

# **Entryphone®**

**Health & Safety Policy**

**for**

**The EntryPhone Company  
Ltd**

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## **HEALTH AND SAFETY POLICY STATEMENT**

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know.

The full Health and Safety Policy is available on request to interested parties.

Signed.....

Date.....

Title.....

(Director Responsible for Safety)

# APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES

|   | <b>Name</b>  | <b>Position</b> |
|---|--------------|-----------------|
| Health and Safety Co-ordinator                          | Giles Ashbee | Director        |
| Risk Assessments and Managing Health and Safety at Work | Giles Ashbee | Director        |
| Consultation with Employees                             | Giles Ashbee | Director        |
| Safety Training   | Giles Ashbee | Director        |
| Welfare   | Giles Ashbee | Director        |
| Management of Incidents (First Aid)                     | Giles Ashbee | Director        |
| Fire and Emergency Evacuation                           | Giles Ashbee | Director        |
| Display Screen Equipment                                | Giles Ashbee | Director        |
| COSHH   | Giles Ashbee | Director        |
| Electrical Safety                                       | Giles Ashbee | Director        |
| Control of Smoking at Work                              | Giles Ashbee | Director        |
| Manual Handling   | Giles Ashbee | Director        |
| Noise at Work   | Giles Ashbee | Director        |
| Control of Vibration at Work                            | Giles Ashbee | Director        |
| Occupational Health                                     | Giles Ashbee | Director        |
| Confined Spaces   | Giles Ashbee | Director        |
| Control of Asbestos                                     | Giles Ashbee | Director        |
| Hot Works   | Giles Ashbee | Director        |
| Lifting Operation & Lifting Equipment                   | Giles Ashbee | Director        |
| Lone Working  | Giles Ashbee | Director        |
| Personal Protective Equipment                           | Giles Ashbee | Director        |
| Provision and Use of Work Equipment                     | Giles Ashbee | Director        |
| Violence, Aggression & Challenging Behaviour at Work    | Giles Ashbee | Director        |

## **APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES CONTINUED**

|   | <b>Name</b>  | <b>Position</b> |
|---|--------------|-----------------|
| Behavioural Safety                      | Giles Ashbee | Director        |
| Work Related Stress                     | Giles Ashbee | Director        |
| Working at Height                       | Giles Ashbee | Director        |
| Drugs & Alcohol                         | Giles Ashbee | Director        |
| Infection Control                       | Giles Ashbee | Director        |
| Housekeeping                            | Giles Ashbee | Director        |
| Transport                               | Giles Ashbee | Director        |
| Construction Work Co-ordinator<br>(CDM) | Giles Ashbee | Director        |

**ALL THE ABOVE DUTIES WILL BE UNDERTAKEN BY  
ABOVE PERSONS**

## **1. ORGANISATION**

- 1.1 To ensure that the spirit and the letter of the law is upheld we have appointed specific people or groups of people to be responsible for the implementation of certain key aspects of our health and safety policy.
- 1.2 This list is reproduced and displayed at various points throughout the company to ensure that all employees are aware of exactly who is responsible for which aspects of our health and safety policy.
- 1.3 Those people listed as having specific health and safety duties are given a responsibility folder which contains documentation and guidance to assist them with their duties.
- 1.4 Within each of the arrangements sections of the policy there is a monitoring checklist which the appointed duty holder will complete from time to time but at least annually and return to the Health and Safety Co-ordinator to enable an action plan to be formulated and implemented.

## **2. As Director, I will ensure that:**

- Health and safety is on the agenda of every management meeting and Health & safety meetings are held when required.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Professional health and safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.
- Effective communication is maintained with all employees in order to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life.
- Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements
- Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.
- The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the company.
- Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.
- Health and safety training is provided for all employees.
- Health and Safety is given prime consideration in all forward planning.

- Appropriate insurance cover is in place and maintained for all aspects of company activities.

**3. Directors will ensure that:**

- All employees under their direction fully understand and observe all aspects of the company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed within the health and safety policy.
- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work and they are instructed in relation to any safe system of work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.
- All employees attend health and safety meetings as and when requested.
- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.

- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work is undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

#### **4. All Employees will ensure:**

- Compliance and co-operation with any reasonable request made to permit the company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary take immediate remedial action to temporarily safe guard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.
- No new equipment, plant or substances are brought onto company premises and used before permission has been granted and any necessary assessments have been conducted.

#### **5. HEALTH AND SAFETY POLICY REVIEW**

- 5.1 To ensure continuing compliance with legislation and best practice our health and safety policy will be reviewed periodically and at least annually.
- 5.2 The Health and Safety Co-ordinator will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.
- 5.3 The Health and Safety Co-ordinator will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.

## **RISK ASSESSMENTS AND MANAGING HEALTH AND SAFETY AT WORK**

### **Policy**

We will examine all workplaces and activities under our control to assess the risks to the health and safety of employees or others who may be adversely affected by our activities. We will ensure that the significant findings of the assessments are recorded and the control measures identified are fully implemented. We will review and amend all assessments where necessary. We will apply the principals of prevention of risk detailed in the regulations to all assessments and ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures. We will ensure that health surveillance is provided for all employees where required and that procedures are in place for serious and imminent danger. We will appoint a competent person to provide health and safety assistance to enable compliance with the requirements of the Regulations and ensure that contact with external services are arranged. We will ensure that all employees are given comprehensive and relevant information on the results of the risk assessments and the requirements of the Regulations. We will ensure co-operation and co-ordination with other employers regarding the requirements of the Regulations and ensure that the employees of those employers are provided with appropriate health and safety information. We will ensure that all employees are competent to undertake their duties and are provided with appropriate information, instruction and training. We will ensure that all employees comply with their duties under the Regulations and that specific arrangements are in place to ensure the health and safety of temporary workers. Specific assessments of the risks to new and expectant mothers will be carried out where required and arrangements for the protection of young persons will be implemented as necessary.

## **1. ARRANGEMENTS FOR RISK ASSESSMENTS**

**The Risk Assessment Co-ordinator will ensure that:**

- 1.1 An initial audit is carried out to identify significant hazards, determine the adequacy of existing control measures and highlight areas where further assessment is required.
- 1.2 Significant findings of risk assessments are recorded to show how the risks arise and how they impact on those affected, that a proper check has been made and to assist in future monitoring and review.
- 1.3 Implementation of control measures are scheduled on an action plan and sufficient time and resources allowed for their completion.
- 1.4 Sufficient guidance, training and support are given to those in charge of activities to ensure their competence to assess risk, and their awareness of the requirements of relevant legislation.
- 1.5 Information on risks and the preventative and protective measures are communicated to employees in a clear and easily understood manner, limited to what is relevant and necessary to ensure health and safety. Consideration is given to any employees with specific needs such as a language, visual impairment, hearing deficiencies or learning difficulties.
- 1.6 Co-operation and co-ordination of activities takes place where our activities and those of other people interact to ensure that respective obligations are met. Relevant information on hazards and precautionary measures are exchanged and arrangements for ensuring health and safety agreed prior to the work or activity commencing.
- 1.7 Levels of competence required for activities are identified through risk assessment and any training needs are met.
- 1.8 The control measures implemented are monitored, including fire precautions and emergency measures, to maintain their effectiveness.
- 1.9 Risk assessments are reviewed and revised at appropriate intervals.
- 1.10 Competent technical advice on health and safety matters is provided to assist in the effective management of health, safety and welfare matters.

## 2. RISK MANAGEMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Has an initial audit been carried out to identify significant hazards, determine the adequacy of existing controls and highlight areas where further assessment is required?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are the significant findings of the assessments recorded to show how they arise, impact on those affected? Has a proper check been made and to assist in future monitoring and review?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Has an action plan been scheduled that allows reasonable timescales and sufficient resources to address inadequacies and implement control measures to eliminate or reduce the risk to as low a level as is reasonably practicable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Is sufficient guidance, training and support in hazard identification, risk assessment and the requirements of relevant legislation provided for nominated employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Is the information required by employees to ensure their health and safety relevant and communicated to them in a comprehensible manner?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Where our activities interact with others are the arrangements for co-operation and co-ordination, communication and supervision effective in controlling the risks to health and safety of all who may be affected?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Have levels of competence been established and training needs identified and met with records maintained?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Are the implementation and the effectiveness of the control measures monitored?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Are risk assessments reviewed at appropriate intervals to ensure they remain valid and 'suitable and sufficient'?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                           | Is proper use made of the specialist advice and assistance available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. RISK MANAGEMENT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

|      |  |
|------|--|
| 1.1  |  |
| 1.2  |  |
| 1.3  |  |
| 1.4  |  |
| 1.5  |  |
| 1.6  |  |
| 1.7  |  |
| 1.8  |  |
| 1.9  |  |
| 1.10 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **4. GUIDANCE AND RECORDS**

### **4.1. The Risk Assessment Process**

A risk assessment is a systematic examination of the premises and all activities associated with the business to help determine what measures are necessary to comply with duties under the Health and Safety at Work Act 1974 (HASAWA) and also with more specific duties in the various regulations made under its umbrella and other Acts.

A 'suitable and sufficient' risk assessment must:

- Identify risks arising from the work.
- Keep the level of detail proportionate to the risk.
- Ignore routine activities associated with life in general unless the work activity compounds or significantly alters those risks.
- Consider all those who might be affected (employees, visitors, contract cleaners, etc).
- Include what the employer could reasonably be expected to know e.g. from supplier manuals, trade press, national standards and good practice.

There are five recognised steps to carrying out risk assessments:

- Step 1 Identify the significant hazards.
- Step 2 Decide who might be harmed and how.
- Step 3 Evaluate the extent of the risk and decide whether existing precautions are adequate or if more should be done.
- Step 4 Record the significant findings where there are five or more employees.
- Step 5 Review the assessment periodically and when there are any significant changes.

Each of these steps is dealt with in more detail on the following pages.

### **4.2 Step 1: Identifying Hazards**

A hazard is something with the potential to cause harm.

Significant hazards may be found through deficiencies in the workplace environment, slipping and tripping hazards, inadequate fire precautions, unsafe equipment, electricity, chemicals, poor lighting, manual handling, work practices etc.

Refer to:

- Suppliers as they must provide health and safety information about the products they supply
- Manufacturers' instructions and data sheets

- Specific acts or regulations to be complied with as these may help identify specific hazards
- Approved codes of practice, national standards, trade association as these will help identify appropriate control measures
- Accident book records.

Check:

- Non-routine operations e.g. maintenance, use of temporary staff
- Consult employees to ensure all aspects of the work activity are reviewed.

#### **4.3 Step 2: Who might be harmed?**

Anyone who might be affected by the hazards identified will need to be considered i.e. employees, non-employees and any others in the workplace.

Groups who may not be in the workplace at the time of the assessment will also need to be considered, e.g. cleaners, maintenance personnel. Formal provision will be needed to protect visitors and contractors on the premises or sharing the workplace.

Some groups of people are recognised as being vulnerable and therefore more susceptible to risk and require particular consideration.

These include:

- Young persons and inexperienced workers
- Temporary workers
- New or expectant mothers
- Those with special needs or disabilities
- Lone workers.

Specific requirements are described on the following pages.

#### **Young Persons**

No ‘young person’ (below the age of eighteen) should be employed without first making, or reviewing, risk assessments and taking into account:

- Their inexperience, immaturity and lack of awareness of risks
- The fitting-out and layout of the workplace and their workstation
- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range and use of work equipment and how it is handled
- The organisation of processes and activities
- The extent of health and safety training provided or to be provided
- Specific risks defined in relevant legislation.

The findings of the assessment will be recorded and where significant risk remains no child (under compulsory school age) will be employed to do the work.

Other young persons cannot do the work unless it is necessary for their training, they are supervised by a competent person, and the risk is reduced to the lowest level reasonably practicable.

## **Temporary Workers**

The levels of competence determined through risk assessment are also applicable to temporary workers. The employment business through which they are recruited must be informed of the qualifications and skills required and aspects of the work that might affect health and safety.

The 'user employer/organisation' must provide temporary workers with induction and specific training on the risks to which they are exposed and the necessary control measures, including arrangements for emergency evacuation.

Where personal protective equipment (PPE) is necessary and not commonly available within the workplace, the employment business must ensure it is provided.

## **New or Expectant Mothers**

Where there are women of childbearing age and any aspect of the work could involve risk to the health and safety of a new or expectant mother or to that of her baby, risk assessments should be used to identify any additional precautionary measures.

Once notified in writing that an employee is pregnant, has given birth within the previous six months, or is breast-feeding, the employer must take appropriate action.

However, where further action will not avoid risk, and if it is reasonable to do so, the employer should:

- Alter the working conditions or hours of work, or;
- Offer her suitable alternative work if available, or, if it is not;
- Suspend her from work.

## **Special Needs and Disabilities**

Where appropriate, the risk assessment should identify any reasonable adjustments necessary to our arrangements or physical features of the workplace, to remove any disadvantage to people with special needs or disabilities. Many people may need only minor adjustments.

## **Lone Workers**

Where there are people working by themselves without close or direct supervision, including anyone working away from their fixed base, the risk assessments should firstly determine whether one person can adequately control the risks, and then, what particular or additional measures are required to control them. The precautions should take account of the work activity and foreseeable emergencies such as fire, equipment failure, illness and accidents.

### **4.4 Step 3: Evaluating the Risk**

Risk expresses the likelihood of harm arising from the hazards identified and therefore the following must be considered when evaluating the risk:

- Are there foreseeable risks arising from the hazards?
- Who is affected and how often?
- What is the nature and extent of the risk, taking into account existing control measures?

Where control measures exist, evaluate the remaining risk:

- Check the effectiveness of the preventive or precautionary measures
- Observe actual practice, which may differ from manuals or procedures
- Is the remaining level of risk acceptable/negligible?
- What more could be done to eliminate/reduce it?
- How can the effectiveness of control measures be maintained?

### **4.5 Step 4: Record Significant Findings**

To be considered suitable and sufficient the risk assessments will need to:

- Identify the significant hazards
- Identify the people affected by the hazards
- Identify the significant risks arising out of the work
- Identify existing preventive and precautionary measures for controlling risks
- Identify further action required to eliminate or reduce risks
- Stipulate reasonable timescales for implementation
- Provide sufficient detail to demonstrate a suitable and sufficient risk assessment and to allow future review.

### **4.6 Step 5: Review and Revision**

Risk assessments should be reviewed at intervals dependent upon the type of work and degree of change likely to occur as well as on the timescales indicated in the risk assessment action plan.

Significant changes, where the risk assessment may no longer be valid, to the work method, equipment or processes, or where trainees or other inexperienced employees have been introduced, should also prompt a review of the relevant risk assessments.

Accidents and incidents may also prompt a review of related risk assessments to ensure they sufficiently cover the hazards and necessary control measures and that the requirements are fully understood by the workforce.

#### **4.7 Use of Risk Assessment Forms**

An initial rough assessment may be made to help identify significant hazards. Then, using the risk assessment forms provided carry out a more detailed assessment of each significant hazard or activity, e.g. collecting broken glass, working at height.

- Identify the hazards associated with each activity, e.g. falls from height, and consider whether they can be eliminated or replaced with something safer
- Identify the different groups of people at risk
- Consider each group, list existing control measures to protect them on the form and tick the 'Existing/Proposed' column to signify this
- Taking into account the existing controls listed, determine the severity of any harm and the likelihood of this happening if no further action were taken, then estimate the overall risk rating which will either be High, Medium or Low
- Consider whether the existing controls meet standards set by legal requirements, Approved Codes of Practice or best practice

For example, a machine may be safeguarded sufficiently to protect the operator and others who may gain access. However the risk is only controlled while the safeguards are in place and working effectively. The assessment should consider what measures are required to ensure and maintain effectiveness, such as regular inspection and testing, and that all aspects of the activity are considered e.g. what happens during maintenance?

- Determine what further measures are required to reduce the risks as far as reasonably practicable. List them under control measures, with a 'P' against each of them in the Existing/Proposed column
- Review all control measures listed, together with the overall risk rating and where appropriate propose a reasonable timescale for implementation.

- The assessor should sign and date the form. If no further action is required the Y at the foot of the form should be deleted and the date of the next review (e.g. a year from the date of the assessment) inserted. Where additional control measures are indicated, the N should be deleted and proposed measures transferred onto the Action Plan. Reasonable timescales should be set for implementation and the Action Review dates on the risk assessments set accordingly.
- The Action Plan should be monitored according to the proposed timescales and once improvements have been made, the relevant risk assessments reviewed and revised. The assessor should then complete the final column on the risk assessment form to verify that the risks have been reduced to an acceptable level, delete the Y to indicate that no further action is required and specify the ‘next review date’.

#### **4.8 Implementing the Control Measures**

The principles to be applied when implementing preventive and protective measures to control risks are as follows:

- Avoid a risk altogether if possible e.g. by not using or stocking a particular dangerous substance, contracting out a hazardous operation
- Combat risks at source, rather than by superficial measures. So, if steps are slippery, treating or replacing them is better than a warning sign
- Adapt work to the individual, through consultation on the design of workplaces, choice of work equipment and the choice of working and production methods
- Use technological and technical advances, which often offer opportunities for improving working methods and making them safer
- Implement risk prevention measures in a logical and consistent manner to progressively reduce those risks that cannot be prevented or avoided altogether, and to take account of the way work is organised, working conditions, the working environment and any relevant social factors
- Employees must be made aware of what they are required to do
- The avoidance, prevention and reduction of risks at work must be accepted throughout the organisation and apply to all its activities in order for a positive health and safety culture to exist

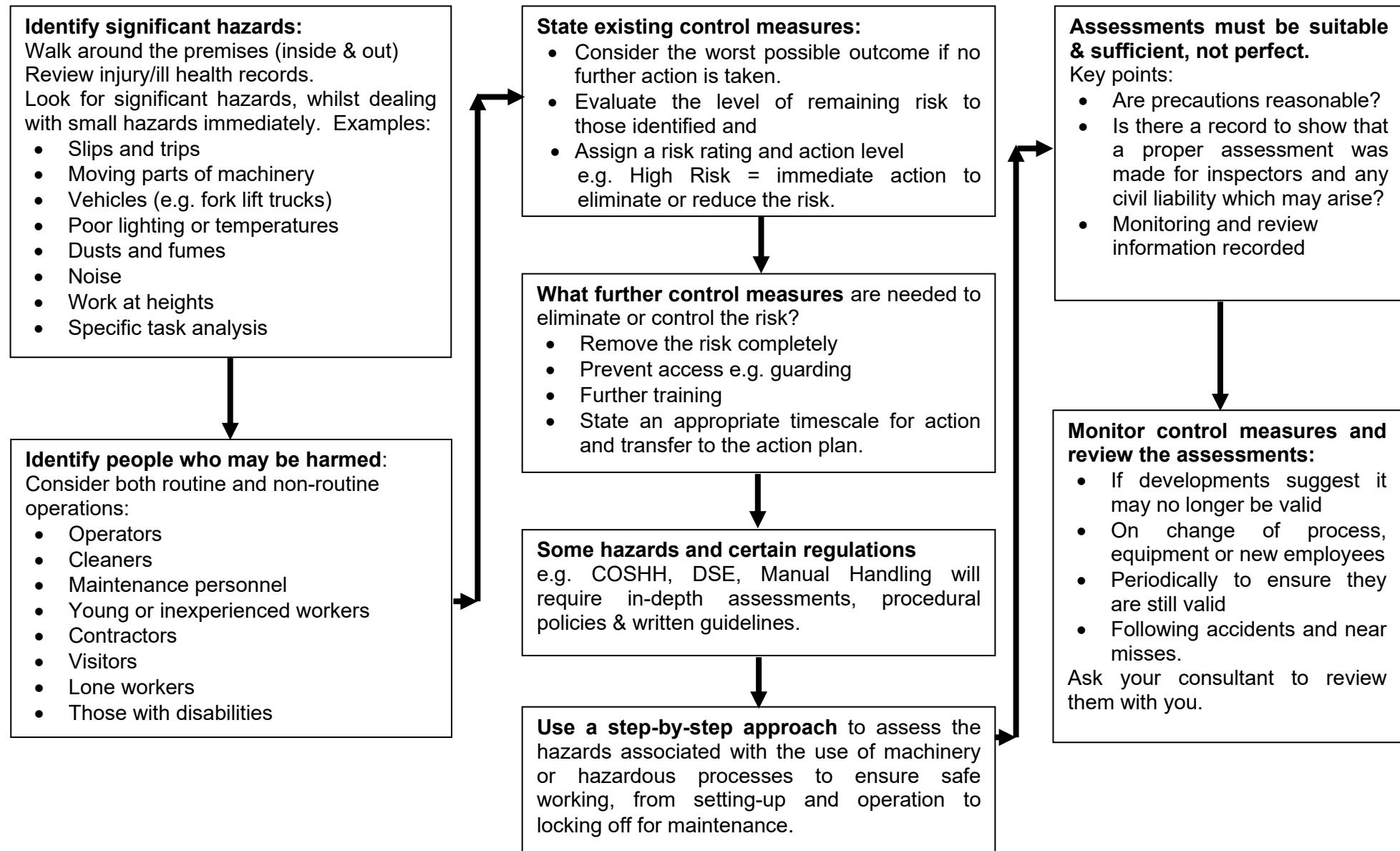
#### **4.9 Monitoring Control Measures**

Even where suitable and sufficient risk assessments have been made, adverse events may occur. The control measures, whether engineering controls or safe working procedures, must therefore be monitored to check and maintain their effectiveness. This proactive monitoring is necessary for accident and ill-health prevention and the risk assessment will identify the frequency required.

Near misses, accidents and cases of ill-health will be investigated to determine underlying causes and appropriate improvements. By definition this reactive monitoring takes place after an event and is therefore most effective when applied to near misses.

The results of both proactive and reactive monitoring will prompt a review of the relevant risk assessments and revision of the safe systems of work where deficiencies are found.

## 4.10 Risk Assessment in Practice



#### 4.11 Blank Risk Assessment and Action Plan

| HAZARD  | AT RISK          | CONTROL MEASURES  | PROBABILITY SEVERITY AND ACTION     |                     |                        |  |                       |                                     | Ref No |
|---|------------------|---|-------------------------------------|---------------------|------------------------|--|-----------------------|-------------------------------------|--------|
|   |                  |   | Existing/<br>Proposed<br>'E' or 'P' | Possible<br>Outcome | Likelihood             | Risk<br>rating:<br>High<br>Medium<br>Low | Proposed<br>timescale | Action<br>Completed<br>Date/initial |        |
| Consider: premises work, equipment, specific tasks etc. | People at risk   | Consider existing and further controls: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. |                                     |                     |                        |  |                       |                                     |        |
|   |                  |   |                                     |                     |                        |  |                       |                                     |        |
| Signed:   | Assessment Date: |   | Further action required             |                     | Action Review Date(s): |  |                       |                                     |        |
| Name:   |                  |   |                                     |                     | Next Review Date:      |  |                       |                                     |        |

## RISK ASSESSMENT ACTION PLAN

| Risk Assessment Reference No: |                 | Person(s)<br>responsible | Proposed<br>timescale | Action Taken | Date/<br>signature |
|-------------------------------|-----------------|--------------------------|-----------------------|--------------|--------------------|
| Hazard/Activity               | Proposed Action |                          |                       |              |                    |
|                               |                 |                          |                       |              |                    |

## **4.12 Example Risk Assessment and Action Plan**

Ref No RA0012

| HAZARD  | AT RISK                | CONTROL MEASURES   | PROBABILITY SEVERITY AND ACTION   |                  |            |                              |   |                               |
|---|------------------------|--|---|------------------|------------|------------------------------|---|-------------------------------|
| Consider: premises work, equipment, specific tasks etc. | People at risk         | Consider existing and further controls: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  | Existing/ Proposed 'E' or 'P'   | Possible Outcome | Likelihood | Risk rating: High Medium Low | Proposed timescale  | Action Completed Date/Initial |
| Rear car park (slips, trips and falls)                  | Office staff, visitors | Flood lighting illuminates car park well.<br><br>Security to check and report failed bulbs daily.<br><br>Contractor to be arranged to change failed bulbs.<br><br>One way system in operation with signs displayed.<br><br>5mph speed restriction in place.<br><br>Visitor parking bays designated.<br><br>Pedestrian routes identified and used by staff and visitors.<br><br>Several areas of the car park are showing signs of severe wear with potholes present to bays 17 – 32 and therefore re-surfacing is required.<br><br>Make temporary repairs by filling in potholes with concrete.<br><br>H & S Co-ordinator to make monthly inspections to ensure adequate standards are maintained. | E<br><br>P<br><br>P<br><br>E<br><br>E<br><br>E<br><br>P<br><br>P<br><br>P | Major injury     | Probable   | Medium                       | Immediate<br><br>2 months<br><br>24 months<br><br>1 week<br><br>Immediate |                               |
| Signed:   | Assessment Date:       |  | Further action required   |                  |            | Action Review Date(s):       |   |                               |
| Name:   |                        |  | Next Review Date: Issue Date 06/04/2023                                   |                  |            |                              |   |                               |

## RISK ASSESSMENT ACTION PLAN

| Risk Assessment Reference No: RA0012 |  | Person(s) responsible | Proposed timescale | Action Taken  | Date/ signature       |
|--------------------------------------|--|-----------------------|--------------------|---|-----------------------|
| Hazard/Activity                      | Proposed Action  |                       |                    |   |                       |
| Slips, trips and falls               | Security staff to check daily the operation of the lighting and report any failed bulbs. | P Jones               | Immediate          | All security staff briefed and instructed to contact Steve Brown to report failed bulbs | P Jones<br>04/07/2013 |
|                                      | Contractor to be arranged to replace failed bulbs.                                       | S Brown               | 2 months           |   |                       |
|                                      | Car park to be re-surfaced.  | S Brown               | 24 months          |   |                       |
|                                      | Temporary repairs to potholes in bays 17 - 32 by filling with concrete.                  | S Brown               | 1 week             | All potholes filled in and levelled   | S Brown<br>23/07/2013 |
|                                      | H & S Co-ordinator to make monthly inspections to ensure adequate standards maintained.  | M Black               | Immediate          | H & S Co-ordinator briefed any problems to be reported to S Brown for rectification     | J Smith<br>18/07/2013 |

## **Risk Assessment: New and Expectant Mothers**

A **new or expectant mother** includes a woman who is pregnant, has given birth within the previous 6 months, or who is breastfeeding. The following risk assessment should be completed by the Line Manager in discussion with the employee. The employer should always involve the employee in the risk assessment process, to gain her input and to ensure she is aware of the proposals to safeguard her welfare and that of her unborn child.

### **Instructions**

Go through each of the following activities and consider which may present a risk to the pregnant worker. Please indicate whether the activity presents a 'Low' (L), 'Medium' (M) or 'High' (H) risk to the worker. As this is a document the employee should be able to work from once complete, you may wish to detail any specific controls or changes to the employee's work or workplace that are required.

|                         |  |  |   |
|-------------------------|--|--|---|
| <b>Name:</b>            |  | <b>Estimated Due Date:</b>                                 |   |
| <b>Job Title:</b>       |  | <b>Work Location:</b><br>(e.g. Office, Factory Floor, etc) |   |
| <b>Line Manager:</b>    |  | <b>Assessor:</b>   |   |
| <b>Assessment Date:</b> |  | <b>Delete as applicable:</b>                               | <b>New Mother / Expectant Mother / Breast Feeding</b> |

| <b>Physical Hazards</b> | <b>Risk (H/M/L)</b> | <b>Identified Risk</b>   | <b>Control Measure Guidance</b>   | <b>Assessor Comments / Adjustments Made</b> |
|-------------------------|---------------------|--|---|---|
| Manual Handling         |                     | Pregnant workers are especially at risk from manual handling injury. | <ul style="list-style-type: none"><li>• Manual Handling Operations Regulations 1992 apply to all employees required to undertake manual handling duties</li><li>• Colleagues to support if any risk involved, to reduce the amount of physical work involved in the employee's role</li><li>• Additional mechanical aids may be beneficial to aid manual handling</li><li>• Further restrictions on manual handling may be required as the pregnancy progresses</li></ul> |   |

| <b>Physical Hazards</b>              | <b>Risk<br/>(H/M/L)</b> | <b>Identified Risk</b>   | <b>Control Measure Guidance</b>  | <b>Assessor Comments /<br/>Adjustments Made</b> |
|--------------------------------------|-------------------------|--|--|---|
| Ergonomics / Posture                 |                         | <p>Pregnant workers are more at risk from fatigue caused by work demands such as standing, or sitting for long periods.</p> <p>Postural problems can occur due to increasing size.</p> <p>Dexterity coordination and balance may be impaired, increasing the risk of accidents, for example from slips, trips and falls.</p> | <ul style="list-style-type: none"> <li>• Breaks from a seated position can help promote good circulation and posture, and adjustments should be made to limit standing periods</li> <li>• More frequent breaks from workstation may help reduce fatigue</li> <li>• Ensure workstation (DSE) assessment is completed</li> <li>• The comfort of the individual at work should be reviewed regularly and adjustments made as required</li> <li>• Driving duties should be risk assessed</li> <li>• Consider potential slip and trip hazards in the workplace and make every effort to remove or reduce potential hazards</li> <li>• Seek advice from Safety Advisors as required</li> </ul> |   |
| Vibration                            |                         | Regular exposure may affect the pregnancy.   | <ul style="list-style-type: none"> <li>• Avoid excessive exposure to vibration</li> </ul>  |   |
| Extremes of cold and heat            |                         | Heat and cold tolerance reduces with pregnancy.  | <ul style="list-style-type: none"> <li>• Rest facilities and access to refreshments should be available</li> <li>• Avoid prolonged exposure to excessive heat</li> <li>• Employee to be encouraged to avoid dehydration</li> </ul>   |   |
| Night working                        |                         | There are no specific known risks to pregnant or breastfeeding workers from working at night, although levels of fatigue need to be taken into consideration.  | <ul style="list-style-type: none"> <li>• Advise of need to monitor fatigue levels</li> <li>• In the event that medical advice indicates that a pregnant worker is unfit for night work, suitable alternative daytime work should be sought</li> </ul>  |   |
| Work at Height or in Confined Spaces |                         | New or expectant mothers should avoid working from height and should not be expected to work in confined spaces, which may lead to discomfort and an increased likelihood of an accident occurring.  | <ul style="list-style-type: none"> <li>• If individual undertakes work at height or in confined spaces, the work activity, work location and medical condition should be reviewed and control measures implemented</li> <li>• Alternative work should be offered to the employee on a temporary basis</li> <li>• Seek advice from Safety Advisors as required</li> </ul>   |   |

| <b>Physical Hazards</b> | <b>Risk (H/M/L)</b> | <b>Identified Risk</b>  | <b>Control Measure Guidance</b>  | <b>Assessor Comments / Adjustments Made</b> |
|-------------------------|---------------------|---|--|---|
| Psychological Wellbeing |                     | Excessive physical or mental pressure may lead to stress which may affect the pregnancy by resulting in raised blood pressure, and may interfere with breast feeding. | <ul style="list-style-type: none"> <li>Discuss working hours with employee</li> <li>Pregnant workers should be allowed greater control over their working day</li> <li>Consideration should be given to workload and work demands</li> <li>Avoid excessive working hours</li> <li>Encourage good time management</li> <li>If the worker is involved in a job where there is a high risk of violence, the employer should consider reducing or removing face-to-face client contact, avoiding lone working, or offering alternative work</li> </ul> |   |
| Noise                   |                     | Prolonged exposure to loud noise can lead to increased blood pressure and stress.   | <ul style="list-style-type: none"> <li>The Control of Noise at Work Regulations 2005 should be applied to all workers exposed to loud noise where there is a risk to hearing</li> <li>Noise is likely to be too loud if you are unable to hold a conversation 1m apart without shouting</li> <li>Seek advice from Safety Advisors as required</li> </ul>   |   |
| Chemicals               |                     | Certain chemicals are potentially harmful to a pregnancy or may affect breastfeeding.   | <ul style="list-style-type: none"> <li>Review COSHH assessments</li> <li>Risk phrases have now been replaced with hazard statements and precautionary statements e.g.: <ul style="list-style-type: none"> <li><b>H302</b> harmful if swallowed</li> <li><b>H310</b> fatal in contact with skin</li> <li><b>P102</b> keep out of reach of children</li> </ul> </li> </ul>   |   |

| <b>Physical Hazards</b> | <b>Risk (H/M/L)</b> | <b>Identified Risk</b>   | <b>Control Measure Guidance</b>   | <b>Assessor Comments / Adjustments Made</b>                                  |
|-------------------------|---------------------|--|---|--|
| Biological agents       |                     | Exposure to certain bacteria and viruses e.g. Rubella and Cytomegaly can present an increased risk to pregnant workers and their unborn child. | <ul style="list-style-type: none"> <li>Review exposure and advise of increase in risk</li> <li>If employee is a first aider, check if she is aware of good practice for first aiders</li> <li>Avoid contact with chickenpox between weeks 13-20 of pregnancy</li> </ul> | Issue Date 06/04/2023<br>Created for The EntryPhone Company Ltd<br>Version 0 |

|                              |  |  |   |  |
|------------------------------|--|--|---|--|
|                              |  |  | <ul style="list-style-type: none"> <li>• Ensure good working practices</li> <li>• Ensure good hygiene and infection control</li> <li>• Contact GP if there are any concerns</li> <li>• Where exposure is likely as a direct result of their work, restrictions should be imposed to prevent the exposure</li> </ul> |  |
| Lone Working                 |  | Pregnant women are more likely to need urgent medical attention.                                 | <ul style="list-style-type: none"> <li>• If individual undertakes lone working, the work activity, work location and medical condition should be reviewed and control measures implemented</li> </ul>   |  |
| <b>Other Related Factors</b> |  |  |   |  |
| Nausea / Sickness            |  | Early shift work<br><br>Exposure to nauseating smells  | <ul style="list-style-type: none"> <li>• Consider flexible working hours</li> <li>• Remove from work involving smells until nausea ceases</li> </ul>  |  |
| Backache                     |  | Standing / Sitting / Posture<br>Manual Handling  | <ul style="list-style-type: none"> <li>• See above sections</li> </ul>  |  |
| Increasing Size              |  | Access / Egress<br><br>Evacuation in emergency<br><br>Manual Handling<br><br>Protective Clothing | <ul style="list-style-type: none"> <li>• Make arrangements to ensure emergency evacuation is not compromised;</li> <li>• Consider impacts for DSE (Display Screen Equipment) work and review as required</li> <li>• Issue new items of protective clothing as required (without cost to the employee)</li> </ul>    |  |
| Frequent toilet visits       |  | Difficulty in leaving job/site   | <ul style="list-style-type: none"> <li>• Ensure adequate welfare provision</li> </ul>   |  |
| Breastfeeding                |  | Difficulties associated with expressing breast milk  | <ul style="list-style-type: none"> <li>• Consider provision of suitable private room for expressing milk</li> <li>• Seek advice from health worker if required</li> </ul>   |  |

**Does the employee have any particular concerns relating to workplace and /or pregnancy or breastfeeding in the workplace?  
If in doubt about the best course of action to take, contact Safety Advisor for advice.**

| <b>Summary of significant risks</b> | <b>Control measures to be implemented</b> |               |
|-------------------------------------|---|---------------|
|                                     |   |               |
| <b>Signed:</b>                      |   |               |
| Employee:                           | Assessor:                                 | Line Manager: |

**Recommended review times:**

Initial Assessment

1<sup>st</sup> Review

2<sup>nd</sup> Review

3<sup>rd</sup> Review

4<sup>th</sup> Review

Upon written notification of pregnancy

second trimester 3- 6 months or earlier if required

third trimester 6-9 months or earlier if required

prior to return to work

following return to work

**DATE OF NEXT REVIEW**

\*Please note that the above checklist is not exhaustive. The employer should also take into account any specific welfare issues highlighted by the employee and any advice given by health professionals.

