

QUBESTOR

HEALTH & SAFETY, ENVIRONMENTAL POLICY

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HEALTH SAFETY AND ENVIRONMENTAL POLICY STATEMENT

The Company will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities shall be carried out with the highest regard for the health and safety of all staff, visitors and the public at large. Our aim is excellence in health and safety, by means of the continuous improvement of standards, systematically removing the causes of accidents/incidents and ill health.

The Board of Directors is committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. We consider that people are our most valuable resource, and the safeguarding of human as well as other resources through health and safety is important, not only for its own sake, but also as a way of minimising costs.

The successful implementation of this policy requires total commitment from all members of staff and visitors.

This policy will be reviewed annually or in the light of legislative or organisational changes.

1. The Board of Directors have overall responsibility for the health, safety and welfare of all the Company's employees and visitors. The authority to implement this policy is delegated to Ryan Brooks.
2. All employees shall take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work.
3. All employees are expected to co-operate with the Company so far as is necessary to enable health and/or safety requirements to be performed or complied with.
4. External contractors will be given sufficient information and supervision to ensure that they comply with this policy and any/all other relevant Company Health and Safety Notices.
5. The Company has appointed competent persons to advise all staff on health and safety issues and assist in meeting, and where appropriate exceeding the minimum statutory legal requirements.
6. The Company will consult with designated Health and Safety Officer and staff on arrangements for co-operating in the promotion and development of health and safety at work.
7. We will take all reasonably practicable steps to provide places of work that are safe and healthy and meet the health, safety and welfare needs of each member of staff.
8. Managers and Supervisors are responsible for the training and supervision of staff in their respective teams in accordance with health and safety matters. In particular, they will ensure that new recruits are given induction training on their first day. They will also ensure that appropriate information is available to all staff and/or visitors.
9. Risk assessment is a key element in the process of successful health and safety management. It requires Managers and Supervisors to be proactive identify risks and, more importantly, do something to reduce them. Risk assessments can identify weakness and, when acted upon, lead to a safer, healthier and more productive work force.

10. Procedures will be implemented to ensure that all plant, machinery and equipment are designed, constructed, operated and maintained in a safe manner.
11. Detailed procedures and notices will be contained in a Master Health and Safety file, which is held in the office by Ryan Brooks and will be periodically reviewed. It is the responsibility of individual staff to acquaint themselves with all relevant Health and Safety information and notices, which are displayed throughout the premises.

The Company also recognises that its activities, products and services impact the environment and that managing the environmental implications of our activities is an integral part of good management practice.

The Company is committed to applying the following principles to all its activities:

1. Regulatory compliance as a minimum standard.
2. To continuously seek to improve environmental performance.
3. To reduce the use of raw materials, energy and supplies wherever reasonably practicable.
4. To reduce pollution, emissions and waste.
5. To respond to any valid concerns from neighboring communities
6. The assessment of the environmental impact of current and likely future operations.
7. To raise awareness and train employees in environmental matters relevant to their positions.
8. The monitoring and review of environmental performance on an annual basis.
9. To expect similar environmental standards from our suppliers and contractors.

Approved by: DIRECTORS of Qubestor Limited

Date: 1st January 2020

ORGANISATION AND RESPONSIBILITIES

Executive

The Board of Directors is responsible for safety in the Company and will monitor the Health and Safety Policy on a regular basis. The Board will be appraised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees in order, as far as is reasonably practicable, to achieve and maintain a high standard of safety proficiency.

The Board will develop and maintain a culture that achieves high standards of health and safety management throughout the Company and ensure that all employees receive training and refresher training as is adequate to enable them to carry out the responsibilities assigned to them.

Duties under the law are to:

1. Be aware of the requirements of the Health and Safety at Work Act 1974 and other Regulations relevant to the activities of the Company.
2. Implement the Safety Policy.
3. Insist that sound working practices are continuously observed.
4. Ensure sufficient allowance is made for adequate welfare facilities and equipment to avoid the risk of injury or ill health of employees or damage to materials.
5. Reprimand any employee failing to discharge satisfactorily the responsibilities allocated to them.
6. Set a personal example in all matters relating to health and safety

Health and Safety Officer

Designated Health and Safety Officer is:

Ryan Brooks

He reports directly to the Board and his responsibilities cover:

1. The preparation of risk assessments.
2. The provision of information, instruction, supervision and training in relation to their specific areas of expertise.
3. The maintenance of safety records.
4. The investigation of accidents, incidents or near misses in the workplace.

