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## Health, Safety and Environmental Policy

J B Sports Coaching

August 2023

## Health and Safety Specialists

Emprocom was formed in 2006 and is based in Lincoln, Lincolnshire. We provide a high quality and professional health and safety service to our clients.

Through our years of health and safety experience, working across many different industries, we support businesses to deliver their health and safety obligations, offering expert health and safety advice, guidance and support. Our team is an extension of your team. Please do not hesitate to get in touch with us.

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## Document Revision History Table

Document Revision Number:	Revision Date:	Reason for Review:	Description of Revision:
1	August 2021	Annual Review	Updating policy
2	August 2022	Annual Review	Review and update of policy Inclusion of Mental Awareness first aid Updating vehicle and mobile phone policy
3	August 2023	Annual Review	Updated Policies: <ul style="list-style-type: none"> <li>• Consultation with workforce.</li> <li>• Fire emergency plan.</li> <li>• Accidents &amp; Work Related Ill Health Reporting &amp; Investigation.</li> <li>• Occupational Health Provision &amp; Health Surveillance.</li> <li>• Health Hazards &amp; COSHH.</li> <li>• PPE &amp; RPE.</li> <li>• Children &amp; Public Safety.</li> </ul> New Policies: <ul style="list-style-type: none"> <li>• Managers / Supervisors.</li> <li>• Drivers.</li> </ul>

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## **Introduction**

This document sets out the company's philosophy on health, safety and welfare, and describes the ways in which that philosophy is put into practice. We are required under the provisions of the Health and Safety at Work etc Act, to produce a statement of policy with respect to the health and safety of employees and others affected by the company's activities.

This document is intended to bring the company's statement of policy to the attention of all its employees, and to provide details of the organisation and arrangements for carrying out that policy, as required by the Act. A copy of the policy should be kept at all offices and sites and the statement of intent should be displayed on a health and safety notice board. Employees should read it and understand the importance that they have in putting the health and safety arrangements into practice.

A copy of the full document will be kept at Head Office. This will be kept up to date, and revised where there is a change in activities, personnel, or methods of work that affect the health and safety of employees. Procedures are to be in place to review the Policy periodically, and we envisage that the document and the procedures will evolve in line with our strive for continuous improvement in health and safety standards as the business develops.

This main Policy is the central controlling document and is aided by separate supplements for each specific division which forms part of our systems to generate a safe and healthy working environment, some of the other related documents are listed below which will be placed on site and in the head office:

- Company risk assessments, method statements and standard working procedures
- Company accident records
- Company training records
- Equipment safety inspection and examination records

Our health and safety systems should reflect current best practice, as described in the HSE publication "Successful Health and Safety Management". Part of this will involve monitoring the implementation of this Policy and reviewing the safety performance of the Company.



## **Health, Safety and Welfare Policy Statement**

J B Sports and Coaching Ltd (to be known as the Company within this policy) is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and any other person affected by our activities through applying the high standards set out within this policy.

The managing director, has overall responsibility for ensuring that the company maintains a high standards of health and safety. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention, areas in which we can improve.

The company will:

Comply with all applicable legislation, codes of practice and industry standards. Management will pay due regard to professional advice from our Health and Safety Consultants who will act as our centre of competence and identify any changes in legislation which directly affect the company.

Be committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. The company appoints a combination of internal and external specialists to provide competent health and safety advice.

Will have in place an ongoing and annual audit and review systems to monitor the performance standards of the Company, its appointed contractors, and its health and safety management systems and seek to achieve on-going improvements.

Through investigation, follow-up and analysis of incident reports, we strive to eliminate incidents that have the potential to result in injury to employees, customers, members of the public and harm to the environment.

Provide an effective system of communication throughout the Company to minimise the risk to employees and encourage co-operation and participation for high standards of health and safety from our appointed contractors and installers.

Employ at all levels, a competent and trained workforce through appropriate recruitment, selection, performance assessment, training and when necessary, re-training.

Systematically identify hazards in the workplace and implement controls to minimise the risk to employees. Maintain standards, procedures and work instructions sufficient to avoid injury to employees and others.

Provide adequate welfare facilities, plant and equipment and maintain them in a safe condition.

Select contractors and installers who demonstrate a level of commitment to and comply with Health and Safety standards commensurate with those of the Company.

Consult with employees at the workplace on issues of health and safety and relay requirements via safe methods of work procedures.

Responsibility for the implementation of this policy lies with management while employees are responsible for ensuring they co-operate and comply with this policy and all related safety standards and practices

Signature: .....

Name            O Johnson / S Brown            Date: August 2023

Position        Directors                            Review Date: August 2024



**Environmental Policy Statement**

J B Sports and Coaching Ltd (to be known as the Company within this policy) recognises that environmental issues are of fundamental importance both in their own right and as part of a successful and responsible business strategy. Therefore, we are committed to ensuring that the environmental impact of our operations will be minimised by preserving, protecting and improving the environment, and by the prevention of pollution.

As Managing Director I am ultimately accountable for the company’s environmental performance, with responsibility for implementation being delegated through line management. I will ensure that the necessary resources are made available to achieve successful environmental management throughout the business.

The company will undertake a full analysis of all its environmental aspects and impacts, in order to develop a comprehensive environmental management system. This system will then be used to ensure, as a minimum, that legal requirements are met, along with industry best practice and the Company’s own standards. In addition, this analysis will also allow the setting of specific targets and objectives in order to ensure ongoing continuous improvement.

We will ensure that environmental considerations are taken into account throughout its sphere of operations and in doing so expects the full co-operation and commitment of its staff, employees, sub-contractors and suppliers in meeting the requirements of this Policy.

The company will undertake a complete formal review of the environmental management system annually. This annual review will include for the measurement of progress against set targets and objectives.

A copy of this Environmental Policy, and all subsequent revisions, will be prominently displayed at all sites and workplaces, and will be made available to all interested parties

Signature: .....

Name            O Johnson / S Brown            Date: August 2023  
Position        Directors                            Review Date: August 2024



## **Company Organisation and Responsibilities**

This section of our policy sets out the health and safety responsibilities of the individuals within the company.

### **Directors**

The Managing Director has final and overall responsibility for health and safety matters within the Company and in particular will:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- Allocate adequate resources to implement the health and safety policy
- Review this policy along with the company's health and safety advisor at least annually and more frequently where appropriate e.g. as a result of changes within the company, the work activities or legislation and guidance
- Appoint the company's external health and safety advisor and any other specialist advisors as required;
- Keep the health and safety advisor informed of:
  - (a) Accidents, incidents and work related ill health issues which caused or had the potential to cause serious injury or ill health
  - (b) Any proposed changes to the premises, activities or management structure
  - (c) Any new hazards not already identified within risk assessments which have been brought to his attention
  - (d) Any visits by, or correspondence with, enforcing authorities
  - (e) Any difficulties or delays in implementing advice provided by the advisors.
- Review the health and safety standards and practices of the company on an ongoing basis
- Investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the health and safety advisor where necessary and ensuring that statutory reports are made for serious incidents in accordance with the current Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations (RIDDOR)
- Ensure that there is an effective mechanism for consulting with employees on health and safety matters through team meetings.
- Ensure that there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements this will be done with the assistance of the health and safety advisor
- Ensure that supervisory staff are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves  
oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied
- Ensure that there are suitable control measures in place for compliance with the current construction (design and management) regulations.