## Checklist and Risk Assessment for Individual Worker

### Step 1

The checklist should be completed first: this will help you to identify any hazards to the worker. For each point, consider whether it is part of their work and if so, how it may affect them personally. On occasion their work may affect others and this should also be considered.

### Step 2

Where you have identified there is a hazard and assessed the risk to the worker, enter this onto the risk assessment pro forma.

You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the worker.

### Note

**This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered.**

**The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.**

Employee's name: \_\_\_\_\_ Job title: \_\_\_\_\_ Date: \_\_\_\_\_

Form completed by: \_\_\_\_\_ Line Manager's Name: \_\_\_\_\_

### **Recommendations made by Doctor and/or Occupational Health Specialist:**

| <b>1. Driving (Occupational Road Risk)</b>   |  | <b>Yes/No</b>   | <b>Further Action Required</b> |
|--|--|---|--------------------------------|
| 1.1  | Does the employee do a lot of driving as part of their job, such as to make home visits to clients or visiting other workplace establishments? |   |                                |
| 1.2  | Does the employee drive vehicles off the highway as part of their job, such as operating fork lift trucks, or heavy plant?                     |   |                                |
| <b>Risk</b><br>Travelling in the course of your work, and also to and from the workplace can involve risks including fatigue, vibrations, stress, static posture, discomfort and accidents. These risks can have a significant effect on the worker's health. Operating vehicles around the workplace when unfit to do so can also pose a risk to other workers. |  | <b>How to Avoid the Risk</b><br>A driving risk assessment should be completed for all staff/journeys where a significant risk is identified. Confirmation from the worker's doctor on their suitability to drive may be required. |                                |

| <b>2. Manual Handling</b>  |  | <b>Yes/No</b>   | <b>Further Action Required</b> |
|--|--|---|--------------------------------|
| 2.1  | Is the employee expected to carry or move heavy loads?   |   |                                |
| 2.2  | Is the employee expected to carry or move children?  |   |                                |
| 2.3  | Is the employee aware of safe moving and handling techniques?  |   |                                |
| 2.4  | Has a moving and handling risk assessment been completed for the employee?                                   |   |                                |
| 2.5  | Does the employee experience backache associated with moving and handling activities and poor work postures? |   |                                |
| 2.6  | Is the employee able to hold or grip items successfully?   |   |                                |
| <b>Risk</b><br>Some workers may be more at risk from moving and handling injuries than others. Consider their susceptibility to injury as well as the effect on other persons in the vicinity. |  | <b>How to Avoid the Risk</b><br>Alter the nature of the task to reduce risks from moving and handling. This could be for all workers including the individual, or you may just have to address the needs of the individual worker, specifically reducing the amount of physical work he/she undertakes, or providing mechanical aids to reduce the risks. |                                |

| <b>3. Lone Working</b>   |  | <b>Yes/No</b>  | <b>Further Action Required</b> |
|--|--|--|--------------------------------|
| 3.1  | Does the employee work alone in the building or out in the community?                |  |                                |
| 3.2  | Are control measures in place for lone working? Such as panic alarms, buddy systems? |  |                                |
| <b>Risk</b><br>The worker may be more likely to need urgent medical attention. |  | <b>How to Avoid the Risk</b><br>Location, frequency and working pattern of lone working should be assessed.<br>Establish Lone Worker Procedure, which should include regular contact with other workers, eg at start and end of day, and steps for raising the alarm if contact is lost. |                                |

| <b>4. Working at Height</b>  |  | <b>Yes/No</b>   | <b>Further Action Required</b> |
|--|--|---|--------------------------------|
| 4.1  | Does the employee have to carry out any work that requires them to work from height? <b>(Such as putting up displays, ladder use).</b> |   |                                |
| <b>Risk</b><br>It may be hazardous for unfit persons to work at heights, for example for short duration work off of ladders. |  | <b>How to avoid the Risk</b><br>Seek advice from the worker's doctor or specialist on whether they are fit enough to work at height. Assess whether it is necessary for the worker to avoid all working at height or place reasonable restrictions on any such work, eg not work at height alone. |                                |

| <b>5. Physical Agents</b>   |  | <b>Yes/No</b>   | <b>Further Action Required</b> |
|---|--|---|--------------------------------|
| 5.1   | Is the employee exposed to whole body vibration? ( <b>from machinery</b> )     |   |                                |
| 5.2   | Is the employee exposed to excessive noise? ( <b>such as noisy machinery</b> ) |   |                                |
| 5.3   | Is the employee expected to work in awkward/confined spaces?                   |   |                                |
| 5.4   | Is the employee exposed to excessive heat?                                     |   |                                |
| 5.5   | Is the employee exposed to excessive cold?                                     |   |                                |
| 5.6   | Does the employee have to sit or stand for long periods of time?               |   |                                |
| 5.7   | Does the role require high levels of manual dexterity?                         |   |                                |
| 5.8   | Does the role require high levels of coordination?                             |   |                                |
| <b>Risk</b><br>Working in awkward spaces may lead to sprain or strain injuries, or other problems associated with restriction of movement, including anxiety or stress. Working in confined spaces requires a particular level of fitness.<br>Constant sitting can pose risk of thrombosis or embolism, or may exacerbate other existing problems, such as backache or stress.<br>Standing for a prolonged period of time may cause dizziness, faintness and fatigue, or may exacerbate other existing problems, such as backache.<br>Some workers may be more susceptible than others to problems associated with working in extremes of heat or cold, such as heat stress or frostbite, or where there are sudden changes in temperature.<br>Impaired dexterity, agility, co-ordination, speed of movement, reach and balance can lead to an increased risk of accidents. |  | <b>How to Avoid the Risk</b><br><b>Awkward spaces</b> – Introduce or adapt work equipment. Consider relocation or redesign the workstation and/or work area. Consider redesigning the job content.<br><b>Confined Spaces</b> – seek advice from H&S professional. A Confined Spaces Medical may be required, along with specific training.<br><b>Sitting / Standing</b> – Avoid sitting or standing for long periods by providing the opportunity to alternate between standing and sitting and to exercise/move to maintain healthy circulation. Regular rest breaks should be provided.<br><b>Extremes of heat and cold</b> – Adequate rest breaks and unrestricted access to drinking water should be provided. Other provisions such as fans, heaters or thermal clothing may be necessary. Consider relocation if possible or maybe adjustment to working hours.<br><b>Dexterity / Coordination</b> – consider introducing or adapting work equipment if possible, alternative tasks or part-tasks, assistance (mechanical or human), assess workload to ensure allowance made for slower pace to avoid errors through rushing. Make colleagues aware of situation sensitively to ensure no pressure or abuse. |                                |

| <b>6. Biological</b> |  | <b>Yes/No</b> | <b>Further Action Required</b> |
|----------------------|--|---------------|--------------------------------|
| 6.1                  | Is the employee exposed to any infectious diseases?                                      |               |                                |
| 6.2                  | Is the employee exposed to any bodily fluids? (Protective gloves should be worn)         |               |                                |
| 6.3                  | Is the employee likely to expose co-workers to any infectious diseases or bodily fluids? |               |                                |

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| <b>Risk</b>  | <b>How to Avoid the Risk</b>  |
|--|---|
| <p>The level of risk will depend on the type of work carried out, the infectious disease the worker is exposed to or exposes others to and the control measures already in place. There will be an increased risk of exposure to staff who have contact with:</p> <ul style="list-style-type: none"> <li>- Human blood and body fluids</li> <li>- Infected animals including household pets.</li> <li>- Laboratory cultures</li> <li>- Water or food contaminated by human or animal faeces</li> <li>- First aid duties</li> </ul> <p>In some cases, workers may be more vulnerable to infection because of an existing condition.</p> | <p>When assessing the infection risks to all staff the following should be considered:</p> <ul style="list-style-type: none"> <li>- The types of infection likely to be transmitted at work</li> <li>- The possible sources of infection</li> <li>- The likelihood that a possible source of infection i.e. pet, service user, is actually infected</li> <li>- The number of different sources of infection that staff may come into contact with and how often it may occur</li> <li>- The control measures already in place to protect employees</li> <li>- The medical history of the employee</li> <li>- The history of previous infection or immunisation</li> <li>- The need for suitable information, instruction and training for employees which may help them to prevent or reduce the risk from infection.</li> </ul> <p>If in any doubt, consult an Occupational Health Specialist or refer the worker to their doctor.</p> |

| <b>7. Display Screen Equipment (DSE)</b>  | <b>Yes/No</b> | <b>Further Action Required</b>   |
|---|---------------|--|
| 7.1 Does the employee use a computer for long periods of time?  |               |  |
| 7.2 Is the DSE work equipment and furniture such as the chair, suitable and comfortable for the employee?                     |               |  |
| 7.3 Has a DSE risk assessment been completed for the employee?  |               |  |
| <b>Risk</b>   |               | <b>How to Avoid the Risk</b>   |
| Inappropriate size, layout, or space in relation to the workstation or work area due to reduced mobility, dexterity, balance. |               | DSE assessment should be undertaken for worker to avoid problems caused by stress and anxiety and workstation size and set up. |

| <b>8. Chemical Agents</b>  | <b>Yes/No</b> | <b>Further Action Required</b> |
|--|---------------|--------------------------------|
| 8.1 Is the employee exposed to any chemical agents? (Check COSHH risk assessments and manufacturers' safety data sheets) |               |                                |
| 8.2 Is the employee exposed to Ionising Radiation?   |               |                                |

|  |  |
|--|--|
| <p><b>Risk</b></p> <p>Ionising Radiation and some hazardous substances may exacerbate some medical conditions. However, the actual risk to health of these substances would be determined by how they are used in the workplace.</p> <p>Refer also to previous questions on dexterity, as this may increase the likelihood of exposure (eg worker may be more likely to drop containers or spill substances)</p> | <p><b>How to Avoid the Risk</b></p> <p><b>Hazardous Substances</b> – A COSHH assessment should be carried out for all hazardous substances used or generated in the workplace. COSHH data sheets should be supplied by the chemical company and COSHH assessment then carried out and the appropriate control measure put in to place.</p> <p><b>Ionising Radiation</b> – Design safe working practices to keep workers' exposure as low as is reasonably practicable, and certainly below the relevant statutory dose limit. Alternative work may be necessary.</p> |
|--|--|

| <b>9. Welfare</b>   |  | <b>Yes/No</b>  | <b>Further Action Required</b> |
|---|--|--|--------------------------------|
| 9.1   | Is there a rest room or a suitable area for the employee to rest?                                      |  |                                |
| 9.2   | Has the employee received any advice from the doctor or specialist that has any bearing on their role? |  |                                |
| 9.3   | Are there any other specific welfare issues mentioned by employee?                                     |  |                                |
| 9.4   | Is the employee allowed regular breaks?  |  |                                |
| 9.5   | Is the employee allowed to take a comfort break when needed?   |  |                                |
| 9.6   | Does the employee have access to a line manager for support or advice?                                 |  |                                |
| <p><b>Risk</b></p> <p>Tiredness may be exacerbated by work related factors and can lead to mistakes in the workplace.</p> <p><b>The worker will need support and assurance if they feel unwell, without fear of retribution for raising an issue.</b></p> |  | <p><b>How to Avoid the Risk</b></p> <p>There must be facilities to sit down in reasonable comfort away from the working area. Access to drinking water should also be available.</p> <p>If necessary measures should be put in place to ensure that workers can leave their workstations at short notice.</p> <p>Line Managers should be compassionate and supportive in balancing the needs of the business with the needs of the worker.</p> |                                |

| <b>10. Stress at Work</b> |   | <b>Yes/No</b> | <b>Further Action Required</b> |
|---------------------------|---|---------------|--------------------------------|
| 10.1                      | Is the employee exposed to undue stress?            |               |                                |
| 10.2                      | Has a stress risk assessment been carried out?      |               |                                |
| 10.3                      | Does the role require high levels of concentration? |               |                                |

| <b>Risk</b>   | <b>How to Avoid the Risk</b>   |
|---|--|
| <p>Some workers may be more susceptible to stress, or to anxiety or depression, than others. Financial, emotional and job insecurity may be issues, due to changes in economic circumstances brought about by illness or limited ability.</p> <p>Long, unpredictable or unsocial working hours or where other family responsibilities are involved, may exacerbate the worker's problems.</p> <p>Stress or pressure at work or home can affect worker's levels of concentration, as can other physical, mental or emotional problems.</p> | <p>If individuals are experiencing stress than an individual stress risk assessment should be completed.</p> <p>Information on stress, including sources of advice, training and support systems, are available through the company's H&amp;S professional. These should be made available to staff.</p> <p>Protective measures may include adjustments to working conditions or working hours, and ensuring that the necessary understanding, support and recognition is available, while the worker's privacy is also respected.</p> <p>Ensure workloads are manageable.</p> |

| <b>11. Violence and aggression</b>   |   | <b>Yes/No</b> | <b>Further Action Required</b>  |
|--|---|---------------|---|
| 11.1   | <p>Is the employee exposed to potentially violent situations from:</p> <ul style="list-style-type: none"> <li>• Children?</li> <li>• Adults?</li> <li>• Members of the public?</li> </ul> |               |   |
| <b>Risk</b><br>Exposure to the risk of violence at work can be harmful in more ways than the obvious physical injuries. It can lead to pressure, anxiety and stress, all of which contribute to illness and mistakes in the workplace. |   |               | <b>How to Avoid the Risk</b><br>All face to face contact with service users where there is believed to be a significant risk above that identified by the generic risk assessment must be risk assessed.<br>Change the design of the job – avoid lone working, reduce/remove the face to face client contact, reassign difficult cases.<br>If you cannot significantly reduce the risk of violence you should offer the worker suitable alternative work. |

| <b>12. Slips, trips and falls</b>  |  | <b>Yes/No</b> | <b>Further Action Required</b>   |
|--|--|---------------|--|
| 12.1   | Is the employees work area free from slips trips and fall hazards? <b>(Such as trailing wires, uneven flooring, spilt substances?)</b> |               |  |
| <b>Risk</b><br>Inappropriate size, layout, or space in relation to the workstation or work area due to reduced mobility, dexterity, balance. |  |               | <b>How to Avoid the Risk</b><br>DSE assessment should be undertaken for worker to avoid problems caused by stress and anxiety and workstation size and set up. |

| <b>13. Any other issues</b> |  | <b>Yes/No</b> | <b>Further Action Required</b> |
|-----------------------------|--|---------------|--------------------------------|
|                             |  |               | Issue Date 06/04/2023          |

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

## INDIVIDUAL WORKER'S RISK ASSESSMENT

Employee's name: \_\_\_\_\_ Job title: \_\_\_\_\_ Location: \_\_\_\_\_

Assessor(s): \_\_\_\_\_ Line Manager's Name: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_ Review Date: \_\_\_\_\_

| Source of Hazard | Persons Affected | Control measures in place now | Still high risk? | Still medium risk? | Still low risk? | Further action required, by whom, timescale or reference to other assessments |
|------------------|------------------|-------------------------------|------------------|--------------------|-----------------|---|
|                  |                  |                               |                  |                    |                 |   |
|                  |                  |                               |                  |                    |                 |   |
|                  |                  |                               |                  |                    |                 |   |
|                  |                  |                               |                  |                    |                 |   |
|                  |                  |                               |                  |                    |                 |   |

Line Manager's Signature: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Further guidance and information to help you complete a risk assessment can be obtained from your H&S Policy and your H&S professional.

## **CONSULTATION WITH EMPLOYEES**

### **Policy**

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace. We will allow employee representatives to consult with inspectors from the enforcing authority and ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions. We will deliver information to workers who do not speak or read English through a translator or we will use visual presentations, rather than delivering written or oral instructions. We will also make use of photographs and diagrams in our work instructions etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made where necessary.

## **1. ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES**

**The Consultation with Employees Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to consult employees or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 1.4 Employee representatives are provided with information on reportable accidents.
- 1.5 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Employee representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.
- 1.8 Where workers do not speak or read English, effective arrangements are established, such as a translator or translated or graphic documents and signs, to successfully communicate our requirements, particularly for health and safety.

## 2. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Are arrangements in place to consult employees or their representatives on health and safety issues?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Has consultation taken place on the arrangements for appointing a competent person?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are employee representatives provided with sufficient information and training to enable them to carry out their functions effectively?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Are employee representatives provided with information on reportable accidents?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Are employee representatives encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are employee representatives allowed to consult with inspectors from the Enforcing Authority?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Are employee representatives allowed sufficient time off from their normal work to allow them to perform their functions?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Where workers do not speak or read English, are effective arrangements in place, such as a translator or translated or graphic documents and signs, to successfully communicate health and safety requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **SAFETY TRAINING ARRANGEMENTS**

### **Policy**

We will ensure that the capabilities of our employees with regard to health and safety are taken into account when carrying out their work. We will ensure that adequate health and safety training is provided for all employees on commencement of their employment and on their being exposed to new or increased risks because of a change to their responsibilities, the introduction of new work equipment, changes to existing equipment, the introduction of new technology, changes to existing systems of work or the introduction of new ones. All training will be repeated periodically where appropriate, be adapted to take into account new or changed risks to the health and safety of the employees concerned and will take place during working hours. All training will be reviewed regularly and updated to comply with the introduction of new legal requirements as they occur. Comprehensive training records will be maintained for all employees.

## **1. ARRANGEMENTS FOR SAFETY INFORMATION, INSTRUCTION AND TRAINING**

**The Health and Safety Training Co-ordinator will ensure that:**

- 1.1** The training needs of all employees are assessed and formal training plans are documented.
- 1.2** New employees are given induction training and are issued with our Code of Conduct booklet as soon as is practicable following commencement of their employment.
- 1.3** Particular attention is given to the needs of young, inexperienced or vulnerable employees.
- 1.4** Suitable and sufficient information, instruction and training is given to temporary employees such as agency staff, those on work placement and youth training schemes.
- 1.5** Managers, supervisors and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.
- 1.6** No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.
- 1.7** Effectiveness of training is measured by continual assessment.
- 1.8** Training needs are monitored and refresher training provided periodically to maintain levels of competency.
- 1.9** Comprehensive training records are in place for all employees.

## 2. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |  | <b>Yes</b>               | <b>No</b>                | <b>n/a</b>               |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have the training needs of all employees been assessed and are formal training plans in place?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Has induction training and the issue of the Code of Conduct booklets been completed satisfactorily for all new employees?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Have appropriate arrangements been made for the specific needs of young, inexperienced or otherwise more vulnerable employees?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Has the information provided to temporary employees been sufficient to ensure the health and safety of themselves and others?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Have managers, supervisors and others with designated roles for health and safety had appropriate information, instruction and training? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are rules in place to prevent anyone undertaking tasks for which they have not been trained and are not competent?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Is the effectiveness of training evaluated and monitored by continual assessment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Are training needs being monitored and does additional or refresher training need to be organised?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Are comprehensive training records in place for all employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **WELFARE**

### **Policy**

We will provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum. Suitable and sufficient facilities will be provided, taking into account the number of people and the tasks or work they will be undertaking. We will ensure that all facilities provided are effectively maintained in a clean and orderly condition at all times and that they are suitable for the purpose for which they are intended. We will repair any defects or damage to welfare facilities and will provide all employees with suitable information relating to welfare facilities.

## **1. ARRANGEMENTS FOR WELFARE FACILITIES**

**The Welfare Co-ordinator will ensure that:**

- 1.1 There are provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain).
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.
- 1.6 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 1.7 Separate changing facilities are available, where necessary, for men and women and adequate facilities for the storage of clothing is provided.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate lighting is provided and maintained throughout the premises.
- 1.10 There is sufficient room and space available for each employee to carry out their duties safely.
- 1.11 Workstations and seating are provided and arranged to allow tasks to be carried out safely and comfortably.
- 1.12 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 1.13 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

## 2. WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Are there provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain)?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are arrangements in place for heating food and providing adequate facilities for making hot drinks?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are there adequate numbers of tables and chairs provided for persons to rest?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Are arrangements in place for adequately heating and ventilating of the workplace?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Are adequate arrangements in place for the cleaning and maintenance of the premises including toilets, washing, changing & drying facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are sufficient sanitary and washing facilities provided for the number of employees likely to be permanently occupying the premises?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Is separate changing facilities available where necessary for men and women?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Is adequate lighting provided and maintained throughout the premises?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                           | Is there sufficient room and space available for each employee to carry out their duties safely?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                           | Are workstations and seating provided and arranged to allow tasks to be carried out safely and comfortably?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                           | Are suitable and effective arrangements in place for the maintenance of the workplace, equipment, devices and systems provided?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13                           | Are adequate arrangements in place for controlling the movement of vehicles and pedestrians so that both can circulate in a safe manner?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. WELFARE FACILITIES MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **THE MANAGEMENT OF INCIDENTS**

## **Policy**

We will provide sufficient numbers of qualified first aiders or appointed persons as appropriate to our undertaking. We will also provide adequate first aid facilities for the treatment of any injuries sustained by our employees. We will instigate and maintain procedures to enable the reporting and recording of incidents at work. All incidents will be investigated to determine causation. Wherever possible, improvements will be implemented to prevent a recurrence of such incidents.

For the purposes of this policy, incidents include all the following definitions:

### **Accident**

An accident is an undesired event that results in an injury to a person or damage to property.

### **Dangerous Occurrence**

Dangerous occurrences are specified RIDDOR reportable near-miss events.

### **Occupational Disease**

Certain diseases contracted by employees, where the specified disease occurs to an individual engaged in the specified work activity.

### **Near Miss**

A near miss is an event which could have resulted in injury or damage but by chance did not.

## **1. ARRANGEMENTS FOR THE MANAGEMENT OF INCIDENTS**

**The Incident Co-ordinator will ensure that:**

- 1.1 There are sufficient numbers of trained first aiders or appointed persons within the company.
- 1.2 Adequate first aid equipment and facilities are provided and maintained at all our places of work.
- 1.3 Employees are provided with information regarding the provision of first aid, and the location of first aid equipment and facilities.
- 1.4 An accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.
- 1.5 A procedure is in place to enable the reporting of all incidents.
- 1.6 All incidents are investigated to identify causation and to enable remedial action to be taken.
- 1.7 Incident statistics are maintained to identify trends.

## 2. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

|                                |  | Yes                      | No                       | n/a                      |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Are there sufficient numbers of trained first aiders or appointed persons with the company?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are adequate first aid facilities provided and maintained at all our places of work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are employees provided with information regarding the provision of first aid and the location of first aid equipment and facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Is an accident book available for recording of injuries along with an effective procedure to ensure confidentiality of records?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Is an effective procedure in place to enable the reporting of incidents?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are incidents investigated to identify causation and to enable remedial action to be taken?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Are incident statistics maintained to identify trends?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

## **FIRE AND EMERGENCY EVACUATION**

### **Policy**

We recognise the continual risk of fire to our premises, whether caused by accident or by malicious intent. We will undertake a fire risk assessment to ensure that we provide and maintain such precautions as are necessary to safeguard those who use our workplace. We will identify those persons who might be especially at risk in case of a fire and provide information, instruction and training for all employees about the fire precautions in our workplace. We will produce an emergency plan and nominate and train specific employees to undertake special roles under the plan. We will consult our employees about all aspects of fire safety and ensure that we co-operate with other employers at our premises. We will ensure that fire detection and warning systems are installed and maintained effectively and that there is an effective system in place for contacting the emergency services.

## **1. ARRANGEMENTS FOR FIRE AND EMERGENCY EVACUATION**

**The Fire and Emergency Evacuation Co-ordinator will ensure that:**

- 1.1 A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 1.2 A suitable system is in place to detect a fire, to warn people that there is an emergency situation and that the system is suitably tested and maintained.
- 1.3 There are suitable means of extinguishing a fire which are maintained throughout the entire company and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.
- 1.4 Fire drills are undertaken on a regular basis and ensure all records are maintained.
- 1.5 All fire escape routes are suitably maintained and kept clear of obstructions at all times.
- 1.6 Suitable waste containers are provided and waste is removed frequently.
- 1.7 Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.
- 1.8 Sources of ignition are controlled effectively.
- 1.9 Visitors to the premises are made aware of the fire rules and procedures.
- 1.10 Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.
- 1.11 Employees are trained and instructed on fire prevention and procedures.

## 2. FIRE SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

|      |  | Yes                      | No                       | n/a                      |
|------|--|--------------------------|--------------------------|--------------------------|
| 1.1  | Has a fire risk assessment been conducted and appropriate measures to reduce the risks implemented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2  | Is a suitable system in place to detect a fire, to warn people that there is an emergency situation and is the system suitably tested and maintained?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3  | Are there suitable means of extinguishing a fire which are maintained throughout the entire company and is there a sufficient number of suitably trained persons available to tackle a fire should the need arise? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4  | Are fire drills undertaken on a regular basis and are records maintained?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5  | Are all fire escape routes suitably maintained and kept clear of obstructions at all times?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6  | Are suitable waste containers provided and is waste removed frequently?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7  | Are dangerous substances only used as set out in specific risk assessments with adequate precautions against fire and explosion?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8  | Are sources of ignition controlled effectively?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9  | Are visitors to the premises made aware of the fire rules and procedures?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 | Are contractors informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11 | Are employees trained and instructed on fire prevention and procedures?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Comments/further action**

### **3. FIRE SAFETY MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **DISPLAY SCREEN EQUIPMENT**

### **Policy**

We will ensure that the risks to the health and safety of our employees from the use of display screen equipment are adequately controlled. All users will be identified and workstations assessed to ensure that they meet the requirements of the Regulations. All users will take regular breaks or changes in activity to reduce their workload at display screen equipment. Eye and eyesight tests by a competent person will be provided for all users at their request and will be repeated at regular intervals. Where the results of such a test show that the user needs special corrective appliances when using display screen equipment, we will ensure that they are provided. Training and information on the use of display screen equipment, the findings of the workstation assessment, the health risks from display screen equipment, the measures taken to reduce the risks, the need to plan the work routine and to take regular short breaks and the availability of eye and eyesight tests will be provided for all users. Training will also include reference to the organisational arrangements for reporting medical symptoms or problems with equipment to management.

## **1. ARRANGEMENTS FOR DISPLAY SCREEN EQUIPMENT (DSE) SAFETY**

**The Display Screen Equipment Co-ordinator will ensure that:**

- 1.1 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.
- 1.2 Appropriate action to correct any risks highlighted as a result of the assessment are implemented.
- 1.3 Where appropriate, work routines will be modified to prevent intensive periods of DSE activity.
- 1.4 Software is suitable for the task and is not unnecessarily complicated.
- 1.5 Employees using DSE are informed of their entitlement to eye and eyesight tests and that procedures are in place for employees to avail themselves of such tests.
- 1.6 Where required specifically for working with display screen equipment, the provision of special corrective spectacles at the company's expense.
- 1.7 Employees working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.
- 1.8 Adequate information, instruction and training on all aspects of DSE work is provided.

## 2. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                               |   | Yes                      | No                       | n/a                      |
|-------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                           | Has a comprehensive assessment been carried out on all workstations?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Has appropriate action been taken to control the risks?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | Where necessary are work routines modified?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Is the software suitable for the tasks being undertaken?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Are eye and eyesight tests offered?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Are corrective appliances provided to users where necessary?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Are employees advised on the risks associated with DSE and how to avoid them? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Are employees trained on all aspects of DSE work?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |   |                          |                          |                          |

### **3. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

## **Policy**

We will assess the potential health effects associated with exposure to hazardous substances and take appropriate action to eliminate or adequately control them. We will regularly review and, where necessary, modify our assessments especially where there are reasons to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Where reasonably practicable we will eliminate the use of hazardous substances. Where this is not possible we will ensure that such substances are replaced by less hazardous alternatives. Control of exposure will be achieved by the use of appropriate safe systems of work and engineering controls and the provision of suitable work equipment and materials. Where possible, exposure will be controlled at source by using adequate ventilation and safe systems of work. The use of personal protective equipment will only be used as a control measure as a last resort and in addition to the measures described. Where required, special arrangements will be made for all work involving potential exposure to known carcinogens and biological agents. All control measures will be properly used, adequately maintained and thoroughly examined and tested as required. Where necessary for ensuring the maintenance of adequate control measures or protecting the health of staff, monitoring of workplace exposure and health surveillance will be carried out and appropriate records kept. Suitable and sufficient information, instruction and training on the findings of the assessments will be provided for all staff who are likely to be exposed to hazardous substances. Emergency plans will be produced where required.

## **1. ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

**The Control of Substances Hazardous to Health Co-ordinator will ensure that:**

- 1.1 An inventory of all hazardous substances used, handled, stored or disposed of is compiled. This inventory shall include not only commercial products but also any identified exposure to dusts, fumes, etc.
- 1.2 Information from safety data sheets is used to assess the potential health risks for commercial products in the circumstances in which occupational exposure may occur. The potential health risks for occupational exposure to dusts, fumes, etc. shall be identified from competent reliable sources.
- 1.3 The results of the COSHH assessments, appropriate control measures and safe systems of work identified are communicated to the staff in a comprehensible manner.
- 1.4 Where possible the use of hazardous substances is eliminated, e.g. by selecting non-hazardous alternatives.
- 1.5 Where the elimination of a hazardous substance is not possible, every effort is made to find a less hazardous suitable alternative.
- 1.6 Where it is not reasonably practicable to either eliminate or substitute the use of a hazardous substance, measures are taken to control the risk of exposure by engineering means.
- 1.7 Staff do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.
- 1.8 Staff, and others affected, receive adequate information, instruction and training in the safe use, handling, storage and disposal of substances which they may use or encounter.
- 1.9 Engineering controls are examined, tested and adequately maintained at appropriate intervals to meet statutory requirements and to ensure that they continue to function effectively.
- 1.10 The use of personal protective equipment (PPE) is reserved as a 'last resort' for controlling exposure to a residual risk.
- 1.11 Safe working procedures are monitored to ensure that they remain effective.
- 1.12 Health surveillance is carried out when required.
- 1.13 Contractors provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and their activities are monitored.

## 2. COSHH MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

|                               |  | Yes                      | No                       | n/a                      |
|-------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                           | Is the COSHH inventory up-to-date and are safety data sheets available for all commercial substances / hazard information for other substances?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Has the information on data sheets or from other sources been used to assess the substances taking into account the circumstances in which exposure may occur? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | Have the potential risks and precautionary measures been communicated to the staff and been understood?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Has sufficient effort been made to find ways of achieving the same result through different means and eliminating the hazardous substances?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Has sufficient effort been made to substitute with less hazardous alternatives?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Where it is not possible to eliminate or substitute hazardous substances have engineering methods been employed to best effect?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Are there any substances, for which assessments have not yet been undertaken, present on the premises?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Have the results of assessments been brought to the attention of all relevant staff?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                           | Is there documentary evidence of statutory examinations and adequate maintenance to ensure effective functioning of engineering controls?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                          | Is personal protective equipment provided only as a last resort and is it suitable for its use, used correctly and is its use enforced?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                          | Are safe systems of work monitored to ensure their effectiveness?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                          | Is health surveillance required?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13                          | Do contractors provide evidence of adequate control over hazardous substances?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |  |                          |                          |                          |

### **3. COSHH ACTION PLAN**

Confirm action taken and supporting evidence. List outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **4. GUIDANCE AND RECORDS**

### **4.1 What is a ‘substance hazardous to health’**

COSHH covers substances that are hazardous to health, which can include:

- Chemicals
- Dusts
- Fumes
- Mists
- Vapours
- Gases
- Metalworking fluids
- Flowers, bulbs, fruit and vegetables
- Wet working e.g. catering/cleaning
- Biological agents

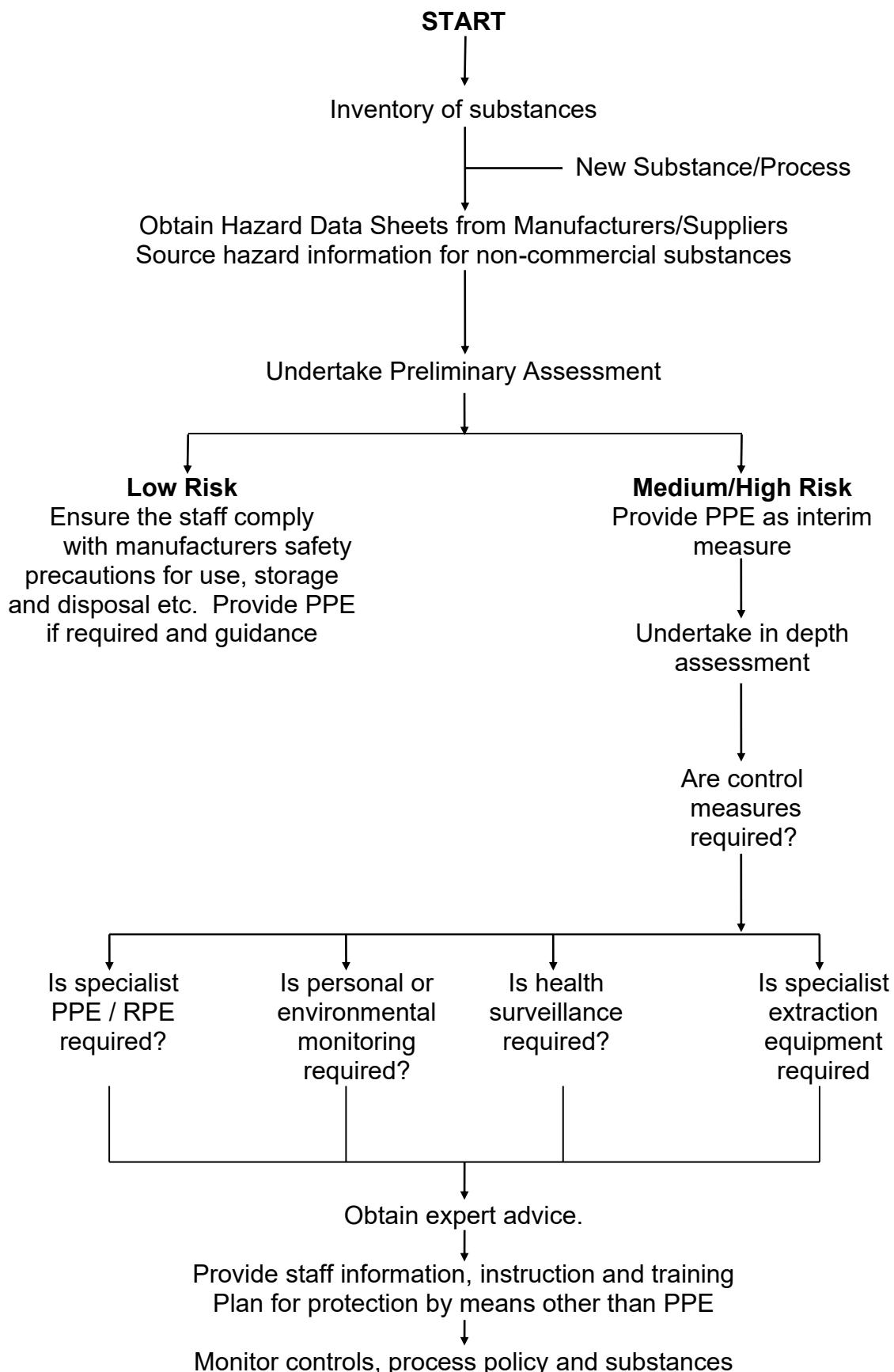
COSHH does not cover lead, asbestos or radioactive substances as they are covered by their own legislation.

Every year, thousands of employees become ill as a result of hazardous substances. Diseases include asthma, cancer and skin disease. Employers are responsible for taking effective measures to control exposure and protect health. Ill health caused by hazardous substances is avoidable.

Substances may also be harmful as a result of them possessing other dangerous properties e.g. dust can explode if ignited, products may be flammable, etc. These hazards are covered by other regulations than the COSHH Regulations, e.g. the Dangerous Substances and Explosive Atmospheres Regulations.

Under COSHH, employers must assess the risk to their employees and then prevent or adequately control those risks). Such assessments must be documented if there are five or more employees; however it is advisable that assessments are also recorded by those with fewer employees. COSHH inventory and assessment forms can be used for this, such as those contained at the end of this guidance section.

## 4.2 COSHH ASSESSMENT FLOW CHART



### 4.3 What are control measures?

Control measures are a mixture of ways of working and equipment in order to reduce the exposure of employees and others to substances that can harm their health. No measures will work if they are not used properly. Any 'standard operating procedure' needs to combine the right way of working with the right equipment, which means employees must be given the right instruction, information and training.

Control measures should be chosen in order of priority:

1. Eliminate the use of the harmful substance and use a safer one
2. Use a safer form of the substance
3. Change the process to emit less of the substance
4. Enclose the process so the substance cannot escape
5. Extract emissions of the substance near source
6. Have as few workers in harm's way as possible
7. Provide personal protective equipment (PPE) e.g. gloves, masks, etc.

Employers must make sure that control measures work properly and continue to do so. A competent person should be given the role of checking and maintaining control measures.

Examples of control measures include:

| Substance                                 | Control equipment  | Way of working   | Managing   |
|---|--|--|--|
| Dust/sparks from abrasive wheel.          | Enclosure around the wheel.<br>Extract air to safe place.                              | Check airflow indicator.<br>Ensure extraction works.   | Maintain controls.<br>Test controls as needed by law.  |
| Cutting fluid mist from lathe, and Swarf. | Enclosure around the lathe.<br>Extract air to safe place.<br>Efficient vacuum cleaner. | Use skin-care products, and Ensure extraction works, and Allow mist to clear before opening enclosure. | Check and maintain fluid quality.<br>Train workers.<br>Carry out health checks.<br>Test controls as needed by law. |
| Cleaning with solvent on rag.             | Use rag holder.<br>Provide lidded bin for rags.  | Reduce vapour from used rags.<br>Avoid skin contact.   | Safe disposal.<br>Check controls are in place.   |

The two of the most common control measures are:

**Local Exhaust Ventilation (LEV)** – Such systems must be subject to checking, thorough examination and testing by a competent person. The thorough examination and testing is often done by insurance companies.

**PPE** – Employees who use PPE must know what they are doing. PPE must be checked and maintained because if it fails, e.g. a glove becomes ripped, it no longer provides the necessary protection.

#### **4.4 Competence**

Employers must make sure that anyone who installs maintains and tests control measures, such as an exhaust ventilation system, is competent. This means that they must have the necessary skills, knowledge and experience. As a guide, such a person should have done the work before, have relevant qualifications belong to relevant professional organisations and be able to provide good references.

#### **4.5 Training, instruction and information for employees**

Employers should involve employees in the development of control measures, so that they are suitable for how the work is actually done. Employers should also:

- Explain to employees, and others that need to know, what the dangers are
- Carry out drills for clearing spills (before spills actually occur)
- Show employees how to use control measures, and check that they are working
- Provide face fitting and training to employees who use respirators
- Show employees how to put gloves on and off without contaminating skin.

#### **4.6 Monitoring exposure**

Employers may have to monitor exposure of employees to hazardous substances, so as to ensure that they are keeping workers healthy. Such monitoring usually means air sampling but may include biological samples, e.g. breath or urine, and would be carried out after control measures have been implemented.

Monitoring usually makes reference to 'Workplace Exposure Limits' (WEL's) which are published by the Health and Safety Executive (HSE) and are normally detailed on the Safety Data Sheets. The WEL is maximum limit to which employees can be exposed and must not be exceeded. The duty to prove employees are not exposed to levels above the WEL is placed on the employer.

#### **4.7 Classification, Labelling and Packaging (CLP)**

The CLP Regulations came into force on 20<sup>th</sup> January 2009 and were phased in gradually up to 2015. They ensure that the hazards presented by chemicals are clearly communicated to workers and consumers in the European Union through classification and labelling of chemicals.

Before placing chemicals on the market, industry must establish the potential risks to human health and the environment of such substances and mixtures, classifying them in line with the identified hazards. The hazardous chemicals also have to be labelled according to a standardised system so that workers and consumers know about their effects before they handle them.

It is the policy of the company to purchase chemicals with none removable or printed containers to make it difficult for labels to be removed or defaced. Decanting into smaller containers will be done as part of a COSHH risk assessment to ensure containers are correctly labelled. Labels on incoming containers of hazardous chemicals must not be removed or defaced.

These new hazard and precautionary statements (H & P phrases) for labels have replaced the existing risk and safety (R & S phrases).

*New hazard statements for labels, for example:*

- H240 - Heating may cause an explosion
- H320 - Causes eye irritation
- H401 - Toxic to aquatic life

*New precautionary statements for labels, for example:*

- P102 - Keep out of reach of children
- P271 - Use only outdoors or in well-ventilated area
- P410 - Protect from sunlight

## CHEMICAL HAZARD CLASSIFICATION SYMBOLS

These are the older hazard symbols that have been replaced. You may still see these on older product labels in the short term future. However, at the date of this policy these symbols are obsolete.

|   |  |
|---|--|
|    | <b>TOXIC/VERY TOXIC</b><br><br>May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin           |
|   | <b>CORROSIVE</b><br><br>May on contact cause destruction of living tissue or burns   |
|  | <b>HARMFUL</b><br><br>May cause limited health risk if inhaled or ingested or if it penetrates the skin                                |
|  | <b>IRRITANT</b><br><br>May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled |

These are the new symbols which have replaced the older symbols completely and should now be displayed on all labels and documentation.

|   |   |
|---|---|
|    | <b>ACUTE LETHAL TOXICITY</b><br><br>Materials which in low quantities may cause death or serious damage to health   |
|    | <b>CHRONIC TOXICITY</b><br><br>Chronic health effects.<br>Germ cell mutagenicity.<br>Carcinogenicity.<br>Reproductive toxicity. Aspiration hazard.<br>Respiratory sensitisation |
|   | <b>CORROSIVE EFFECTS</b><br><br>Materials which on contact with living tissues may destroy them   |
|  | <b>OTHER HEALTH EFFECTS</b><br><br>Lower level acute toxicity.<br>Skin, respiratory and eye irritation.<br>Skin sensitisation   |

Other new hazard symbols unrelated to COSHH are as follows:

|   |   |   |  |   |
|---|---|---|--|---|
|  |  |  |  |  |
| Self Reactives.<br>Organic peroxides  | Oxidising gases.<br>Liquids and solids  | Flammable gases,<br>aerosols, liquids<br>or solids                                  | Compressed<br>gasses   | Hazardous to the<br>Aquatic environment   |

## **HAZARDOUS SUBSTANCES INVENTORY SHEET**

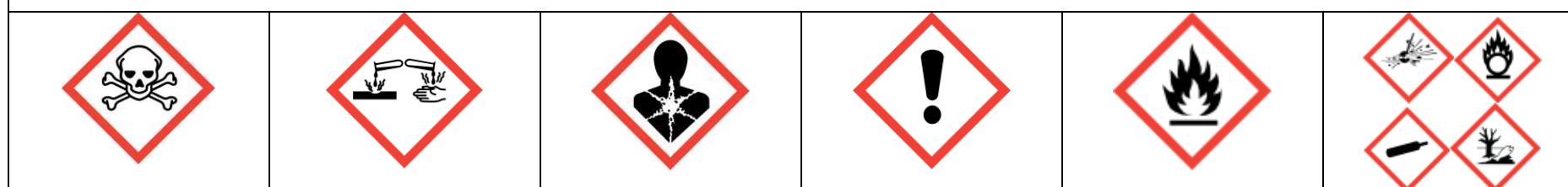
# COSHH ASSESSMENT FORM

REF No:

COMPANY NAME:

Product/Substance as described on label and manufacturer:

Where used/for what purpose (e.g. ventilation conditions and occupational exposure scenario):



| Acute Toxicity                  | Corrosive                    | Chronic Toxicity                | Other Health Effect               | Flammable                      | Other Hazards |
|---------------------------------|------------------------------|---------------------------------|-----------------------------------|--------------------------------|---------------|
| Liquid <input type="checkbox"/> | Gel <input type="checkbox"/> | Powder <input type="checkbox"/> | Granules <input type="checkbox"/> | Other <input type="checkbox"/> |               |
|                                 |                              |                                 |                                   |                                |               |

Possible means of exposure:

Inhalation  Ingestion  Absorption  Skin/eye contact

Are there any Workplace Exposure Limits (WELs) listed for any of the active ingredients listed on the safety data sheet?

Yes  No   
Yes  No

Is monitoring required to determine levels?

Symptoms/effects of improper use:

Persons who may be exposed:

Safe storage:

Describe safe method of use including appropriate PPE to be worn:

|                    |                               |                                 |                              |
|--------------------|-------------------------------|---------------------------------|------------------------------|
| <b>RISK RATING</b> | High <input type="checkbox"/> | Medium <input type="checkbox"/> | Low <input type="checkbox"/> |
|--------------------|-------------------------------|---------------------------------|------------------------------|

|                  |                  |                                |   |
|------------------|------------------|--------------------------------|---|
| Signed:<br>Name: | Assessment Date: | Further action required<br>Y/N | Action Review Date(s):<br>Next Review Date: |
|------------------|------------------|--------------------------------|---|

## COSHH INFORMATION FOR EMPLOYEES

REF No: \_\_\_\_\_

Company Name: \_\_\_\_\_

Product Name: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

|                           |  |  |
|---------------------------|--|--|
| <b>Control Measures</b>   | <input type="checkbox"/> Use local exhaust ventilation   | <input type="checkbox"/> Ensure adequate natural ventilation   |
| <b>PPE Required</b>       | <input type="checkbox"/> Gloves <input type="checkbox"/> Shoes/Boots<br><input type="checkbox"/> Overalls <input type="checkbox"/> Wellingtons<br><input type="checkbox"/> Respiratory specify type .....,.                | <input type="checkbox"/> Goggles<br><input type="checkbox"/> Face Shield<br><input type="checkbox"/> Other specify .....   |
| <b>Storage / Disposal</b> | <input type="checkbox"/> Keep cool and dry<br><input type="checkbox"/> Place in HFL store<br><input type="checkbox"/> Do not dispose down drains or onto land<br><input type="checkbox"/> Any other special measures ..... | <input type="checkbox"/> Dispose through authorised Contractor only<br><input type="checkbox"/> Do not place in general waste facilities<br><input type="checkbox"/> Do not store with ..... |

| Emergency<br>Procedures | <b>FIRE</b><br><input type="checkbox"/> Follow Company Fire Procedure<br><br>If trained use the following fire extinguisher:<br><br><input type="checkbox"/> CO <sub>2</sub><br><input type="checkbox"/> Foam<br><input type="checkbox"/> Water<br><input type="checkbox"/> Powder<br><br>Any other special measures: | <b>SPILLAGE</b><br><input type="checkbox"/> Ensure No Naked Lights<br><input type="checkbox"/> Prevent access<br><input type="checkbox"/> Wear Safety Equipment<br><input type="checkbox"/> Dilute, mop & flush<br><input type="checkbox"/> Neutralise with: .....,<br><br>Absorb in:<br><input type="checkbox"/> Earth<br><input type="checkbox"/> Sand<br><input type="checkbox"/> Granules<br><br>Any other special measures: | <b>FIRST AID</b><br><input type="checkbox"/> Eyes: To treat irritation & burns flush with running water for 15 minutes.<br><input type="checkbox"/> Skin: To treat irritation & burns flush skin with continual running water & remove contaminated clothes as soon as possible.<br><input type="checkbox"/> Inhalation: If breathing is affected, remove to fresh air and seek medical advice.<br><input type="checkbox"/> Ingestion: If swallowed, DO NOT induce vomiting. Wash mouth out with water and give: ..... |
|-------------------------|---|--|--|
|-------------------------|---|--|--|

**IF IN ANY DOUBT PLEASE SEEK GUIDANCE**

# **ELECTRICAL SAFETY**

## **Policy**

We will ensure that all electrical systems and equipment are provided and maintained in a safe condition. All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained. All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. All electrical equipment will be suitably insulated and protected to prevent danger. Arrangements for earthing and ensuring the integrity of referenced conductors will be made. All electrical connections will be mechanically and electrically safe. Suitable means for protecting electrical circuits from excess current and the isolation of equipment will be provided and maintained. Work on electrical systems will only be carried out by Competent Persons. Safe systems of work will be followed at all times. Live working will be subject to a Permit to Work system and only be allowed where the criteria described in the Electricity at Work Regulations are met. Safe access and adequate lighting will be provided to enable work on electrical systems to be performed safely. All portable electrical equipment will be maintained in a safe condition and inspected and tested regularly.

## **1. ARRANGEMENTS FOR ELECTRICAL SAFETY**

**The Electricity at Work Co-ordinator will ensure that:**

- 1.1 The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IET Wiring Regulations 18<sup>th</sup> Edition.
- 1.2 Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.
- 1.3 Work on electrical systems is only carried out by Competent Persons following safe systems.
- 1.4 Live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.
- 1.5 Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.
- 1.6 An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.
- 1.7 Portable electrical equipment is inspected for safety prior to first issue.
- 1.8 Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.
- 1.9 Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.
- 1.10 More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.
- 1.11 A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.
- 1.12 Employees are instructed to report damaged or defective equipment or dangerous conditions.
- 1.13 Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.
- 1.14 Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

## 2. ELECTRICAL SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

|                               |  | Yes                      | No                       | n/a                      |
|-------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                           | Does the fixed mains installation comply with the requirements of the 18 <sup>th</sup> Edition of the IET Regulations and is the next periodic inspection and test planned and budgeted for? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Are suitable means for isolating electrical equipment, including the identification of individual circuits, provided and maintained?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | Is work on electrical systems only carried out by competent persons following safe systems?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Is live working only carried out where a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Is safe access provided for those carrying out maintenance to all parts of the electrical installation or work equipment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Has all portable electrical equipment in all areas been individually identified and entered onto an inventory?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Is all portable electrical equipment inspected for safety prior to its first use in the workplace?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Is combined inspection and testing undertaken at appropriate intervals?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                           | Have employees been made aware of the risks and safe systems of work and do they check equipment before use?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                          | Are formal inspections undertaken by a responsible person to supplement the visual checks by users at appropriate intervals?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                          | Is a procedure in place for reporting damaged or defective equipment and for ensuring such equipment is removed from service immediately?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                          | Do employees report damaged or defective equipment and follow the procedures for removing such items from service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13                          | Do contractors provide evidence of safe electrical equipment prior to commencing work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14                          | Is all personal equipment permitted in the workplace included on the inventory and inspection and testing programme?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |  |                          |                          |                          |

### **3. ELECTRICAL SAFETY MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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| 1.14 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **CONTROL OF SMOKING AT WORK POLICY (ENGLAND)**

### **Policy**

The company recognises that it has both a moral and a legal duty to ensure, as far as is reasonably practicable, that employees, contractors, customers and visitors to the company have the right to work or visit without being exposed to tobacco smoke. Therefore smoking will be prohibited throughout the entire workplace. We will ensure that at least one legible no smoking sign is displayed. All employees and visitors to the site will be given relevant information regarding our smoking policy. Smoking will not be permitted in company vehicles, and we will ensure that at least one legible no smoking sign is displayed in each of the company vehicles. Procedures for dealing with those who do not comply with the smoking policy are in place within the normal disciplinary system. We will provide support and advice, on request, for smokers who wish to stop smoking.

## **1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK**

**The Control of Smoking at Work Co-ordinator will ensure that:**

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 At least one legible no-smoking sign is displayed in the premises.
- 1.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have at least one legible no smoking sign within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

## 2. CONTROL OF SMOKING AT WORK POLICY MONITORING & REVIEW

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are prospective employees made aware of the smoking policy before offered a position within the company?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Is at least one legible no-smoking sign displayed in the premises?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Do all company vehicles display at least one legible no smoking' sign?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are support and advice available for employees who wish to stop smoking?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

|     |  |
|-----|--|
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |
| 1.4 |  |
| 1.5 |  |
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| 1.7 |  |
| 1.8 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **MANUAL HANDLING**

## **Policy**

We will, so far as is reasonably practicable, avoid the need for any employee to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable, we will carry out a suitable and sufficient assessment of all such operations and take appropriate steps to reduce the risk of injury to the lowest level that is reasonably practicable. We will provide information to our employees on the weight and centre of gravity of the loads they are required to handle and will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting equipment. We will ensure that all employees make full and proper use of any systems of work provided. We will review the assessments regularly and, in particular, when there is a significant change in the operations to which they relate or if there is any reason to suspect that they are no longer valid.

## **1. ARRANGEMENTS FOR MANUAL HANDLING**

**The Manual Handling Co-ordinator will ensure that:**

- 1.1 Where manual handling activities cannot be avoided by elimination, mechanisation or automation, initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.
- 1.2 In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.
- 1.3 Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.
- 1.4 An action plan is drawn up and a budget set, where necessary, for any new measures that are required.
- 1.5 Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.
- 1.6 Assessments are recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice.
- 1.7 Loads delivered to the company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.
- 1.8 Employees are fit to undertake the work they do.
- 1.9 Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct particular tasks.
- 1.10 External competent persons are consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance.
- 1.11 Procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions.

## 2. MANUAL HANDLING POLICY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

|                                |   | <b>Yes</b>               | <b>No</b>                | <b>n/a</b>               |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have initial manual handling assessments been conducted to identify those areas which require further in-depth assessment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Have in-depth assessments been undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are risks reduced by using safe systems of work for those tasks which cannot be completed without manual handling?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Has an action plan been drawn up and a budget set, where necessary, for any new measures that are required?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Has information, practical instruction and training on safe lifting techniques been provided for all persons identified in the assessment process as potentially being at risk?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are assessments recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Are loads delivered to the company correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Are employees fit to undertake the work they do?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Is adequate information, instruction and training provided for the use of any equipment that may be necessary to conduct particular tasks?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                           | Are competent persons consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                           | Are procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. MANUAL HANDLING MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **CONTROL OF NOISE AT WORK**

### **Policy**

We will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace wherever it is reasonably practicable to do so. We will eliminate risks from noise exposure completely and where this is not possible we will reduce risk to the lowest level reasonably practicable. We will assess risks due to noise, evaluate them and develop a plan to control them. The findings will be recorded and the assessment reviewed when necessary. We will ensure the legal limits on noise exposure are not exceeded. A formal programme of measures, including health surveillance, will be introduced whenever an employee's exposure to noise is likely to exceed the upper exposure action values. Where practicable the views of employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment. A review of the policy and arrangements will be made whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks.

## **1. ARRANGEMENTS FOR NOISE AT WORK**

**The Control of Noise at Work Co-ordinator will ensure that:**

- 1.1 There is a written and valid noise risk assessment and action plan available.
- 1.2 Measures are in place to eliminate or control noise risks at source.
- 1.3 All management are aware of, and comply with their duties in respect of noise.
- 1.4 Adequate information, instruction and training is provided for all employees.
- 1.5 All employees and visitors/contractors are provided with suitable hearing protection where needed.
- 1.6 Noise-control equipment and hearing protection is maintained adequately.
- 1.7 Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.
- 1.8 Competent external advice is sought where necessary.
- 1.9 Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.
- 1.10 A procedure is in place to permit employees to report defects in safety equipment or arrangements.
- 1.11 Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.
- 1.12 Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

## 2. NOISE AT WORK MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

|                                 |  | Yes                      | No                       | n/a                      |
|---------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                             | Is there a written and valid noise risk assessment and action plan available?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                             | Are measures in place to eliminate or control noise risks at source?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                             | Are the nominated responsible persons aware of, and complying with their duties?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                             | Has adequate information, instruction and training been given to workers?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                             | Are all employees and visitors/contractors provided with suitable hearing protection where needed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                             | Is noise-control equipment and hearing protection adequately maintained?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                             | Are there recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                             | Is competent external advice necessary and if so has it been sought?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                             | Do employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                            | Is a procedure in place to point employees to report defects in safety equipment or arrangements and are these procedures used?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                            | Are facilities in place for employees identified as being at risk to have hearing checks (audiometry) conducted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                            | Are there any measures that can be taken to further reduce noise to as low a level as is reasonably practicable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action:</b> |  |                          |                          |                          |

### **3. NOISE AT WORK MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **CONTROL OF VIBRATION AT WORK**

## **Policy**

We will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill-health. We will ensure the Exposure Limit Value (ELV) is not exceeded. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Wherever possible we will use alternative methods of work that eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.

## **1. ARRANGEMENTS FOR THE CONTROL OF VIBRATION AT WORK**

**The Control of Vibration at Work Co-ordinator will ensure that:**

- 1.1 All employees likely to be exposed to vibration at work are identified.
- 1.2 All equipment likely to cause ill-health through vibration is identified.
- 1.3 Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.
- 1.4 The tasks that expose employees to vibration are identified and listed.
- 1.5 The exposure of each employee to vibration is assessed as accurately as possible and the Exposure Limit Value (ELV) will not be exceeded.
- 1.6 Consultation with employees regarding the vibration levels produced by work equipment and any problems they may have when using it takes place.
- 1.7 Work activities are grouped into high, medium and low risk categories.
- 1.8 Where possible equipment is selected with the lowest vibration level or highest efficiency.
- 1.9 Adequate control measures are implemented to prevent ill-health.
- 1.10 Employees that are exposed to vibration are given adequate information, instruction and training.
- 1.11 Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).
- 1.12 Equipment is maintained in good working order in line with manufacturers' recommendations.
- 1.13 Control measures are maintained to ensure they remain effective.
- 1.14 A purchasing policy is in place to ensure that consideration is given to the vibration levels and the tasks the equipment will be used for.

## 2. VIBRATION MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                               |   | Yes                      | No                       | n/a                      |
|-------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                           | Have all employees likely to be exposed to vibration at work been identified?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Has all equipment likely to cause ill-health through vibration been identified?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | Has information regarding vibration levels and risks been obtained from manufacturers and suppliers?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Have the tasks that expose employees to vibration been identified and listed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Has the exposure of each employee to vibration been assessed as accurately as possible, so as to ensure the Exposure Limit Value (ELV) is not exceeded?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Has consultation with employees regarding vibration levels produced by equipment and any other problems they may have when using it taken place and is this on-going? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Have work activities been grouped into high, medium and low risk categories?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Where possible is equipment selected with the lowest vibration levels or highest efficiency?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                           | Have adequate control measures been implemented to prevent ill-health?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                          | Have employees exposed to vibration been given adequate information, instruction and training?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                          | Where necessary has health surveillance been introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV)?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                          | Is equipment maintained in good working order in line with manufacturers' recommendations?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13                          | Are control measures monitored to ensure they remain effective?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14                          | Is a purchasing policy in place to ensure that consideration is given to the vibration levels and tasks the equipment will be used for?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |   |                          |                          |                          |

### **3. VIBRATION ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **OCCUPATIONAL HEALTH**

## **Policy**

Our primary concern is to achieve and maintain the overall well-being, quality of life and work performance of our employees to minimise the impact of work on their physical and mental health. We will therefore ensure that the causes of ill-health which may arise from our activities are, wherever possible identified, understood and either prevented or controlled. Where required our occupational health provision will be delivered through a number of measures ranging from regular health assessments and surveillance, medical referrals and support. Where possible we will endeavour to provide suitable and sufficient information to help employees take personal responsibility for maintaining and improving their own health. Where required we will make reasonable adjustments for people with disabilities to support them in their employment with the company.

We will work to minimise the risks from fatigue, irrespective of any individual's willingness to work extra hours or preference for certain shift patterns for social reasons. We will ensure that we have a planned and systematic approach to assessing and managing the risks of shift work and seek to improve the health and safety of workers. We will ensure that the employees mental health and wellness are a priority. We will create a safe environment where our employees are encouraged to be open and honest about any struggles and will encourage positive mental health by arranging mental health awareness training and making information, tools and support accessible.

## **1. ARRANGEMENTS FOR CONTROLLING THE RISKS TO THE HEALTH OF EMPLOYEES WHILST AT WORK**

**The Occupational Health Co-ordinator will ensure that:**

- 1.1. Measures are in place to recognise, evaluate and control the exposure of our employees and others to health risks.
- 1.2. All employees who are identified as being at risk are provided with information, instruction and training, on associated health risks including mental health and their control.
- 1.3. Facilities are in place for employees identified as being at significant risk from physical, chemical, biological or ergonomic risks to be examined.
- 1.4. Where necessary competent external advice is sought.
- 1.5. Special measures, such as skin examinations, vaccination and immunisation, blood tests, urine analysis and lung function tests are initiated as required.
- 1.6. Long term sickness absences are reviewed and that the employees are supported during the period of sickness absence and are rehabilitated back into the workplace.
- 1.7. Where necessary supplementary information from the employee's General Practitioner or Hospital Consultant is obtained and in such cases the written permission under the Access to Medical Reports Act is obtained from the employee.
- 1.8. Workplace exposure monitoring and health surveillance are carried out when required.
- 1.9. Mental Health awareness training will be provided for employees.
- 1.10. To minimise the risk of fatigue we will ensure the risks of shift work are evaluated and ensure any extra hours/shift patterns worked are not detrimental to the health and wellbeing of the employee.

## 2. OCCUPATIONAL HEALTH MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|      |  | Yes                      | No                       | n/a                      |
|------|--|--------------------------|--------------------------|--------------------------|
| 1.1  | Are measures in place to recognise, evaluate and control any health risks to the employees and others from their working environment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2  | Is sufficient information and where required training on the associated health risks and controls provided for all relevant employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3  | Are suitable facilities in place for employees' health to be examined where it has been identified that they are at significant risk from exposure to physical, chemical, biological or ergonomic stressors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4  | Is competent external advice necessary and has it been sought?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5  | If required are special measures, such as skin examinations, vaccinations and immunisations etc. initiated?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6  | Is long term sickness absence reviewed, are employees supported during the sickness absence, and are they rehabilitated back into their workplace?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7  | Where required is supplementary information from General Practitioners or Hospital Consultants obtained with written permission from the employees sought?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8  | Is workplace monitoring of exposure or health surveillance required?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9  | Is Mental Health awareness training available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 | Are shift patterns evaluated to minimise employee fatigue?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Comment/further action**

### **3. OCCUPATIONAL HEALTH ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **4. GUIDANCE AND RECORDS**

Occupational hygiene is an applied science, concerned with the:

- Anticipation
- Recognition
- Evaluation
- Control

The above are of chemical, physical and biological agents arising from work activities. If you think about this definition for a little while, you will probably recognise that it is very similar to that used when explaining what is involved in a risk assessment, that is:

- Identification of hazards (i.e. recognition)
- Assessment of the risks (i.e. evaluation)
- Control of the risks

So, in essence, occupational hygiene is concerned with risk assessment of health hazards in the workplace.

### **4.1 Evaluation**

You should therefore take pro-active measures to recognise and evaluate the potential of the working environment to cause ill-health to the workers. This can be achieved by initially undertaking a walk through survey. This is best handled using a pro-forma.

Ask yourself whether any of your employees are exposed to any of the following:

- Hazardous substances such as solvents, dusts, fumes, gases, micro-organisms
- Compressed air, lead, asbestos
- Noise, vibration, stress, fatigue

Once the possible causes are recognised, they need to be either eliminated or controlled. Many health risks can be eliminated or controlled by improved changed work practices. Where control measures are necessary their effectiveness must be monitored. You should then draw up a plan of action that should be discussed and agreed with the line managers.

Time limits should be set on any action and dates for follow-up surveys agreed.

### **4.2 Information to Employees**

Following the assessment of the working environment you should ensure that adequate information is relayed to the employees at risk. There are several sources of information available to you - suppliers are required to provide information about the risks associated with the equipment and substances you purchase.

Trade associations and the Health and Safety Executive (HSE) publish guidance on safe working practices. Academic and commercial information services may also be a source of information. However you will need to ensure that the information that you provide is in a form that your employees will read and understand.

### **4.3 Medical Examinations**

Medical examinations do form an important part of occupational health if undertaken for specific reasons, with specific objectives.

The common examinations are:

- Periodic
- Post sickness
- Specific occupational groups

#### **Pre-placement examinations**

Physical status, ill-health, mental health and disability can influence an individual's ability to perform safely and effectively at work, and in some circumstances can put the individual, other employees or even the public at increased risk of injury or illness.

A general non-statutory self-administered health questionnaire followed by a review by a competent person with additional tests such as blood pressure, urine analysis, vision etc. will suffice. If however, the competent person feels that further medical opinion is necessary or the job or type of individual warrants it, a medical examination should be arranged.

In practice new employees referred to doctors is rarely more than 10%.

#### **Post Sickness – absence examinations**

These medical assessments are valuable as they provide the opportunity to match the job with the employee in light of the recent illness. With the introduction of self-certification you are faced with establishing procedures assessing the validity of such absences.

Looking at collective sickness records could help you identify where there is a general problem affecting your workers' health. Individual sickness records might indicate whether the work is affecting an individual's health.

You should therefore consider the review of all cases of sickness absence particularly those that fulfil the following criteria:

- Absence longer than four weeks
- Absence following a works accident
- Absences attributed to vertigo, cardiovascular or neurological diseases and infectious diseases

## **Periodic Medicals for Vulnerable Groups**

Certain occupational activities as listed below although not exhaustive present a degree of risk to the individuals involved in them. This can be due to the effects of substances, processes or materials on the health of those working with them. For example, individuals handling substances which are controlled under Coshh (The Control of Substances Hazardous to Health Regulations), are required to be medically screened to monitor for harmful effects to ensure that the measures being taken to control the working environment and protect them from the effects of the substances are effective.

Medical examinations may take the form of regular routine questionnaires, lung function tests, skin examinations and other relevant examinations. It is important to note that potentially hazardous substances range enormously from chemicals to hardwood dusts. That is why it is necessary to perform an adequate risk assessment of all jobs and processes to determine the need for health surveillance.

### **Night Workers**

Fitness for work health assessments must be offered to night workers under the Working Time Regulations.

### **Food handlers**

Any member of staff who will handle food as a part of their employment should receive health advice prior to taking up their position or as soon as possible after commencing work. This can be undertaken by means of written information and additional health questionnaires. Individuals should be told of their responsibility towards hygiene at work and what to do should they become ill or develop certain conditions which prevent them handling food.

### **Drivers**

Ordinary driving licences are issued by the Driver and Vehicle Licensing Agency. Licence holders are under a statutory obligation to notify the Licensing Agency as soon as they become aware that they have any condition that could affect safe driving either now or in the near future.

Certain medical conditions are a potential risk in those who drive others either voluntarily or as part of their work. It is advisable that individuals who transport other staff in the course of their job undergo a health assessment to determine fitness to drive. If members of staff are required to drive as a part of their job description, medical clearance should be sought on appointment.

The assessment can comprise a short questionnaire and some measurements such as blood pressure, vision assessment and a urine test for indication of diabetes as recommended in the booklet "Medical aspects on fitness to drive" published by the Medical Commission on Accident Prevention.

It is advised that the assessment be carried out at the following intervals as recommended for other forms of occupational driving medicals:

- 5-yearly up to the age of 40
- Every 2½ years between the ages of 41 and 59
- Annually from the age of 60

### **Forklift drivers**

Similarly, members of staff who use forklift trucks or cranes in the course of their work should also undergo a medical for fitness to drive. This medical should be performed at the same intervals as those stated above.

### **Display Screen Equipment Users**

You should ensure that the users of the equipment are provided (at their request) with an appropriate eye and eyesight test, to be carried out by a competent person. Such tests should be carried out at regular intervals.

### **4.4 Education and Training**

It is important that education and training are seen as being part of the remit of an occupation health service. This training can be formal or informal. In this way occupational health and safety standards can be continually improved and long term benefits gained.

Examples of training are:

- First aid training – the organising, training and updating of first aiders usually comes within the occupational health function
- Health and hygiene training – education and training talks/seminars/information on a wide range of issues should be made available to staff.

### **4.5 Record Keeping**

Various records will need to be kept to:

- Ensure that correct medical action is taken on the basis of sound information
- Meet legal requirements
- Give an indicator of some of the benefits gained.

In some situations records have to be kept for 30 years or more. Records normally comprise:

- Confidential medical records – records should be kept of all injuries, sickness, absence, treatments received, referrals and advice given; these records are available only to medical personnel and the individual
- Non-confidential records – these do not refer specifically to any given individual's medical information and may be used without the confidentiality restrictions

#### **4.6 Confidentiality**

Information and records should not be divulged to any non-medical staff, including occupational health management, without the written consent of the individual. Staff have a statutory right of access to their own records.

This does not preclude non-confidential records being reported to ensure that the management has a basis on which to take remedial measures, safeguards and decisions affecting its staff's interests.

## **WALK THROUGH SURVEY**

Sketch plan of area surveyed (show positions of sources of exposure, locations of workers, ventilation, extracts etc)

| <b>Items to be checked</b>   | <b>Description or comment</b> | <b>Satisfactory (yes/no)</b> | <b>Action Required</b> |
|--|-------------------------------|------------------------------|------------------------|
| Numbers of people exposed<br>(distinguish the numbers of each sex)   |                               |                              |                        |
| Duration of shift and shift pattern  |                               |                              |                        |
| Skill levels required and degree of training   |                               |                              |                        |
| Degree of supervision  |                               |                              |                        |
| <b>CHEMICAL/BIOLOGICAL/AGENTS</b><br>Hazardous substances used, give names of substances and their form (dust, fibres, liquid, gas, vapour) if large list append |                               |                              |                        |
| Raw materials  |                               |                              |                        |
| Final products   |                               |                              |                        |
| Intermediate products  |                               |                              |                        |
| Hazard data sheet available?<br>(If yes append)  |                               |                              |                        |
| Routes of entry (inhalation, ingestion, skin contact, inoculation)   |                               |                              |                        |
| Degree of exposure (subjective opinion or give results of monitoring)  |                               |                              |                        |

| Items to be checked  | Description or comment | Satisfactory (yes/no) | Action Required |
|--|------------------------|-----------------------|-----------------|
| Means of control (e.g. local exhaust ventilation, protective clothing, enclosures, screens etc.) |                        |                       |                 |
| Method of monitoring performance and maintenance of control measures                             |                        |                       |                 |
| <b>PHYSICAL AGENTS</b>   |                        |                       |                 |
| Hazardous agents present (e.g. noise, radiation, heat)   |                        |                       |                 |
| Methods of control (shielding, enclosures, protective clothing)                                  |                        |                       |                 |
| <b>LIGHTING</b>  |                        |                       |                 |
| Give subjective impression or results of recent measurement                                      |                        |                       |                 |
| <b>GENERAL</b>   |                        |                       |                 |
| Written work procedures, do they exist?  |                        |                       |                 |
| Housekeeping and management attitudes to Health and Safety (give subjective impression)          |                        |                       |                 |
| <b>HEALTH AND WELFARE</b>  |                        |                       |                 |
| Medical, nursing, first aid facilities   |                        |                       |                 |
| Washrooms/showers, rest rooms  |                        |                       |                 |
| Clothing issue and laundry facilities  |                        |                       |                 |
| Eating and drinking facilities   |                        |                       |                 |
| Smoking policies   |                        |                       |                 |
| Company health promotion policy  |                        |                       |                 |
| Pre-employment and periodic health examinations  |                        |                       |                 |
| Rehabilitation and disabled persons policy   |                        |                       |                 |

Name of surveyor: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFIDENTIAL**  
**HEALTH QUESTIONNAIRE FOR NIGHT STAFF**

We have a duty to ensure that our employees' health and safety is not exposed to increased risk through night working. Those who work nights are entitled to a health assessment provided by the company. The assessment comprises two parts; this questionnaire and, if necessary, a medical examination. The latter would only be necessary if there were doubts about fitness for night working. Please complete the questionnaire, which will be treated in strict confidence, and return in the envelope provided. Please note: this is to establish fitness for night working and we do not require any specific details of illnesses.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Department: \_\_\_\_\_

1. Have you ever been diagnosed by a doctor as suffering from any of the following:

- |   | <b>YES</b>               | <b>NO</b>                |
|---|--------------------------|--------------------------|
| a) Any mental disorder such as anxiety or depression?   | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Any illness affecting the nervous system e.g. multiple sclerosis, fainting, paralysis?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Trouble with your eyes or sight, not corrected by glasses or contact lenses or with your hearing or balance? | <input type="checkbox"/> | <input type="checkbox"/> |

2. Have you ever been diagnosed by a doctor, had any medical care, treatment, x-rays, investigations, tests for or suffered (or are suffering from) any of the following:

- |  | <b>YES</b>               | <b>NO</b>                |
|--|--------------------------|--------------------------|
| a) Respiratory illness eg asthma, bronchitis or any other lung trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Chest pains, angina, rheumatic fever or other heart trouble         | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Raised blood pressure or strokes or any other circulatory problems  | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Problems with the digestive system eg ulcers                        | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Epilepsy or epileptic fit   | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Diabetes  | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Liver, bladder, bowel or kidney trouble                             | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Arthritis, rheumatism, back complaint or back injury                | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Medical condition affecting sleep                                   | <input type="checkbox"/> | <input type="checkbox"/> |

3. Do you have any objection to being assessed by a doctor for your fitness to be able to work at night?

- | <b>YES</b>               | <b>NO</b>                |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **CONFINED SPACES**

### **Policy**

We will, so far as is reasonably practicable, avoid the need for any employee to undertake work or enter a confined space. Where reasonably practicable to do so we will ensure work is carried out from outside of the space. Where work cannot be avoided or entry into a confined space is unavoidable, then any work or entry into a confined space will be risk assessed in accordance with a safe system of work. Any employees who are to work in or enter a confined space or be associated with any such tasks will be given adequate training, instruction and information to enable them to undertake the tasks in a safe manner. Equipment provided for use in confined space work or entry will be sourced and maintained as required to ensure it remains serviceable and in good working order.

## **1. ARRANGEMENTS FOR CONFINED SPACES**

**The Confined Spaces Co-ordinator will ensure that:**

- 1.1 So far as is reasonably practicable work or entry into confined spaces is avoided.
- 1.2 Any works in, or entry into a confined space that cannot be avoided will be risk assessed and a safe system of work drawn up.
- 1.3 Where works or access in a confined space is unavoidable, emergency arrangements are put in place that will also safeguard rescuers before work commences.
- 1.4 A permit to work system is introduced alongside the safe system of work.
- 1.5 All persons who are required to work in, enter or are associated with confined spaces are given adequate information, instruction and training.
- 1.6 Employees are fit to undertake the tasks given to them.
- 1.7 All equipment for use in confined space work is fit for purpose and maintained in good working order.
- 1.8 Adequate supervision is provided commensurate with the level of risk identified in the risk assessment.

## 2. CONFINED SPACES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | As far as is reasonably practicable, is all work or entry into confined spaces avoided?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are risk assessments and safe systems of work drawn up for all works or entry into confined spaces that cannot be avoided?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Where work or access in a confined space is unavoidable, are emergency arrangements put in place which also safeguard rescuers before such works or access commences? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Is a permit-to-work system operated alongside the safe systems of work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Do all persons who are required to work in, enter or are associated with confined spaces given adequate information, instruction and training?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are employees fit to undertake the tasks given to them?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Is all equipment used in confined space work fit for purpose and maintained in good working order?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Is adequate supervision always provided?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. CONFINED SPACES MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **CONTROL OF ASBESTOS**

## **Policy**

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our or our client activities so far as is reasonably practicable. With regard to employees and other people who are likely to come into contact or disturb any asbestos containing materials, we will ascertain if our client premises have any asbestos containing materials (ACMS) within or on them and minimise any potential exposure through effective management procedures.

In order to fulfil our statutory duties under the Control of Asbestos Regulations 2012 and Health and Safety legislation we will ensure risk assessments are undertaken and suitable steps are taken to ascertain whether the premises contain any ACMs prior to the commencement of any work undertaken.

The risk assessment will include details of the asbestos register and or plan including the location and condition of asbestos, including presumed ACMs, and assess the risk of the likelihood of anyone being exposed to asbestos fibres during the course of their work activities.

For non-licensed work, the risk assessment shall include a statement of the reasons why the work with asbestos will not require a licence. A detailed plan of works will be made to supplement the risk assessment. For any notifiable non-licensed work the relevant enforcing authority will be notified as necessary and records will be kept.

For any licensed work, which includes working with asbestos insulation, asbestos coating or asbestos insulating board we acknowledge the need to hold a current and relevant licence issued by the Asbestos Licensing Unit.

## **1. ARRANGEMENTS FOR ASBESTOS**

### **The Asbestos Co-ordinator will ensure that:**

- 1.1 An asbestos survey has been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found.
- 1.2 There is a written management plan which details the actions and measures necessary to manage the risk from asbestos.
- 1.3 Action has been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres.
- 1.4 Arrangements are in place to ensure the ongoing monitoring and review of any ACMs
- 1.5 A risk assessment will be undertaken prior to the commencement of any work which may be undertaken on business properties to ascertain where asbestos is present and determine its condition and location and likely exposure to asbestos fibres.
- 1.6 Prior to commencement of work, notifiable non-licensed work will be notified to the relevant enforcing authority. Brief written records will also be kept regarding this work.
- 1.7 Prior to the commencement of work, all work is checked to ensure the work is non-licensed and documented on the risk assessment.
- 1.8 Any employees who undertake non-licensed work must be suitably trained and instructed on the task involved and plan of work.
- 1.9 Prior to work starting, a plan of work will be made which details what the work will involve, location, duration, procedures to reduce exposure, equipment and PPE required, decontamination procedures, waste disposal and emergency procedures.
- 1.10 A written record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs is kept up to date, held on site and readily available.
- 1.11 Safe systems of work are introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products.
- 1.12 Procedures are in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with.
- 1.13 All employees who may come into contact or disturb asbestos are suitably trained and have received asbestos awareness training annually.
- 1.14 A register of notifiable non-licensed work for each employee exposed to asbestos is kept up to date and readily available.

- 1.15 Any work that requires a license will be undertaken by licensed specialist asbestos contractors.
- 1.16 All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.

## 2. ASBESTOS POLICY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: .....

Date: .....

|      |  | Yes                      | No                       | n/a                      |
|------|--|--------------------------|--------------------------|--------------------------|
| 1.1  | Has an asbestos survey been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2  | Do you have a written management plan which details the actions and measures necessary to manage the risk from asbestos?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3  | Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4  | Are arrangements in place to ensure the ongoing monitoring and review of any ACMs?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5  | Has an initial risk assessment been undertaken prior to the commencement of work to identify the presence of any ACMs, their condition and likely exposure?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6  | Prior to commencement of work, has all notifiable non-licensed work been notified to the relevant enforcing authority and are brief written records of the work made and kept? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7  | Prior to the commencement of work, has all work been checked to ensure the work is non-licensed and documented on the risk assessment?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8  | Are employees who undertake non-licensed work suitably trained and instructed on the task involved and plan of work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9  | Prior to work starting has a detailed plan of work been made?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 | Is there a written up to date record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs and is this readily available?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11 | Have safe systems of work been introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12 | Are procedures in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13 | Have all employees who may come into contact or disturb asbestos received asbestos awareness training annually?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14 | Is a register of notifiable non-licensed work for each employee exposed to asbestos kept up to date and readily available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.15 | Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes No n/a

|      |   |                          |                          |                          |
|------|---|--------------------------|--------------------------|--------------------------|
| 1.15 | Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|------|---|--------------------------|--------------------------|--------------------------|

|      |   |  |
|------|---|--|
| 1.16 | All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|------|---|--|

**Comments/further action**

### **3. ASBESTOS MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Issue Date 06/04/2023  
Created for The EntryPhone Company Ltd  
Version 1

Signed: .....

## **HOT WORKS**

### **Policy**

Hot works can be a source of major material and property damage and therefore must be effectively managed. We will ensure as far as is reasonably practicable all such activities, whether having a direct heat source or from activities where heat is generated from a particular task are subject to risk assessment and are effectively managed. We will ensure that all persons engaged in such works are trained and competent and are aware of the potential hazards associated with these works. We will provide suitable fire fighting provisions at or close to all hot works and ensure that hot work permits are used effectively.

## **1. ARRANGEMENTS FOR HOT WORKS**

**The Hot Works Co-ordinator will ensure that:**

- 1.1 Alternative safer options have been considered.
- 1.2 If no safer alternative is available, all hot works are assessed and that suitable control measures are agreed and implemented.
- 1.3 Hot work permits are in place.
- 1.4 Suitable fire fighting equipment is available at or near to the location where hot works are being undertaken.
- 1.5 Areas where hot works are being undertaken are clear of combustible materials.
- 1.6 Fire retardant matting is used to protect floors or other surfaces and prevent sparks falling below when working at height.
- 1.7 Persons involved in hot works are suitably trained and are aware of the potential hazards associated with hot works.
- 1.8 Designated personnel carryout fire checks 30 minutes after completion of hot works.

## 2. HOT WORKS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have safer alternatives to hot works been considered?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are all hot works assessed and are suitable control measures agreed and implemented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are hot work permits in place and used?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Is suitable fire fighting equipment provided at or near to the location where hot works are being undertaken?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Are areas where hot works undertaken cleared of combustible materials?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Is fire retardant matting used to protect floors or other surfaces and prevent sparks falling below when working at height?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Have all persons involved in hot works been suitably trained and made aware of the potential hazards associated with hot works? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Do designated personnel carryout fire checks 30 minutes after completion of hot works?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. HOT WORKS MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

## **LIFTING OPERATIONS AND LIFTING EQUIPMENT**

### **Policy**

We will ensure the safety of all persons who may be affected by any of our lifting operations by ensuring that all persons engaged in our lifting operations are trained and competent to undertake such work. We will ensure that appropriate lifting plans and risk assessments are conducted by competent persons in relation to lifting operations carried out within our undertaking and introduce adequate measures to control the risks identified to as low a level as is reasonably practicable.

Lifting equipment will be subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operation and Lifting Equipment Regulations.

## **1. ARRANGEMENTS FOR LIFTING OPERATIONS AND LIFTING EQUIPMENT**

**The Lifting Operations and Lifting Equipment Co-ordinator will ensure that:**

- 1.1 Adequate information, instruction and training are given to all individuals engaged in lifting operations.**
- 1.2 Risk assessments and lifting plans are carried out by competent persons and adequate control measures are introduced to reduce the risk to as low as is reasonably practicable.**
- 1.3 All lifting equipment is sufficiently strong, stable and fit for the purpose it is intended to be used for.**
- 1.4 Equipment is positioned or installed so as to prevent risk of injury.**
- 1.5 All lifting equipment and accessories are marked with the safe working load (SWL).**
- 1.6 All lifting operations are planned, supervised and carried out in compliance with the control measures specified in the risk assessment and lifting plans.**
- 1.7 All lifting equipment is subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operations and Lifting Equipment Regulations.**

## **2. LIFTING OPERATIONS AND LIFTING EQUIPMENT MONITORING AND REVIEW CHECKLIST**

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |  | <b>Yes</b>               | <b>No</b>                | <b>n/a</b>               |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Is adequate information, instruction and training given to all individuals engaged in lifting operations?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are risk assessments carried out by competent persons and are adequate control measures introduced to reduce the risks to as low as is reasonably practicable?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Is all lifting equipment sufficiently strong, stable and fit for the purpose it is used for?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Is all equipment positioned or installed so as to prevent risk of injury?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Is all lifting equipment and accessories marked up with the safe working load (SWL)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are all lifting operations planned, supervised and carried out in compliance with the control measures specified in the risk assessments and lifting plans?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Is all lifting equipment subjected to regular inspections and thorough examinations in line with the requirements of the Lifting Operations and Lifting Equipment Regulations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. LIFTING OPERATIONS AND LIFTING EQUIPMENT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **LONE WORKING**

## **Policy**

We recognise the importance of ensuring that all lone working activities are managed appropriately to minimise risk. The safety of workers will always be carefully considered in lone working situations and we will ensure they are capable of responding correctly to emergencies. Such emergencies may arise due to fire, equipment failure, illness, accidents and unauthorised intruders. We will assess the potential hazards from lone working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will take into account not only the task but also the abilities and experiences of those who may be undertaking the work. The findings of the risk assessments will determine the level of supervision required. To ensure that lone workers are not at more risk than other employees we will provide adequate training on understanding the risks and avoiding panic reactions to unusual situations. Checks will be made to ensure that any lone workers have no medical condition which makes them unsuitable for lone working. We will not permit lone working where risks cannot be controlled to an acceptable level. Procedures will be put in place to monitor lone workers to see they remain safe. We will regularly review and, where necessary, modify our assessments, especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

## **1. ARRANGEMENTS FOR LONE WORKING**

**The Lone Working Co-ordinator will ensure that:**

- 1.1 All employees likely to work alone are identified.
- 1.2 Consultation with employees regarding lone working takes place.
- 1.3 The tasks which expose employees to lone working are identified and listed.
- 1.4 The hazards to which employees may be exposed are suitably and sufficiently assessed.
- 1.5 Adequate control measures are implemented to prevent ill health and accidents.
- 1.6 A decision based on the risk assessment findings is made to determine the level of supervision required.
- 1.7 Activities requiring special arrangements in order to monitor the safety of lone workers are identified.
- 1.8 Activities which must not be performed by lone workers are identified and brought to the attention of all relevant persons.
- 1.9 Employees that work alone are given adequate information, instruction and training.
- 1.10 Checks are made to ensure that any lone workers are medically fit for the tasks.
- 1.11 Control measures are regularly monitored maintained to ensure they remain effective.

## 2. LONE WORKING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                               |   | Yes                      | No                       | n/a                      |
|-------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                           | Have all employees likely to work alone been identified?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Has consultation with employees regarding lone working taken place and is this ongoing?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | Have the tasks which expose employees to lone working been identified and listed?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Have the hazards to which employees may be exposed been suitably and sufficiently assessed?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Have adequate control measures been implemented to prevent ill health and accidents?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Has the level of supervision been decided for the lone working activities?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Have special arrangements for monitoring lone workers been identified?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Have prohibited lone working activities being brought to the attention of all relevant persons?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                           | Have lone working tasks been adequately risk assessed and documented and the findings regularly monitored and reviewed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                          | Have checks been made to ensure the lone workers are medically fit for the tasks?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                          | Are control measures regularly monitored to ensure they remain effective?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |   |                          |                          |                          |

### **3. LONE WORKING MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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| 1.11 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **PERSONAL PROTECTIVE EQUIPMENT**

## **Policy**

We will identify and assess all activities our employees may be required to undertake during the course of their employment with us. Following the amendments to The Personal Protective Equipment at Work Regulations 2022 we will now extend this to cover casual or irregular workers (such as Labour Only). We will only specify personal protective equipment as the last means of defence should we be unable to otherwise eliminate the risk to our employees. We will, as far as is reasonably practicable, implement the hierarchy of control measures. Personal protective equipment will only be provided if the risk to our employees cannot be adequately controlled after the hierarchy of control measures has been exhausted. If and when we do provide personal protective equipment, we will ensure it is fit for the purpose and environment it is to be used in and that it fits the wearer correctly to give the level of protection the equipment was so designed for. We will ensure employees are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction and guidance on the use, storage and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to all employees, including casual or irregular workers, as may be necessary and that such equipment will be free of charge. Where it is identified that an employee's well-being may be affected due to exposure to a specific hazard or hazards, a medical questionnaire will be completed. We will ensure where necessary that regular health surveillance is provided where the risk of harm to our employees is controlled by the use of personal protective equipment.

## **1. ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT**

**The Personal Protective Equipment Co-ordinator will ensure that:**

- 1.1 All activities our employees (including casual or irregular workers) may be required to undertake during the course of their employment are identified and assessed to determine the need for Personal Protective Equipment (PPE).
- 1.2 As far as is reasonably practicable, the hierarchy of control measures i.e. elimination, reduction, substitution, isolation or engineering controls, is followed to control the hazards that have been identified.
- 1.3 PPE is specified as a last form of defence only when the hierarchy of controls has been exhausted.
- 1.4 Where PPE is provided, it is fit for the purpose and the environment it is to be used in and it fits the wearer correctly.
- 1.5 Individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire is completed prior to any person commencing work in such an environment which may present a risk to them.
- 1.6 Where identified by the medical questionnaire, or where necessary due to the identification that the risk of harm is controlled by the use of PPE, health surveillance is provided at regular intervals.
- 1.7 Where PPE is required, it is provided free of charge.
- 1.8 Employees (including casual or irregular workers) are consulted on the type of PPE to be used.
- 1.9 All employees (including casual or irregular workers) required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.
- 1.10 A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.
- 1.11 Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.
- 1.12 Where necessary, suitable and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing.

<sup>1</sup> Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

## 2. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have all activities our employees may be required to undertake during the course of their employment been identified and assessed to determine the need for PPE?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Has the hierarchy of control measures been followed and exhausted to control the hazards that have been identified?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Is PPE specified as a last form of defence only when the hierarchy of controls has been exhausted?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Where PPE is provided is it fit for the purpose and the environments it is used in and does it fit the wearer correctly?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Are individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards been identified and have medical questionnaires been completed prior to those persons commencing work in such environments which may present a risk to them? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Where necessary, is health surveillance provided at regular intervals?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Where PPE is provided, is it free of charge?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Are employees consulted on the type of PPE to be used?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Are employees who are required to wear PPE given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                           | Is a procedure in place to permit the maintenance or replacement of PPE as necessary?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                           | Are suitable facilities provided to enable employees to store their PPE when not in use?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                           | Where necessary have suitable and sufficient facilities been provided to permit employees to change and store their normal clothing to specified personal protective clothing?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

<sup>1</sup> Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

### **3. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

|      |  |
|------|--|
| 1.1  |  |
| 1.2  |  |
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| 1.10 |  |
| 1.11 |  |
| 1.12 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **4      GUIDANCE AND RECORDS**

### **4.1    Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) is defined in the regulations as ‘all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to their health or safety’. This includes high visibility clothing, eye protection, head protection, safety footwear, safety harnesses, hand protection, etc.

PPE should only be issued to the person who is going to use it, it cannot be shared. A register of issue and subsequent inspection should be maintained and means for the employee to keep equipment in a clean and hygienic condition should be provided.

Employees (including casual or irregular workers) cannot be charged by their employer for items of PPE they require to safely carry out their work activities.

### **4.2    Suitability of PPE**

The right type of PPE should be selected, which can be done giving consideration to the following:

- Is it appropriate for the risks and conditions where employees are exposed to the risk?
- Does it prevent or adequately control the risks?
- Where more than one form of PPE is worn, are they compatible?
- What are needs of the job, and the demands it places on the wearer?
- Does it fit the wearer correctly?
- Has the state of the wearer’s health been considered?

Advice on the different types of PPE available and their suitability can be obtained from PPE manufacturers and suppliers, or your Health and Safety Consultant.

### **4.3    Training**

Employees (including casual or irregular workers) who are required to wear PPE must be given adequate and sufficient information, instruction and guidance which should include the following areas:

- Training and instruction on how to use it properly.
- Why the PPE is needed – what the risks are, when PPE is to be used, repaired or replaced and its limitations.
- The importance of wearing PPE when exposed to the risk, without exception.
- Checking PPE is being used and taking action when it is not.
- Clear rules on what action will be taken if employees are not wearing the necessary PPE.
- Display of safety signs, reminding employees to wear PPE.

#### **4.4 Respiratory Protection**

Where respiratory protective equipment incorporating a tight fitting face-piece is provided to prevent exposure to hazardous substances, it must fit the wearer properly to provide full and adequate protection and therefore a face fit test must be conducted. A tight fitting face-piece is a full-face mask, a half-face mask, or a filtering face-piece (e.g. disposable mask), irrespective of whether they are used in negative pressure respirators, power assisted respirators or compressed air supplied breathing apparatus.

The face fit test will assess the fit by determining the degree of face-seal leakage of a test agent whilst the user is wearing the face-piece and undergoing certain physical exercises. Dependent on the respirator type in use, the test can be quantitative or qualitative, both of which require specialist equipment and trained operatives. Once face fit tested to a particular respirator (type and manufacturer) a certificate of test must be obtained and this recorded. Operatives do not require to be re-tested unless their facial characteristics change significantly (e.g. weight loss, major dentistry), the certification of test may pass from employer to employer, but the operative must only wear that type and manufacture of respirator that he/she was tested on. If an employee wears more than one type of tight fitting face-piece then each type of face-piece should be subjected to fit testing.

Fit testing is not required where a risk assessment clearly demonstrates that respiratory protective equipment is being worn for 'comfort' rather than as a control measure.

Loose fitting face-pieces, whose performance relies on sufficient airflow through the face-piece, do not require fit testing. However, the loose fitting face-piece must be of the correct size for the wearer to ensure adequate protection. Loose fitting face-pieces are better suited to those wearing spectacles with side arms and people with facial hair in the region of the face seal of a tight fitting mask. In the vast majority of scenarios loose fitting alternatives to tight fitting masks are available and should be selected where necessary.

#### **4.5 Head Protection**

Head protection should be worn whenever there is a risk of injury to the head from falling objects or hitting the head against something.

Where an assessment identifies the need for head protection it should meet the following criteria:

- Suitable for its intended purpose
- Appropriate size
- Have chin straps etc. where necessary
- Provide adequate levels of comfort

Head protection should be replaced at intervals recommended by the manufacturer or if it has received a severe impact, has been badly scratched or has cracked.

A follower of the Sikh religion is exempt from any legal requirement to wear a safety helmet while on a construction site ("any place where building operations or works of engineering construction are being undertaken"), provided that he is wearing a turban.

#### **4.6 Eye Protection**

There are different types of eye protection to cover different hazards. The following are examples of protection that may be required in certain circumstances:

- Safety spectacles incorporating sideshields
- Eyeshields
- Safety goggles
- Face shields

The following activities are likely to require the provision of eye protection:

- Handling acids, alkalis, corrosive substances etc.
- Using abrasive wheels, hand grinders etc.
- Welding operations
- Using gases or vapour under pressure
- Using laser equipment

#### **4.7 Foot Protection**

Safety footwear can come in the form of boots or shoes and purpose designed Wellington boots and there are different types to protect from different hazards. The following list gives examples of areas where safety footwear may be required:

- Workplaces where heavy objects have to be physically handled
- Areas where hazardous and/or corrosive chemicals are handled
- Workplaces where walking surfaces are unavoidably slippery

Ensure that the footwear chosen has the correct features to adequately protect against the identified hazards. Features can include:

- Protective toe-caps
- Penetration-resistant mid-soles
- Non-slip soles
- Heat-resistant soles

Consideration must also be given to other aspects including the material (e.g. leather or trainer-style), ankle support, and whether lace-up or slip-on is acceptable.

## **4.8 Hand and Arm Protection**

Hand and/or arm protection may be required in the following circumstances:

- Manual handling of objects, machinery or equipment with abrasive or sharp areas
- Operating vibrating machinery such as orbital sanders
- Outdoor work
- Handling hot or cold materials
- Handling chemicals
- Where there is a risk of skin infection, disease or contamination

Hand and/or arm protection should be chosen to ensure it is appropriate to both the wearer and the hazard. Be sure not to introduce additional hazards through its use, such as through gloves that protect against cuts but may become entangled in machinery or prevent adequate dexterity.

Be aware that latex, in particular powdered latex, gloves are a known cause of sensitisation. The Health and Safety Executive (HSE) says that: "*Single use, disposable natural rubber latex gloves may be used where a risk assessment has identified them as necessary. When they are used they must be low-protein and powder-free.*" Latex gloves may be considered necessary to protect against the transmission of blood borne pathogens.

If you are not in an industry where you come into contact with blood borne pathogens you should consider using alternatives to latex gloves, such as nitrile or vinyl gloves.

## **4.9 Protective Clothing**

The following non-exhaustive list gives examples of circumstances where specific protective clothing may be required:

- Handling chemicals
- Working in the dark or low-light levels
- Working in food preparation areas
- Working near or in water
- Working in dusty environments

Protective clothing is likely to be needed to protect against hazards such as temperature extremes, adverse weather, chemical or metal splashes, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing. Such clothing can take the form of conventional or disposable overalls, boiler suits, specialist protective clothing, e.g. chain-mail aprons, high-visibility clothing, or may be needed to protect a specific body area such as leggings, gaiters, or spats for the legs.

## PERSONAL PROTECTIVE EQUIPMENT – RISK ASSESSMENT

**NAME:** ..... **JOB TITLE:** ..... **REF NO:** .....

|                    | Mechanical          |                              |                          |                          |                          |                          |                          | Thermal                  |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------|---------------------|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                    | Falls from a height | Blows cuts, impact, crushing | Stabs, cuts, grazes      | Vibration                | Slip or trip             | Scalds, heat, fire       | Cold                     | Immersion                | Non-ionising radiation   | Electrical               | Noise                    | Ionising radiation       | Dust fibre               | Fume                     | Vapours                  | Splashes                 | Gases vapours            | Harmful bacteria         | Harmful viruses          | Fungi                    |
| <b>Head</b>        | Cranium             | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Ears                | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Eyes                | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Respiratory tract   | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Face                | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Whole head          | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Upper limbs</b> | Hands               | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Arms (parts)        | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Lower limbs</b> | Foot                | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Legs (parts)        | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Various</b>     | Skin                | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Trunk/abdomen       | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                    | Whole body          | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of Assessor: ..... Date: .....

Signature of Assessed Employee: ..... Review Date: .....

Review Completed (Date): ..... Signature: ..... Further Action Yes/No .....

## **RECORD OF ISSUE OF PERSONAL PROTECTIVE EQUIPMENT**

**Name:** \_\_\_\_\_ **Ref No:** \_\_\_\_\_

**Job Title:**

The above-named person is hereby issued with the following items of PPE, supplied by the company, and has been given appropriate instructions regarding its correct use, maintenance and storage:

The above items of equipment will be renewed as deemed necessary due to fair wear and tear or unintentional damage. If you require a replacement, you MUST return your existing item to the issuing person for a replacement to be authorised and issued.

If any of the issued items are lost or ruined deliberately or through carelessness, the Company will replace the item(s), but at the employee's expense.

Any new employees who leave the Company within three months will be expected to either return any PPE they have been issued or reimburse the cost to the Company.

By signing above to receive each item, the employee agrees to the terms under which they are issued.

# **PROVISION AND USE OF WORK EQUIPMENT**

## **Policy**

We will ensure that all work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available. We will ensure that all work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained. Where the use of work equipment is likely to involve a specific risk to health and safety we will ensure that the equipment is only used, repaired, modified maintained and serviced by authorised competent persons. Appropriate health and safety information, instruction and training will be provided for all employees who either use or manage the use of work equipment. We will ensure that all work equipment provided for use after 31<sup>st</sup> December 1992 complies with the appropriate EU directives. Access to dangerous parts of machinery will be effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. We will take all necessary measures to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures. We will ensure that all work equipment is provided with suitable controls and control systems for starting stopping and changing operating conditions, including those for use in an emergency situation. Where appropriate all work equipment will be provided with suitable means to isolate it from its sources of energy. All work equipment will be stable, adequately lit, clearly marked for reasons of health and safety and incorporate appropriate warnings or warning devices. Maintenance of work equipment will only be carried out where suitable measures have been taken to effectively control the risks.

## **1. ARRANGEMENTS FOR THE PROVISION AND USE OF WORK EQUIPMENT**

**The Provision and Use of Work Equipment Co-ordinator will ensure that:**

- 1.1 All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.**
- 1.2 All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.**
- 1.3 Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.**
- 1.4 Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.**
- 1.5 All work equipment provided for use after 31<sup>st</sup> December 1992 complies with the appropriate EU directives.**
- 1.6 Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.**
- 1.7 All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.**
- 1.8 All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation.**
- 1.9 Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.**
- 1.10 All work equipment is stable, adequately lit, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices.**
- 1.11 Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.**

## 2. PROVISION AND USE OF WORK EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

|                               |  | Yes                      | No                       | n/a                      |
|-------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                           | Is all work equipment suitable for the purpose for which it is used, and maintained in good working order and where necessary is an up to date maintenance log available?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Is all work equipment installed correctly and inspected at suitable intervals to ensure it remains safe and are appropriate records of inspection maintained?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | Where the use of work equipment is likely to involve a specific risk to health and safety is the equipment only used, repaired, modified, maintained and serviced by authorised competent persons?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Is appropriate health and safety information, instruction and training provided for all employees who either use or manage the use of work equipment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Does all work equipment provided for use after 31 <sup>st</sup> December 1992 comply with the appropriate EU directives?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Is access to dangerous parts of machinery effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Are all necessary measures taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Is all work equipment provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                           | Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                          | Is all work equipment stable, adequately lit, clearly marked for reasons of health and safety and does it incorporate appropriate warnings or warning devices?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                          | Is maintenance of work equipment only carried out where suitable measures have been taken to effectively control the risks?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |  |                          |                          |                          |

### **3. PROVISION AND USE OF WORK EQUIPMENT ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

|      |  |
|------|--|
| 1.1  |  |
| 1.2  |  |
| 1.3  |  |
| 1.4  |  |
| 1.5  |  |
| 1.6  |  |
| 1.7  |  |
| 1.8  |  |
| 1.9  |  |
| 1.10 |  |
| 1.11 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **VIOLENCE, AGGRESSION AND CHALLENGING BEHAVIOUR AT WORK**

### **Policy**

We will identify all situations which may expose our employees to violence or challenging behaviour and also identify those employees who may be at greater risk of such circumstances occurring or developing. We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Company. We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time. Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees.

## **1. ARRANGEMENTS FOR VIOLENCE & AGGRESSION AT WORK**

**The Violence at Work Co-ordinator will ensure that:**

- 1.1 All persons who may be at risk from violence or challenging behaviour are identified and receive appropriate training to deal with such situations.
- 1.2 All situations which may expose our employees to violence at work are assessed and appropriate measures to protect those employees are implemented.
- 1.3 Action on reports of violence at work is taken immediately.
- 1.4 Where appropriate, support/counselling is offered to any employee who is subjected to violence at work.
- 1.5 Procedures are in place to deal with emergency situations.
- 1.6 A formal system for reporting incidents is initiated and maintained.
- 1.7 All employees are aware of the procedure for reporting violent or potentially violent incidents.

## 2. VIOLENCE & AGGRESSION AT WORK MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |  | Yes                      | No                       | n/a                      |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have all persons who may be at risk from violence at work been identified and given appropriate training?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Have assessments been carried out covering all the situations which may expose our employees to violence at work, with appropriate procedures and measures implemented to protect those employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Is action on reports of violence at work immediately taken?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Are arrangements in place to offer support or counselling, where appropriate?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Are procedures in place to deal with emergency situations?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Is there a formal reporting procedure in place for reporting any acts of violence?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Are employees aware of the procedure for reporting violent or potentially violent incidents?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. VIOLENCE AT WORK MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **WORK RELATED STRESS**

### **Policy**

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with all employees and their representatives based on openness, honesty and trust. Systems will be in place locally to encourage managers to support their staff and colleagues. We recognise that non-work problems can make it difficult for people to cope with the pressures of work. Employees are encouraged to discuss any matters that may affect their work with their manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

## **1. ARRANGEMENTS FOR WORK RELATED STRESS**

**The Work Related Stress Co-ordinator will ensure that:**

- 1.1 The risks from stress are effectively controlled by the identification and assessment of all potential work related stressors.
- 1.2 Effective communication takes place between management and employees particularly where there are organisational and/or procedural changes.
- 1.3 Training and guidance is provided to all managers and employees in good management practice.
- 1.4 Employees are adequately trained, understand their roles and responsibilities and have sufficient information for the tasks they are to undertake.
- 1.5 Encourage employees to use their skills and initiative and where possible to develop new skills.
- 1.6 Employees are given adequate and achievable demands in relation to agreed hours of work.
- 1.7 Employees are consulted on work patterns, the work environment and on all proposed action relating to the prevention of work related stress.
- 1.8 Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected.
- 1.9 Individuals who have been absent with stress are supported and consulted on a planned return to work.
- 1.10 The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.
- 1.11 Positive behaviours to avoid conflict and ensure fairness are promoted.

## 2. WORK RELATED STRESS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

|                                |   | Yes                      | No                       | n/a                      |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have risk assessments been undertaken to identify potential areas of work-related stress?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Is there effective two-way communication, including feedback, between management and employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are all managers competent to supervise employees reporting to them and applying good management practice?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Do employees have sufficient information and are they adequately trained for their tasks, fully understanding their roles and responsibilities?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Are employees encouraged to use their skills and initiative and provided with opportunities to develop new skills where possible?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are demands placed on employees both adequate and achievable within the agreed hours of work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Are employees consulted on work patterns, the work environment and their suggestions considered in relation to the prevention of work-related stress? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Have employees affected by stress been treated sensitively, been consulted and informed of action to be taken and their confidentiality maintained?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Has anyone absent with stress been consulted on a planned return to work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                           | Are the measures implemented to address the sources of stress monitored to ensure their effectiveness?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                           | Is positive behaviour promoted at all levels to avoid conflict and ensure fairness?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |   |                          |                          |                          |

### **3. WORK RELATED STRESS, MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **WORKING AT HEIGHT**

### **Policy**

We will, so far as is reasonably practicable, avoid the need to work at heights by the effective planning of works. Where this is not reasonably practicable we will carry out suitable and sufficient assessments of all such tasks and take appropriate steps to reduce the risk of injury. All works at height will be properly planned and appropriately supervised. The most suitable methods of work will be selected along with the most suitable work equipment. We will ensure that all employees are competent to undertake their duties and are provided with appropriate instruction, information and training. We will ensure that all equipment provided for working at height is properly maintained.

## **1. ARRANGEMENTS FOR WORKING AT HEIGHT**

**The Working at Height Co-ordinator will ensure that:**

- 1.1 Where possible the need to work at height is eliminated.
- 1.2 Where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.
- 1.3 The risk assessment takes account of the distance and consequences of a fall, and the duration and frequency of the task.
- 1.4 Where work equipment is necessary to ensure safe working at height, the equipment is suitable for the task at hand, taking into account the risk of use, installation and removal of such equipment.
- 1.5 If ladders or step ladders are specified as a control measure, the assessment justifies their use, i.e. that the risk is low, the task is of short duration (15-30 minutes) or the working space/conditions dictate.
- 1.6 Levels of competence required for working at height activities are identified and any training needs are met.
- 1.7 Where identified in the risk assessment, a rescue plan is in place before work at height commences. This plan will be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out. The plan will take account of possible risks to the rescuers.
- 1.8 Where the activity affects or may affect others in the vicinity we will inform and discuss with these people how we plan to carry out the work.
- 1.9 The risk assessment and planning arrangements take into account the effects that the weather can have on outdoor work at height.
- 1.10 The risks posed by fragile surfaces (i.e. surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces) are managed.
- 1.11 Permanent fencing, guards or other permanent measures to prevent falls are put in place for work requiring regular access, including where there is a fragile surface.
- 1.12 Steps are taken to ensure that falling material or work equipment is prevented. Loads and equipment are stored correctly so they do not collapse or fall at any time and cause injury.

- 1.13 Equipment for work at height is regularly inspected to ensure that it is safe to use. The equipment is marked to ensure that it is obvious when the next inspection is due.

Pre-use checks are made before work equipment for work at height is used.

Note: The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

- 1.14 The provision of supervision is proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work.

## 2. WORKING AT HEIGHT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |  | Yes                      | No                       | n/a                      |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Is work at height eliminated wherever possible?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | When work at height cannot be eliminated is a suitable and sufficient risk assessment undertaken?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Does the risk assessment take account of the distance and frequency of a fall, and the duration and frequency of the task?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | When work equipment is used to ensure safe working at height, is it suitable for the task and is the risk of use, installation and removal of such equipment taken into account?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | If ladders or steps are specified for use, does the assessment justify their use i.e. low risk, short duration or because working space/conditions dictate?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are levels of competence required for working at height activities identified and are any training needs met?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Where identified in the risk assessment, is a rescue plan in place before work at height takes place and is it kept under review for the lifetime of the project and updated as necessary? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Where activities affect or may affect others, are those parties informed of how the planned work will be carried out?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Do the risk assessment and planning arrangements take account of weather conditions?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                           | Are the risks posed by working on fragile surfaces effectively managed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                           | Where regular access is required has permanent fencing, guards or other measures to prevent falls been put in place?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                           | Are steps taken to ensure falling material or equipment is prevented and that such items are stored correctly to prevent collapse of the structure on which work is undertaken?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13                           | Is all work equipment for work at height regularly inspected and marked to show when the next inspection is due?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14                           | Is the level of supervision provided proportionate to the findings of the risk assessment and the experience and capabilities of the people undertaking the work?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. WORKING AT HEIGHT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **DRUGS AND ALCOHOL**

## **Policy**

Substance abuse, or impairment due to drugs and/or alcohol, is a major factor in causing accidents at work and we aim to eliminate that factor, which can only be achieved with everyone's co-operation. This need to work without impairment is equally important whether working within the Company's own premises or on a client's site, and includes travelling between the two.

No employee should consume alcohol or take drugs, other than on medical advice and in accordance with such advice, or use any other inhibiting substance during working hours. This will include any breaks that are allowed unless there are good business reasons or express permission has been granted by the managing director. Being apparently under the influence of drink or carrying, supplying or taking illegal drugs is classified as gross misconduct under the Company Disciplinary Policy. Such employees will be excluded from work until suspicion is cleared, during which time there will be no entitlement to pay.

If any type of drug - medication is used at work or prior to commencing work and it is believed that the negative effects of the drug - medication could still present themselves, employees must make a member of management aware of this fact.

We recognise that there are certain locations and work environments that can be considered as having a higher risk potential so stricter rules that go beyond those given in the subsequent sections of this policy may apply. Examples of such locations might be those where the work process involves the production or storage of highly volatile chemicals, liquids or gas.

In the event of our employees visiting or working at any location, including customer sites that has an established policy which exceeds this document, all persons there must comply with its requirements, in addition to those given here.

The taking of drugs and alcohol over an extended period can be habit forming and lead to dependence. Dependence is recognised as an illness by the Company and any employee who believes that he or she may have, or potentially have, such a problem, is encouraged to discuss it with a person in authority with whom the individual feels comfortable, who will provide support and advice on obtaining treatment. The employee is expected to meet the cost of any treatment but the Company will be supportive and understanding during treatment.

This Policy will be reviewed following any changes to working practices or applicable legislation, or at least annually.

Employees are provided with the necessary information and training with regards to this Policy, which includes their duty to notify management if they suspect that they or another employee has an alcohol or drugs problem.

## **1. ARRANGEMENTS FOR DRUGS AND ALCOHOL**

**The Drugs and Alcohol Co-ordinator will ensure that:**

- 1.1 Substance abuse or impairment is eliminated, whether at our premises, during travelling or at client sites and disciplinary action will be taken to ensure this, where necessary.
- 1.2 Higher risk locations and work environments will be identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary.
- 1.3 When employees visit any other location any established policy will be complied with, in addition to our own.
- 1.4 Employees will not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours.
- 1.5 Employees will advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves.
- 1.6 The Company will recognise drug or alcohol dependence; will encourage employees to discuss such issues in confidence and will provide advice and support on obtaining treatment.
- 1.7 Employees will be provided with the necessary information, instruction and training regarding the Company policy regarding drugs and alcohol including their duty to report any suspected problems.
- 1.8 Random drug and alcohol screening or random tests will be carried out as necessary. The Company's disciplinary procedure will be adhered to so as to ensure this policy is enforced.
- 1.9 This policy will be subject to the necessary timely review.

## 2. DRUGS AND ALCOHOL MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

|                               |  | Yes                      | No                       | n/a                      |
|-------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                           | Is substance abuse or impairment eliminated, whether at our premises, during travelling or at client sites and disciplinary action is taken where necessary?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Have higher risk locations and work environments been identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | When employee's visit any other location is any established policy complied with, in addition to our own?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Do we ensure employees do not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Do employees advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Does the Company recognise drug or alcohol dependence, encourage employees to discuss such issues in confidence and provide advice and support on obtaining treatment?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Are employees provided with the necessary information, instruction and training regarding Company policy regarding drugs and alcohol including their duty to report any suspected problems?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Are random drug and alcohol screening or random tests carried out as necessary? Is the Company's disciplinary procedure adhered to so as to ensure this policy is enforced?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                           | Is this policy subject to the necessary timely review?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |  |                          |                          |                          |

### **3. DRUGS AND ALCOHOL MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **INFECTION PREVENTION AND CONTROL POLICY**

## **(Non-healthcare Settings)**

### **Policy**

Prevention and control of infection is an important consideration throughout the business operations for employees and non-employees alike.

Control strategies will be adopted for the prevention of exposure to pathogens, including physical and procedural measures appropriate to the nature of the business.

Regular cleaning schedules shall be adopted to minimise risk of transmission of pathogens by contact. Disinfection and decontamination of the site and equipment will be instigated upon discovery of a source of infection. The generation, collection and disposal of waste will be carefully controlled.

Where necessary, outbreaks of ill-health will be properly reported and recorded,

We will inform and train our staff in infection prevention and control issues, handwashing, hygiene, distancing measures and where applicable the use of personal protective equipment.

All control measures will be monitored by regular inspections and audits. A review of the measures will be undertaken on any significant change, new knowledge becoming available about pathogens and appropriate controls, as a result of infection and as a minimum on an annual basis.

## **1. ARRANGEMENTS FOR INFECTION PREVENTION AND CONTROL**

**The infection prevention and control co-ordinator will ensure;**

- 1.1 Risk assessments have been completed identifying potential types and sources of infection with appropriate control measures and/or local procedures that need to be in place to address infection prevention and control needs specific to the area and/or working activity.
- 1.2 Appropriate physical and procedural measures are implemented as a result of the assessment which will address the type of pathogen and its routes of transmission.
- 1.3 Cleaning schedules are implemented for all areas and the frequency and level of cleaning regularly assessed in response to the potential presence of a source of infection.
- 1.4 Adequate wash facilities are provided for all employees/others.
- 1.5 All employees are given clear instruction on personal hygiene measures.
- 1.6 All employees are given training and information on all infection prevention and control measures?
- 1.7 A procedure is in place to ensure cases of ill health are reported and recorded where required.
- 1.8 Inspections and audits are undertaken on a regular basis to check the effective use of control measures.
- 1.9 A procedure is in place to review preventative and protective measures when required.

## 2. INFECTION PREVENTION AND CONTROL MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

|                                |  | Yes                      | No                       | n/a                      |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Have risk assessments been completed identifying potential types and sources of infection with appropriate control measures and/or local procedures that need to be in place to address infection prevention and control needs specific to the area and/or working activity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Have appropriate physical and procedural measures been implemented as a result of the assessment which will address the type of pathogen and its routes of transmission?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Have cleaning schedules been implemented for all areas and the frequency and level of cleaning regularly assessed in response to the potential presence of a source of infection?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Are adequate wash facilities provided for all employees/others?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Have all employees received clear instruction on personal hygiene measures?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Have all employees received training and information on all infection prevention and control measures?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Is a procedure in place to ensure cases of ill health are reported and recorded where required?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Are inspections and audits undertaken on a regular basis to check the effective use of control measures?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Is there a procedure in place to review preventative and protective measures?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. INFECTION CONTROL MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **HOUSEKEEPING**

## **Policy**

We will ensure that standards of cleanliness and good housekeeping are maintained in all areas for which we are responsible, so as to minimise the risk of slips, trips and/or falls.

All floors and traffic routes will be maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings. Employees will report any defects immediately. Traffic routes and fire escapes will be kept clear of obstructions.

Work areas will be sufficiently lit and have adequate space to enable employees to move around freely and easily.

Waste materials will be cleared up as work proceeds; debris will not be allowed to accumulate thereby presenting tripping hazards. Any spills will be removed promptly, so as to ensure floor areas are kept as clean and dry as possible.

Materials and tools will be stored correctly and areas around plant and machinery will be kept clean and free from tripping/slipping hazards. Electrical leads will be routed so as to eliminate tripping hazards, will be protected from damage and will be taken up immediately after use.

All employees will be given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards.

The necessary personal protective equipment will be provided and worn.

## **1. ARRANGEMENTS FOR HOUSEKEEPING**

**The Housekeeping Co-ordinator will ensure that:**

- 1.1 Standards of cleanliness and good housekeeping are maintained in all areas for which we are responsible.
- 1.2 Floors and traffic routes are maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings.
- 1.3 Traffic routes and fire escapes will be kept clear of obstructions.
- 1.4 Work areas will be adequately light.
- 1.5 There is sufficient space to enable employees and others to move around freely and easily.
- 1.4 Waste materials will be cleared up as work proceeds; debris will not be allowed to accumulate and spills will be removed promptly thereby eliminating hazards.
- 1.5 Materials and tools, including cables and wires will be stored correctly and areas around plant and machinery will be kept clean and free from tripping/slipping hazards
- 1.6 All employees will be given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards.
- 1.7 All employees will be provided with and wear the necessary personal protective equipment, so as to minimise the risk posed by slips, trips and falls. This will include suitable safety footwear.

## 2. HOUSEKEEPING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                |  | Yes                      | No                       | n/a                      |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Are standards of cleanliness and good housekeeping maintained in all areas for which we are responsible?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are floors and traffic routes maintained in good repair so as not to pose a health and safety risk to staff, other contractors and others affected by our undertakings?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are traffic routes and fire escapes kept clear of obstructions?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Are work areas adequately lit?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Is there sufficient space to enable employees to move freely and easily?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Are waste materials cleared up as work proceeds with no accumulation of debris and are spills removed promptly?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Are materials and tools, including cables and wires stored correctly and areas around plant and machinery kept clean and free from tripping/slipping hazards?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Are all employees given adequate information, instruction and training on the need for ensuring constant good safe working practices and maintained high housekeeping standards?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Are all employees provided with and do they wear the necessary personal protective equipment, so as to minimise the risk posed by slips, trips and falls, namely suitable safety footwear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. HOUSEKEEPING MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **TRANSPORT**

## **Policy**

We as users of transport recognise our duties to protect our employees and others who may be affected by our activities, and as such will undertake assessments of our activities in relation to Company transport. We will take appropriate action to adequately control the risks identified by such assessments. We will ensure that all persons required to drive any of our vehicles are suitably trained and competent to undertake the duties placed on them, and where necessary ensure a valid driving licence is held by individuals appropriate to the type and class of vehicle they may be required to operate. All Company vehicles will be regularly inspected and serviced in accordance with manufacturers' recommendations and where necessary tested in line with the legislative requirements prevailing at the time. Where vehicles are required to travel on the public highway they will be adequately insured and display an appropriate road fund licence. All control measures and procedures will be regularly monitored to ensure they remain effective.

## **1. ARRANGEMENTS FOR TRANSPORT SAFETY**

**The Transport Co-ordinator will ensure that:**

- 1.1 All Company transport systems are identified and assessments are conducted.
- 1.2 Suitable and sufficient control measures are implemented to ensure the continued use of transport systems both on our premises and on the public highway.
- 1.3 Procedures are in place to ensure only trained competent persons, who are fit to drive, operate our vehicles.
- 1.4 Where required, drivers hold a current valid licence for the type and class of vehicle they may be required to operate.
- 1.5 Employees are reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving.
- 1.6 Procedures are in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.
- 1.7 Where required by specific legislation, vehicles are tested at the required intervals.
- 1.8 Procedures are in place for the identification, reporting and rectification of defects.
- 1.9 Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time.
- 1.10 Relevant insurance cover is provided and maintained for vehicles under the Company's control.
- 1.11 Procedures are in place for drivers to correctly record driving hours and that these are monitored by the Company.
- 1.12 Traffic routes are planned to best utilise drivers' time and where necessary arrangements are in place to allow for rest breaks and overnight stop-overs as may be required by the drivers.
- 1.13 Procedures are in place to ensure vehicles display the correct placards.
- 1.14 A qualified Dangerous Goods Safety Adviser (DGSA) is appointed when dangerous goods are regularly handled, processed or transported.
- 1.15 Measures are in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements where applicable.

## 2. TRANSPORT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|      |  | Yes                      | No                       | n/a                      |
|------|--|--------------------------|--------------------------|--------------------------|
| 1.1  | Have all transport systems been identified and assessed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2  | Have suitable and sufficient control measures been implemented to ensure safe use of transport on and off site?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3  | Are procedures in place to ensure only trained competent persons, who are fit to drive, operate our vehicles?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4  | Where required, do drivers hold a current valid licence for the type and class of vehicle they may be required to operate?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5  | Are employees reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6  | Are procedures in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7  | Are vehicles tested at the required intervals where required by specific legislation?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8  | Are effective procedures in place for the identification, reporting and rectification of defects to vehicles?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9  | Is training, information and instruction provided for all vehicle operators including refresher training where required?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 | Is relevant insurance cover provided and maintained for vehicles under the Company's control?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11 | Are effective procedures in place for drivers' hours to be accurately recorded and are these monitored by the Company?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12 | Are traffic routes planned to best utilise drivers and where necessary are arrangements in place to allow for rest breaks and overnight stops as required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13 | Are effective procedures in place to ensure vehicles display the correct placards?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14 | Where dangerous goods are regularly handled, processed or transported, has a qualified Dangerous Goods Safety Adviser (DGSA) been appointed?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                               |  | Yes                      | No                       | n/a                      |
|-------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.15                          | Where applicable, are adequate measures in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |  |                          |                          |                          |

### **3. TRANSPORT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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| 1.15 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **4      GUIDANCE AND RECORDS**

Please also refer to the Driver Handbook.

### **4.1    Legislation**

In addition to the requirements laid down in road traffic legislation, there are several pieces of health and safety legislation that relate to driving at work, which place duties on employers. These include:

- The Health and Safety at Work etc Act 1974 – requires that employers ensure the health and safety of staff while at work, and ensure others are not put at risk from their activities.
- Management of Health and Safety at Work Regulations – requires employers manage health and safety effectively, which includes carrying out risk assessments.

Therefore, health and safety law clearly requires employers to manage the risks from occupational driving. For employers with staff who drive, this means monitoring all aspects of their vehicle and driver care, from routes to employees' overall fitness to drive.

Health and safety law does not apply to staff driving from home to their normal place of work.

Managing work-related road safety effectively will not merely ensure legal compliance, but will have other benefits. These include better control over costs (wear and tear, insurance premiums, legal claims), making informed decisions over training and vehicle buying, fewer days lost due to injury, reduced stress, better driving standards, less time spent investigating problems, etc.

### **4.2    Using Vehicles for Work**

#### **The Vehicle**

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles.

It is also an offence under road traffic law to 'cause or permit' a person to drive a vehicle that is in a dangerous condition or without a valid licence or at least third party insurance.

Employers therefore need to ensure that:

- Vehicles are suitable
  - This means making sure the vehicles provided are the best for driving and safety, and that vehicles owned by staff and used for work purposes are insured for business use, and have a valid MOT certificate (if over 3 years old). Such certificates should be obtained, copied and held on file at the time of recruitment and regularly thereafter.
  - Vehicles are not used to carry unsuitable loads, e.g. hazardous materials, and using a car as a van.
- Vehicles are kept in a safe and roadworthy condition at all times.
  - This includes ensuring maintenance arrangements are in place with a competent garage.
  - Planned and preventative maintenance (scheduled services) should be carried out in accordance with the manufacturer's instructions.
  - In addition, drivers should be provided with training on how to carry out basic safety checks e.g. check oil levels, tyre pressures, etc.
  - It is good practice to instruct staff to carry out pre-use checks (tyres, windows, lights) and further periodic checks (oil and water levels, wiper blades, bulbs, water jets, etc)
  - Any defects requiring attention must be rectified if found on the employee's own vehicle, or reported to the office without delay if found on a Company vehicle.
- Safety equipment is fitted and in good repair and condition.
  - e.g. seat belts and head restraints. Only the number of passengers for whom there are seat belts may be carried.
- Drivers have access to information they need to reduce and control risks.
  - e.g. recommended tyre pressures, what to do if the vehicle is unsafe.
- Drivers are not put at risk from poor seating positions or driving posture.
  - This can be done by selecting suitable vehicles and providing staff with information on good posture and how to adjust the seat properly.

Employees should be authorised in writing to drive the Company's vehicles.

## The Journey

Employers need to ensure that routes are well planned, schedules are reasonable and realistic, enough time is allowed, driving distances are not excessive and weather conditions are considered. As a guide, encourage drivers to take a short rest break from driving every 2-3 hours or 100 miles.

## **The Driver**

Drivers must be competent and capable of doing the job that is expected of them. Things to consider include:

- Do they have a valid driving licence? Both parts of the driving licence should be produced by the driver and a copy made for your files, on recruitment and at least annually thereafter. Alternatively use form D796 from the DVLA, which confirms employees' licence details (with driver's permission), and would pick up any expired photo-card licences, undisclosed issues, revocations, etc.
- Do they have relevant previous experience?
- How long have they been driving?
- What is their driving history?
- Are drivers aware of Company policy on work related safety and do they understand what is expected? A Driver's handbook can be issued on induction to assist with this requirement.

Drivers must also be provided with the necessary training, which could include:

- Ensuring drivers know how to carry out routine safety checks.
- Ensuring drivers know how to adjust safety equipment e.g. head rests.
- Ensuring drivers know how to use antilock brakes properly.
- Providing drivers with a handbook with more advice and guidance.
- Ensuring drivers know the company policy on mobile phone use whilst driving and the prohibition of driving under the influence of anything likely to affect their efficiency, awareness, concentration or safety.
- Ensuring drivers know what to do if there is a problem with a vehicle, if there is a breakdown/accident, etc.
- Ensuring drivers know to immediately report to their line manager any type of driving conviction or summons which may lead to a conviction (whether or not it happened during working time) as this could affect the Company insurance cover/premiums.
- Further training if necessary.

## **The Driver's Fitness to Drive**

Drivers must be fit to drive safely. A personal health declaration can be used to assess this, although some employers do ensure that drivers most at risk undergo regular medicals. The declaration form requires staff to declare a health problem or matter that may affect their ability to drive and should be used on recruitment and regularly thereafter.

Ensuring employees' overall fitness to drive includes ensuring that their eyesight and any sight correction – such as glasses – is up to standard.

A driver with poor eyesight presents a very serious risk to health and safety, both to themselves and to the public. At the very minimum, staff who drive for work must be able to satisfy the eyesight requirements set out in the Highway Code, which is being able to read a number plate (with glasses or contact lenses, if necessary) at a distance of 20 metres.

Drivers must inform DVLA of any problem with their eyesight that affects either eye.

The Royal National Institute for the Blind recommend that everyone has their eyes tested at least once every two years by a professional and qualified optician, as the tests can detect a number of eye-related illnesses as well as making sure that your vision is well maintained. Many eye conditions can affect driving performance, for example cataracts are guilty of increasing glare from bright lights at night. Opticians can advise how to deal with this and other health related issues that may arise from an eye-test.

The police are allowed to stop a driver and test their eyesight if they have any reason to think that he or she cannot meet the legal standards required for driving, which are:

- Drivers who need contact lenses or glasses to correct their vision must always wear them when driving.
- Driving with uncorrected defective vision is an offence and there is a potential fine of £1,000 for those caught out. Added to that is the threat of 3 penalty points and possible disqualification for those found breaking the law.
- Drivers should be able to read a number plate from a distance of 20 metres (which is about 5 car lengths) in good light. If a driver is asked to do this and cannot meet the required standard, they are committing an offence and as a result their insurance may be invalidated.
- Lorry and bus drivers need to meet stricter eye sight standards.

A motorist who drives when unable to meet this standard is committing an offence and will have their licence revoked by DVLA. Once revoked, a licence will not be returned until a driver can demonstrate that their eyesight meets the required standard.

Under no circumstances must a Company vehicle be driven whilst the driver is under the influence of any medication or drugs (whether prescribed or not), alcohol or substance which is likely to affect the driver's efficiency, awareness, concentration or safety.

## Road Traffic Collisions and Incidents

On the occasion of a collision, accident or incident involving a Company vehicle, a full, honest and written report of the incident should be made by the driver, whether or not personal injury or vehicle damage is involved.

All such events should be investigated and appropriate action taken.

Security measures should be followed at all times for the safe keeping of the vehicle and its contents i.e. when unattended for any period of time (this includes a garage forecourt) the vehicle must be locked securely, items of value must be removed and other items not left in open view, including, for example, laptops. This is also essential overnight.

## **Adherence to Road Rules**

When driving Company vehicles or driving for work purposes drivers must abide by the relevant appropriate statutory regulations at all times, including speed limits. Be aware of the different speed limit requirements for different types of vehicle.

Smoking is not permitted in Company vehicles. Drivers may smoke in their own vehicle whilst it is being used for Company purposes unless they are carrying a passenger in connection with work. Drivers who smoke should be aware that smoking can be a distraction and the Company does not condone smoking whilst driving.

It is illegal to use a hand-held mobile phone while driving. It is also an offence to “cause or permit” a driver to use a hand-held mobile phone while driving. Therefore, employers can be held liable as well as the individual driver if they require employees to use a hand-held phone while driving.

Whilst hands-free phones, sat navs and 2-way radios can be legally used when driving, the company should take all necessary steps to discourage this. The police can still deem the driver to be distracted and not in control of their vehicle, and consequently stop them and penalise them. Employers who require staff to use any mobile phone while driving for work could be prosecuted if an investigation determined that such use of the phone contributed to a crash.

Employees should be informed that mobile phones must not be used whilst driving (even “hands free”) for the purpose of making/receiving a call, sending an email, text message, instant message or browsing the internet. It is advisable that mobile phones are either switched off or kept on silent whilst driving on Company business and a voicemail facility utilised unless a work colleague is travelling as a passenger and is able to safely use the phone.

Receiving a call or returning a call should only happen when the driver is safely parked up, stationary and the vehicle’s engine is switched off.

### **4.3 Workplace Transport**

Workplace transport means any vehicle that is used in a work setting, such as forklift trucks, compact dumpers, tractors or mobile cranes. It can also include cars, vans and large goods vehicles when these are operating off the public highway.

It specifically excludes transport on the public highway, and air, rail or water transport. However, a goods vehicle that is loading or unloading on the public highway is regarded as ‘workplace transport’.

In relation to traffic routes, the Company must ensure that:

- People and vehicles are kept apart wherever possible. Where this is not possible, additional controls should be implemented. Traffic routes should be designed to keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead onto them, so the safety of pedestrians is not threatened.

- The surface of any traffic route under the Company's control is not so uneven, potholed, sloped or slippery that any person could slip, trip or fall.
- Traffic routes are maintained to provide good grip for vehicles or people.
- As far as possible, the need for vehicles to reverse is avoided. Where this is unavoidable, effective systems to control it should be implemented.
- As far as possible, vehicle movements are scheduled to prevent overcrowding of the site and surrounding roads.
- The speed at which vehicles move around the workplace is limited through speed limit signage and enforcement, and through fixed features such as speed bumps, where possible.
- Clear signs are installed to tell drivers and pedestrians about the routes they should use, and these signs are kept clean and visible.
- Any permanent features of the workplace that could be damaged in a collision are suitably protected.
- All roads, manoeuvring areas, yards, pedestrian areas, and anywhere traffic movements take place, has suitable and sufficient lighting for safety.

In relation to vehicles and their loads, the Company must ensure that:

- As far as possible, vehicles are segregated from other users of the site during vehicle movement or loading/unloading.
- As far as possible, companies and drivers visiting the site are made aware of its layout and the site rules before arrival.
- Any loads are anchored securely.
- Loads do not exceed the vehicle's safe capacity.
- The need to work at height on vehicles is avoided. Where this is not possible, an additional assessment should be carried out, with any additional control measures identified implemented.
- Appointed workplace transport managers understand a vehicle's size, manoeuvrability, and standard of visibility.

In relation to parking and loading areas, the Company must ensure that:

- Parked vehicles are kept out of the flow of traffic and people as far as possible.
- Drivers are informed of the parking area's location as soon as they enter the site.
- Parking areas for large vehicles are set out so as to reduce the need for manoeuvring and reversing.
- There is enough space in loading areas for vehicles to move safely and for people to move around.
- Anyone not involved in loading or unloading is kept away from loading areas.
- Where the risk of 'drive-away' accidents is identified, ways to prevent drivers from moving stationary vehicles too early are implemented.
- Where applicable, systems to prevent vehicles moving unintentionally, e.g. 'creeping' away from loading bays as loading machines jolt the vehicle, are deployed. Preference should be given where possible to engineering solutions rather than systems that rely on people's actions.

In summary, the Company must ensure that:

- Every workplace under its control is safe for the people and vehicles using it.
- Workplace traffic routes are suitable for the people and vehicles using them.
- Where vehicles and pedestrians share a traffic route, there is enough separation between them.
- Vehicles are only used by those authorised to do so.

#### **4.4 Transporting Loads Securely**

Unsafe loads in transit can cause or contribute to accidents for a whole range of reasons and can impact many other people in addition to the vehicle's driver and those who load and unload.

For example, loads that move whilst in transit may become unstable. They may be shed onto the road causing injury to other road users or the whole vehicle may become unstable, which could lead to difficult handling or even overturning.

It is important that all employees who have any responsibility for goods in transit are adequately trained in techniques for safe loading/unloading and manual handling operations.

Correct forms of restraint should be used that are suited to the nature of the loads being transported. Route planning also plays a part, particularly for awkward loads that may be difficult to navigate around some of our roads.

For journeys that include multiple collection/delivery points, the order in which goods are loaded is clearly important.

Carry out appropriate risk assessments and act on the findings. Drivers/businesses found to have unsafe loads face fines or even risk having their vehicle ordered off the road.

#### **4.5 Driver CPC**

Drivers of Category C or D vehicles (including subcategories C1 and D1), i.e. professional bus, coach and lorry drivers, must now hold the Driver CPC (Certificate of Professional Competence) qualification in addition to their vocational driving licence. This means that drivers of lorries over 3.5 tonnes and of minibuses with 9 seats or more must obtain a Driver CPC.

The aims of this qualification are to improve road safety and reduce road casualties through better qualified drivers, and to bring an improved professional and positive image to the profession. Driver CPC is intended to both improve the knowledge and skills of LGV (Large Goods Vehicle) and PCV (Passenger Carrying Vehicle) drivers when they start work, and ensure these skills are maintained and developed throughout their working life.

The Driver CPC is a different qualification to the CPC for transport operators.

## **New Drivers**

Anyone wishing to become a PCV or LGV driver must now obtain a Driver CPC before they can drive professionally. New drivers have to complete four modules to acquire the Driver CPC and this can be achieved at the same time as their vocational licence. The modules are split into two theory tests and two practical tests.

## **Existing Drivers**

Bus and coach drivers who hold a relevant vocational licence gained before 10 September 2008 and lorry drivers who obtained their licence before 10 September 2009 do not need to take the initial qualification, as they have been given ‘acquired rights’ on the Driver CPC (but only for the type of vehicle their original vocational licence is for). However, the driver will be required to take a minimum 35 hours of approved training within the following 5 year period to renew their Driver CPC.

Lorry drivers obtaining a Driver CPC by ‘acquired rights’ must do 35 hours of periodic training by 9 September 2014. Bus or coach drivers obtaining a Driver CPC by ‘acquired rights’ must have done 35 hours of periodic training by 9 September 2013.

## **Exemptions**

Drivers of the following vehicles will not be required to hold a Driver CPC:

- A vehicle with a maximum authorised speed not exceeding 45 km/h
- A vehicle used by, or under the control of, the armed forces, a police force, a fire and rescue authority
- A vehicle undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service
- A vehicle used in a state of emergency or assigned to a rescue mission;
- A vehicle used in the course of driving lessons for the purpose of enabling that person to obtain a driving licence or a CPC
- A vehicle used for non-commercial carriage of passengers or goods for personal use
- A vehicle carrying material or equipment to be used by that person in the course of his or her work, provided that driving that vehicle is not that person’s principal activity.

## **Training**

Drivers will need to renew their Driver CPC every 5 years by completing a minimum of 35 hours approved training. These 35 hours can be taken at any point over the 5 years, provided the training is in blocks of at least 7 hours at a time. For example, a driver may complete two blocks of 7 hours in the first year and the final three blocks of 7 hours training in the fifth year. Alternatively all 35 hours could be taken in the fifth year.

The 35 hours of approved training in a five year period applies whether the driver holds a vocational licence for either LGV or PCV, or both – the driver does not need to undertake 70 hours of training in 5 years if they hold both types of licence.

If a driver obtains additional categories on their vocational licence, there is no requirement to renew or alter their Driver CPC until it expires after the 5 years. If a driver leaves the profession and their Driver CPC expires, they will need to complete the 35 hours of approved training before they can begin driving professionally again.

All training must be organised by a training centre that has been approved by the Secretary of State.

**DRIVING LICENCE & PERSONAL HEALTH DECLARATION  
FOR DRIVERS ON COMPANY BUSINESS**

Driver's Full Name: \_\_\_\_\_

|  |        |
|--|--------|
| 1. I enclose my Driving Licence (both card and paper versions)<br>OR I enclosed my completed DVLA form D796 <i>(delete as applicable)</i>  | YES/NO |
| 2. Do you have any physical defect or infirmity, defective vision (other than corrected by spectacles), or hearing, diabetic, cardiac, epileptic, asthmatic or alcoholic condition which may affect your ability to drive? | YES/NO |
| 3. Do you suffer from any disease or infirmity necessitating the use of mechanical aids or the prolonged use of drugs, which may affect your ability to drive?   | YES/NO |
| 4. Has any insurer in connection with any motor vehicle declined a proposal, cancelled or refused to renew any motor insurance, or required special terms and conditions?  | YES/NO |

If the answer to any of the above questions is YES, please supply full details on the back of this form.

|  |  |
|--|--|
| 5. Please confirm the date of your last eyesight test (which should be within the last two years): |  |
|--|--|

**Declaration**

I declare to the best of my knowledge and belief that the above statements and particulars are true and that I have not withheld or concealed any material facts.

I agree to advise my line manager immediately of any changes in particulars.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS INFORMATION WILL BE TREATED IN CONFIDENCE AND ONLY  
DISCLOSED, WHERE NECESSARY, TO INSURERS.**

## **GUIDANCE FOR DRIVERS ON COMPANY BUSINESS**

You must:

- Abide by the relevant appropriate statutory regulations at all times, including speed limits. Be aware of the speed limit requirements for the type of vehicle you are driving.
- Report to the Company any traffic offences committed resulting in or pending prosecution, whether or not it happened during working time (you are responsible for any such offence).
- Inform the Company of any medical condition (including eyesight) that may affect your ability to drive.
- Ensure the vehicle is in a roadworthy condition at all times and arrange for any vehicle damage or mechanical fault to be promptly repaired.
- Only drive vehicles for which you have been authorised and insured.
- Complete regular safety checks on your vehicle (e.g. check oil and water levels, tyre condition and pressures, lights, wiper blades, etc.). Assistance or advice can be provided on request.
- Use a proprietary screen-wash product rather than just water as the vehicle's wiper fluid (to reduce the risk of contracting Legionnaire's Disease).
- Provide a full, honest and written report of any road traffic collision, accident or incident involving a vehicle being used for work, whether or not personal injury or vehicle damage is involved.

You must **not**:

- Use a mobile phone while driving (even "hands free") for the purpose of making/receiving a call, sending an email, text message, instant message or browsing the internet. We advise you to switch off mobile phones or keep them on silent whilst driving on Company business and use a voicemail facility unless a work colleague is travelling as a passenger and is able to safely use the phone. Only receive or return a call when the driver is safely parked up, stationary and the vehicle's engine is switched off.
- Drive any vehicle whilst under the influence of alcohol or drugs or anything else likely to affect your efficiency, awareness, concentration or safety.
- Drive any vehicle that is in an un-roadworthy condition.
- Smoke in your own vehicle whilst it is being used for work purposes if you are carrying a passenger in connection with work. Drivers who smoke should be aware that smoking can be a distraction and the Company does not condone smoking or the use of electronic cigarettes whilst driving.
- Pick up unauthorised persons, hitchhikers etc.

## **GUIDANCE FOR DRIVERS OF COMPANY VEHICLES**

In addition to the above, you must:

- Ensure the vehicle is correctly secured when unattended for any period of time (including garage forecourts), with items of value removed and other items not left in open view, including, for example, laptops. This is also essential overnight.
- Ensure the vehicle is in a roadworthy condition at all times and report any vehicle damage or mechanical fault.
- Only drive vehicles for which you have been authorised.

You must **not**:

- Smoke in any company vehicle.

I confirm that I have received and understood the above information, along with a copy of the Company Driver's Handbook.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## DAILY & WEEKLY VEHICLE CHECKS

DRIVER NAME: \_\_\_\_\_ VEHICLE REG. NO: \_\_\_\_\_ WEEK ENDING: \_\_\_\_\_

If OK when checked, put Y in the box, if action is required (i.e. fault found), put X in the box and explain in the Comments box:

### DAILY CHECKS

Every day that you use your vehicle, you should carry out the following checks and indicate the result in the table below (Y/X):

- visually check tyres (intact and inflated)
- ensure all lights are working properly
- ensure that there is sufficient fuel
- ensure that windscreen, windows, mirrors and lights are clean
- ensure that there are no visible leaks and that no warning lights are on

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |

### WEEKLY CHECKS

| Tyre Pressure | Tyre Tread (inc spare wheel) | Engine Oil Level | Electrics - Horn, Lights etc | Engine Coolant & Radiator water | Vehicle Body & Wheel Condition | No Visible Leaks | No Warning Lights on | No Unusual Noise | Wipers & Washers | Brakes (inc Handbrake) (Test) | Steering | Clean windscreen, lights & windows | First Aid Kit & Fire Extinguisher |
|---------------|------------------------------|------------------|------------------------------|---------------------------------|--------------------------------|------------------|----------------------|------------------|------------------|-------------------------------|----------|------------------------------------|-----------------------------------|
|               |                              |                  |                              |                                 |                                |                  |                      |                  |                  |                               |          |                                    |                                   |
|               |                              |                  |                              |                                 |                                |                  |                      |                  |                  |                               |          |                                    |                                   |

Cam Belt Change Due: \_\_\_\_\_ MOT Due: \_\_\_\_\_ Next Service Due: \_\_\_\_\_ End of Week Mileage: \_\_\_\_\_

**COMMENTS** (continue on other side if necessary):

DRIVER SIGNATURE: \_\_\_\_\_ RECEIVED & CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **VEHICLE MAINTENANCE MATRIX**

## **LAST UPDATED:**

# **TRANSPORT**

## **Policy**

We as users of transport recognise our duties to protect our employees and others who may be affected by our activities, and as such will undertake assessments of our activities in relation to Company transport. We will take appropriate action to adequately control the risks identified by such assessments. We will ensure that all persons required to drive any of our vehicles are suitably trained and competent to undertake the duties placed on them, and where necessary ensure a valid driving licence is held by individuals appropriate to the type and class of vehicle they may be required to operate. All Company vehicles will be regularly inspected and serviced in accordance with manufacturers' recommendations and where necessary tested in line with the legislative requirements prevailing at the time. Where vehicles are required to travel on the public highway they will be adequately insured and hold an appropriate road fund licence. All control measures and procedures will be regularly monitored to ensure they remain effective.

## **1. ARRANGEMENTS FOR TRANSPORT SAFETY**

**The Transport Co-ordinator will ensure that:**

- 1.1 All Company transport systems are identified and assessments are conducted.
- 1.2 Suitable and sufficient control measures are implemented to ensure the continued use of transport systems both on our premises and on the public highway.
- 1.3 Procedures are in place to ensure only trained competent persons, who are fit to drive, operate our vehicles.
- 1.4 Where required, drivers hold a current valid licence for the type and class of vehicle they may be required to operate.
- 1.5 Employees are reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving.
- 1.6 Procedures are in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.
- 1.7 Where required by specific legislation, vehicles are tested at the required intervals.
- 1.8 Procedures are in place for the identification, reporting and rectification of defects.
- 1.9 Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time.
- 1.10 Relevant insurance cover is provided and maintained for vehicles under the Company's control.
- 1.11 Procedures are in place for drivers to correctly record driving hours and that these are monitored by the Company.
- 1.12 Traffic routes are planned to best utilise drivers' time and where necessary arrangements are in place to allow for rest breaks and overnight stop-overs as may be required by the drivers.
- 1.13 Procedures are in place to ensure vehicles display the correct placards.
- 1.14 A qualified Dangerous Goods Safety Adviser (DGSA) is appointed when dangerous goods are regularly handled, processed or transported.
- 1.15 Measures are in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements where applicable.

## 2. TRANSPORT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|      |  | Yes                      | No                       | n/a                      |
|------|--|--------------------------|--------------------------|--------------------------|
| 1.1  | Have all transport systems been identified and assessed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2  | Have suitable and sufficient control measures been implemented to ensure safe use of transport on and off site?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3  | Are procedures in place to ensure only trained competent persons, who are fit to drive, operate our vehicles?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4  | Where required, do drivers hold a current valid licence for the type and class of vehicle they may be required to operate?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5  | Are employees reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6  | Are procedures in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7  | Are vehicles tested at the required intervals where required by specific legislation?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8  | Are effective procedures in place for the identification, reporting and rectification of defects to vehicles?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9  | Is training, information and instruction provided for all vehicle operators including refresher training where required?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 | Is relevant insurance cover provided and maintained for vehicles under the Company's control?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11 | Are effective procedures in place for drivers' hours to be accurately recorded and are these monitored by the Company?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12 | Are traffic routes planned to best utilise drivers and where necessary are arrangements in place to allow for rest breaks and overnight stops as required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13 | Are effective procedures in place to ensure vehicles display the correct placards?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14 | Where dangerous goods are regularly handled, processed or transported, has a qualified Dangerous Goods Safety Adviser (DGSA) been appointed?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                               |  | Yes                      | No                       | n/a                      |
|-------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.15                          | Where applicable, are adequate measures in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |  |                          |                          |                          |

### **3. TRANSPORT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

|      |  |
|------|--|
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| 1.14 |  |
| 1.15 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **4      GUIDANCE AND RECORDS**

Please also refer to the Driver Handbook.

### **4.1    Legislation**

In addition to the requirements laid down in road traffic legislation, there are several pieces of health and safety legislation that relate to driving at work, which place duties on employers. These include:

- The Health and Safety at Work etc Act 1974 – requires that employers ensure the health and safety of staff while at work, and ensure others are not put at risk from their activities.
- Management of Health and Safety at Work Regulations – requires employers manage health and safety effectively, which includes carrying out risk assessments.

Therefore, health and safety law clearly requires employers to manage the risks from occupational driving. For employers with staff who drive, this means monitoring all aspects of their vehicle and driver care, from routes to employees' overall fitness to drive.

Health and safety law does not apply to staff driving from home to their normal place of work.

Managing work-related road safety effectively will not merely ensure legal compliance, but will have other benefits. These include better control over costs (wear and tear, insurance premiums, legal claims), making informed decisions over training and vehicle buying, fewer days lost due to injury, reduced stress, better driving standards, less time spent investigating problems, etc.

### **4.2    Using Vehicles for Work**

#### **The Vehicle**

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles.

It is also an offence under road traffic law to 'cause or permit' a person to drive a vehicle that is in a dangerous condition or without a valid licence or at least third party insurance.

Employers therefore need to ensure that:

- Vehicles are suitable
  - This means making sure the vehicles provided are the best for driving and safety, and that vehicles owned by staff and used for work purposes are insured for business use, and have a valid MOT certificate (if over 3 years old). Such certificates should be obtained, copied and held on file at the time of recruitment and regularly thereafter.
  - Vehicles are not used to carry unsuitable loads, e.g. hazardous materials, and using a car as a van.
- Vehicles are kept in a safe and roadworthy condition at all times.
  - This includes ensuring maintenance arrangements are in place with a competent garage.
  - Planned and preventative maintenance (scheduled services) should be carried out in accordance with the manufacturer's instructions.
  - In addition, drivers should be provided with training on how to carry out basic safety checks e.g. check oil levels, tyre pressures, etc.
  - It is good practice to instruct staff to carry out pre-use checks (tyres, windows, lights) and further periodic checks (oil and water levels, wiper blades, bulbs, water jets, etc)
  - Any defects requiring attention must be rectified if found on the employee's own vehicle, or reported to the office without delay if found on a Company vehicle.
- Safety equipment is fitted and in good repair and condition.
  - e.g. seat belts and head restraints. Only the number of passengers for whom there are seat belts may be carried.
- Drivers have access to information they need to reduce and control risks.
  - e.g. recommended tyre pressures, what to do if the vehicle is unsafe.
- Drivers are not put at risk from poor seating positions or driving posture.
  - This can be done by selecting suitable vehicles and providing staff with information on good posture and how to adjust the seat properly.

Employees should be authorised in writing to drive the Company's vehicles.

## The Journey

Employers need to ensure that routes are well planned, schedules are reasonable and realistic, enough time is allowed, driving distances are not excessive and weather conditions are considered. As a guide, encourage drivers to take a short rest break from driving every 2-3 hours or 100 miles.

## The Driver

Drivers must be competent and capable of doing the job that is expected of them. Things to consider include:

- Do they have a valid driving licence? Both parts of the driving licence should be produced by the driver and a copy made for your files, on recruitment and at least annually thereafter. Alternatively use form D796 from the DVLA, which confirms employees' licence details (with driver's permission), and would pick up any expired photo-card licences, undisclosed issues, revocations, etc.
- Do they have relevant previous experience?
- How long have they been driving?
- What is their driving history?
- Are drivers aware of Company policy on work related safety and do they understand what is expected? A Driver's handbook can be issued on induction to assist with this requirement.

Drivers must also be provided with the necessary training, which could include:

- Ensuring drivers know how to carry out routine safety checks.
- Ensuring drivers know how to adjust safety equipment e.g. head rests.
- Ensuring drivers know how to use antilock brakes properly.
- Providing drivers with a handbook with more advice and guidance.
- Ensuring drivers know the company policy on mobile phone use whilst driving and the prohibition of driving under the influence of anything likely to affect their efficiency, awareness, concentration or safety.
- Ensuring drivers know what to do if there is a problem with a vehicle, if there is a breakdown/accident, etc.
- Ensuring drivers know to immediately report to their line manager any type of driving conviction or summons which may lead to a conviction (whether or not it happened during working time) as this could affect the Company insurance cover/premiums.
- Further training if necessary.

## The Driver's Fitness to Drive

Drivers must be fit to drive safely. A personal health declaration can be used to assess this, although some employers do ensure that drivers most at risk undergo regular medicals. The declaration form requires staff to declare a health problem or matter that may affect their ability to drive and should be used on recruitment and regularly thereafter.

Ensuring employees' overall fitness to drive includes ensuring that their eyesight and any sight correction – such as glasses – is up to standard.

A driver with poor eyesight presents a very serious risk to health and safety, both to themselves and to the public. At the very minimum, staff who drive for work must be able to satisfy the eyesight requirements set out in the Highway Code, which is being able to read a number plate (with glasses or contact lenses, if necessary) at a distance of 20 metres.

Drivers must inform DVLA of any problem with their eyesight that affects either eye.

The Royal National Institute for the Blind recommend that everyone has their eyes tested at least once every two years by a professional and qualified optician, as the tests can detect a number of eye-related illnesses as well as making sure that your vision is well maintained. Many eye conditions can affect driving performance, for example cataracts are guilty of increasing glare from bright lights at night. Opticians can advise how to deal with this and other health related issues that may arise from an eye-test.

The police are allowed to stop a driver and test their eyesight if they have any reason to think that he or she cannot meet the legal standards required for driving, which are:

- Drivers who need contact lenses or glasses to correct their vision must always wear them when driving.
- Driving with uncorrected defective vision is an offence and there is a potential fine of £1,000 for those caught out. Added to that is the threat of 3 penalty points and possible disqualification for those found breaking the law.
- Drivers should be able to read a number plate from a distance of 20 metres (which is about 5 car lengths) in good light. If a driver is asked to do this and cannot meet the required standard, they are committing an offence and as a result their insurance may be invalidated.
- Lorry and bus drivers need to meet stricter eye sight standards.

A motorist who drives when unable to meet this standard is committing an offence and will have their licence revoked by DVLA. Once revoked, a licence will not be returned until a driver can demonstrate that their eyesight meets the required standard.

Under no circumstances must a Company vehicle be driven whilst the driver is under the influence of any medication or drugs (whether prescribed or not), alcohol or substance which is likely to affect the driver's efficiency, awareness, concentration or safety.

## Road Traffic Collisions and Incidents

On the occasion of a collision, accident or incident involving a Company vehicle, a full, honest and written report of the incident should be made by the driver, whether or not personal injury or vehicle damage is involved.

All such events should be investigated and appropriate action taken.

Security measures should be followed at all times for the safe keeping of the vehicle and its contents i.e. when unattended for any period of time (this includes a garage forecourt) the vehicle must be locked securely, items of value must be removed and other items not left in open view, including, for example, laptops. This is also essential overnight.

## **Adherence to Road Rules**

When driving Company vehicles or driving for work purposes drivers must abide by the relevant appropriate statutory regulations at all times, including speed limits. Be aware of the different speed limit requirements for different types of vehicle.

Smoking is not permitted in Company vehicles. Drivers may smoke in their own vehicle whilst it is being used for Company purposes unless they are carrying a passenger in connection with work. Drivers who smoke should be aware that smoking can be a distraction and the Company does not condone smoking whilst driving.

It is illegal to use a hand-held mobile phone while driving. It is also an offence to “cause or permit” a driver to use a hand-held mobile phone while driving. Therefore, employers can be held liable as well as the individual driver if they require employees to use a hand-held phone while driving.

Whilst hands-free phones, sat navs and 2-way radios can be legally used when driving, the company should take all necessary steps to discourage this. The police can still deem the driver to be distracted and not in control of their vehicle, and consequently stop them and penalise them. Employers who require staff to use any mobile phone while driving for work could be prosecuted if an investigation determined that such use of the phone contributed to a crash.

Employees should be informed that mobile phones must not be used whilst driving (even “hands free”) for the purpose of making/receiving a call, sending an email, text message, instant message or browsing the internet. It is advisable that mobile phones are either switched off or kept on silent whilst driving on Company business and a voicemail facility utilised unless a work colleague is travelling as a passenger and is able to safely use the phone.

Receiving a call or returning a call should only happen when the driver is safely parked up, stationary and the vehicle’s engine is switched off.

### **4.3 Workplace Transport**

Workplace transport means any vehicle that is used in a work setting, such as forklift trucks, compact dumpers, tractors or mobile cranes. It can also include cars, vans and large goods vehicles when these are operating off the public highway.

It specifically excludes transport on the public highway, and air, rail or water transport. However, a goods vehicle that is loading or unloading on the public highway is regarded as ‘workplace transport’.

In relation to traffic routes, the Company must ensure that:

- People and vehicles are kept apart wherever possible. Where this is not possible, additional controls should be implemented. Traffic routes should be designed to keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead onto them, so the safety of pedestrians is not threatened.
- The surface of any traffic route under the Company’s control is not so uneven, potholed, sloped or slippery that any person could slip, trip or fall.

- Traffic routes are maintained to provide good grip for vehicles or people.
- As far as possible, the need for vehicles to reverse is avoided. Where this is unavoidable, effective systems to control it should be implemented.
- As far as possible, vehicle movements are scheduled to prevent overcrowding of the site and surrounding roads.
- The speed at which vehicles move around the workplace is limited through speed limit signage and enforcement, and through fixed features such as speed bumps, where possible.
- Clear signs are installed to tell drivers and pedestrians about the routes they should use, and these signs are kept clean and visible.
- Any permanent features of the workplace that could be damaged in a collision are suitably protected.
- All roads, manoeuvring areas, yards, pedestrian areas, and anywhere traffic movements take place, has suitable and sufficient lighting for safety.

In relation to vehicles and their loads, the Company must ensure that:

- As far as possible, vehicles are segregated from other users of the site during vehicle movement or loading/unloading.
- As far as possible, companies and drivers visiting the site are made aware of its layout and the site rules before arrival.
- Any loads are anchored securely.
- Loads do not exceed the vehicle's safe capacity.
- The need to work at height on vehicles is avoided. Where this is not possible, an additional assessment should be carried out, with any additional control measures identified implemented.
- Appointed workplace transport managers understand a vehicle's size, manoeuvrability, and standard of visibility.

In relation to parking and loading areas, the Company must ensure that:

- Parked vehicles are kept out of the flow of traffic and people as far as possible.
- Drivers are informed of the parking area's location as soon as they enter the site.
- Parking areas for large vehicles are set out so as to reduce the need for manoeuvring and reversing.
- There is enough space in loading areas for vehicles to move safely and for people to move around.
- Anyone not involved in loading or unloading is kept away from loading areas.
- Where the risk of 'drive-away' accidents is identified, ways to prevent drivers from moving stationary vehicles too early are implemented.
- Where applicable, systems to prevent vehicles moving unintentionally, e.g. 'creeping' away from loading bays as loading machines jolt the vehicle, are deployed. Preference should be given where possible to engineering solutions rather than systems that rely on people's actions.

In summary, the Company must ensure that:

- Every workplace under its control is safe for the people and vehicles using it.

- Workplace traffic routes are suitable for the people and vehicles using them.
- Where vehicles and pedestrians share a traffic route, there is enough separation between them.
- Vehicles are only used by those authorised to do so.

#### **4.4 Transporting Loads Securely**

Unsafe loads in transit can cause or contribute to accidents for a whole range of reasons and can impact many other people in addition to the vehicle's driver and those who load and unload.

For example, loads that move whilst in transit may become unstable. They may be shed onto the road causing injury to other road users or the whole vehicle may become unstable, which could lead to difficult handling or even overturning.

It is important that all employees who have any responsibility for goods in transit are adequately trained in techniques for safe loading/unloading and manual handling operations.

Correct forms of restraint should be used that are suited to the nature of the loads being transported. Route planning also plays a part, particularly for awkward loads that may be difficult to navigate around some of our roads.

For journeys that include multiple collection/delivery points, the order in which goods are loaded is clearly important.

Carry out appropriate risk assessments and act on the findings. Drivers/businesses found to have unsafe loads face fines or even risk having their vehicle ordered off the road.

#### **4.5 Driver CPC**

Drivers of Category C or D vehicles (including subcategories C1 and D1), i.e. professional bus, coach and lorry drivers, must now hold the Driver CPC (Certificate of Professional Competence) qualification in addition to their vocational driving licence. This means that drivers of lorries over 3.5 tonnes and of minibuses with 9 seats or more must obtain a Driver CPC.

The aims of this qualification are to improve road safety and reduce road casualties through better qualified drivers, and to bring an improved professional and positive image to the profession. Driver CPC is intended to both improve the knowledge and skills of LGV (Large Goods Vehicle) and PCV (Passenger Carrying Vehicle) drivers when they start work, and ensure these skills are maintained and developed throughout their working life.

The Driver CPC is a different qualification to the CPC for transport operators.

#### **New Drivers**

Anyone wishing to become a PCV or LGV driver must now obtain a Driver CPC before they can drive professionally. New drivers have to complete four modules to acquire the Driver CPC and this can be achieved at the same time as their vocational licence. The modules are split into two theory tests and two practical tests.

## **Existing Drivers**

Bus and coach drivers who hold a relevant vocational licence gained before 10 September 2008 and lorry drivers who obtained their licence before 10 September 2009 do not need to take the initial qualification, as they have been given ‘acquired rights’ on the Driver CPC (but only for the type of vehicle their original vocational licence is for). However, the driver will be required to take a minimum 35 hours of approved training within the following 5 year period to renew their Driver CPC.

Lorry drivers obtaining a Driver CPC by ‘acquired rights’ must do 35 hours of periodic training by 9 September 2014. Bus or coach drivers obtaining a Driver CPC by ‘acquired rights’ must have done 35 hours of periodic training by 9 September 2013.

## **Exemptions**

Drivers of the following vehicles will not be required to hold a Driver CPC:

- A vehicle with a maximum authorised speed not exceeding 45 km/h
- A vehicle used by, or under the control of, the armed forces, a police force, a fire and rescue authority
- A vehicle undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service
- A vehicle used in a state of emergency or assigned to a rescue mission;
- A vehicle used in the course of driving lessons for the purpose of enabling that person to obtain a driving licence or a CPC
- A vehicle used for non-commercial carriage of passengers or goods for personal use
- A vehicle carrying material or equipment to be used by that person in the course of his or her work, provided that driving that vehicle is not that person’s principal activity.

## **Training**

Drivers will need to renew their Driver CPC every 5 years by completing a minimum of 35 hours approved training. These 35 hours can be taken at any point over the 5 years, provided the training is in blocks of at least 7 hours at a time. For example, a driver may complete two blocks of 7 hours in the first year and the final three blocks of 7 hours training in the fifth year. Alternatively all 35 hours could be taken in the fifth year.

The 35 hours of approved training in a five year period applies whether the driver holds a vocational licence for either LGV or PCV, or both – the driver does not need to undertake 70 hours of training in 5 years if they hold both types of licence.

If a driver obtains additional categories on their vocational licence, there is no requirement to renew or alter their Driver CPC until it expires after the 5 years. If a

driver leaves the profession and their Driver CPC expires, they will need to complete the 35 hours of approved training before they can begin driving professionally again.

All training must be organised by a training centre that has been approved by the Secretary of State.

## 4.6 Lift Trucks

### Operators

Lift truck operators should be reasonable physically and mentally fit, with a reliable and responsible attitude. Children under 16 years old must never be allowed to operate a lift truck.

**Operator training should always include three stages:**

- **Basic training** - all the skills and knowledge needed to safely operate the type of lift truck and handling attachments (if any) the trainee will use, including awareness of the risks from lift-truck operation. It should take place 'off the job'.
- **Specific job training** - tailored to the particular needs of the company, job and individual. May be integrated into basic training.
- **Familiarisation training** - should be carried out on the job, under close supervision, by someone with appropriate knowledge, and should cover the site layout, local emergency procedures and any other feature of the work which it is not practicable to teach off the job.

Operators will require formal training on each type of lift truck they may be required to drive. Records should be kept of any training and refresher training. When the company is satisfied that the operator is competent, operators must be authorised in writing for each of the trucks they may use at work.

Regular refresher training ensures operators maintain good driving habits and reassesses their abilities. There is no specific time period set out in law for lift truck refresher training, however automatic refresher training or a retest after a set period of time (eg 3-5 years) is the best way to make sure employees stay competent. Whether you establish set refresher periods or not, you must still monitor performance in case operators need extra training (e.g. before the set period ends).

See also the HSE's Approved Code of Practice (ACOP) L117 Rider-Operated Lift Trucks – operator training and safe use.

## **Safety Considerations should include:**

- Operation in the workplace – loading, movement, position of forks, turning etc
- Safe capacity is a function of the rated capacity, lift height and load centre distance, which will be shown on the lift truck capacity data plate
- Tyres – inflation pressure; damage; use of safety cage if wheels have split rims, and no ‘hot work’ before tyre has been completely removed
- Brakes, horn, safety lock or switch with removable key
- Seat belt fitted and used when there are significant risks, to avoid being crushed under the truck should it roll over
- Overhead guard if lift height exceeds 1.8m or if falling objects are foreseeable
- Dangerous moving parts – e.g. traps caused by telescopic mast sections, lifting chains etc.
- Battery charging – e.g. good ventilation, signage about naked lights, clear procedure for avoiding sparks and shocks, visor, gloves and eyewash
- LPG cylinders – e.g. store secure and upright in a safe, well-ventilated place, preferably in the open air, and away from occupied buildings, boundaries, and any sources of ignition or heat; keep area clean, tidy and rubbish-free, keep grass and weeds cut down (do not use a chlorate-based weed killer, as it can be a fire hazard); display ‘no smoking’ signage
- Potentially explosive/flammable atmospheres - petrol/LPG/diesel lift trucks not to be used; electrical lift trucks to be suitably protected
- Attachments – may alter the lift trucks handling and stability characteristics and rating; need to be securely fastened

## **Maintenance and Inspection**

A pre-use check should be completed by the operator before the lift truck is used each day. Such daily and weekly checks should be documented.

Regular preventative maintenance is required, typically every 3 months, such as through a maintenance contract with a competent external party, with a call-out facility when problems are noted. Operators may be responsible for more regular items e.g. electrolyte levels, chain lubrication etc.

The Lifting Operations and Lifting Equipment Regulations (LOLER), regulation 9, require the thorough examination of lifting equipment at appropriate intervals to ensure its safe use. This is **in addition** to any preventative maintenance.

Most lift trucks will require a 6-monthly thorough examination. However, an annual interval could be appropriate if the FLT isn't used for more than 40 hours per week, is never used for lifting people and doesn't have any fitted attachments or a side shift mechanism.

The Thorough Examination (or “LOLER Inspection”) should be undertaken by an engineer employed by an insurance company, or another competent independent party. Where lift trucks are hired, employers must clarify the responsibilities for maintenance and Thorough Examination, and make any necessary arrangements. It is advisable to obtain a copy of each Thorough Examination certificate, even for leased or hired lift trucks.

## **Basic Driving Rules for Lift Trucks**

Managers or inspectors should check that operators are following the following principles:

- Driving at a speed appropriate to the circumstances
- Only moving with a raised load at a creep speed, and only whilst stacking
- Normal travel is with the forks 100 - 150mm above the ground
- Looking in the direction they are travelling
- Travelling in a direction in which they have a clear view, or using a trained banksman or guide. So counterbalanced trucks go backwards if the load obstructs vision (but when going uphill on a slope with a bulky load, travelling forwards but with help from a guide)
- Never going across sloping ground, only up or down
- When travelling on a slope when loaded, with the load uphill
- When travelling on a slope when unloaded, with the forks downhill
- Leaving the truck parked with forks on the ground, handbrake on and key removed
- Never parking on a slope
- Never operating controls from outside the cab, unless it is designed for this
- Never standing on or near the controls to reach the load or anything outside the cab
- Never lifting anyone on the forks or on a pallet
- Never carrying passengers
- Never using mobile phones or other hand-held devices while operating or travelling

## **Layout and Maintenance of Workplace**

- Roadways and aisles, etc. should have sufficient width and overhead clearance (for loaded lift trucks and for lift trucks passing each other if necessary); road humps should be avoided; consideration could be given to a 1-way system if warranted; adequate lighting is essential
- Pedestrians should be prohibited where possible, or risks assessed and controlled by the use of signs or barriers that are clearly marked (black and yellow diagonal stripes)
- Edges of loading bays etc. should be clearly marked or, where possible, fitted with barriers
- Avoid sharp bends, obstructions, etc.
- Warning devices, mirrors etc. may be needed where barriers cannot be used
- Structural features should be identified, marked and protected (e.g. with impact barriers)
- Parking areas for lift trucks should be provided in a secure or supervised area to prevent unauthorised access
- Ceilings, lighting fittings, overhead ductwork etc. may be struck by a raised load if the operator is careless. Consider getting an engineer to adjust the maximum operating height to avoid this risk

- Protection of personnel should be achieved by consideration of the following measures:
  - Segregation of pedestrians from vehicles (barriers, marking of routes, warning devices)
  - Audible warning devices on lift trucks, e.g. horn, reversing beeper
  - Flashing beacons on lift trucks
  - High visibility clothing for anyone in the area
  - Head protection, where there is a risk of head injury from falling

## **Use on the Public Highway**

When using lift trucks outside the workplace is unavoidable, for example to load or unload lorries which cannot enter the workplace and are parked on public roads, a risk assessment should include extra hazards which are not part of the work activity, such as movement of road vehicles and pedestrians.

Anyone driving a lift truck on the public road must comply with the appropriate road traffic legislation. The machine will have to be registered and insured, and may require modifications. There are rules covering items such as excise duty, lighting, number plates, operator requirements and even what is a public road.

Even if the operator possesses a fork lift training certificate, they must also have an ordinary driving licence if they are to take their truck onto the highway to unload a lorry or move goods to an adjacent building. Their licence must include category B for trucks under 3500kg, C1 for trucks between 3500 and 7500kg or C for trucks over 7500kg.

Any questions regarding the need for driver and vehicle licensing when lift trucks are used on the road should be addressed to the Driver and Vehicle Licensing Agency (DVLA), Swansea SA6 7JL, Tel: 0300 790 6801 or e-mail:

[www.direct.gov.uk/emaildvla](http://www.direct.gov.uk/emaildvla).

**DRIVING LICENCE & PERSONAL HEALTH DECLARATION  
FOR DRIVERS ON COMPANY BUSINESS**

Driver's Full Name: \_\_\_\_\_

|  |        |
|--|--------|
| 1. I enclose my Driving Licence<br>OR I enclosed my completed DVLA form D906   | YES/NO |
| 2. Do you have any physical defect or infirmity, defective vision (other than corrected by spectacles), or hearing, diabetic, cardiac, epileptic, asthmatic or alcoholic condition which may affect your ability to drive? | YES/NO |
| 3. Do you suffer from any disease or infirmity necessitating the use of mechanical aids or the prolonged use of drugs, which may affect your ability to drive?   | YES/NO |
| 4. Has any insurer in connection with any motor vehicle declined a proposal, cancelled or refused to renew any motor insurance, or required special terms and conditions?  | YES/NO |

If the answer to any of the above questions is YES, please supply full details on the back of this form.

|  |  |
|--|--|
| 5. Please confirm the date of your last eyesight test (which should be within the last two years): |  |
|--|--|

**Declaration**

I declare to the best of my knowledge and belief that the above statements and particulars are true and that I have not withheld or concealed any material facts.

I agree to advise my line manager immediately of any changes in particulars.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS INFORMATION WILL BE TREATED IN CONFIDENCE AND ONLY  
DISCLOSED, WHERE NECESSARY, TO INSURERS.**

## **DRIVING LICENCE & PERSONAL HEALTH DECLARATION FOR COMPANY VEHICLE DRIVERS**

Driver's Full Name .....

1. I enclose my Driving Licence
2. Do you have any physical defect or infirmity, defective vision (other than corrected by spectacles), or hearing, diabetic, cardiac, epileptic, asthmatic or alcoholic condition which may affect your ability to drive.
3. Do you suffer from any disease or infirmity necessitating the use of mechanical aids or the prolonged use of drugs, which may affect your ability to drive?
4. Has any insurer in connection with any motor vehicle declined a proposal, cancelled or refused to renew any motor insurance, or required special terms and conditions?

If the answer to any of the above questions is YES, please supply full details on the back of this form.

### **Declaration**

I declare that to the best of my knowledge and belief the above statements and particulars are true and that I have not withheld or concealed any material facts.

I agree to advise my line manager immediately of any changes in particulars.

Signed .....

Date .....

**THIS INFORMATION WILL BE TREATED IN CONFIDENCE AND ONLY  
DISCLOSED, WHERE NECESSARY, TO INSURERS.**

## **GUIDANCE FOR DRIVERS ON COMPANY BUSINESS**

You must:

- Abide by the relevant appropriate statutory regulations at all times, including speed limits. Be aware of the speed limit requirements for the type of vehicle you are driving.
- Report to the Company any traffic offences committed resulting in or pending prosecution, whether or not it happened during working time (you are responsible for any such offence).
- Inform the Company of any medical condition (including eyesight) that may affect your ability to drive.
- Ensure the vehicle is in a roadworthy condition at all times and arrange for any vehicle damage or mechanical fault to be promptly repaired.
- Only drive vehicles for which you have been authorised and insured.
- Complete regular safety checks on your vehicle (e.g. check oil and water levels, tyre condition and pressures, lights, wiper blades, etc.). Assistance or advice can be provided on request.
- Use a proprietary screen-wash product rather than just water as the vehicle's wiper fluid (to reduce the risk of contracting Legionnaire's Disease).
- Provide a full, honest and written report of any road traffic collision, accident or incident involving a vehicle being used for work, whether or not personal injury or vehicle damage is involved.

You must **not**:

- Use a mobile phone while driving (even "hands free") for the purpose of making/receiving a call, sending an email, text message, instant message or browsing the internet. We advise you to switch off mobile phones or keep them on silent whilst driving on Company business and use a voicemail facility unless a work colleague is travelling as a passenger and is able to safely use the phone. Only receive or return a call when the driver is safely parked up, stationary and the vehicle's engine is switched off.
- Drive any vehicle whilst under the influence of alcohol or drugs or anything else likely to affect your efficiency, awareness, concentration or safety.
- Drive any vehicle that is in an un-roadworthy condition.
- Smoke in your own vehicle whilst it is being used for work purposes if you are carrying a passenger in connection with work. Drivers who smoke should be aware that smoking can be a distraction and the Company does not condone smoking or the use of electronic cigarettes whilst driving.
- Pick up unauthorised persons, hitchhikers etc.

## **GUIDANCE FOR DRIVERS OF COMPANY VEHICLES**

In addition to the above, you must:

- Ensure the vehicle is correctly secured when unattended for any period of time (including garage forecourts), with items of value removed and other items not left in open view, including, for example, laptops. This is also essential overnight.
- Ensure the vehicle is in a roadworthy condition at all times and report any vehicle damage or mechanical fault.
- Only drive vehicles for which you have been authorised.

You must **not**:

- Smoke in any company vehicle.

I confirm that I have received and understood the above information, along with a copy of the Company Driver's Handbook.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **GUIDANCE FOR FORK LIFT TRUCK OPERATORS**

Remember your life and that of your workmates relies on your safe driving.

### **NEVER:**

- Drive a vehicle that is faulty.
- Lift loads which may exceed the truck's rated capacity.
- Stop or park on an incline.
- Drive across sloping ground, only up or down.
- Operate controls from outside the cab, unless it is designed for this.
- Stand on or near the controls to reach the load or anything outside the cab.
- Carry passengers or lift anyone on the forks or on a pallet – always use a proprietary man-cage.
- Carry unstable or insecure loads.
- Drive with a load or anything else blocking or restricting your vision.
- Park a lift truck with forks raised.
- Tilt load at height unless a resting place is directly below.
- Never reverse around corners before checking that it is clear.
- Use mobile phones or other hand-held devices while operating or travelling.

### **BUT DO:**

- Only operate the vehicles for which you have received adequate training and written authorisation.
- Drive at a speed appropriate to the circumstances. If you have to move with a raised load (i.e. whilst stacking), do so at a creep speed.
- Carry loads as near to the ground as practicable (normally the forks should be 100 - 150mm above the ground).
- Look in the direction you are travelling. Or use a trained banksman or guide.
- Drive carefully, avoid fast starts/stops, jerks and quick turns, and ensure loads face uphill on inclines.
- Watch out for pedestrians, they may not hear or see you – they have priority at all times. Use strobe lights and sound horn to warn people when passing through openings/doorways
- When leaving the truck, apply brakes, lower forks, switch off and **REMOVE THE KEY**. For LPG turn off gas.
- Carry out pre-use checks and notify defects to your manager.
- Promptly report any accidents, incidents, or concerns to your manager.
- Ensure lifting chains and man-cages are thoroughly examined every 6 months.
- Attend refresher training every 3-5 years or when required by your Company.

## FORK LIFT TRUCK (FLT) OPERATOR MONITORING CHECKLIST

No specific time period for refresher training has been specified in law, but to ensure employees remain competent refresher training is recommended every 3-5 years, or sooner if there is cause for concern. Employers should continuously monitor the performance of operators to ascertain the need for refresher training. Indicators might be near misses, accidents or consistently unsafe working practices. This is especially the case if operators are occasional users, have not operated trucks for some time, or there has been a change in their working practices or environment. This checklist can be used by a suitably competent person to record that monitoring but it is NOT a replacement for formal refresher training. Any other unsafe or potentially unsafe observations should also be noted.

Operator Name: \_\_\_\_\_ FLT: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Observed by: \_\_\_\_\_

Observation Location: \_\_\_\_\_

How often does this operator use this FLT?

|  |
|--|
|  |
|--|

Detail any near misses, accidents or unsafe working practices reported or noted in relation to this operator:

|  |
|--|
|  |
|--|

|    | Check   | Yes                      | No                       | Description/Action to be taken if 'No' |
|----|---|--------------------------|--------------------------|--|
| 1  | Is there a training certificate available for this operator on this FLT?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 2  | Is the operator authorised to operate this particular FLT?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 3  | Is the operator free from any indication of being under the influence of drugs or alcohol?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4  | Has the pre-shift check sheet been completed by the operator this week?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 5  | Is the FLT in sound working condition? (Complete the Weekly Checklist to ensure it matches the Operator's findings)               | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6  | Are attachments being used correctly and are they securely fastened?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 7  | Is the operator wearing the required PPE?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 8  | Is the seat belt being used (when appropriate)?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9  | Is the FLT being driven at an appropriate speed?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10 | When with a raised load or whilst stacking, is the FLT only driven at a creep speed?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 11 | For normal travel are the forks 100 - 150mm above the ground?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 12 | Is the operator looking in the direction he/she is travelling?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 13 | Is the operator free of distractions, such as mobile phone, drink, passengers, etc?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 14 | Are the loads being carried suitable, within the loading capacity, and secure? (Never carries anyone on the forks or on a pallet) | <input type="checkbox"/> | <input type="checkbox"/> |  |

|    | <b>Check</b>  | <b>Yes</b>               | <b>No</b>                | <b>Description/Action to be taken if 'No'</b> |
|----|---|--------------------------|--------------------------|---|
| 15 | Is the operator travelling in a direction in which they have a clear view, or using a trained banksman or guide?<br><br>Note: some counterbalanced trucks go backwards if the load obstructs vision (but when going uphill on a slope with a bulky load, should travel forwards with help from a guide) | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 16 | Does the operator avoid driving across sloping ground (only goes up or down a slope)  | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 17 | When travelling on a slope when loaded, is the load uphill?   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 18 | When travelling on a slope when unloaded, are the forks downhill?   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 19 | Is the general operation of the FLT satisfactory? Consider loading, movement, positioning of forks, turning, etc.   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 20 | When the FLT is parked, are the forks on the ground, is the handbrake on and has the key been removed?  | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 21 | Has the operator parked the FLT on level ground in a suitable location?   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 22 | Does the operator follow safe procedures for changing LPG / changing and charging batteries / re-fuelling? (as applicable)  | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 23 | Is the operator's general attitude satisfactory? (reliable, mature, responsible, conscientious, etc.)   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 24 | Does the operator have appropriate physical/mental capabilities? Consider general health, particularly mobility/agility; vision, which should not normally be less than 6/12 with both eyes (wearing glasses or contact lenses if needed); hearing; etc.  | <input type="checkbox"/> | <input type="checkbox"/> |   |

Any other issues or concerns? Any other comments/information?

Any recommendations? (e.g. fitness screening, refresher training, re-induction, etc) Include timescales and person responsible where possible.

Can the operator continue to operate this particular FLT? YES/NO  
If NO, specify reasons/restrictions:

Observed by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## DAILY & WEEKLY VEHICLE CHECKS

DRIVER NAME: \_\_\_\_\_ VEHICLE REG. NO: \_\_\_\_\_ WEEK ENDING: \_\_\_\_\_

If OK when checked, put Y in the box, if action is required (i.e. fault found), put X in the box and explain in the Comments box:

### DAILY CHECKS

Every day that you use your vehicle, you should carry out the following checks and indicate the result in the table below (Y/X):

- visually check tyres (intact and inflated)
- ensure all lights are working properly
- ensure that there is sufficient fuel
- ensure that windscreen, windows, mirrors and lights are clean
- ensure that there are no visible leaks and that no warning lights are on

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |

### WEEKLY CHECKS

| Tyre Pressure | Tyre Tread (inc spare wheel) | Engine Oil Level | Electrics - Horn, Lights etc | Engine Coolant & Radiator water | Vehicle Body & Wheel Condition | No Visible Leaks | No Warning Lights on | No Unusual Noise | Wipers & Washers | Brakes (inc Handbrake) (Test) | Steering | Clean windscreen, lights & windows | First Aid Kit & Fire Extinguisher |
|---------------|------------------------------|------------------|------------------------------|---------------------------------|--------------------------------|------------------|----------------------|------------------|------------------|-------------------------------|----------|------------------------------------|-----------------------------------|
|               |                              |                  |                              |                                 |                                |                  |                      |                  |                  |                               |          |                                    |                                   |
|               |                              |                  |                              |                                 |                                |                  |                      |                  |                  |                               |          |                                    |                                   |

Cam Belt Change Due: \_\_\_\_\_ MOT Due: \_\_\_\_\_ Next Service Due: \_\_\_\_\_ End of Week Mileage: \_\_\_\_\_

**COMMENTS** (continue on other side if necessary):

DRIVER SIGNATURE: \_\_\_\_\_ RECEIVED & CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# VEHICLE MAINTENANCE MATRIX

## **LAST UPDATED:**

# **COMPANY FORK LIFT TRUCK AUTHORISATION**

The following persons have been trained in the safe operation and driving of the specified Company fork lift truck(s) and are hereby authorised by Company management to undertake such work as they are trained for in accordance with Company rules and the safety guidance provided.

Individual keys are provided for drivers and must not be left in the ignition whilst the lift truck is left unattended. Drivers who undertake or participate in horseplay and other acts which endanger themselves or others are subject to Company disciplinary action which may revoke this authorisation.

## DAILY & WEEKLY FORK LIFT TRUCK (FLT) CHECKS

OPERATOR NAME: \_\_\_\_\_ FLT IDENTIFICATION NO: \_\_\_\_\_ WEEK ENDING: \_\_\_\_\_

If OK when checked, put Y in the box, if action is required (i.e. fault found), put X in the box and explain in the Comments box:

### DAILY CHECKS

Every day that you use your fork lift truck, you should carry out the following checks and indicate the result in the table below (tick or cross):

- visually check tyres (intact and inflated) and test brakes
- ensure lights and audible warnings are working properly
- ensure that there is sufficient fuel/power
- ensure that windscreen, windows, mirrors and lights are clean
- ensure that there are no visible leaks and that no warning lights are on

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |

### WEEKLY CHECKS

| Wheel / Tyre Condition & Tyre Pressure | Engine Oil, Hydraulic Oil & Water Levels | Battery (security, cleanliness, connections, cells) | No Visible Leaks (water, oil, battery) | Electrics -Horn, Lights, etc | Steering | Brakes (inc Parking Brake) (Test) | Lifting Equipment (forks, chains, fixing bolts) | Carriage & Mast | Attachments | General Condition (inc guards, seat, body, etc) | No Warning Lights on | No Unusual Noise | Clean windscreen, lights, mirrors & windows |
|--|--|---|--|------------------------------|----------|-----------------------------------|---|-----------------|-------------|---|----------------------|------------------|---|
|  |  |   |  |                              |          |                                   |   |                 |             |   |                      |                  |   |
|  |  |   |  |                              |          |                                   |   |                 |             |   |                      |                  |   |

Next Service Due: \_\_\_\_\_ Next LOLER Inspection Due: \_\_\_\_\_ End of Week Mileage/Hours: \_\_\_\_\_

**COMMENTS** (continue on other side if necessary):

OPERATOR SIGNATURE: \_\_\_\_\_ RECEIVED & CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# **COMPANY VEHICLE HANDBOOK**

## **INTRODUCTION**

This handbook is designed to give the company vehicle driver a comprehensive list of responsibilities and information concerning company rules, legislation, insurance and health and safety issues.