Supervisors

Supervisors have accountability to promote responsible attitudes in relation to health and safety.

Each Supervisor will:

1. Ensure that each new employee is given induction training including the precautionary procedures appropriate to their specific jobs.

2. Ensure all employees and workers are aware of the Health and Safety Policy.
3. Keep up to date with health and safety matters applicable to the operations of the Company.
4. Investigate all accidents, incidents and near misses with the assistance of the Health and Safety Officer with a view to prevention.
5. Ensure that all guards and machine safety devices required by the Regulations are fitted and adjusted correctly at all times. Furthermore, that all operatives are provided with, and wear, the necessary safety equipment, i.e. safety glasses, gloves etc.
6. Do not permit machines to be used for work for which they were not designed.
7. Ensure that noise levels of machines are kept to a minimum and that an appropriate standard of hearing protection is provided to operatives as necessary
8. Ensure that all accidents, incidents and near misses however minor are reported in accordance with Company Policy.
9. Report any defects of plant or equipment immediately to the Health and Safety Officer or the Managing Director.
10. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of those around them.
11. Ensure that all new employees are familiar with the Company's Health and Safety Policy and are made aware of the correct method of working and that the relevant training has been given.
12. Ensure that all employees under their control are familiar with the arrangements for the reporting of accidents, injuries and 'near misses'.
13. Ensure that a Risk Assessment has been carried out on all work processes or work activity and that the appropriate control measures, training, instruction and protective clothing has been provided.
14. Ensure that areas around machines are kept as tidy and clean as possible and ensure that the lighting provided for each machine is adequate.
15. Obtain details from contractors of assessments of risk associated with processes or any work activity, which they intend to carry out and check that their planned control measures will provide adequate protection to others on site.

Installation Operatives

All operatives will:

1. Read and understand the Company's Health and Safety Policy and carry out your work in accordance with its requirements.
2. Use the correct tools and equipment for the job and report to your immediate Manager/Supervisor any defects in the plant or equipment discovered.

3. Work in a safe manner, wearing appropriate footwear and protective clothing at all times.
4. Ensure that you do not carry out repairs or servicing of machinery or equipment unless authorised to do so by your Manager/Supervisor.
5. Be familiar with the procedures to be followed in the event of an accident
6. Report any accident, incident and near misses however minor to your immediate Supervisor.
7. Ensure that you take all personal hygiene measures necessary to prevent industrial diseases such as dermatitis.
8. Avoid improvisation, which may entail an unnecessary risk.

All Employees

Under Section 7 of the Health and Safety at Work Act 1974 “you have a duty to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work”.

1. You are expected to follow Company procedures, in particular, to report any incidents that have or may have led to injury or damage.
2. Understand the Company Safety Policy.
3. Develop a personal concern for the safety of yourself and others.
4. Use the correct equipment for the job.
5. Report any defects in equipment or machinery.
6. Be familiar with the procedure for summoning the emergency services in the event of an accident or other emergency situation.
7. Refrain from ‘horseplay’ and the abuse of welfare facilities.
8. Suggest ways of improving the Company’s safety procedures.

Contractors / Sub-Contractors

Have the following responsibilities:

1. All contractors / sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is being carried out.
2. All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of themselves and other persons on site. This requirement includes the safety of members of the general public.

3. Analysis of any/all risks associated with any substance, process or work activity on site that may be considered hazardous to health and safety must be handed to a Health and Safety Officer before work commences.
4. Scaffolding used by contractors / sub-contractors employees (even when the scaffold has been erected for other contractors) must be inspected by their employer or competent person appointed by their employer before use to ensure that it is erected in accordance with Regulations and Codes of Practice.
5. All plant and equipment brought onto site must be safe and in good working condition, fitted with necessary guards and safety devices and with any necessary certification being made available for inspection prior to use.
6. No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use and in good condition. Any such equipment must be suitably certified and with all relevant documentation being made ready for inspection as required.
7. Any injury sustained or damage caused by contractors/sub contractor's employees must be reported immediately to a Health and Safety Officer.
8. Contractors and subcontractors employees must comply with any safety instructions given by this Company's Health and Safety Officer.
9. A detailed Method Statement and Risk Assessment will be required from sub-contractors carrying out high-risk activities, e.g. roofing, work in confined spaces etc. The Method Statement must be agreed with our Health and Safety Officer before work commences and copies made available so that compliance with the Method Statement can be maintained.