### **Manager / Supervisors**

All Managers / Supervisors assist the Directors in the management of the health and safety systems. Their health and safety role are therefore to:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- Consult with employees on health and safety matters during team meetings; or for organisations with a health and safety committee, the responsibility might be to attend quarterly health and safety committee meetings.
- Plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the current working time regulations.



- In the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work.
- Provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals.
- Ensure that staff are only given tasks for which they are competent, and that adequate staffing is provided for the safe completion of tasks.
- Ensure employees are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce.
- In the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied.
- Ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained.
- In the absence of the Directors take on other aspects of his role as necessary e.g. accident investigation and liaison with the health and safety advisor.
- Report to the Directors any health and safety concerns which he/she is not able to resolve.

### **All Employees**

All employees including casual labour must comply with Section 7 of the Health and Safety at Work etc. Act 1974, in that General duties of employees at work.

It shall be the duty of every employee while at work—

- a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In addition, all employees must:

- Familiarise themselves with this health and safety policy, risk assessments and safe systems of work relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor
- Follow the safety rules and their training for the work activity and the particular location
- Know the emergency procedures for the location at which they are working
- Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the company
- Actively promote at all levels the company's commitment to effective health, safety & environmental management.
- Make suggestions to improve the company's health, safety and environmental management.
- Ensure that each place of work is actively maintained in a safe manner, and accept ownership of the safety procedures laid down for their benefit.
- Work in a safe manner at all times and set a personal example by wearing appropriate personal protective equipment.
- Assist the company in achieving high standards of health, safety & environmental performance.
- Ensure that any work you carry out does not create a risk to any other person, both on farm land and in public areas, and especially public highways.
- Never operate any plant or equipment or handle any herbicide or pesticide unless you have received certificated training to do so, and have been authorised by the company to do so.

- It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner.
- If in doubt, inform your immediate supervisor. Do not take chances.

It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate Manager - do not take chances.

## **Drivers**

Employees who are required to drive for the business are to be held responsible for any accidents or incidents whilst they are in control of a vehicle, or other vehicle which is being used for company business.

The company will not be held responsible for any traffic violations, parking tickets or court appearances.

The driver will be held responsible for ensuring weekly and pre-use safety checks are completed and documented in accordance with the company policy.

All violations have the potential of resulting in disciplinary action being undertaken against a driver or any passenger who does not comply with the Highway Code or required road safety requirements.

In addition, every company driver must ensure they:

- Never enter a property without first receiving permission from the property owner.
- Always wear mandatory PPE in accordance with company rules, and additional PPE as required for specific tasks carried out.
- Always act in a polite and courteous manner when representing the Company.
- Always adhere to statutory highway legislation, and drive in accordance with the Highway Code at all times, including on private roads.
- Always carry out a recorded inspection of your vehicle as required and report any defects to the Directors or Management immediately.
- Never carry out reversing vehicles without working CCTV system and / or trained and dedicated banksman in place. Every driver must carry out a 360° visual check to ensure the direction they are to move into is clear.
- Never drive a vehicle if you feel you could potentially be under the effects of alcohol or drugs, prescription or non-prescription.
- Report any changes in your health and medical status to the Directors.
- Do not attempt to carry out unauthorised maintenance on your vehicle – report all defects to the Directors.
- Never attempt to operate any plant or machinery unless you hold specific training certification and have been authorised to do so.
- Support the Finance department during their routine checks of driving licence with DVLA and MOT, insurance details where required.

## **Contractors**

General duties of employers and self-employed to persons other than their employees.

- 1) It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

- 2) It shall be the duty of every self-employed person who conducts an undertaking of a prescribed description to conduct the undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.

(2A) A description of undertaking included in regulations under subsection (2) may be framed by reference to—

- a) the type of activities carried out by the undertaking, where those activities are carried out or any other feature of the undertaking;
  - b) whether persons who may be affected by the conduct of the undertaking, other than the self-employed person (or his employees), may thereby be exposed to risks to their health or safety.
- 3) In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.

In addition to Section 3 of the Health and Safety at Work etc. Act 1974, are to ensure that:

- All 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 carried out. All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others on the site and the general public.
- All plant or equipment brought on to site by subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our Contracts Manager before work commences.
- Access equipment must comply with current British Standards and the Work at Height Regulations and possess suitable hand rails or other suitable and adequate edge protection. Step ladders and ladders shall only be permitted for use on site where a risk assessment demonstrates that no other safer method of access is practicable.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be CE marked for industrial use, be in good condition and certified for their use.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- Sub-contractor's employees must comply with any safety instructions given by this company's site representative. Suitable welfare facilities and first aid equipment, in accordance with the regulations, must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this company's facilities in which case a certificate will be issued detailing facilities provided.
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with the regulations and current recommendations and that information must be provided to any other person who may be affected on site. Any risk assessment associated with any substance or process hazardous to health, which will be used on the site, must be provided to our Contract Management before work commences.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds. All sub-contractors, visitors, etc. on the company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management

## **Health and Safety Advisor**

A source of competent Health & Safety advice has been appointed to advise and assist with all health, safety and welfare issues covered by Section 7 of “The Management of Health and Safety at Work Regulations” which are related specifically to our business undertakings.

The Health & Safety Advisor will be responsible directly to Senior Management.

Specifically they will perform the following functions as requested:

- Advise on the application and maintenance of our Company Health and Safety Policy arrangements.
- Maintain an up-to-date knowledge in matters of legislation and safety legislation as they apply and affect the Company and its Health and Safety Policy.
- Advise the Company of any changes in legislation which may affect its operations.
- Advise employees at all levels, as appropriate, on matters directly affecting their health and safety.
- Investigate and report on any accident, dangerous occurrence or near miss which is notified, and recommend any means of preventing a recurrence of the incident.
- Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.
- Encourage a high profile health and safety campaign within all levels of the company and review or recommend any health and safety contributions from company employees.
- Advise Management on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- Advise on the training requirements for employees, especially new starters, specifically formal safety awareness training and induction training.
- Maintain the Health and Safety Manuals at each location.

**No Director, Manager, or employee of the Company may undertake or authorise any activity which places employees, or others in danger, or is in breach of legal requirements with respect to health and safety.**



## **Arrangements**

### **Competence, Training and New Employees**

Where specific health and safety skills or competencies are required, this is defined within job descriptions. At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters within the first 2 days of employment, including:

- Their duty to take reasonable care for the health and safety of himself and of other persons.
- The findings of risk assessments.
- Arrangements for first-aid.
- Fire, evacuation drills and other relevant emergency procedures.
- Expected standards of behaviour and housekeeping.
- How to report accidents, incidents and 'near-misses'.
- How to report unsafe conditions or other safety concerns.
- Any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out using a checklist which is kept as a signed and dated record that the training took place.

The ongoing competence of individuals to work safely is assessed on an ongoing basis by their immediate supervisor.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities, for example this applies to directors, managers, and supervisors, and specific training for specialist roles such as fire wardens and first aiders.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organising of health and safety training by including the topic as part of our health and safety meetings when required.

