employed on a contract are trained in the task(s) to be carried out.
- 3.7.5 All employees shall be kept informed of any changes in policy or statutory requirements.
- 3.7.6 Induction training shall always be given to new employees and shall include:
- a) An introduction to Health & Safety in DMS Nuclear;
 - b) Health & Safety Legislation – Employers Duties
 - c) Health & Safety Legislation – Employees Duties
 - d) Fire & Emergency Procedures
 - e) First Aid and Accident/Near-miss Reporting
 - f) Manual Handling
 - g) Office Safety
 - h) Personal Safety and Lone Working
 - i) Display Screen Equipment
 - j) Stress/Wellbeing at Work
- 3.7.7 The Company shall carry out or arrange to be carried out, job specific training on any item of new equipment that an employee shall use during the course of their employment.
- 3.7.8 Health and Safety Training shall be given to all Managers within the Company. Training shall be updated on a regular basis and particularly in the light of new legislation. Training shall be given on:
- a) the company's safety program and policy;
 - b) legal framework and duties within the company, its management and the workforce;
 - c) specific rules applicable to the work area;
 - d) safety inspection techniques and requirements;
 - e) causation and consequences of accidents;
 - f) basic accident prevention techniques;
 - g) disciplinary procedures and their application;
 - h) risk, C.O.S.H.H and Manual handling assessment;
 - i) statutory Forms;
 - j) motivational techniques to achieve health and safety goals.
- 3.7.9 Records shall be kept by the Company Secretary of all health and safety training received by employees.

3.8. Management of Contractors

- 3.8.1 No contractor shall be permitted to work for the company until they have successfully completed the company's pre-qualification questionnaire (PQ1).
- 3.8.2 Managers shall ensure that:
- a) all contractors that have not previously been vetted are provided with a copy of form PQ1 before they are asked to tender.
 - b) Contractors are not appointed until they have returned form PQ1 and they have reviewed it and verified that the contractor has made adequate provision for health and safety.
- 3.8.3 Where there is any doubt about the contractor's provision for health and safety the matter may be referred to the company's competent source of health and safety advice.

3.9. Communication

Communication is an essential contribution to awareness and consequent reduction in hazards.

- 3.9.1 All H&S documentation and records are maintained on the computer system with access for all staff.
- 3.9.2 Staff are advised of updates via email.

SECTION 4 PROCEDURES FOR MAINTAINING HEALTH AND SAFETY AT WORK

4.1. Safety Inspections

All reasonable action shall be taken to ensure a safe and healthy working environment. This shall be achieved by proper inspections carried out on a regular basis in addition to normal health and safety activities.

- 4.1.1 Managers shall carry out regular safety inspections of all areas under their control, and undertake remedial action as required.
- 4.1.2 The Managing Director shall be informed of any difficulties that arise or of potential accident situations, highlighted in monthly or weekly inspections.

4.2. Accidents

- 4.2.1 When any accident occurs supervisors:
 - a) shall make the area safe to enable the injured person to be attended to;
 - b) shall, if required, dial 999 to call for ambulance assistance;
 - c) shall, if the accident is reportable under RIDDOR, immediately alert the Managing Director.
 - d) Record the details into the accident book:
- 4.2.2 All accidents reportable under RIDDOR involving company personnel or personnel under the company's control shall be reported to the Managing Director as soon as it is safe to do so. The Office Manager shall follow this with a written report of the accident within 24 hours.
- 4.2.3 All accidents reportable under RIDDOR, will be investigated to assess the cause and take all necessary steps to prevent a recurrence. Any action necessary shall be recorded in writing and communicated to the Managing Director.
- 4.2.4 The Company shall keep records of all accident reports.
- 4.2.5 **Accident Investigation and Reporting** - Contracts Managers shall undertake a full investigation of all accidents and incidents reportable under RIDDOR 95 and produce a report which evaluates the circumstances of the incident and identify any improvements that could be made to the companies existing practices and procedures to prevent a recurrence. All investigations shall;
 - a) identify who was involved and record evidence from all those identified.
 - b) establish the full sequence of events
 - c) ascertain the nature and extent of the injury or damage
 - d) identify any signs of misuse of or defects in plant and equipment.
 - e) record evidence received from all witnesses.
 - f) identify breaches of existing procedures.

4.3. Policy Monitoring

- 4.3.1 The Managing Director shall review this policy at the Management Review meetings and in the light of accidents, incidents, or failures of systems described in the policy.
- 4.3.2 The Managing Director shall ensure that the policy is revised as required in the light of the findings of accident, incident and site inspection reports and the introduction of new legislation, codes of practice, guidance and standards.

4.4. Audit

- 4.4.1 Compliance with the procedures set out in this policy shall be audited periodically by the company's competent source of health and safety advice who shall report in writing to the Managing Director.
- 4.4.2 The Managing Director shall ensure that any remedial action identified in the report is implemented within an appropriate timetable.

SECTION 5 EQUIPMENT INSTALATION ACTIVITIES

5.1. Equipment Installation

- 5.1.1 Before submitting a tender for an Equipment installation contract the Manager responsible shall carry out an assessment to:
- a) identify the hazards and associated risks connected with the project;
 - b) identify what controls will be necessary to adequately control the risks;
 - c) identify any additional requirements that may be required to ensure that the Equipment, when installed, will comply with the requirements of all current health, safety and fire legislation;
 - d) ensure that adequate provisions are made in the tender to comply with the company's statutory duties and implement the necessary controls;
- 5.1.2 Managers shall ensure that work does not start on site on any Equipment installation project until:
- a) they have obtained from the client:
 - details of any hazards that may be encountered when carrying out the work; and
 - details of any restrictions that shall be imposed by the client when working on their premises.
 - b) a safety method statement has been produced for the work;
 - c) all necessary resources been identified, allocated and are available to comply with the safety method statement.
- 5.1.3 All method statements shall:
- a) identify the work to be carried out and its location;
 - b) explain in detail how the work will be carried out;
 - c) name the person responsible for supervising the work;
 - d) name all those who will be involved in the work;
 - e) identify all recognised health, safety and fire risks associated with the work;
 - f) set out the steps to be taken to remove or control the risks identified;
 - g) identify safe access and egress routes for personnel, plant and materials;
 - h) identify any mechanical plant, access plant, and lifting equipment that will be used, along with details of where it will be sited, and how it will be used;
 - i) identify, where relevant, the effect of the activity on the client's business continuity and the steps that will be taken to minimise any disruption;
 - j) identify what, if any, services will be disrupted;
 - k) set out the action to be taken in case of emergency; and
 - l) give the name and telephone number of the person to be contacted in case of emergency.
- 5.1.4 Method statements shall be submitted to the clients representative for approval at least 48 hours before the work is due to commence.

5.2. Duties for Equipment Installations

- 5.2.1 Shall ensure, so far as is reasonably practicable, that any design for installations will allow the client to comply with current health and safety laws and in particular the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and where risk is identified that cannot be resolved by the designer shall notify the client of the risk.
- 5.2.2 Shall ensure, so far as is reasonably practicable, that any design for installations allows the equipment to be installed safely without presenting unnecessary risk to the installation team and where the risk cannot be controlled by the designer shall notify the installation team.