ADMINISTRATIVE ARRANGEMENTS

Risk Assessments - General Requirements

Risk Assessments are carried out as necessary, by competent persons, to assess the health and safety risks to which employees are exposed.

Records of these risk assessments are maintained, identifying the group of individuals exposed to specific risks e.g. young persons, women of a childbearing age, or pregnant women.

Individuals exposed to identified risks are informed of these risks and provided with sufficient training, information and protective measures to control the risk concerned.

Risks are re-assessed following a significant change in the work methods used, after any accident or where the findings of previous assessments are believed to be otherwise obsolete.

Manual Handling Operations

Operations involving manual handling issues (e.g. lifting heavy / awkward loads, repetitive actions, etc.) are assessed to determine their impact on the health of those employees involved.

Where specific manual handling activities are shown to constitute a significant risk, every effort is made to eliminate this hazard, or otherwise provide mechanical aids to reduce the need for these activities.

For occasions where it is not practicable to avoid manual handling operations that involve a significant risk of personal injury, these risks are reduced to the lowest level reasonably practicable. In such cases employees are given suitable training and instruction regarding correct manual handling techniques. No employee is required to lift loads that exceed their physical ability.

When assessing a situation requiring manual handling, employees are expected to:

1. Evaluate the weight and shape of the load, paying attention to the presence of sharp edges, strong lifting points/handles, and the need to see where they are going.
2. Check the route is clear of obstacles.
3. Check the item is positioned for a correct lift.
4. Not undertake the manual handling operation if a safe lift is not possible.

Work at Heights

All work at height is risk assessed, planned and carried out by competent persons using the most appropriate work equipment, properly inspected and maintained. Wherever possible collective measures to prevent falls (such as guardrails and working platforms) are put in place before measures which may only mitigate the distance and consequences of a fall (such as harnesses or nets).

There is a simple hierarchy for managing and selecting equipment for work at height:

1. Avoid work at height wherever possible.
2. Use work equipment or other measures to prevent falls where working at height cannot be avoided.
3. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
4. Where the work presents any potential risk of fire or exposure to flammable materials, fire extinguishers will be provided and employees trained in their use.

Personal Protective Equipment

The Company has undertaken a risk assessment of any activities involving an occupational health hazard.

Where the need for personal protective equipment is identified, the employees affected are provided with suitable equipment and are given appropriate training concerning its use, storage and maintenance.

When selecting personal protective equipment, the following criteria are considered:

1. the environment and risk conditions

2. ergonomic and comfort requirements
3. health of the user
4. routine maintenance requirements, and
5. approved standards for the nature of equipment concerned

The issue of personal protective equipment and subsequent maintenance checks that may be necessary are recorded. An effective system exists for withdrawing equipment from service that fails to provide reliable protection from the specified risk.

Employees using personal protective equipment are required to report any loss or damage to this equipment to their Manager/Supervisor at the earliest opportunity.

Provision and Use of Work Equipment

Equipment provided to employees for the purpose of undertaking their defined work activities is checked, maintained and/or inspected, so far as is reasonably practicable, to ensure both continued suitability for use and compliance with the relevant legislation.

Where an item of equipment is seen to be damaged or otherwise malfunctioning to such an extent that it may expose users to a health/safety risk, the equipment is withdrawn to prevent unauthorised use pending repair.

Employees required to use any item of equipment where foreseeable risks are associated with its routine use, are given sufficient training and supervision concerning its safe usage. Supplementary instructions are prepared where necessary.

Display Screen Equipment

An assessment is undertaken for all employees who are required to use display screen equipment as a significant part of their work role and to evaluate the health risks associated with its use.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the Company to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Eye tests by a competent person are provided by the Company, on request, for users of display screen equipment.

Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken.

Noise

Where installation is undertaken in a noisy environment on customer premises the Company takes all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas.