All health and safety training is provided by competent instructors and takes place during paid working hours. The effectiveness of training is evaluated by the use of end of course assessments and management reviews. Records of training are held which include the date, name of delegate, tutor details and contents of the course.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

A personal safety file will be created for each employee. Copies of any professional qualifications or certificates will also be held on file.

Translation services will be used for non-English speaking employees and contractors' employees both for documentation and verbal instructions and training.

### **Consultation with Workforce**

The company, in line with the current Health and Safety (Consultation with Employees) Regulations is committed to a cooperative approach involving employees on all matters concerning health and

safety. As a company, we shall convene regular health and safety meetings between staff and line managers at regular intervals to discuss any issues relating to health and safety, these meetings will be two way giving the employees the opportunity to raise any health and safety concerns. In particular the company will consult with staff on:

- Any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work.
- The arrangements for competent advice on health and safety matters.
- The information to be given to employees about risks to health and safety and preventative measures.
- The planning and organising of health and safety training.
- The health and safety consequences of introducing new technology.

The meetings will be formal and the minutes will be documented and circulated to employees.

Any health and safety information that requires employees to be updated urgently will be communicated in the form of a tool box talk or emails direct to each employee.

### **Risk Assessment and Safe Systems of Work**

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with traveling and offsite activities such as work at the premises of others and driving.

Where hazards are identified within the risk assessments and cannot be eliminated by reasonably practicable controls then safe systems of work will be developed by a competent person, the process will be assisted by the employees who carry out and have the experience of the work activity.

Staff are reminded to use the five steps:

1. Identify the Hazards.
2. Decide Who Might Be Harmed and How.
3. Evaluate the Risks and Take Action to Prevent Them.
4. Record Your Findings.
5. Review the Risk Assessment.

Progress on the programme of risk assessments and safe systems of work, the outcome of assessments and any significant findings are communicated to staff involved in relevant activities via Health and Safety Meetings, Staff Meetings, email consultation systems and during the induction process for new employees where the risk assessments and safe systems of work will be issued.

All staff are expected to read and sign the registers to confirm they accept and will work in accordance to the risk assessments and safe systems of work. Employees who do not work in accordance with or flagrantly breach the risk assessments or safe systems of work may be subject to disciplinary action.

Risk assessment and safe systems of work will be held in locations throughout each premises to ensure that all employees have access to them at all times.

Risk assessments and safe systems of work shall be reviewed at least annually or more often if there have been changes in work processes and/or legislation and to ensure they are effective.

Where necessary, management will engage external competent assistance to assist with the risk assessments.

Ensure that all employees have received appropriate training and induction and have received proper instruction and information to enable them to perform their duties in accordance with the prescribed methods.

Training will be repeated periodically to accommodate changes in risk assessment and legislation as appropriate.

It will be ensured that there will be co-operation with other employers, where in a shared work place, they will be provided with necessary information which will enable suitable assessment of work activities and the implementation of appropriate control measures to ensure safe working practices by all persons involved.

Where a young person (anyone under the age of 18) is employed an individual risk assessment will be carried out ensuring they are capable medically, physically and mentally of undertaking the intended activities and that suitable control measures, training provided and supervisions are in place to ensure his/her health and safety

Where women of child bearing age or are pregnant or breast feeding, risk assessments shall be undertaken to determine the exposure to risk of those persons and where such assessments so determine, controls shall be introduced by way of elimination, preventative measures or changes in routine or duties so as to avoid the foreseen risks.

### **Fire Emergency Plan**

When working on educational sites, all staff will be expected to support and coordinate with the relevant educational property. The company expect all employees to take responsibility for ensuring that the risk of fire is kept to a minimum by complying with this procedure and comply with the Regulatory Reform (Fire Safety) Order (RRFSO). Within Article 23, General duties of employees at work, every employee must, while at work—

- a) Take reasonable care for the safety of himself and of other relevant persons who may be affected by their acts or omissions at work;
- b) As regards any duty or requirement imposed on their employer by or under any provision of article 23 of the rrfsO, co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with; and
- c) Inform their employer or any other employee with specific responsibility for the safety of their fellow employees—
  - i. Of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to safety; and
  - ii. Of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for safety,
- d) In so far as that situation or matter either affects the safety of that first-mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this sub-paragraph.

### **Fire Prevention**

Fire hazards are identified within the fire safety risk assessment and recommendations implemented by the educational property to control them. It will be ensured that the following are undertaken to aid with fire prevention electrical inspection and testing, regular removal of flammable waste, locking of external bins and smoking rules.

### **Emergency routes and exits**

Where necessary in order to safeguard the safety of relevant persons, all employees must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times, be this within the companies property or educational businesses staff are carrying out their activity.

The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

- a) emergency routes and exits must lead as directly as possible to a place of safety;
- b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;
- c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;
- d) emergency doors must open in the direction of escape;
- e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;
- f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
- g) emergency routes and exits must be indicated by signs; and
- h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

### **Fire Extinguishers**

The Company have ensured that all sites used by staff have a selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment and placed where significant hazards are located and means of escape. The types of fire extinguisher could include:

<b>Type of fire extinguisher</b>	<b>Primary Class of Fire</b>	<b>Other Class of fire</b>
Water	A	
Foam	B	A
Dry Powder	C	A & B & D
CO2	Electrical	B – The source of heat must have been removed.
P50 Foam & Dry Powder	B	A & B & Electrical
<b>Classes of fire</b>	<b>Type of fire</b>	
A	Wood, paper, carbon fires.	
B	Fuel	
C	Gas	
D	Metal	
F	Fat fire	
	Electrical (does not have a class code)	

All staff will ensure they support young persons in their charge should an alarm be activated on a site they are working on and attend the designated fire assembly point.



**All staff will comply with their third party clients fire plan, which should include the following action to be taken on discovering a fire**

1. Raise the alarm by shouting 'FIRE FIRE FIRE' and activating the nearest call point.
2. Notify management/fire warden who will call the fire brigade
3. Attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
4. Leave by the nearest available exit to the assembly point
5. Close doors behind you
6. Report to the person in charge of the fire assembly point.

**Action on hearing the alarm**

1. Stop what you are doing
2. Do not stop to collect personal belongings
3. Close windows and doors if it does not cause undue delay
4. Escort any visitors and leave by the nearest available exit and go to the assembly point
5. Check that someone has called the Fire Brigade by dialling 999
6. Do not return to the building until given the all clear by the Fire Brigade.

**Training for all Staff**

New starters are provided with information on emergency procedures on their first day of training being undertaken on third party properties. This is the responsibility of the client, however, should they forget then staff are to request the information, ensuring they include the location of escape routes, the sound of the alarm and the location of the assembly point

All staff should receive annual refresher training in fire safety and fire procedures on these premises.

**Accident and Work Related Ill Health Reporting and Investigation**

Accident within the Company, all accidents/incidents and near misses must be reported to a section supervisor at the time of the event. For all injuries, including minor ones, the relevant Supervisor/Manager must ensure that it is recorded on an accident report form and forwarded to the relevant person for entry into the Accident Book and to be reported to the Company Safety Advisor.

This reporting procedure is of the utmost importance as further investigation may need to be carried out by the safety department and the Health and Safety Executive may need to be notified. This procedure is the same for the reporting of incidents and near misses.