All employees who are required to drive a company vehicle must have received, read and signed for a copy of this document, before driving.

Keep this document secure in your vehicle at all times for reference when required.

### **1. ROUTINE MAINTENANCE**

#### **Driver's Responsibility**

- 1.1 Check and top up if necessary tyre pressures, oil level and water levels on a daily basis.
- 1.2 Check all lights are working on a daily basis and report any faults to your Manager.
- 1.3 Wash down windows, mirrors, lights and number plates on a regular basis.
- 1.4 Check tyre wear on a regular basis, and report to your Manager when wear is nearing the 1.6mm legal minimum.
- 1.5 Report to your Manager when vehicle is nearing its routine service mileage.
- 1.6 Report promptly to your Manager any suspected faults or defects.

#### **Company's Responsibility**

- 1.7 Organise the prompt servicing at an authorised dealer of each vehicle reported by its driver to be approaching its service mileage.
- 1.8. Investigate and organise corrective action for any fault or defect reported by the driver.

## **2. BREAKDOWNS**

In the case of breakdown or vehicle failure, you must:

- 2.1 Try to position the vehicle in a safe place for both driver and vehicle.
- 2.2 Contact your Manager so that alternative arrangements can be made.
- 2.3 Contact the relevant breakdown recovery company (AA, etc) to arrange recovery/repair.

## **3. ACCIDENTS**

In the case of a road traffic accident, you must:

- 3.1 Take down the name, address and telephone number of the drivers of any other vehicles involved. Also the other vehicle(s) registration number, make/model and insurance company and policy number.
- 3.2 Take down the name, address and telephone number of any third party who is prepared to act as an independent witness.
- 3.3 NEVER admit responsibility for the accident.
- 3.4 Visually survey the scene of the accident so that an accurate description can be provided for insurance purposes and if possible take photo's (via mobile phone).
- 3.5 In the case of a serious accident or where someone is injured, inform the police. In the event of you being injured refer to Section 14 below on personal injury.
- 3.6 Inform your Manager so that alternative arrangements can be made.
- 3.7 In the case of you being able to drive off safely, do so.
- 3.8 In the case of the damage not allowing safe use of the vehicle follow the procedure for Breakdown in 2 above.

- 3.9 On your return consult with your Manager as soon as possible to determine if the damage is worthy of an insurance claim.

## **4. SECURITY**

- 4.1 Your vehicle must be locked at all times when you are away from your vehicle, no matter how short the time period may be.
- 4.2 Any alarm/immobiliser which is fitted to your vehicle must also be alarmed at all times when away from your vehicle.
- 4.3 Valuables such as mobile phones, laptop computers and power tools etc., should never be left unattended in your vehicle.
- 4.4 Store heavy, hard or otherwise dangerous objects in the boot of the car. These can become missiles on car impact.

## **5. DRIVING LICENCE**

- 5.1 All company vehicle drivers must hold a full driving licence. Your driving licence will be checked by the company prior to your authorisation to drive any company vehicle. You will also be required to fill in a form which declares you have no illness or infirmity which may affect your ability to drive.
- 5.2 This declaration requires you to inform management immediately should any illness or infirmity occur which may affect your ability to drive.
- 5.3 You must also inform management immediately if your driving licence is withdrawn or you are banned from driving for any reason.
- 5.4 Your drivers' licence will be checked periodically by the company you must cooperate with the company when requested, which will be at least annually.

## **6. ROAD TRAFFIC OFFENCES**

- 6.1 The company must be informed immediately of any road traffic offence which occurs in a company vehicle.
- 6.2 Fines for road traffic offences must be settled by the driver.

## **7. MOBILE TELEPHONES**

- 7.1 To comply with legislation, all drivers must use these in a “hands free” manner unless the vehicle is parked.

## **8. DRINKING AND DRIVING**

- 8.1 The company does not condone drink driving or the abuse of drugs and will treat any such instance as gross misconduct.
- 8.2 Employees are reminded that alcohol takes several hours to leave the bloodstream. Heavy drinking at night may result in being over the limit the following day. Consider your alcohol consumption and do not drive unless you are confidently below the allowable limit  
For more information visit [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

## **9. SMOKING**

- 9.1 Smoking in any company vehicle is not permitted by any persons whatsoever.

## **10. FIRST AID**

- 10.1 Where vehicles are furnished with a first aid kit, any items in this kit being used, must be replaced at the earliest opportunity.

## **11. COMPANY STANDARDS**

- 11.1 The company expects every driver to keep their vehicle clean and tidy inside and out.

## **12. TIREDNESS**

- 12.1 In the event of feeling drowsy at the wheel always park up and take a short break. It is advised that a 15-minute break should be taken every two hours of continuous driving.

## **13. UNAUTHORISED PASSENGERS**

- 13.1 For reasons of personal safety, you must not allow any person into your vehicle that is not known to you (hitchhikers etc.).

## **14. PERSONAL INJURY/ILLNESS**

- 14.1 In the case of being involved in a road traffic accident or incident you need to decide if you have sustained an injury which makes it unsafe for you to drive. If in doubt do not drive on but contact your manager.
- 14.2 Always enter the details of your injury into the company's Accident Book.
- 14.3 If you are ill and you think this may affect your ability to drive safely or if you have a doctor's sick note you must not drive a company vehicle.

## **15. OVERNIGHT PARKING**

- 15.1 You are responsible for parking your vehicle overnight in the safest position possible at that location.

## **16. WINTER-TIME DRIVING**

- 16.1 Be able to be seen. Clean all the snow and ice off your windscreen, other windows, outside mirrors, lights and reflectors. Make sure your vehicle is equipped with good wiper blades, and that wiper arms are exerting enough pressure on the blades to ensure a clean sweep.
- 16.2 Tyres with good tread are essential for good cornering and handling on slippery roads.
- 16.3 Get the feel of the road. Occasionally try out your brakes, or gently depress your accelerator while driving. When you have found out how slippery the road is, adjust your speed accordingly. Rising temperatures greatly increase the slipperiness of ice and snow.
- 16.4 Stretch your following distance. Winter surfaces increase stopping distances three to 12 times.
- 16.5 Brake before bends in the road.

## **17. DEFENSIVE DRIVING**

- 17.1 Be aware of traffic situations far ahead, on both sides and to the rear of the vehicle.
- 17.2. Be alert for illegal acts and errors of others.
- 17.3 Be willing to yield your right of way to prevent accidents.
- 17.4 Do not tail-gate.
- 17.5 Be particularly cautious approaching intersections.
- 17.6 Adjust your driving to the special hazards of: pedestrians, the road, the weather, traffic and the degree of light.
- 17.7 Be aware of the added danger brought on by your own emotions such as anger or worry. Try to minimise stress by allocating a greater journey time for unforeseen delays.
- 17.8 Drive as if every child in the street is your own, and every motorist a close friend.

**IN CASE OF ROAD TRAFFIC ACCIDENT PLEASE RECORD THE  
FOLLOWING DETAILS OF OTHERS INVOLVED**

Name..... Name.....

Address..... Address.....

Telephone No..... Telephone No.....

Make/Model  
of Vehicle..... Make/Model  
of Vehicle.....

Registration No..... Registration No.....

Insurance Co  
Details..... Insurance Co  
Details.....

Policy No..... Policy No.....

Details of any witnesses/passengers:

Description of accident:

Time .....

Date..... Location.....

Weather conditions .....

## **CONSTRUCTION (DESIGN AND MANAGEMENT)**

### **Policy**

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations 2015 are met.

We will satisfy ourselves that any contractors or designers we engage have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety and if an organisation, that they have the appropriate organisational capability.

We will ensure co-operation with any other person working on or in relation to the project to the extent necessary to enable them to fulfil their duties or functions under the regulations.

We will ensure that as a 'duty holder' under the regulations we will comply with the general duties contained under regulation 8 and any other applicable duties as necessary for clients, principal designers, designers, principal contractors or contractors.

## **1. ARRANGEMENTS FOR CONSTRUCTION (DESIGN AND MANAGEMENT)**

**The Construction Work Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to ensure that any contractors or designers engaged have the necessary skills, knowledge and experience and, if they are an organisation, the organisational capability, that secures the health and safety of any person affected by the project.
- 1.2 Arrangements are in place so that co-operation takes place between all members of the project team as necessary.
- 1.3 Arrangements are in place so that construction work is planned, managed and monitored to ensure work is carried out safely.
- 1.4 Arrangements are in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared as required.
- 1.5 Arrangements are in place for relevant information is distributed to all relevant parties about the health and safety risks created by the works.
- 1.6 Arrangements are in place for relevant information and training is provided to employees, including site induction training.
- 1.7 Arrangements are in place for relevant information to be provided to the principal designer and/or contractors e.g. pre-construction information.
- 1.8 Arrangements are in place to ensure that a construction phase health and safety plan is developed in good time before the commencement of construction work.
- 1.9 Arrangements are in place for the appointment of a principal designer and principal contractor when more than one contractor will be working on the site at the same time.
- 1.10 Arrangements are in place to notify the HSE of the work if the relevant thresholds are met.
- 1.11 Arrangements are in place for the production and handing over to the client of a health and safety file (as required)
- 1.12 Arrangements are in place for the provision of suitable and adequate welfare facilities throughout the construction phase.

## 2. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

|                                |  | Yes                      | No                       | n/a                      |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                            | Are arrangements in place to ensure the necessary skills, knowledge and experience of any contractors or designers engaged and that they have adequate organisational capability with regard to health and safety? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                            | Are procedures in place to ensure that co-operation takes place between all members of the project team?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                            | Are arrangements in place to ensure construction work is planned, managed and monitored so as to ensure work is carried out safely?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                            | Are arrangements in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared when necessary?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                            | Is information distributed to all relevant parties about the risks created by the works?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                            | Is information and training, including induction training, provided to site employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                            | Are arrangements in place for relevant information to be provided to the principal designer and contractors as necessary?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                            | Is the construction phase health and safety plan developed in good time?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                            | Have the principal designer and principal contractor been appointed in writing (as necessary)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                           | Have the works been notified to the HSE?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                           | Are arrangements in place for producing and handing over a health and safety file to the client? (as required)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                           | Are arrangements in place for the provision of suitable welfare facilities throughout the construction phase?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments/further action</b> |  |                          |                          |                          |

### **3. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

|     |  |
|-----|--|
| 1.1 |  |
| 1.2 |  |
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| 1.6 |  |
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| 1.8 |  |
| 1.9 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

**HEALTH AND SAFETY**

**CODE OF CONDUCT**

**AND**

**EMERGENCY PROCEDURES**

## **HEALTH AND SAFETY POLICY STATEMENT**

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know. The full Health and Safety Policy is available on request to interested parties.

## COMMUNICATING THE HEALTH AND SAFETY POLICY

The company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management have general and where applicable, specific responsibilities to enable the company to comply with its legal obligations. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

On the preceding page and on official notice boards you will see displayed our general Health and Safety Policy Statement. This statement is based on accident prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the company to fulfil our legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

- Co-operate with the company on all health and safety related issues.
- Ensure your health and safety and that of others, and be accountable for your actions.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow this code of conduct. Any deviation from it may lead to personal or the company's prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the company.

To implement the Health and Safety Policy, we are required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this. You should not carry out any task which means deviating from the agreed methods of work.

Finally, please follow the guidance provided within this booklet and advise your Line Manager of any health and safety problems.

# **CODE OF CONDUCT AND EMERGENCY PROCEDURES**

## **Please Report:**

- Anything which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any fire extinguisher.
- Any medical condition which may affect your or others safety at work.
- All accidents no matter how small and ensure they are recorded in the accident book.
- All incidents including near-misses regardless of any lack of damage or injury.
- Any damaged equipment which you become aware of.

## **General**

### **Please ensure that you:**

- Comply with safety signs and follow any warnings which may be given.
- Keep your work place clean and tidy.
- Mop up or report spillages.

### **Please Don't**

- Leave equipment in a condition or position where it may later injure you or someone else.
- Let any person operate work equipment for which you are responsible unless they are competent to do so.

## **Hygiene**

### **Please ensure that you:**

- Wash your hands before and after using the toilet.
- Wash your hands and remove all safety equipment before eating.

### **Please Don't**

- Eat or drink in any area where dust, dirt or fumes are present.
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

## **Electrical**

### **Please ensure that you:**

- Know the location of your equipment's electrical switches.
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use.
- Unplug/switch off electrical equipment when not in use.

### **Please Don't**

- Bring any personal electrical equipment onto the premises unless authorisation has been given by company management.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment outside or in wet environments.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and competent to do so.

## **Work Equipment**

### **Please Don't**

- Drive or operate any vehicle unless you are competent and have been authorised to do so.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent and authorised to do so.
- Wear gloves when using machinery with exposed rotating parts.
- Use tools that are damaged or incorrect for the task.
- Operate any work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or co-ordination i.e. drowsiness.
- Use any equipment without wearing the appropriate specified personal protective equipment.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

## **First Aid**

### **Please ensure that you:**

- Know who the first aiders are.
- Report any accident to the first aider who will record it in the accident book.
- Report to the first aider anything used from the first aid kits.

### **Please Don't:**

- Use the first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

## **Substances**

### **Please ensure that you:**

- Return left over or unused substances to their correct and safe storage area.
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you.
- Report all faults with extraction and personal protective equipment.
- Do not empty any hazardous substance down the drains.

## **Personal Protective Equipment**

### **Please ensure that you:**

- Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties.
- Maintain all protective clothing and equipment properly and inform the company of any loss or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

## **Safe Access**

### **Please Don't:**

- Work at height unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.

## **Fire**

### **Please ensure that you:**

- Know your fire escape routes and the relevant evacuation procedures.
- Know where the extinguishers are and how to use them.
- Raise the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire'!
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Fire Safety Co-ordinator.
- Know your Fire Wardens.

### **Please Don't**

- Smoke in unauthorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are trained and confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.

**Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the company**

If you do not understand any part of this health and safety code of conduct, please contact the Health and Safety Co-ordinator.

**This Code of Conduct booklet is to be kept at work for your reference**

## **FURTHER INFORMATION**

### **Stress**

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage Managers to support their staff and to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All employees are encouraged to discuss any matters that may affect their work with their Manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

### **Violence at work**

The company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the company but most importantly to take care of their own health and safety and that of others.

Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or person's visiting/working on our premises.

If you feel you are being subjected to any such treatment you should contact any Manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

### **Ideas and Suggestions**

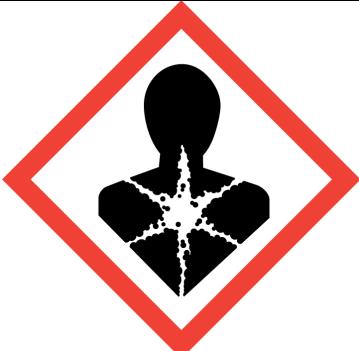
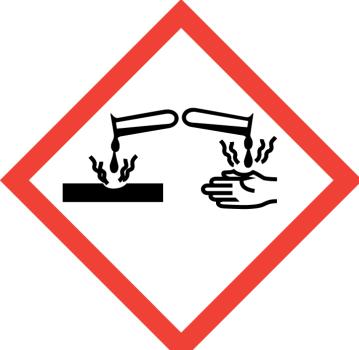
You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the company

## CHEMICAL HAZARD CLASSIFICATION SYMBOLS

These are the older hazard symbols that are being replaced. You may still see these on older product labels for the next few years

|   |  |
|---|--|
|    | <b>TOXIC/VERY TOXIC</b><br>May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin           |
|   | <b>CORROSIVE</b><br>May on contact cause destruction of living tissue or burns   |
|  | <b>HARMFUL</b><br>May cause limited health risk if inhaled or ingested or if it penetrates the skin                                |
|  | <b>IRRITANT</b><br>May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled |

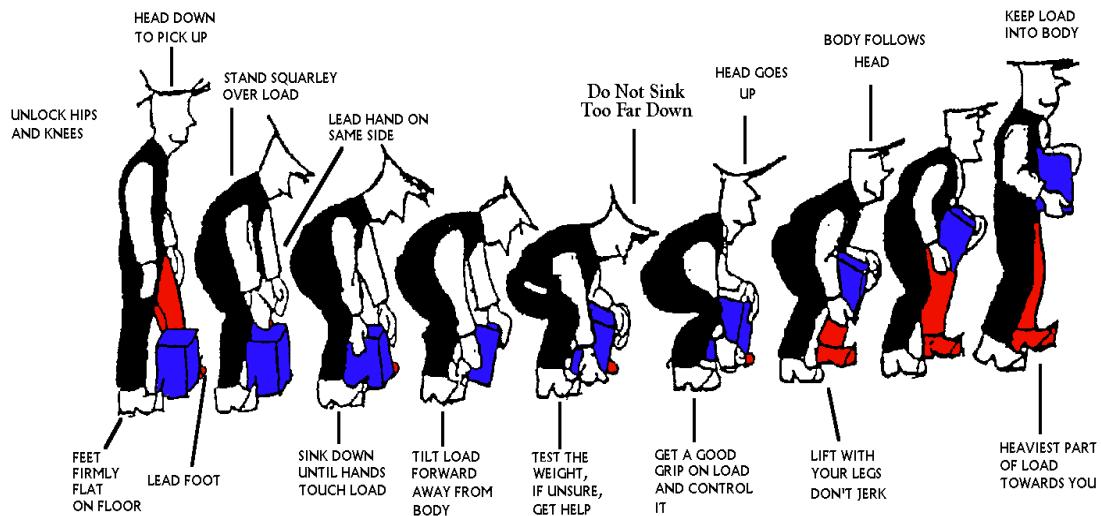
These are the new symbols that will be appearing on product labels and will replace the older symbols completely within the next few years

|   |   |
|---|---|
|    | <b>ACUTE LETHAL TOXICITY</b><br>Materials which in low quantities may cause death or serious damage to health   |
|    | <b>CHRONIC TOXICITY</b><br>Chronic health effects.<br>Germ cell mutagenicity.<br>Carcinogenicity.<br>Reproductive toxicity. Aspiration hazard.<br>Respiratory sensitisation |
|   | <b>CORROSIVE EFFECTS</b><br>Materials which on contact with living tissues may destroy them   |
|  | <b>OTHER HEALTH EFFECTS</b><br>Lower level acute toxicity.<br>Skin, respiratory and eye irritation.<br>Skin sensitisation   |

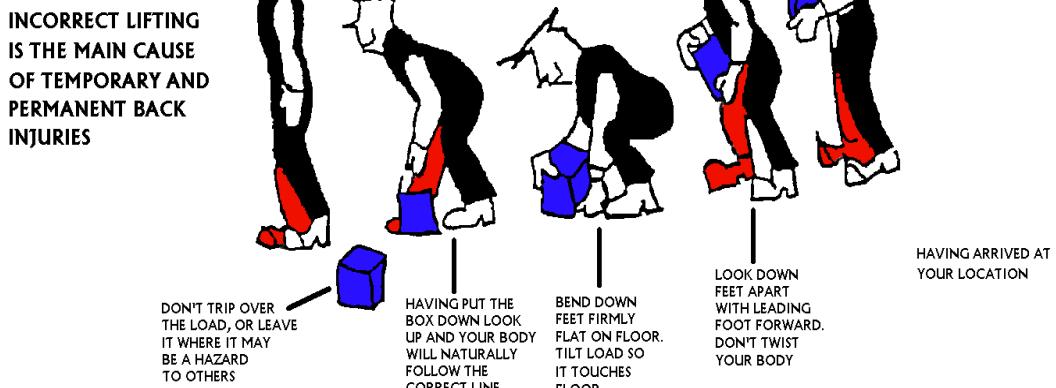
Other new hazard symbols unrelated to COSHH are as follows:

|   |   |   |  |   |
|---|---|---|--|---|
|  |  |  |  |  |
| Self Reactives.<br>Organic peroxides  | Oxidising gases.<br>Liquids and solids  | Flammable gases,<br>aerosols, liquids<br>or solids                                  | Compressed<br>gasses   | Hazardous to the<br>Aquatic environment   |

**DO YOU NEED TO LIFT?  
 CAN YOU USE MECHANICAL MEANS?  
 IF YOU ARE IN DOUBT GET HELP!  
 CONTROL THE LOAD, DO NOT LET IT CONTROL YOU!**



**IT IS YOUR RESPONSIBILITY TO LIFT CORRECTLY  
 AND TO SEEK ASSISTANCE IF IN DOUBT**



## **Behavioural Safety**

### **Policy**

A significant number of accidents are reportedly caused by inappropriate behaviour at work. We will therefore ensure to promote a culture of safe behaviour in our employees. We will review our procedures and culture to identify any risks to safe behaviours and develop action plans to minimise the risks. We will monitor our employees and where identified provide feedback to reinforce positive and safe behaviour but also to highlight any unsafe behaviours and provide training to re-educate and refresh knowledge to ensure that the unsafe behaviours are not repeated. We will ensure our safety management systems arrangements are suitably implemented to promote safe behaviours and discourage unsafe behaviours.

## **1. ARRANGEMENTS FOR BEHAVIOURAL SAFETY**

**The Behavioural Safety Co-ordinator will ensure that:**

- 1.1. Measures are in place to recognise, evaluate our safety management system arrangements.
- 1.2. Monitor our workforce and provide constructive feedback on safety behaviours
- 1.3. Identify unsafe behaviours and provide feedback on the actions
- 1.4. Provide training to minimise the risks of unsafe behaviours from reoccurring.
- 1.5. Behavioural safety is included in any accident investigations and highlight any issues
- 1.6. Management of behavioural safety includes all employees from director down.
- 1.7. Any violations due to knowledge-based behaviours are identified and extra training is provided.
- 1.8. An Internal investigation will be carried out when employees report suspected past, present or imminent wrongdoing, or an attempt to conceal wrongdoing.
- 1.9. Act promptly on any issues found during internal investigations
- 1.10. Record the number of whistleblowing disclosures we receive and their nature.
- 1.11. Whistleblowing will be confidential and will protect the identity of the person disclosing the information.
- 1.12. Implement a communication plan to ensure effective communication of the safety programme.
- 1.13. Review the communication plan to ensure it is still effective and that employees are responsive to the plan.

## 2. BEHAVIOURAL SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

|                               |  | Yes                      | No                       | n/a                      |
|-------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.1                           | Are measures in place to recognise and evaluate our safety management system arrangements?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2                           | Are systems in place to monitor our workforce and provide constructive feedback on safety behaviours?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3                           | Do we identify unsafe behaviours and provide feedback on the actions?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4                           | Are we providing training to minimise the risks of unsafe behaviours from reoccurring?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5                           | Are we ensuring behavioural safety is included in any accident investigations and highlighting any issues?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6                           | Is any management of behavioural safety including all employees from director down?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7                           | Are any violations due to knowledge-based behaviours being identified and extra training provided?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8                           | Are Internal investigations being carried out when employees report suspected past, present or imminent wrongdoing, or an attempt to conceal wrongdoing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9                           | Are we acting promptly on any issues found during internal investigations?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10                          | Are procedures in place to record the number of whistleblowing disclosures we receive and their nature?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11                          | Are procedures in place to ensure any whistleblowing will be confidential and will protect the identity of the person disclosing the information?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12                          | Is the Communication plan in place and being implemented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13                          | Is the Communication plan still effective and fit for purpose?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment/further action</b> |  |                          |                          |                          |

### **3. BEHAVIOURAL SAFETY ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

|      |  |
|------|--|
| 1.1  |  |
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| 1.10 |  |
| 1.11 |  |

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **4. GUIDANCE AND RECORDS**

### **4.1. Introduction**

Health and safety in the workplace is influenced by a number of factors including the organisational environment, managers' attitude, commitment to the nature of the job or task and the personal attributes of the worker. Safety-related behaviour in the workplace can be changed by addressing such influences.

Behavioural safety processes are one way of trying to establish good safety working practices that identifies and reinforces positive safety behaviours and reduces unsafe behaviours. These processes include near miss and incident investigations, whistleblowing, monitoring and feedback. Implementation of behavioural safety processes can be established using the following method.

- Identify unwanted behaviours,
- Develop observation checklists targeting unwanted behaviours,
- Educate everyone by briefing all i.e. train all those involved,
- Assess & monitor actual behaviour via regular observations, checking of documentation submitted etc.
- Limitless feedback provided to all – verbal, graphical and written etc.

### **4.2. Near miss and incident investigation.**

If your company has experienced a near miss or incident it is best practice to investigate how, where and why it happened. This investigation can form a process that looks at how the behaviours of managers and employees may have caused the incident and is a tool for helping to reduce the risk of this reoccurring. By looking at the behaviours that may have impacted the incident you will be able to assess if the safe schemes of work for the tasks are adequate, if more training is required, reinforce safe behaviours (good habits) and change unsafe behaviours (bad habits), if the risk assessment does not have adequate controls for human errors etc. When looking at the incident from a behavioural safety view the investigation also needs to take in to account the actions of management and top management as the responsibility will ultimately lie with them.

All Near misses and incidents should be recorded as this will create a record and will help to identify if any trends in behaviour can be seen and help with correcting any unsafe behaviours that are repeated.

### **4.3. Whistleblowing**

Whistleblowing is the term used for when a worker passes on information concerning wrongdoing. This can cover fellow workers, procedures or management. To be covered by whistleblowing law, a worker who makes a disclosure must reasonably believe two things. The first is that they are acting in the public interest. This means in particular that personal grievances and complaints are not usually covered by whistleblowing law.

It is considered good practice for the company to create a safe, open environment where an employee feels comfortable in bringing to management any concerns they have over any unsafe behaviours witnessed. Employees are often best placed to help with identifying any unsafe behaviours being exhibited and can be a valuable tool when establishing safe schemes of work and training needs. A person whistleblowing may feel daunted about raising concerns on fellow workers and therefore it is advised that all whistleblowing is confidential and the person's identity would be kept secret.

Once a disclosure has been made it is good practice to hold a meeting with the whistleblower to gather all the information needed to understand the situation. In some cases, a suitable conclusion may be reached through an initial conversation with a manager. In more serious cases there may be a need for a formal investigation. It is for the company to decide what the most appropriate action to take is.

It is important to note that if an investigation concludes that the disclosure was untrue it does not automatically mean that it was raised maliciously by a worker.

When dealing with disclosures, it is good practice for managers to:

- Have a facility for anonymous reporting
- Treat all disclosures made seriously and consistently
- Provide support to the worker during what can be a difficult or anxious time with access to mentoring, advice and counselling
- Reassure the whistleblower that their disclosure will not affect their position at work
- Document whether the whistleblower has requested confidentiality
- Manage the expectations of the whistleblower in terms of what action and/or feedback they can expect as well clear timescales for providing updates
- Produce a summary of the meeting for record keeping purposes and provide a copy to the whistleblower
- Allow the worker to be accompanied by a trade union representative or colleague at any meeting about the disclosure, if they wish to do so
- Provide support services after a disclosure has been made such as mediation and dispute resolution, to help rebuild trust and relationships in the workplace

It will be useful to document any decisions or action taken following the making of a disclosure by a worker.

It is also good practice for organisations to:

- Record the number of whistleblowing disclosures they receive and their nature
- Maintain records of the date and content of feedback provided to whistleblowers
- Conduct regular surveys to ascertain the satisfaction of whistleblowers.

#### **4.4. Behavioural based observations**

Behavioural based observations are a useful tool to help with determining the safety culture and attitudes of your company however it needs to be good quality observations to be effective. Good quality observations not only identifies problems but can help you understand what caused them and what sort of changes are needed to address them. Poor quality observations can also help you identify issues but may not help you address them.

The best methods of observation require time, effort and a commitment from management to act on the findings. It needs to be based on a current moment of time and not something that happened in the past (unless it is an accident/incident investigation). It needs to be conducted at different points of the day/process to see how each work process is effective. The results of observation and inspection will help with determining not only if the safe schemes of work are suitable but also if the controls of the risk assessment are adequate.

There are two types of monitoring Active and Reactive. In regard to behavioural safety active observation may be best practice as you would be able to witness any behaviours both positive and negative firsthand and react accordingly when giving any feedback on the findings of the observations.

#### **4.5. Employee Evaluation and Mentoring**

The main focus of behavioural safety is the changing of negative behaviours to more positive behaviours. One way of doing this is by encouraging the positive behaviours in employees using feedback.

Completing employee evaluations helps establish any positive behaviours already being carried out and can be used to identify any negative behaviours that can indicate training needs or changes required. The evaluations would need to be carried out on all employees from the top down to ensure a comprehensive evaluation of the safety culture and using positive reinforcement can help to improve the safety of your employees. The behavioural safety programmes should be agreed mutually between top management and employees and employees should feel that they are playing a part in creating the safety culture of the business and have an opportunity to express any concerns.

Mentoring systems can help with providing this opportunity with employees having a person they can turn to if they need to air any concerns. It can also help with training needs as having a more experienced mentor can reinforce positive safety behaviours and provide excellent opportunities for constructive feedback on the negative behaviours that may have been learnt/ been picked up.

#### **4.6. Communication Plan**

The success of the behavioural safety policy of the company can largely depend on the successful implementation of communicating changes and updates to all employees in the company. One way this can be successfully achieved is by creating a communication plan.

The communication plan is useful tool for the behavioural safety programme as it can increase awareness and recognition for the safety programme, increase awareness of any risks that may arise in the workplace, help to increase and foster trust between management and employees and improve health related behaviours.

The communication plan will need to be constructed to provide concise information in a variety of forms and materials to ensure that they are understood by all and applicable to all employees in the business.

The success of the behavioural safety plan will be based on the employee participation and understanding of the communications presented to them.

This can be achieved by:

- Branding the plan to show that all communications are coming from the company by using the logo and company name.
- Engaging employees and management to learn how they react with the communications and information being presented to them.
- Use a variety of communication channels such as e-mail, newsletters, Intranet and team meetings.
- Be used to reinforce and praise good practices and celebrate successes and achievements rather than just communicating the bad news.
- Encourage worker participation to help keep an interest in the programme and ensure that they have an input into the working of the plans

#### **4.7. Action Plans**

As well as a communication plan it is advised that action plans are also used to help put in place the recommendations of change that may come from the observations and discussions. By creating an action plan the changes required can be tracked and given a timeframe to be completed by. It is advised that all employees who would be impacted by the changes are included in the creation of the action plan and that the opinions they have are taken into consideration while setting out the goals. The goals set would need to be realistic in nature and take in to account the impact it will have on the behaviours and safety culture of the business while being reasonably practicable to carry out. Communication will be a key feature of the action plan as it would need to be adopted and accepted by all employees and management.

#### **4.8. Evaluation of the Behavioural Safety Programme**

The Behavioural Safety Programme will itself need to be evaluated and reviewed periodically to ensure that it is still fit for purpose. The frequency of this review will be based on needs, but annual review would be recommended.