Management will ensure that suitable assessments of the working environment are undertaken to determine any circumstances or areas where employees are exposed to noise

levels in excess of 80dB (A), (Lepd). Employees exposed to such noise levels are advised of the risk.

Areas where the noise levels exceed 85dB (A) should clearly demarcated and all persons, including visitors, entering such areas will be required to wear suitable hearing protection, which is provided by the Company.

Vibration

The Company takes all-reasonable measures to protect those employees who may be exposed to hand arm or whole body vibration from hand tools or larger pieces of equipment or machinery.

Where repetitive tasks are required with tools that may vibrate a programme of job rotation is prepared to reduce contact to the lowest possible level.

A risk assessment has been carried out to determine which tools are likely to present a risk to our users.

The Company will ensure that all new purchases conform to current legislation and wherever possible only purchase low-vibration equipment. A full maintenance programme exists for all equipment and machinery to ensure they are in good working order.

Information, instruction and training are provided to employees who may be exposed to vibration.

Wherever appropriate, personal protective equipment is provided.

EMPLOYEE WELFARE

Occupational Health

Where occupational health risks are identified the Company monitors the health of those employees concerned. Particular attention is given to risks which:

1. Have the potential to seriously affect an individual's health
2. Cause existing ill health conditions to deteriorate
3. Affect the efficiency or effectiveness of an individuals work

Where appropriate, competent persons will coordinate the completion of confidential medical questionnaires/information and instigate routine medical examinations for employees exposed to specific risks. Where necessary, assistance is sought from an Occupational Health Practitioner.

Appropriate protective measures are provided for employees to prevent occupational health problems. These measures may include:

1. Barrier creams
2. Cleansing creams
3. Personal protective equipment

For occasions where employees develop any of the following medical conditions, they should inform their Health and Safety Officer or Manager/Supervisor:

1. Chest or bronchial conditions
2. Heart complaints, high/low blood pressure, epilepsy
3. Asthma
4. Diabetes
5. Giddiness/fainting
6. Allergic reaction to any substance/activity

Where appropriate and reasonable action is not taken, the employee is encouraged to make a written report to the Ryan Brooks, Health and Safety Officer.

Where a reported medical condition constitutes a notifiable occupational health condition the Health and Safety Officer is responsible for notifying the Health and Safety Executive.

Medicines at Work

The Company does not provide employees with any form of medicinal drugs at work.

Employees are expected to give consideration to the effects of any medication taken for reasons of ill-health, especially medications that advise:

1. "May cause drowsiness"
2. "Do not drive or operate machinery"

Where such effects are observed, employees should inform their Manager/Supervisor.

Alcohol and Drug Abuse

In the interests of safety for individual employees and other work colleagues, no employee shall:

1. Report for or undertake any work activity on behalf of the Company whilst under the influence of alcohol or any controlled substance/drugs.
2. Misuse, sell or distribute legitimate drugs, either purchased or prescribed for their own use whilst on Company premises, client premises or otherwise undertaking Company business.
3. Use, possess, distribute or sell non-prescribed or illicit controlled substances whilst on Company premises, client premises or otherwise undertaking Company business.
4. Use, possess, distribute, or sell alcoholic beverages, or items containing alcohol whilst on Company premises, client premises or otherwise undertaking Company business. The possession or distribution of such beverages constituting a gift is allowed, with prior approval from Company management.
5. Work with or allow any person employed by the Company to work, whom they have reasonable cause to believe is under the influence of alcohol or drugs.
6. The Company reserves the right to carry out searches of possessions, vehicles or other employee property whilst arriving at work, leaving work, or undertaking any other Company business.
7. Failure to comply with these arrangements constitutes a serious disciplinary offence and appropriate action will be taken against offenders.

Smoking

The Company operates a rigid non-smoking policy to comply with the current 'Smoke-Free' legislation. Failure to abide by these regulations will result in disciplinary proceedings as per the Company's disciplinary procedures and may result in dismissal.

Personal Protective Equipment

Where the need for personal protective equipment has been identified to protect either employees or any other person who may be affected by specific activities, suitable equipment is provided by the Company.

Where applicable and supplied personal protective equipment complies with all necessary standards.