Reporting all accidents, incidents and near misses are vital and should be notified within a set timeline:

- Near Miss                      within 24 hours
- Minor Accident              Within 1 hour
- Major Accident              Immediately

Accident statistics are formulated from figures collated on a monthly basis to generate statistics for the company. This system of reporting allows trends to be identified at an early stage and actions taken to prevent re-occurrence.

At the end of each year all accident data within the Company for that year is analysed. This enables the Company Safety Advisors to identify long-term trends of accidents within the Company and enables the Company to focus on setting the correct objectives for the forthcoming year. Accident and

incident data are also used as Key Performance Indicators by which to monitor the effectiveness of safety procedures, and to highlight successes and failures over the past year.

It is the Companies policy that all injury accidents, however minor, are reported and recorded within the accident book or on the Company accident form. Staff are instructed in this policy on starting work with the company and instructed that they should inform their immediate supervisor should they have an accident.

All accidents, incidents and near misses are investigated to determine the root causes and potential actions required to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by our Health and Safety Advisor; on request.

All ill health reports placed to a manager, which is believed to be work related, will be investigated investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

In accordance with current RIDDOR Regulations, the Company will report all reportable injuries as specified with the relevant legislation.

A nominated person (Manager or Health & Safety Advisor where requested) shall investigate all accidents/incidents reportable under RIDDOR as soon as possible. The investigation must have regard for the root cause of the accident/incident and actions to be taken to prevent a recurrence. A written report must be prepared, with a copy of which will be submitted to the Managing Director and any other person where appropriate.

Accident investigation will not seek to apportion blame; it will be aimed at preventing recurrence. All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information such as witness statements, photos etc. are filed securely within the employees' personal file and retained for a minimum of 3 years; however, the company will retain all reports and associated documents for 4 years, allowing for any queries.

Accident statistics/trends are reviewed and any learning points and outcomes of investigations of serious incidents are discussed at health and safety meetings. This system of reporting allows trends to be identified at an early stage and actions taken to prevent re-occurrence.

Should an accident or incident occur then the following actions shall be undertaken:-

Employee to report accident or incident to supervisor without delay and give details of:

- What happened
- Where the incident occurred
- When the incident occurred
- How the incident occurred; if known
- What injuries were sustained or what damage was caused
- What equipment was involved
- Any witnesses
- Any photographs which have been taken.

Line Supervisor to ensure that adequate first aid has been given:

- Ensure accident/incident location is made safe
- Do not move anything if the accident/incident is serious as an investigation may be required
- Inform Manager of accident/incident
- Take as many photographs as possible of the:
  - Incident
  - Incident area
- Record details of accident/incident on the Report Form providing all information required
  - Include a site plan containing the location of the accident, who was standing where on the site and in which direction they were facing and relevant travel direction of people and/or vehicles

- Carry out brief investigation to establish immediate actions to be taken to prevent recurrence.
- Record findings on report.
  - Always include the five why's of an investigation
- Record any witness statements
- Ensure immediate actions to prevent recurrence are carried out
- Establish whether further actions are required and record on report with details of who is responsible
- Pass report to appropriate Manager once all necessary sections have been completed

Where an accident or incident is deemed to be serious, or where the injured person has received hospital treatment, then the initial Accident/Incident Report Form must be completed and submitted to the Directors within 24 hours.

Managers, having been informed of an accident or incident need to establish its severity:

- Inform Managing Director and where requested the Safety Advisor.
- Dependant on the severity of the accident, or where an accident is reportable to HSE, a full investigation will be carried out by a nominated persons
  - Directors to nominate suitable individuals to investigate the accident/incident
- Ensure that HSE's RIDDOR Incident Contact Centre (ICC) is notified as soon as practicable in accordance with the current RIDDOR legislation
  - Contact telephone number is 0300 790 6787
- The final investigation report must be presented to the Directors/Board for approval and any further actions required have been authorised

Safety Advisor, on receipt of Accident/Incident Report Form:

- Ensure that it has been completed correctly
- Ensure that all necessary steps have been taken to prevent recurrence
- Ensure that any follow up actions have been carried out or are in hand
- Where appropriate, ensure that HSE have been informed
- Where the accident is reportable to the HSE, ensure that an investigation has been carried out
- Ensure that the client has filed the report and relevant documentation in accordance with current legislation.

### **First Aid**

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

In selecting training, account is taken of HSE guidance. Re-training is arranged to take place prior to the expiry of first aiders' certificates.

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of first aiders.

Where first aiders use any equipment to treat an injury they will be responsible for ensuring that the equipment used is replaced as soon as possible.

All first aid equipment provided will conform to HSE Guidelines, any equipment not specified will not be used. Medication will not be administered.

All employees are instructed to report all accidents no matter how small.

## **Mental Health**

The company support the need to support mental health within the workplace, which is defined as a person's condition with regard to their psychological and emotional well-being.

If required a Mental Health First Aider will be appointed who has been formally accredited to administer mental health first aid in their workplace, by attending a Mental Health First Aid Course that has been delivered by an Accredited Mental Health First Aid Instructor.

The Mental Health First Aider must:

- Hold a current Mental Health First Aid certificate endorsed by Mental Health First Aid England and be available for any additional training as required.
- Spend the vast majority of their working hours on site at the workplace for which they are nominated.
- Be able to be called away from their normal duties at short notice if required.
- Be able to maintain confidentiality as appropriate.
- Demonstrate an ability to relate well to other works.

It is the responsibility of the Mental Health First Aider to:

- Maintain their Mental Health First Aider accreditation
- Provide mental health first aid within their worksite as needed, at their level of competence and training.
- Escalate and document any matters if required in a prompt and appropriate fashion.
- Complete available refresher training as directed/required.

The Company recognises that respecting the privacy of information relating to individuals who have received mental health first aid or may be experiencing a mental health problem or a mental health crisis at work is of high importance.

All mental health first aiders and Human Resources representatives are obligated to treat all matters sensitively and privately in accordance with the company's confidentiality protocols.

If at any time the Mental Health First Aider assesses there is a risk of harm to themselves or other people, they must escalate the matter to HR and they will advise on next steps.

If there is an urgent risk identified, emergency services should be contacted immediately.

It is the responsibility of the employer to:

- Allow the Mental Health First Aider to undertake appropriate training as required.
- Advise the Mental Health First Aider if there are any psychological hazards in the workplace.
- Clearly communicate to workers how they can access the help of a Mental Health First Aider in suitable public areas.
- Provide an appropriate space within the workplace that is accessible and suitable for private conversations.
- Ensure workers have access to accredited Mental Health First Aiders at all times, where possible.
- Instruct Mental Health First Aiders not to exceed providing help, which is outside the scope of the mental health first aid.
- Ensure workers know what to do in a mental health crisis situation.
- Provide the funding and time for the Mental Health First Aider to maintain their Mental Health First Aid accreditation.

It is expected that all workers will take reasonable care for their own health, safety and wellbeing whilst at work and also take reasonable care to ensure their acts or omissions do not adversely impact and affect the health, safety and wellbeing of other workers.

All workers are encouraged to speak to a Mental Health First Aider at any time should they feel they may be developing a mental health problem, experiencing a worsening of an existing mental illness or experiencing a mental health crisis.