Users of personal protective equipment are responsible for ensuring that this equipment is used, stored and maintained in an appropriate manner. Where users observe such equipment to be damaged or otherwise unsuitable for use, they are required to report the observations to the Company Health and Safety Officer at the earliest opportunity.

Users of personal protective equipment must not use any equipment that is observed to be damaged or otherwise unsuitable for use.

CONSULTATION, SUPERVISION AND TRAINING

Employee Consultation and Involvement

Health and safety is a permanent agenda item at management review meetings.

On commencement of employment all employees are provided with suitable and sufficient information and instruction relating to essential health and safety issues. During this instruction, employees are encouraged to discuss future concerns or views regarding health and safety with the Company Health and Safety Officer.

Where existing health and safety policies or arrangements are modified or additional arrangements are enforced, the Company Health and Safety Officer is responsible for discussing these developments with all employees to ensure a clear understanding throughout the organisation.

A copy of both the Company's Health and Safety Policy Statement and any associated arrangements are fully accessible to all employees.

Supervision and Training

All employees are given suitable training to enable them to undertake their assigned responsibilities competently. Employees are not required to carry out any task in an unsupervised capacity until they have received suitable training.

Training needs are reviewed on an on-going basis to identify the need for new training or re-training.

Suitable training is provided for all identified training needs. Responsibility for ensuring that such training is completed and is effective rests with the relevant Manager/Supervisor.

ACCIDENT REPORTING AND INVESTIGATION

Accident Reporting

All accidents, incidents and near misses however small are reported to Ryan Brooks, Health and Safety Officer.

In addition to the above actions, the Company also has a statutory duty under RIDDOR, to report certain incidents, accidents, dangerous occurrences and illness to the Health and Safety Executive. A schedule of these reportable occurrences is contained in the accident book.

Accident, Incident and Near Miss Investigation

Following an accident, incident or near miss the Health and Safety Officer is responsible for ensuring that the appropriate investigation is carried out to determine the cause. The findings of the investigation will be recorded and filed.

Accident Prevention

Safety audits are carried out by the Company Health and Safety Officer at scheduled intervals to confirm that the defined arrangements for health and safety remain in place.

Where certain pieces of equipment are subject to statutory inspections, these inspections are carried out in accordance with the procedure for equipment maintenance. The Company ensures that a competent person is appointed to carry out these inspections, and where necessary, a suitable external organisation is used to maintain this requirement.

CONTRACTORS

Selection of Contractors

All contractors are evaluated prior to use to confirm their competence is suitable for the nature of work being undertaken. Contractors are evaluated in accordance with Company procedures.

Contractors are provided with information and where necessary, details of precautions to be taken in relation to known potential hazards associated with the work to be undertaken. Contractors are provided with this information **PRIOR** to commencing their work.

Where Company owned equipment is loaned to contractors for their use such equipment is checked by the Manager/Supervisor prior to loan to confirm its suitability for use.

The Company Health and Safety Officer and Directors, collectively or individually, are responsible for monitoring the work undertaken by contractors, to ensure that safe working practices continue to be adopted.

HOUSEKEEPING

Cleanliness and Waste Materials

All employees are expected to work in a clean and tidy fashion. Waste materials should be moved to designated waste areas on a regular basis.

Personal Protective Equipment

Personal protective equipment is stored in a manner which preserves its functional capability at all times when not in use.

Employees are responsible for checking personal protective equipment for visual defects, and other specific features where specified, prior to use. Where personal protective equipment requires specific storage requirements, these requirements are defined and documented.

ELECTRICAL HAZARDS

General Requirements

All electrical systems are constructed, used and maintained in such a manner as to prevent danger so far as is reasonably practicable.

Electrical equipment provided for use by either employees or sub-contractors is maintained in a safe condition and in accordance with relevant statutory duties. The Company Health and Safety Officer is responsible for ensuring that competent persons complete checks.

Where electrical equipment requires isolation to prevent danger or other foreseeable risk adequate precautions are taken to prevent this equipment becoming electrically charged accidentally or otherwise non-intentionally.

Users of electrical equipment are required to handle, store and use such equipment in a manner that preserves safe working conditions. Where users find electrical equipment to be defective or unsuitable for safe use, the equipment must not be used until authorisation is given by the relevant Manager or a Company Health and Safety Officer.

All portable electrical appliances are regularly inspected to confirm continued integrity. Portable appliances are clearly marked to prevent unauthorised use of equipment that has not been inspected or is otherwise unsuitable for use.

Safe Working

The following precautions will be observed when using electrical equipment to minimise the risk of accidents.

All equipment, appliances and associated cables will be protected against overload and short circuits by suitable electrical protection devices.

All cable conductors are electrically insulated and protected against mechanical damage. Additionally, exposed cables designed for regular re-positioning (e.g. extension leads, portable appliance leads, etc.) are flexible and protected as necessary to prevent damage being sustained during use.

Long extension leads, whenever possible should not be trailed across floors. Cable routes should be chosen to avoid exposing the cable to foreseeable damage. Where cables are routed across pedestrian routes or vehicle gangways, the cables are either buried or protected by surface ramps.

Portable equipment should be checked by users PRIOR to use, for damage to:

1. the casing
2. plug pins
3. connection terminals, where appropriate
4. cable anchoring devices
5. cable sheath

Any damaged cables are replaced by new cables at the earliest opportunity. Temporary repairs are only made to cables where it is not possible to replace a damaged cable immediately. Such repairs are made using suitable proprietary cable joiners and repaired cables are not electrically charged until the repair has been checked by the Company Health and Safety Officer or other competent person.

Training

Training will be provided for employees who are required to inspect, repair or maintain equipment. In most circumstances only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work.

Monitoring

The Manager/Supervisor will:

1. Ensure that any temporary electrical supply is installed and tested as planned.
2. Ensure that all sub contractors equipment is in good condition and in accordance with the relevant British Standards before being permitted for use on site.
3. Take immediate action against any person or subcontractor abusing or incorrectly using electrical equipment on site.
4. Ensure that all power cables are installed clear of routes of access and preferably above head height.
5. Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
6. Ensure that only authorised persons are permitted to repair or alter electrical equipment.
7. Arrange for immediate action to be taken to have defects remedied by a site electrician or hire Company, as soon as they are reported.

RECORDS

Record Completion

The Managing Director and Company Health and Safety Officer is responsible for ensuring that statutory records are completed fully and correctly. These records are identified in appropriate procedures, work instructions or other similar documents.

Under no circumstances should record entries be made falsely. Falsifying record details is considered as gross misconduct for which appropriate action is taken.

Completed records are stored and retained in accordance with the procedure for records.

Record Retention

Where necessary records are archived or transferred to some other suitable storage/reference format at the discretion of the Managing Director. Where methods of archiving are used such methods ensure that records can be retrieved easily for reference purposes.

Records relating to health and safety issues are retained for at least 3 years unless specified elsewhere to conform to statutory requirements.

Health and Safety records are not disposed of until their minimum retention period has expired. The disposal of such records is authorised by the Managing Director.

SPECIFIC HAZARDS

General Working Practices

Employees must not operate any item of plant or equipment unless they have been trained and are authorised to do so.

Employees must ensure that equipment is used for its intended purpose and is used correctly with relevant guards and safety devices in place and functional.

Employees must report to their Supervisor any fault, damage, defect or malfunction observed with any item of work equipment.

Employees must not clean, maintain or otherwise tamper with moving equipment, unless requirements are specifically defined and the person concerned is authorised to undertake the tasks involved.

Employees must not leave any item of equipment in motion whilst unattended, unless authorised to do so.

Plant or equipment is not to be used by any employee under the age of eighteen (18) unless sufficient training has been received or adequate supervision is provided.

Employees must not make any repairs or carry out maintenance work of any nature unless authorised to do so.

Employees must observe defined pedestrian and vehicle controls in force.

Company Vehicles

Drivers of Company vehicles are required to carry out routine checks of their vehicle in accordance with the manufacturer's recommendations.

Employees are allowed to drive only those vehicles for which they hold an appropriate licence or permit.

Employees must not carry unauthorised passengers or loads in Company vehicles, nor use Company vehicles for unauthorised purposes.

Employees must not load vehicles above specified capacities.

Employees must not drive or operate Company vehicle whilst suffering from any medical condition or illness that may affect their driving/operating ability.

Employees must not drive or operate a Company vehicle if taking prescribed medication where there may be a contra indication of drowsiness.

COMPANY RULES

All employees are to observe the following rules.