If at any time a worker forms a belief that another worker may be developing a mental health problem, suffering from a mental illness or experiencing a mental health crisis they should contact a Mental Health First Aider, Line Manager or HR who can signpost to the relevant support available.

### **Work Related Stress**

The HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. Mental health issues in the workplace are any conditions that affect employees' state of mind and can lead to the development of mental ill health conditions. These conditions may include depression, stress, anxiety and other types of mental illness which may result in burnout and nervous breakdowns. We value our staff's emotional and psychological well-being at work and therefore our policy is to be pro-active in managing stress and mental health related issues that may occur as a result of workplace demands or pressures.

We will make reasonable adjustments to accommodate staff where reasonably practicable. Where an individual considers that reasonable adjustments can be made to accommodate their well-being we encourage them to bring this to the attention of line management.

We recognise that stress and mental health problems are difficult to talk about and can develop as a result of workplace and personal issues. The company will ensure that all employees have opportunities to discuss with their line manager whether stress or mental health has become compromised via stress and mental health screenings/questionnaires and this will be reviewed on a regular basis not less than annually. We value confidentiality of staff, therefore any information shared relating to stress/mental illness will be treated confidentially and in a non-judgmental manner.

The company also encourages that any individual that is suffering with stress/mental health problems alert their line manager as soon as possible so that reasonable adjustments can be made by the company to accommodate the employee. Equally if it is felt that a colleague is suffering with stress or mental health problems then individuals are to raise their concerns with their line manager and the matter will be looked into.

The company discourages staff from working excessive working hours to ensure compliance with the Working Time Regulations.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs.

The company has taken into consideration the HSE's management standards to manage stress in the workplace.

### **Alcohol and Drugs in the Workplace**

The company recognises that the Misuse of Drugs Act states that anyone occupying or managing a premises commits an offence if they knowingly allow possession, supply or production of controlled substances on that premises.

The Company aims to actively promote the well-being and good health of its employees. Drug, alcohol and other substance abuse may have an undesirable impact on the personal and working lives of employees. Problems arising from alcohol or drug misuse may include long term health issues for staff, absenteeism, lower productivity and enhanced safety risks for the individual and for others involved in our business as employees, customers and contractors.

The Company has developed this policy to ensure that employees:

- Are aware of the risks which are associated with drugs and alcohol misuse;
- Understand the company's rules regarding the consumption of drugs, alcohol and other intoxicating substances;
- Understand that support will be offered to help employees who want to stop substance misuse;
- Provide a fair and consistent process for the handing of substance abuse allegations at work.

The Company will use the policy to:

- Support employees who identify that they have a substance misuse problem;
- Maintain the health and safety of employees and others with whom they come into contact;
- Preserve the reputation of the company.

This policy covers the use and misuse of intoxicating substances, such as drugs (including prescription, over-the-counter and illegal drugs), alcohol, solvents and any other substances that could adversely affect productivity and/or health and safety.

This policy applies to all employees, temporary workers, contractors and volunteers.

For the purpose of this policy substance misuse is defined as:

The habitual taking of drugs or substances (other than those prescribed by a medical professional), or the drinking of alcohol which affects:

- The employee's ability to carry out their work effectively and efficiently;
- Attendance at work;
- The reputation of the business; and
- The safety of the employee and others.

All employees should report to their line manager, or a senior manager, at the earliest opportunity if they are experiencing drug or alcohol-related problems, or have concerns about the alcohol or drugs which may impact upon:

- The health and safety of the public, colleagues, customers and others;
- The reputation of the company; and
- Work performance, behaviour and attendance.

Colleagues should encourage those with a drug or alcohol problem to seek help. If help is not sought, employees have a responsibility to inform their line manager or senior manager in strictest confidence if they have concerns about a colleague's alcohol or substance misuse.

The company, where possible, will endeavour to support employees who are experiencing problematic drug or alcohol use, that have approached the company for assistance. The company's aim will be to help an employee to resolve a drug and alcohol problem and to return to normal work attendance and performance.

However, in some cases, disciplinary action may be taken where:

- The employee has been disqualified from driving as a result of alcohol or drug related offences (where required to drive a vehicle for their duties);
- The employee is not able to conduct normal work performance due to drug and alcohol use;
- Where an employee has consumed drugs and/or alcohol at work or prior to work or when on call;
- Where an employee has not requested, or accepted, support and the employee's work, approach to health and safety, or the company's reputation has been adversely affected by alcohol consumption or substance abuse; and

- Where, despite support, the employee's work performance and/or approach to health and safety has been adversely affected by alcohol consumption or substance abuse.

This list above is not exhaustive.

Where there is evidence of illegal drug or alcohol use the police must be notified.

Persons receiving prescribed medication that may affect any aspect of their work must inform their supervisor immediately. Employees are to request advice from the prescribing medical practitioner, to ensure that the employee are not taking any medication which may affect their ability to drive between sites.

Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, stress, etc, and the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be subsequently considered. If there is any doubt, as to the person's medical condition, or to the cause of their condition, then, medical advice will be sought immediately.

### **Occupational Health Provision and Health Surveillance**

The Company will ensure that prior to employment, personnel shall be asked as to their general health in relation to the work tasks expected of the employee.

Upon employment employees are supplied with a medical questionnaire and annually thereafter this helps determine a base line for each employee and identify any new conditions. An occupational health specialist shall be consulted should any issues be raised on the medical questionnaires.

As a company we carry out risk assessments on all work activities, control measures are implemented and we considered if there is any residual risk and the need to provide ongoing health surveillance to employees involved in work activities which may cause long term ill health i.e. noise, vibration, hazardous substances and asbestos.

If an individual has an injury or illness which appears to be work related, affects their work, or is made worse by work, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job.

Health and safety legislation emphasises the importance of retaining OH records for as long as possible, with the transferable information being kept for a minimum of **40 years** after the date of the last entry, or longer if required by law.

The health and wellbeing are the responsibility of all staff and no one person should place themselves or others at harm by their actions. Every person within the company is encouraged to report any occupational health concerns to senior management or a mental health first aid person (where applicable).

All workers are encouraged to speak to a Mental Health First Aider (where available) at any time should they feel, they may be developing a mental health problem, experiencing a worsening of an existing mental illness or experiencing a mental health crisis.

If at any time a worker forms a belief that another worker may be developing a mental health problem, suffering from a mental illness or experiencing a mental health crisis they should contact a Mental Health First Aider, Line Manager or HR who can signpost to the relevant support available by requesting support from an occupational health professional by:

- Raising awareness of health and mental awareness within the company.
- Encourage staff to report concerns and allow management to act on these reports.
- Provide suitable training where required to support and encourage staff to promote health and wellbeing.

## **Performance Monitoring and Audit**

The Company's Policy and Safety Management System will be formally reviewed on an annual basis by the following methods:

- Formal review of the health and safety policy and safety management systems to ensure it accurately reflects the Company's undertakings and current legislation is adhered to.
- Health and safety monitoring of the workplace and work activities
- Monitoring of accident and incident statistic to identify trends
- Review of the impact of changes such as changes in work processes or products.

### **Formal Review and Audit**

A formal audit is carried out every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice. A report and action plan are developed as a result of the audit.

The Health and Safety Policy and other health and safety documentation are reviewed by the company's health and safety advisors and the Managing Director on an annual basis to ensure that they reflect current activities, company structure and legislation.

### **Accident and Incident Statistics**

We review all accident and incidents to establish any trends on an annual basis. Refer to Accident and Work Related Ill Health Reporting and Investigation Policy

### **Work Processes and Products**

During our annual review all work processes and products are checked to ensure no additional risks have been introduced to the business. Where changes have occurred thorough risk assessment of the change takes place and where required safe systems of work are produced. Refer to Risk Assessment and SSOW Policy.

## **Smoke Free Work Environment**

The Company and client sites comply with a no smoking policy aims to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act.

As we wish to maintain a fit and healthy workforce, smoking is not encouraged within the Company.

Smoking or the use of E-cigarettes is not permitted within our building/s and company vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking or the use of E-cigarettes is also not permitted in any private vehicle when used on company business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any customer premises or within any place where "no smoking" signs are displayed.

Where smoking is permitted, adequate provision is made for the safe disposal of smoking materials. Consideration is given to ensure that non-smokers are not affected.

Overall responsibility for policy implementation and review rests with Management; however, all staff are obliged to adhere to, and support the implementation of the policy.

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



## **Legionnaire's Disease**

The company does not have any office sites and utilize client premises. It is the responsibility of the employers clients to implement arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and Technical guidance produced by the HSE Legionnaire's disease:

These arrangements should include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Appointment of a 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's Approved Code of Practice (ACOP) and any particular precautions specified in the risk assessment
- The maintenance of records of all applicable maintenance and testing which are held together with a copy of the risk assessment.
- Monitoring to check the records and confirm that the precautions have been implemented.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws. Staff can request confirmation from any third party property should they wish confirmation.

## **New and Expectant Mothers at Work**

As a company we recognise that some of our activities involve risks to new or expectant mothers at work for example the use of substances hazardous to health, lifting/carrying heavy loads, standing or sitting still for long lengths of time, work related stress etc.

In the event that an employee notifies us that she is pregnant, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from an occupational health specialist where required. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed at appropriate intervals, as a minimum every 3 months.

We provide rest facilities for new and expectant mothers and as a company when appropriate are flexible to accommodate the new or expected mother with more regular rest breaks.

## **Young People at Work**

When we employ young people under the age of 18 ensure that we comply with applicable employment and working hour's legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks which we do not allow young workers to carry out and these are identified in the individual risk assessment.

In the case of employment/work experience of young persons, we comply with legislation and local byelaws placing restrictions on the type of work permitted and where applicable ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting

## **Manual Handling**

As a company we adhere to the current Manual Handling Operations Regulations and follow the hierarchy of control which shall be to:- avoid manual handling where reasonably practicable, make

a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided, reduce the risk of injury from those operations so far as is reasonably practicable.

Although every effort is made to eliminate manual handling or reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved.

Specific manual handling risk assessments are undertaken where manual handling cannot be eliminated to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable.

Equipment is provided where possible to minimise or simplify handling of heavier objects and we ensure that two persons are available where the risk assessment identifies the need.

All employees are trained in the safe techniques of manual handling and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities by circulating the risk assessments to all employees, a folder of assessments within each department or where required tool box talks. Where the use of equipment or safe systems of work have been specified to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those persons with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

### **Hazards Resulting from Slips, Trips and Falls**

We have reviewed all of our premises for slip, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a monthly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seek assistance with anything which they cannot personally resolve.

The premises and equipment within are maintained and repairs are made as soon as reasonably practicable to prevent any issues becoming a hazard to personnel.

We ensure that storage areas are of sufficient capacity and are well managed.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. Step edges are highlighted where necessary for visibility. All personnel are informed not to store anything in stairwells.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled. If there is a spillage, staff are responsible for ensuring that it is cleaned up, in accordance with the specific COSHH assessment, promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Staff are encouraged to wear sensible footwear and where risk assessments deem it necessary safety footwear shall be worn.

Suitable and sufficient lighting is provided for tasks. All lighting is routinely checked as part of our monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

### **Electricity Supply and Electrical Equipment**

Our staff are clearly instructed that they are not permitted to undertake any electrical repairs unless they are qualified and competent to do so. All work on electrical equipment and installations is carried out by NICEIC registered electrical contractors.

All client sites are subject to electrical standards set out within the Electricity at Work Regulations and for new works, the standards applied follow current requirements the IET Regulations for Electrical Installations and the current Building Regulations.

All electrical equipment and temporary electrical installations, where appropriate, will be subject to visual inspections before use and formal visual inspection and regular testing where this is appropriate

It is the company's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced person with appropriate controls and suitable equipment.

Temporary or makeshift connections will not be permitted and a qualified electrician will ensure that electrical systems and equipment are in good order and carry out regular inspections, maintenance and testing.

Our installation will be tested and inspected in accordance with the IET 18<sup>th</sup> Edition Regulations, by a competent electrician and improvements implemented as necessary for safety.

All portable electrical equipment receives regular PAT by a trained and competent person at intervals recommended by the competent specialist.

All persons bringing any new electrical equipment to be used at any work place under the Company's control whether Company owned or privately owned must be declared to the relevant Manager so it can be tested for electrical safety prior to first use.

Intrinsically safe equipment only will be used when accessing and for all work in association with confined spaces, or where the environment in which we operate may present a flammable or explosive atmosphere.

All temporary power supplies to site buildings such as offices / mess rooms etc. will be installed by a competent electrician to current I.E.T. standards.

Plugs, sockets and couplers will be of industrial weatherproof type to BS 4343 specification. This specification covers single and three phase components and is designed so that the equipment of one voltage cannot be plugged into the wrong supply.

All extension leads for lighting or portable tools must be constructed of tough industrial grade sheathed cable.

It is most important that all equipment be effectively earthed, or be of the double insulated type which is marked with the international symbol for double insulated equipment.

Temporary or makeshift connections will not be permitted and a qualified electrician to ensure that electrical systems and equipment are in good order will carry out regular inspections, maintenance and testing.

### **Work Equipment**

The current Provision & Use of Work Equipment Regulations apply to all work equipment made available for use by employees at work.

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained.

Defects are reported to line managers who ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

Portable electrical equipment is subject to portable appliance testing by a trained and competent person. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections and formal weekly inspections that all staff are instructed to carry out.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons only. Where necessary, these restrictions are supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Suitable storage arrangements are provided for work equipment.

### **Health Hazards & COSHH**

Where possible it shall be ensured that exposure to substances hazardous to health will be prevented, where this is not reasonably practicable the following hierarchy of control shall be followed:-

- Change the method of work so that the operation which creates exposure is no longer necessary;
- Modify the process to eliminate the production of a hazardous by-product or waste product;
- Substitute, wherever reasonably practicable, a non-hazardous substance which presents no risk to health where a hazardous substance is used. It will be the responsibility of the managing director to investigate the availability of replacement substances and put them to use as soon as possible, including those used by contractors and installers working for the company. Advice from the health & safety advisor shall be sought where applicable.
- PPE and RPE is the last means of control and should only be considered where the previous are not practicable.

The company will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

A COSHH assessment will be carried out by a competent person for every substance hazardous to health, or where practicable, on substance groups i.e. solvent based paints grouped onto one assessment.

Any safety precautions recommended as a consequence of a COSHH assessment must be adhered to at all times while the substance is in use.

COSHH assessment shall be reviewed if: -

- There is reason to suspect that the risk assessment is no longer valid;
- There has been a significant change in the work to which the risk assessment relates; or
- The results of any monitoring carried out show it to be necessary.

Updates to assessments will be made where the review shows they are required.

All COSHH assessments will be carried out on the standard form.

Managers must ensure that the significant findings of any COSHH assessment, including any safety measures required, are communicated to all personnel who will be exposed to the substances. Any training required will be provided as necessary to employees.

The company will provide facilities at all locations to ensure that, employees meet and maintain a standard of personal hygiene that is consistent with adequate control of exposure, the spread of substances hazardous to health is avoided and to reduce the risk of ingestion of substances hazardous to health

All employees are responsible for ensuring that they have read and understood any COSHH assessment relating to their work activity and any control measure required are implemented prior to commencing work with the substance. Adequate supervision shall be provided to ensure this tasks place.

The buyer must consider the requirements of the COSHH regulations, purchasing safer substances where practicable, and requesting Safety Data Sheets with each order.

A Hazardous Substance Register will be created and maintain containing hazardous data sheets for every substance purchased by the Company. These data sheets will be provided by the supplier of the substance and must be formatted so as to provide clear health and safety information including first aid, fire precautions, emergency action, correct storage and safe handling.

Health surveillance will be carried out where risk assessments show a requirement. Where required support will be provided by Occupational Health and Health Surveillance experts.

### **Asbestos**

An asbestos management survey will be undertaken at the premises used by staff and where asbestos is identified and in good condition these materials are left in situ, are clearly labelled and closely managed to prevent the accidental release of fibres.

Each site must have had a risk assessment undertaken of remaining Asbestos Containing Materials (ACMs) and an asbestos management plan, produced as a result. The condition of materials is reviewed through ongoing vigilance on an annual basis and updated when there are changes in the matters to which they relate.

All staff must be made aware of any asbestos material found on third party sites. Any person whose work may disturb the ACMs, is notified of the location of the materials.

During work activities, if any material is suspected of being asbestos work, activities shall cease immediately. The suspected material must be reported and further investigation conducted to verify if asbestos is present. No material suspected of containing asbestos will be removed until the nature of material content has been identified and adequate arrangements made for safe removal by licensed contractors. The area must deemed as "No Unauthorised Access" and signage displayed until such measure have been undertaken to make the area safe.

### **Work at Height**

Work at Height means all heights, not just those over 2m.

Whilst we aim to avoid work at height we have identified there are some situations where our staff may be at risk of falling from a height.

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the current Work at Height Regulations, where applicable, risk control measures include arrangements for rescue.

Where required safe systems of work are produced for working at height activities and should identify:-

- How falls are to be prevented, means of access, edge protection, safety harness etc.

- Controls for health risks, escape route in the case of fire and handling of materials.
- Equipment and tools required including PPE.
- Competence of training of operatives.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Refer to Ladder Policy

Our employees are trained instructed in working at height and in the principles of safe use of the access equipment provided.

### **Ladders**

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include Tower scaffold, Scaffolds or MEWPS. Refer to Working at Height Policy

All ladders and stepladders used by our employees will meet EN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg.

Steps used for heavy industrial applications e.g. work on construction sites will always have a maximum static load capacity of 175Kg. All work at height equipment including kick stools, step ladders and ladders, are subject to formal weekly inspections in addition to pre-use visual inspection by the employee.

Any defective ladders will be removed from service immediately and disposed of.

Any operative who carries out work at height from ladders will be trained in their use.

### **Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)**

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments and COSHH assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance. Where PPE is issued the employee will sign a record of acceptance.

Where respiratory protection is identified as being required it will be ensured that all employees receive face fit testing to ensure the selected RPE is suitable for the individual. The type of RPE provided to employees will be suitable to protect them from the hazardous substances to which they are exposed. All persons requiring a face fit test and required to wear a face mask during normal working processes are to be clean shaven, should a person due to religion, medical or other personal reasons cannot be clean shaven are to be issued with an air fed mask which complies with required protection level.

Employees who are required to use or wear PPE/RPE are provided with training and risk assessments which identify the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

It is the employee's responsibility to ensure PPE/RPE is checked prior to use and that it is used when carrying out tasks which require it, any faulty/damaged PPE/RPE should be reported to their supervisor prior to commencing work. Should PPE/RPE be damaged then replacements are available on request. Employees must not alter, deface or otherwise misuse any safety equipment supplied to them.

Managers will ensure that all persons under their control are equipped with and use correctly, any PPE/RPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE/RPE) should be in place.

### **Lone Working**

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.'

All Company employees' safety is paramount and will therefore avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Company will take all reasonable steps to ensure the health and safety of all employees working alone.

The Company will ensure that all employees working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.

Reasonable checks will be made into the general health of lone worker to ensure they are not at increased risk of working alone. Refer to Occupational Health Provision and Health Surveillance Policy.

We will ensure risk assessments are undertaken on all lone working activities and put risk control measures in place.

A buddy system will be implemented by the Company as required to ensure protocol is in place if a lone worker fails to check in at an agreed time or if they raise an alarm then the buddy will check on the lone worker or, where required, shall alert the emergency services. This procedure will be followed by employees at all times and failure to do so will result in disciplinary action.

It shall be ensured that lone workers have a means of communication with supervisors (e.g. mobile phones) or a device to alert the buddy in an emergency situation (e.g. lone worker alarm).

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

### **Violence**

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Whilst we do all that we can to avoid it we recognise that staff involved in some of our work activities may be at risk of violence.

To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We believe that reducing the risk depends on the design of workplaces together with appropriate working procedures and staff training.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults or displays violence towards our staff.

### **Driving**

Driving activities are included within our general risk assessments and as a result of the assessment/s we have determined that the following arrangements are required to control risks to our staff and other road users.

We check the driving licence of any employee who drives for work purposes, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for

the type of vehicle to be driven. The licence check includes use of the DVLA's on-line records via a 'check code' generated by each driver. If there is any doubt about the validity of a licence we contact DVLA with the permission of the driver, to confirm details.

At the same time as checking driving licences we also check that private vehicles used for work purposes are insured for business purposes and where more than 3 years old, MOT.

Our employees are expected to carry out pre-use inspections of vehicles and ensure they are in a safe condition. All vehicles used by employees for work purposes are required to record vehicle checks on a weekly basis.

Company vehicles are maintained at the manufacturer's approved service centre or garage in accordance with the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs, are arranged by the company.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. In our work planning process, our managers avoid the need for staff to drive at the end of excessively long working days by, where required, providing overnight accommodation, arranging for driver sharing or using public transport. Managers also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect employees to avoid driving when tired or unwell and will normally reimburse them for additional rest breaks and unplanned overnight stays where required. Employees are required to inform their line manager if they are suffering from any health condition or taking any medication which could affect their ability to drive safely.

Employees who drive for work purposes have an expected behaviour and are informed of the following:

- All drivers and passengers who use company vehicles are to ensure they remain aware of changes within the Highway Code and traffic laws and adhere to them at all times when driving.
  - Drivers and passengers who are found to be non-compliant and receive any penalty points or fines are the responsibility of the person receiving the points or fines.
  - The company take no responsibility for the payment of fines received by an individual but hold the right to investigate the situation and where it is deemed appropriate either disciplinary action, in severe cases gross misconduct action may be taken against an employee.
- Normal limits for working hours when the day involves driving
- The need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- Not driving under the influence of alcohol or drugs (including prescription drugs)
- The driver is responsible for ensuring the area surrounding the vehicle is clear of potential hazards
  - The driver must ensure that his review mirrors, and where fitted cameras, are clean and serviceable
  - The driver is responsible for carrying out a 360° safety check prior to starting a directional change, such as reversing

## **Mobile Phones**

### **Hand Held Device**

- **Employees are not authorised to use a hand-held phone whilst in control of a motor vehicle.**
  - It is illegal to touch or use a mobile phone whilst driving or in control of a motor vehicle, including whilst waiting in traffic, or travelling at slow speed.



- It is an offence for drivers speaking or listening to a phone call, using a device interactively for accessing any sort of data, which would include the Internet, sending or receiving text messages or other images if it is held in the driver's hand during at least part of the period of its operation.
- Current Fixed Penalty Notice (FPN) (as of September 2020) for touching and using a hand-held phone for the means of communication is, £200 and 6 penalty points on your driving licence.
- If the matter comes before a Court the judge can choose to impose a disqualification and/or a maximum fine of up to £1,000 for car drivers and £2,500 for HGV and bus drivers. In addition to being an offence in itself, use of a mobile phone or other hand-held device can be a contributory factor in the charging of other offences that are subject to much higher penalties—such as careless/inconsiderate or dangerous driving and, in the most serious cases where death occurs, causing death by careless or dangerous driving—or lower penalties such as driving without due care and attention.
- Should an employee receive a FPN and/or court charges, the Company will not be responsible for the paying of any fines incurred and reserve the right to stop employees from using Company motor vehicles.

### **Hands Free Device**

The Company policy is that hands free devices will **NOT** be used whilst driving on Company business or whilst driving a Company vehicle, despite hands-free devices being lawful as at the current legislation.

It is an offence to use hand held mobile phones whilst driving or whilst the engine is running, and the ignition keys left in the ignition. Should an employee be required to use the mobile phone whilst driving, are to find a safe place to park and comply with the law regarding the safe use of a mobile phone.

The driver will be regarded to be driving if they are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary.

New drivers caught committing an offence within two years of passing their test now face having their licence revoked. And, in a further move, motorists no longer have the option to take a driving course instead of a fine and points.

The Company believe that in line with Government guidelines, this can create a misleading impression that hands-free use is safe and as has been stated Government evidence shows that using a hands-free device creates the same risks of a collision as using a hand-held device and as stated can be a contributory factor in the charging of other offences that are subject to much higher penalties – such as careless/inconsiderate or dangerous driving and, in the most serious cases where death occurs, causing death by careless or dangerous driving – or lower penalties such as driving without due care and attention.

With this information being reviewed the Company policy is that:

- Should an employee receive a telephone call using a hands-free device whilst driving, they are required to ignore the call, allowing the call to go to the voice mail service where it can be collected when safe to do so.
- Employees are not authorised to make telephone calls whilst driving, which includes hands-free devices.
  - Should there be a need to make a telephone call the driver is to either request that a passenger makes the call, ensuring it does not involve the driver being part of the conversation, to aid concentration on their driving; or
  - Should the driver be required to be part of the call or make a call, they are to find a safe place to park, turn the engine off and make the call, prior to restarting their journey.

It has been stated by the Attorney General that “any mobile phone use at the time of an accident, whether hands-free or not, will result in prosecution for death by dangerous driving”. In past police

enquiries, call records have been checked to establish call by call details of time, duration and destination.

Vehicle accidents are recorded and investigated in the same way as other work-related incidents, and improvements made to our policy as necessary to avoid a recurrence.

### **Leptospirosis**

The disease is a form of jaundice and can be fatal or result in permanent disability, if not diagnosed and treated at an early stage. The symptoms are similar in influenza.

Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat infestation is likely.

Persons working in areas which have been assessed and identified with the potential existence of Leptospirosis will be issued with a Leptospirosis Information Card to be shown when attending a doctor or a hospital suspecting Leptospirosis symptoms.

In addition adequate First Aid, washing and welfare facilities will be available on site.

Personal Protective Equipment including impervious gloves will be available, issued to relevant personnel and adequate procedures installed for reporting defect and damage.

Personnel working in potentially contaminated areas must ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking, or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

### **Children and Public Safety**

Staff must ensure that all members of the public are not allowed to enter areas where they could potentially become exposed to dangerous situations or conditions.

The company take account of risks to the public within our risk assessments including the risks to children, the elderly and people with disabilities. During organised sessions, planning should take place to ensure where possible vehicle and pedestrian movements are segregated.

All equipment left on site, including the swimming pool, is to be kept secured to reduce potential access by third parties. Liaising with site staff is essential to ensure security is being maintained by none-company staff during hours of school closures.

### **Statutory Inspections**

A system will be used to ensure that all statutory inspection dates do not lapse. All inspections will be carried out by a competent person within the stated time as set out in the relevant regulations.

Management will make arrangements to ensure that all inspections are carried out before the validity of the previous inspection lapses.

### **Working in Occupied Premises**

All employees must ensure when visiting third party premises that they have received suitable instruction/induction on the emergency evacuation routes, the locations of firefighting equipment together with names of the fire co-ordinator and marshals and emergency contact numbers.

It will be ensured that Company personnel will liaise with the resident/client's representative on each site before work commences regarding health and safety issues relating to the work. The following requirements/restrictions shall be implemented (Client being householder, appointed representative or commercial Client):

- Ensure client is aware of the methods of work and restrictions e.g. hot works.

- Ensure the client is aware of operations taking place and the hazards involved well in advance wherever possible.
- Non-company personnel must be excluded from work areas at all times, during works taking place and when the working area is left unattended prior to completion of the works.
- Personnel will ensure that all work carried out in occupied premises does not conflict with the Client's movements.
- Personnel will co-operate with the Client/householder, provide necessary information and carry out suitable assessment of work activities and the implementation of appropriate control measures to ensure safe working practices by all persons involved, presenting no risks to non-employees.
- Ensure non-essential personnel are excluded from the work area, including signage detailing the nature of the work and the associated hazards.
- It will be assured that while work is being carried out on site that operations do not compromise individuals using the surrounding area by causing trip/slip hazards that may affect non-working personnel.

Until completion of the works, the area remains hazardous. The Company will therefore make Clients aware that the working areas must not be accessed at any time by any persons other than company personnel, and do all that is reasonably practicable to exclude non-authorised persons whilst we occupy the working area.

### **Disciplinary Procedure**

The Company ensures that all personnel are given a clear understanding of what is expected of them and the consequences when individuals do not co-operate. Communication, motivation and discipline are essential parts of the system.

There is a formal disciplinary procedure within the Company which will be followed should employees not work in accordance with the safe systems of work set out.