1. Report any accident, however minor, dangerous occurrence or illness occurring at work or as a result of your work to your Manager/Supervisor or the Company Health and Safety Officer at the earliest possible opportunity.
2. Become familiar with the Company's policies, procedures and arrangements for Health and Safety and co-operate as necessary to ensure continued compliance with statutory duties.
3. Do not undertake any work activity with a medical or other condition (e.g. resulting from alcohol, drugs etc.), which may affect your ability to work safely.
4. Do not run at any time.
5. Horseplay and practical jokes are prohibited at all times.
6. Under no circumstances should objects be thrown.
7. Do not interfere with any equipment, safety devices or guards without authorisation to do so.
8. Personal Protective equipment must be worn in all prescribed circumstances. Employees are required to handle, use and store such equipment in a manner that preserves its suitability for use.
9. Advise your Manager/Supervisor or the Company Health and Safety Officer of all equipment observed to be defective or otherwise unsuitable for use, including personal protective equipment, at the earliest opportunity.
10. Employees must wear suitable clothing while at work ensuring that loose clothing; scarves, woollen garments and jewellery are removed prior to working with or near machinery where there is a risk of entanglement.

11. Employees working with machinery must control their hair to prevent entanglement where applicable.
12. Gangways and fire exits must be kept clear of obstructions at all times and other places of work must be maintained in a clean and tidy condition.
13. Vehicles, trolleys and objects must not be pushed over or rested on cables or pipelines unless proper bridging arrangements are in place.
14. Employees must take particular care in the vicinity of fork lift traffic routes and must not, in any circumstances, walk underneath elevated loads.
15. Assist as required with accident investigation, to establish the cause and prevent similar recurrence.

APPENDICES

Accident Reporting – Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

All Injuries

The details of all accidents resulting in personal injury to any person, whether directly employed or not, which occur at any of the Company's operations, workshops or offices, must be entered in the accident book. It is important that this entry be made for each accident because it does provide evidence that an injury was sustained at work, should the injured person make a claim for damages or industrial injuries benefit at a later date.

Incapacitating Injuries

Where an accident that causes a person to lose time from work, e.g. leaving their place of work for off-site medical treatment or through inability to resume work, all relevant information should be gathered by the Manager/Supervisor concerned. The Board should then be informed.

Immediately after the injured person has returned to work or on the eighth day following the accident, if the injured person has not returned to work, the Board must be notified of the incident to enable them to arrange for the necessary F2508 form to be completed online through the HSE RIDDOR page (Health and Safety Executive) to notify them of the position. Note that the days off work include Saturdays and Sundays where appropriate but not the day of the incident.

The Board with the Health and Safety Officer will be responsible for notifying the Health and Safety Executive, and will also be responsible for ensuring that the details of all incapacitating injuries are entered in the accident book. (The F2508 form must be completed online through the Internet reporting pages within (10-15 days depending upon the incident).

Fatalities and Major Injuries

In the event of a fatal accident, or an accident where a major injury is suspected, the Board should be notified immediately. This procedure must be followed in every case, i.e. employees, sub- contractors, self-employed persons and members of the public.

The Board will be responsible for notifying the Health and Safety Executive immediately by the quickest practicable means; the Health and Safety Officer will be responsible for investigating the circumstances and preparing a report for the Board of Directors, and will be responsible for ensuring that the details of all fatalities are recorded in the Accident Book and the Incident Contact Centre (Health and Safety Executive) as soon as practicable. Responsibility for this has been delegated to the Chief Executive.

Dangerous Occurrences

Where a defined dangerous occurrence occurs, whether a person is injured or not, the Board should be notified immediately.

The Board with the Health and Safety Officer will be responsible for notifying the Incident Contact Centre (Health and Safety Executive) and for investigating the circumstances and preparing a report for the Board of Directors, and will be responsible for notifying the Health and Safety Executive of all notifiable dangerous occurrences using the F2508 form via the Internet to Incident Contact Centre (Health and Safety Executive) within ten (10) days.

Diseases

If it comes to any Manager's / Supervisor's attention that a medical practitioner has diagnosed a person working for them as suffering from any work related diseases, they must immediately notify the Board of the position.

The Board with the Health and Safety Officer will be responsible for investigating this matter and notifying the Incident Contact Centre (Health and Safety Executive) using the F2508 form via the HSE website and reporting procedures.

The Incident report forms located in the master file are designed to provide a guide for the reporting and subsequent investigation of an accident, and should be used whenever necessary.

Form 1:

The injured person if practicable should complete this form or alternatively the appointed person that attended the incident to give emergency treatment. This form must then be handed to the Company Management at the earliest opportunity.

Form 2:

Where the incident has caused a serious injury to a person or where a person could have been seriously injured as a result of the incident this form should be completed by a person from the Company Management Team once form one has been received from the IP or first aider that attended the incident.

Form 3:

Management should complete form 3, the initial investigation form as this will assist in the collection of appropriate information required for the investigation of the incident such as contributing factors that may have assisted in the incident taking place.

Form 4:

Management should complete form 4 at the earliest opportunity (within a reasonable time frame) to show the investigation findings and to highlight any recommendations and timescales that may be required to minimise the possibility of a reoccurrence in the future.

Form 5:

Any witnesses to the incident should be requested to complete this form at the earliest opportunity; this will ensure that the facts of the incident are fresh and accurate. This form should then be handed over to the Company Management to assist with the investigation process.

INCIDENT REPORTING PROCEDURES

Statutory Requirements

1. Accident Book (BI 510)

It is the duty of every employee to report any accident, injury or near miss however minor in the accident book.

If an incident occurs the person(s) must complete the accident book if involved in the incident or the first aider attending the injured person(s). Each form in the accident book must be detached as soon as it has been completed and stored in a confidential file, until the Health and Safety Officer can investigate the incident.

Employees must inform their managers about the incident, as soon as they can.

If an employee witnesses an incident or treats someone injured in an incident, then they must add their details to the accident form so the Health and Safety Officer can get more details about the incident. This is particularly important if the injured person(s) cannot complete the accident report form for themselves.

Accidents occurring to visitors, guests, sub-contractors or agency staff etc must be reported in the same way.

2. RIDDOR Form 2508 online

RIDDOR requires all employers or their representatives to report certain work related incidents, accidents, diseases and dangerous occurrences.

This is a legal requirement and, as such, enables enforcing authorities to investigate serious accidents and advise on preventative measures to reduce the risk of a reoccurrence and to lower the risk to a practicable level. The following are incidents that should be reported:

Deaths or Major Injuries

Report immediately to the enforcing authority followed up within 10 days with a completed F2508 online.

Dangerous Occurrence (Near Misses)

If an incident, which does not result in a reportable injury, but could have done so given the circumstances, this could be a dangerous occurrence and should be reported immediately to the enforcing authority followed up within 10 days with a completed F2508 online.

Reportable over 7-day injuries

An accident which occurs at work (including physical violence) that results in an injury which is not serious but results in the injured person(s) being unable to carry out normal work duties for more than 7 days must be reported to the enforcing authority within 15 days with a completed F2508 online. This form can be found through the HSE reporting pages on their website.

Diseases

If a doctor notifies you that an employee suffers a reportable work related disease then you must report it to the enforcing authority within 10 days with a completed F2508 online.

A schedule of reportable occurrences is contained in the accident book.

Internal Investigation Procedures

It is Company policy that all incidents however small will be investigated, it will be the responsibility of all personnel involved to ensure that full co-operation is given to the Company when investigating any incidents that may occur on or off the Companies premises.

Company policies, procedures must be followed at all times and the appropriate reporting forms must be completed by the appropriate parties to ensure that the necessary information is gathered and dealt with at the earliest opportunity.

Every effort will be made by the Company to thoroughly investigate any incident that may have occurred both on and off the Company premises, personnel requested to provide information in relation to the incident must co-operate with the Company where practicable to ensure that as much information can be collected to assist in the investigation process.

Once the investigation has been completed personnel affected by any required changes will be provided with support from the Company to ensure that they are fully aware of and able to implement the required changes effectively to minimise the risk of a reoccurrence in the future that could result in a similar injury being sustained.

HSE contact details should the incident need to be reported through RIDDOR.

Post:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Telephone: 0845 300 99 23, **Email:** www.hse.gov.uk/riddor

Further guidance or assistance with the completing of these forms and the investigation process can be gained by calling your Health and Safety Advisors: