



# **FIRST EAGLE SECURITY LTD**

## **HEALTH & SAFETY POLICY**

# HEALTH & SAFETY POLICY

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# **HEALTH & SAFETY POLICY**

## **PART 1**

### **STATEMENT OF INTENT**

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## 1.1 STATEMENT OF INTENT

The objective of this Health & Safety Policy is to provide the framework around which a safe and healthy working environment can be maintained.

It is the policy of First Eagle Security Ltd to place great importance on the Health and Safety of its employees and others, and it considers this to be a managerial function equal to that of any other responsibility.

First Eagle Security Ltd recognises and accepts its responsibility as an employer for providing a safe and healthy working environment on premises and property under its control in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

It is the policy of First Eagle Security Ltd to liaise and co-operate with its employees to ensure the provision of a safe and healthy working environment.

First Eagle Security Ltd recognises and accepts its obligations to ensure that other parties are not adversely affected by the activities of First Eagle Security Ltd.

First Eagle Security Ltd will take steps, so far as is reasonably practicable, to meet all its health and safety responsibilities, in accordance with the Management of Health and Safety at Work Regulations 1999, by carrying out an assessment of all known risks and thus providing: -

- the safe provision and maintenance of all plant, equipment and systems of work;
- safe arrangements for the use, handling, storage and transporting of equipment and materials;
- provision of suitable and sufficient information, instruction, training and supervision to enable its employees to identify hazards and avoid risks, therefore contributing to their own health and safety at work; and
- A safe and healthy working environment, and safe access to, and egress from it.

A safety policy is unlikely to be successful unless it actively involves the people who work within that company. First Eagle Security Ltd will, therefore, ensure effective consultation and communication throughout all levels of management and all employees. The Company Safety Policy will be reviewed as appropriate and revisions will be brought to the attention of each employee.

It is equally the duty of each employee to work in accordance with the objectives of the Company Health and Safety Policy. Each employee must accept and carry out their responsibilities to: -

- act with due care to prevent injury to themselves and others;
- report accidents, damage to equipment and potential hazards, to their employer; and
- Follow the agreed safe working procedures, including the correct use of safety and protective equipment.



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It is the responsibility of each employee requested to operate equipment or work to safe systems that they are unfamiliar with, to inform their employer immediately so that the correct information, training and supervision can be provided. It is essential that the principles set out in this safety policy be faithfully applied if accidents and the resultant suffering and loss are to be avoided.

The Director will give full backing to this policy and will support all those who endeavour to carry it out.

Date:

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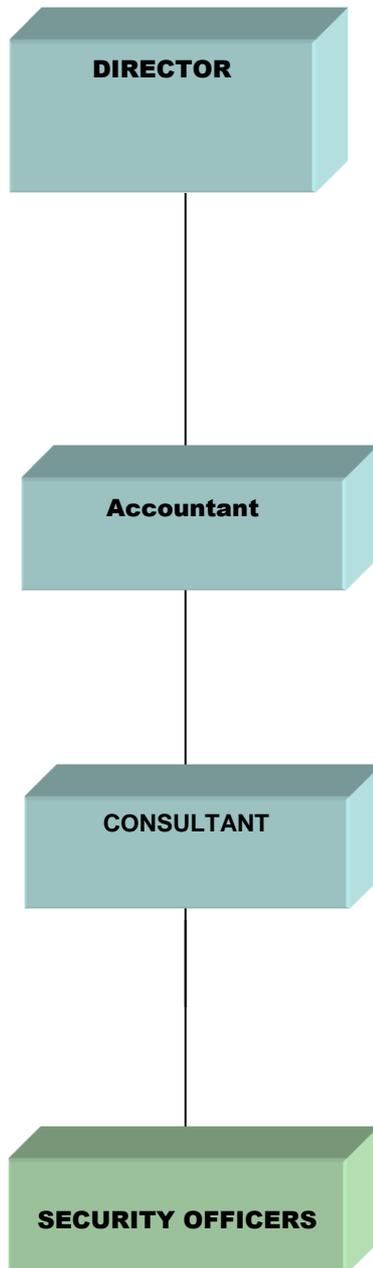
**Director**

## 1.2

# ORGANISATION CHART

## FIRST EAGLE SECURITY LTD

Consultant



# **HEALTH & SAFETY POLICY**

## **PART 2**

### **INDIVIDUAL RESPONSIBILITIES**

## **2.0 INDIVIDUAL RESPONSIBILITIES**

To enable First Eagle Security Ltd to comply with Statutory Legislation and to implement the objectives of this Policy the Responsibilities and Organisation of individuals within First Eagle Security Ltd is outlined in the following paragraphs.

### **2.1 Director**

The Director is responsible for all aspects of Health and Safety within First Eagle Security Ltd. His deputy is the Manager,

### **2.2 General Manager**

The General Manager is to ensure that employees in his departments and under his control comply with this policy.

2.2.1 He is to report directly to the Health & Safety Advisor on matters concerning the Health, Safety and Welfare of the employees within his department. Advice and assistance in Health, Safety and Welfare will be given by the First Eagle Security Ltd Health and Safety Adviser, to whom the employees will have direct access.

### **2.3 Health & Safety Advisor**

2.3.1 The Health & Safety Advisor, is responsible for assisting and supporting the Director in the implementation and supervision of the companies Health & Safety Policy so as to ensure a healthy and safe environment for employees of the company, contractors and visitors both at the Head Office and such other sites as are staffed by the company.

2.3.2 Assist in the development of policy, risk assessments, audits, inspections and safe systems of working for all aspects of the company's business.

2.3.3 Liaison with the relevant enforcing bodies including the Environmental Health Officer, the Fire Officer and the Health and Safety Executive.

2.3.4 The Health & Safety Advisor may adversely affect their Health, Safety and Welfare.

These Assessments are to be documented and any subsequent Risk or Preventative Measures "Competent Persons" appointed by him are to carry out **RISK ASSESSMENTS** of new, existing and any changes to Clients sites to ensure, as far as reasonably practicable, that our employees are not exposed to any danger within the workplace which measure to avoid risk is to be brought to the attention of the employees

2.3.5 Conduct Health & Safety induction for all new starters, and complete regular inspections of working accommodation (including VDU audits); provide a point of contact to ensure feedback on issues/concerns to the staff in order to influence continuous improvement of all health and safety procedures,

2.3.6 Control the compilation of a schedule of all reportable accidents and such other tasks as from time to time may reasonably be required.

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### *Health and Safety Policy*

2.3.7 Where there are Identified Risks which cannot be avoided, all Managers are to ensure that the employees receive sufficient training, instruction and supervision to minimise the possibility of any injury or harm.

## **2.4 Supervisors.**

2.4.1 All Supervisors, whether on site or mobile, are responsible for the “day to day” management of matters relating to the Health, Safety and Welfare of all First Eagle Security Ltdv employees.

Supervisors are to be the “Eyes and Ears” of the Company Managers. They are to foster in our employees the need to be constantly vigilant in the Health, Safety and Welfare related aspects of the working environment. They are to report direct to their Operations Manager any concerns they have for the Safety of First Eagle Security Ltd Employees whilst at work.

2.4.2 All Supervisors are to ensure that all new employees receive instruction on Health and Safety immediately on starting work. They are also to ensure that all new employees are aware of any Hazards in the workplace and are to encourage all employees to report any accidents, whether any person is injured or not.

Supervisors are responsible for the monitoring of the workplace. They are to ensure that all employees are notified of any new working practices or changes in circumstances with regard to the workplace, which may affect First Eagle Security Ltd Employees Health, Safety or Welfare.

## **2.5 Employees.**

2.5.1 All Employees have a responsibility to ensure that they act with all reasonable care for the Health and Safety of themselves, other members of First Eagle Security Ltd, Clients Employees, Contractors, Visitors and Members of the Public.

They are required to co-operate, so far as is necessary with the Clients, Company Managers, Supervisors and any Safety Representatives where appointed, to maintain standards of Health and Safety and to enable the Client and First Eagle Security Ltd to discharge any duties placed upon them by the Health and Safety at Work Act 1974.

All employees have a duty not to misuse any item of equipment provided in the interests of Health and Safety. They are to report any defective items to their Supervisors or Clients Representative, whichever is applicable, as soon as possible. They are to read First Eagle Security Ltd and the Client’s Health and Safety Policy Documents and ensure that they comply with any requirement as set out in those documents.

## **2.6 Safety Representatives.**

2.6.1 Where First Eagle Security Ltd employees are employed at a workplace where there are duly appointed Trades Union Health and Safety Representatives, any matters regarding Health, Safety and Welfare should, in the first instance, be addressed to these representatives.

These representatives will be, in most cases, responsible for communication with management for and on behalf of not only their own Union employees but also any other employees in that workplace.



**2.6.2 General Responsibility.**

It is the responsibility of all employees to bring to the attention of their Manager, Supervisor or Client's Safety Representative, any suspected hazard they encounter in the workplace.

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# **HEALTH & SAFETY POLICY**

## **PART 3**

### **ARRANGEMENTS**

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## ARRANGEMENTS

### 3.1 Risk Assessment

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, risk assessments shall be carried out for any activity where there is a significant risk of injury to any of our employees or others who may be affected by that activity.

The purpose of this risk assessment shall be to evaluate risks, which may arise from hazards at work. The object is to identify the measures needed to eliminate, or if not possible, to minimise the risks.

Our systematic approach to risk management shall be: -

- To consider each aspect of our work activities.
- Identify all the hazards and avoid if possible.
- Determine the remaining risk, the likelihood and severity of injury, and
- Implement control measures that will eliminate that risk completely or reduce it to an acceptable level.
- A written method statement shall be produced that incorporates all the control measures necessary for any particular job, which all participating employees shall be familiar with and understand before commencing work.
- This method statement shall be monitored to ensure that the control measures are adequate and reviewed if necessary.

The detail needed in each risk assessment is dependent on the nature of the risk. A risk assessment can be a common sense process. How far a risk assessment proceeds beyond this depends on the complexity of the undertaking and the degree of risk involved.

Risk assessments shall always be carried out by a competent person i.e. through experience and training and who has an understanding and knowledge of the processes and procedures involved.

The control measures adopted as a result of the risk assessment shall be written down and explained to all employees involved in that activity before any work commences.

Specific risk assessments shall be undertaken for controlling substances hazardous to health, manual handling and personal protective equipment.

### 3.2 Information, Instruction and Training

It is the policy of our company to provide suitable and sufficient information, instruction and training to all employees within the organisation, not only to comply with statutory requirements but also to secure a safe and healthy environment for all employees and visitors who may be affected by our activities.

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## Health and Safety Policy

To fulfil this duty we shall: -

- Introduce comprehensive and relevant safety rules and procedures as well as induction training as necessary for all employees and visitors.
- Provide refresher training at intervals assessed as being suitable and appropriate.
- Ensure that no employee transferred or promoted from one work activity to another is permitted to start work in their new environment, until and unless they have received training and instruction, sufficient to enable them to perform their new tasks without risking the health and safety of themselves or others.
- Pay attention to existing employees in relation to their inherent capabilities, and in relation to the introduction of new work equipment, new technology and new systems of work into our undertaking.

The training of all personnel will rank highly in our list of priorities and will cover more than just implementing recognised safe working practices, it will also include teaching our employees to identify hazards and understand the appropriate systems of control.

New employees will receive induction training prior to, or on arrival at their workplace. The objective of this training is to make them familiar with all aspects of Health, Safety and Welfare relating to their period of time in our employment. Aspects to cover will include: -

- Emergency warning systems.
- Evacuation and assembly procedures.
- Actions to be taken in the event of any emergency situation including exposure to immediate and imminent danger.
- Location of fire points and use of fire fighting equipment;
- Location of exits, escape routes, assembly points and places of safety.
- Welfare facilities;
- First aid arrangements.
- Accident and injury reporting procedures.
- Any prohibited areas or danger zones.
- The nature of control measures introduced to control risks.
- Health risks in relation to any substances hazardous to health.
- The use and maintenance of personal protective equipment.
- Reporting health and safety hazards.

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Employees transferred from one work location to another will be provided with training on matters particular to that new location on arrival. A transfer is an opportunity to provide refresher training and thus basic Company Policy and Health and Safety matters will not be ignored at this time.

Records will be kept of the type and extent of instruction, information and training given and received by all parties.

### **3.3 Employee Consultation**

In accordance with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996, which in turn complement the Safety Representatives and Safety Committees Regulations 1977 consultation with employees on matters of health and safety, shall take place on a regular basis either:

- With the employees directly, or
- A representative elected by the employees

If employees are not represented by a Safety Representative, then employees shall be consulted in good time on any matters concerning: -

- when introducing measure which may affect health and safety;
- the appointment of competent person(s)
- the provision of statutory health and safety information;
- any statutory health and safety training detail; or
- the health and safety consequences of new technology

The Company shall provide sufficient information for the employees, or their representative, to enter into full and effective participation in the process.

If a representative is appointed the Company shall: -

- provide reasonable training to that person in respect of those functions, including travel and subsistence costs if necessary;
- allow that representative time off with pay during working hours to fulfil the functions; and
- Provide that representative with reasonable facilities to fulfil the functions.

The functions of the representative are to: -

- Bring to the attention of the Company any potential hazards and dangerous occurrences which could affect the employees.
- Discuss with the employer general health and safety matters, plus any information provided by the Company under these regulations.

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- Represent the employees in consultation with the HSE (or other Enforcing Authority) Inspectors

The Company shall only withhold information if: -

- it is against national security;
- such disclosure is a breach of any prohibition by an enactment;
- it is of a personal (personnel) nature, unless consented;
- it is of significant commercial / confidential importance that its disclosure could cause injury to the business;
- it has been obtained for use in legal proceedings; or
- It is not related to health and safety.

Objections on safety grounds to undertaking work instructions shall be resolved between the parties concerned.

### **3.4 First Aid**

The Health & Safety (First Aid) Regulations 1981 require that adequate and appropriate first aid facilities be provided for employees.

A suitable and sufficient number of trained personnel will be appointed to render first aid when necessary. The training will be carried out by an organisation registered with the Health and Safety Executive and refresher training will be provided every three years.

Other employees shall be nominated who shall be capable of taking charge in an emergency, calling an ambulance and assist with first aid equipment. These named persons shall be informed of and understand their duties

A suitable number of first aid boxes will be provided and maintained and be located in positions which are easily reached by all employees.

Display notices will give the identity and location of first aiders.

### **3.5 Accident Reporting and Investigation**

An accident report book will be kept and made available to all employees, in which every accident will be recorded. In accordance with the requirements of the Data protection Act, this information will be withheld from unauthorised persons. All accidents will be investigated to determine the circumstances in order to help prevent a re-occurrence.

An approved accident book shall be kept and held for a period of at least three years from the date of the last entry.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 records shall also be kept for a minimum period of three years for the following: -

- reportable deaths / injuries arising out of or in connection with work;

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- reportable occupational diseases;
- reportable dangerous occurrences;
- road accident deaths / injuries arising out of or in connection with work; and
- Gas incidents.

The enforcing authorities will be notified by the quickest practicable means of: -

- death of a person as a result of an accident arising out of or in connection with work;
- a major injury (as listed in Schedule 1 of the Regulations) suffered as a result of an accident arising out of or in connection with work;
- An injury suffered by a person not at work as a result of an accident arising out of or in connection with work. where that person is taken to hospital for treatment;
- a major injury suffered by a person not at work, as a result of an accident arising out of or in connection with work at a hospital; or
- A dangerous occurrence (as listed in Schedule 2 of the Regulations).

This will be followed up by a written report (or report by telephone on the HSE hotline 0845 300 9923), within 10 days of the events listed, and sent to the relevant enforcing authority.

A written report only within 10 days is required for an accident at work where the sufferer is incapacitated for work for more than three working days.

### 3.6 Fire Precautions

The safety of all employees and others is controlled by the Fire Precautions (Workplace) (Amendment) Regulations 1999.

Offices and workplaces that employ 20 or more persons at ground level (or 10 or more on any other level) shall apply to the local Health and Safety Executive for a fire certificate.

Assessments shall be carried out periodically to identify that the existing control measures in place are adequate for the specific fire hazards and the people at risk. Any additional control measures where necessary shall be put into place to eliminate the risk, or reduce it as much as possible and the findings recorded.

Fire extinguishers and other means of fighting fire shall be provided as is appropriate for the classes of fire envisaged. Fire detectors and fire alarm systems shall be installed where their provision is justified. All fire fighting equipment shall remain easily accessible at all times and be indicated by pictorial signs.

All equipment and facilities provided to protect employees and others from the dangers of fire, such as fire extinguishers, fire fighting equipment, alarm systems and emergency doors, shall be inspected on a weekly basis, regularly maintained and any faults found rectified as soon as possible. Emergency routes shall be kept clear of obstructions or trip hazards and fire doors kept closed. Fire points shall be sited in prominent positions, which are easily accessible along these routes.

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A register shall be kept of these weekly inspections.

A daily register shall be maintained of all persons present within the workplace at any time. This shall include all visitors.

A fire and evacuation plan shall be drawn up and displayed in prominent positions and all persons shall be inducted as to its content.

Named co-ordinators shall be given and understand specific responsibilities in relation to the plan i.e. fire wardens, those responsible for contacting and directing the emergency services and ensuring the accountability of all employees and visitors.

### 3.7 Evacuation Procedures

A plan of the work areas and the emergency procedures in place shall be displayed on all notice boards, showing the positions of alarm points, safe routes of escape and the location of the evacuation assembly point. Nominated person(s) shall be responsible for contacting the emergency services and checking the register to ensure that all the areas have been vacated and all persons accounted for.

All employees and visitors shall be inducted to ensure that they are aware of the evacuation procedures.

Escape routes shall be kept clear at all times.

Evacuation procedures and alarm systems shall be regularly tried and tested to ensure that all employees are aware of the procedures to be followed in the event of an emergency and named coordinators understand and carry out their responsibilities.

These procedures shall also include: -

- Identification of anyone who may need special help to get out;
- Allocation of responsibility to specific employees to help disabled persons in emergency situations;
- Consideration of alternative escape routes should the primary route be inaccessible.

All escape routes shall be clearly signposted, illuminated with emergency lighting where necessary and kept free from obstructions at all times.

Fire exits shall be clearly and correctly marked, fire doors kept closed but unlocked from within. Lifts must not be used as an escape route in the event of a fire causing electrical failure.

Suitable and sufficient external emergency lighting shall be provided as necessary to illuminate the routes to the respective muster point.

### 3.8 Welfare

Adequate welfare arrangements, in accordance with the requirements of the Workplace (Health, Safety and Welfare) 1992 shall be provided for all employees.

These arrangements shall be suitable and sufficient for the number of employees and the type of work that they are undertaking.

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Clean and tidy toilet facilities shall be available plus hot and cold running water for washing. Hand basins shall be large enough to allow arms to be washed if necessary. Soap, paper towels and/or hand dryers shall be available. If necessary, scrubbing brushes, together with hand cleaner and barrier creams in dispensers to avoid cross-contamination shall be provided. Showering facilities shall be available in dirty working environments.

Separate facilities shall be provided both male and female employees and/or visitors.

Accommodation shall be provided for employee's outdoor clothing to allow it to be hung up and allowed to dry if necessary.

Rest facilities shall be large enough to accommodate tables and seating for employees. Alternatively breaks may be staggered, if necessary. Boiling water for hot drinks and facilities for heating food shall be made available.

A supply of drinking water shall be available, conspicuously marked with an appropriate sign, if necessary.

All areas shall be designated as non-smoking areas unless information is provided to the contrary.

### **3.9 New or Expectant mothers**

Where the risk assessment identifies additional risks to new or expectant mothers and these risks cannot be avoided by preventative or protective measures, she shall:

- have her working conditions or hours of work altered if it is reasonable to do so, or
- identify and offer her suitable alternative work that is available, or
- Suspend her from work on full pay.

### **3.10 Disabled Persons**

Access routes into and around the workplace shall be assessed to consider disabled and/or wheelchair bound employees or visitors.

Parking facilities and access routes shall be wide enough to allow unimpeded access with the provision of ramps, where necessary.

Disabled persons shall be considered whilst assessing welfare provisions and in the event of an evacuation.

### **3.11 Housekeeping**

Floors and indoor traffic routes shall be cleaned on a regular basis. Interior walls, ceilings and work surfaces shall also be cleaned at regular intervals.

Light fittings shall be inspected periodically and cleaned so as not to reduce lighting levels.

Waste products, packaging and the like shall be removed on a daily basis and suitable receptacles provided to collect waste at workstations, kitchens, reception areas etc.

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Workstations shall be sited and served to produce a minimum amount of trailing electrical leads and to keep access routes free of trip hazards

Access / escape routes shall be kept clear and unobstructed at all times.

### **3.12 Electricity**

In accordance with the Electricity at Work Regulations 1989, all electrical systems downstream of the meter shall be constructed and certified as complying with the IEE Regulations and be periodically inspected, tested and maintained so as to prevent danger. All single phase 240v AC mains electrical appliances shall be tested for correct earthing, plug and lead integrity every 12 months, routine maintenance being carried out in accordance with the equipment manufacturer's recommendations. Moveable and portable electrical equipment shall be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

Temporary supplies and/or permanent installations shall be installed in accordance with BS 7671. Before commencement, an assessment of certain characteristics of the proposed installation will be assessed:

- purpose, supplies and structure;
- external influences;
- compatibility of equipment; and
- Maintainability of equipment.

Electrical equipment shall be selected carefully to ensure that it is suitable for the activity and environment for which it is to be used and complies with the Electrical Equipment (Safety) Regulations 1994.

All operators of electrical equipment will be competent to use that equipment accordance with the manufacturer's instructions. If necessary additional specific training shall be given and records of that training retained.

Work on live conductors, or on electrical equipment, which has been made dead, must be carried out only under an appropriate permit-to-work procedure. Suitable and sufficient controls measures must be in place to prevent unauthorised persons entering these work areas or reactivating any equipment. Records of permit issue, cancellation etc. must be maintained.

Electrical equipment shall be adequately maintained to ensure that it remains in good working order throughout its working life: -

- leads shall be examined and those with damaged outer sheaths discarded, Temporary repairs using insulation tape and the like, shall not be accepted;
- plugs and connectors will be visually checked for possible damage immediately before use;
- at least once a year (more often for equipment that is in heavy and frequent use), the plug, or connector, on every item of portable equipment will be subjected to close scrutiny i.e. the cover removed and the wiring checked for good connections with each core wire

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connected to the correct terminal and the correctly rated fuse in place. The cable will be checked to ensure that it is suitable for the appliance, firmly gripped within the plug, of the correct length and correctly terminated at both ends;

- replacement plugs must be to BS1363 (A) with fuses to BS 1362;
- all electrical appliances will be visually inspected during usage and electrically tested by a competent person every 12 months;
- Portable electrical hand tools shall also be periodically tested at regular intervals dependant on usage and the work environment.

Following satisfactory testing and inspection, the appliance, plug and lead will have a self-adhesive label, or similar attached to show that they have passed their test and a register of all tested appliances will be kept.

The use of fused/un-fused socket mounted multiway adapters will be prohibited in offices and if one socket is to adequately serve more than one appliance, a four-way fused trailing socket outlet shall be used with the cable between the plug and adapter of the correct current / length rating and a minimum rating of 13 amps.

Coiled cables shall be fully unwound to prevent overheating during use.

### **3.13 Lighting**

Lighting will be of the levels to provide conditions in which work can be carried out without undue risk or fatigue.

The lighting installation will be designed to meet the levels of illumination required for each set of circumstances.

Workstations shall be situated to take advantage of natural light where possible, but local levels shall be such that eye fatigue is eliminated and glare reduced to acceptable levels.

Windows shall be cleaned on a regular basis to admit maximum natural daylight.

Emergency lighting shall be provided to meet the requirements of the fire and evacuation risk assessment.

### **3.14 Ventilation and Temperature**

Enclosed workplaces shall be sufficiently well ventilated so that stale air is replaced at a reasonable rate. Where necessary, mechanical ventilation systems shall be provided for parts or all of the workplace as appropriate.

Air inlets for ventilation systems shall not be situated where they may draw in contaminated air and where necessary shall be fitted with filters to remove particulates.

Mechanical ventilation systems shall be regularly and properly cleaned, tested and maintained to ensure that they kept clean and free from anything which may contaminate the air.

Internal temperatures shall be maintained to provide reasonable comfort without the need for special clothing.

### **3.15 Work Stations**

Workstations shall be arranged so that each task can be carried out safely and comfortably.

The seating shall be adjustable so that the employee can be at a suitable height in relationship to the work surface. Adequate support shall be provided for the lower back and a footrest provided for any employee who cannot place their feet flat on the floor.

There shall be clear and unobstructed space to allow the employee to carry out their work safely, have freedom of movement and be allowed to stand upright. Seating and access shall be suited to the needs of the individual person including any person with disabilities.

Employees involved in repetitive muscular activities shall be given other tasks, or else frequent breaks from that particular activity.

### **3.16 Display Screen Equipment**

A suitable and sufficient risk assessment shall be carried out and periodically reviewed on all workstations.

Display screens shall have stable images and the screen characters well defined and clearly formed. Screen brightness shall be adjustable and free from reflective glare.

Keyboards shall be tilt able with sufficient space in front to support the hands and arms of the operator. The symbols shall be adequately contrasted and legible. Wrist support cushions shall be provided where necessary.

The desktop shall have a sufficiently large, low-reflective surface to allow flexible movement of the screen, keyboard, documents and other related equipment.

Display screen workstations shall be so designed that sources of light, such as windows, walls and brightly coloured fixtures cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with adjustable blinds or other coverings to attenuate the daylight that falls on the workstation.

Users shall, if requested, be given an appropriate eye and eyesight test. The test shall include a test of vision and an examination of the eye. These tests shall be repeated at regular intervals and where necessary prescription spectacles for display screen work shall be provided free of charge.

### **3.17 Manual Handling**

Manual handling is probably the most hazardous activity undertaken during working activities in terms of frequency and difficulty. If at all possible, alternative mechanical methods of handling will be used.

Appropriate training will be given to all participants before any manual handling activities are undertaken. This will form part of an induction programme and sufficient time will be allowed to permit explanation, demonstration and practice.

Training will include applying techniques, making ergonomic assessments and an understanding of back care will be given to all employees. A problem solving approach to manual handling will be developed through the application of knowledge.

Various training techniques will be monitored and evaluated.

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Training programmes will include: -

- **Back care** - covering spinal mechanics so that the causes of back pain, of posture and movements etc. likely to contribute to back pain or injury can be readily identified.
- **Ergonomics** - giving guidance on evaluation of the environment, task, load and individual capability will be included, along with how to alter the environment to make the work safer.
- **Mechanical handling aids** - with training to include the practical use and care of any equipment brought in to make manual handling tasks easier;
- **Manual handling techniques** - fitness is important in the avoidance of injury. General fitness, flexibility, relaxation and the effect of obesity and other physical considerations that we take into account in the training of all concerned. Conditioning exercises performed before manual handling and during the course of a working period will be taught, encouraged and scheduled. Individuals will be encouraged to develop an appreciation of their own capabilities in making assessments and recognising their own limitations in terms of knowledge and lifting capacity.

A recall system which ensures that all employees, including self-employed receives re-training programs as and when necessary, is regarded as essential.

### 3.18 The Control of Substances Hazardous to Health (COSHH) Regulations 1994

The Company will ensure the collection of all up to date information and data on the toxicity and potential hazards of all substances used within the organisation. This information will be brought to the attention of all employees and visitors likely to be exposed to these substances i.e. those that have the potential to cause harm to people's health. These substances can include gases, vapours, liquids, fumes, dusts and solids or can be a combination of these. They can also be micro-organisms.

Our approach towards achieving legal compliance with the requirements of the COSHH Regulations will be to: -

- Familiarise ourselves with the legal requirements.
- Make an assessment of substances hazardous to health, which is suitable and sufficient, in relation to evaluating the risks to health arising from activities involving those substances and establishing what has to be done to meet the requirements of the regulations.
- Introduce the necessary controls.
- Decide what other precautions are needed.
- Implement the chosen precautions.
- Monitor their performance and introduce any techniques, which would improve that performance.

### 3.19 Provision & Use of Work Equipment Regulations 1998 (PUWER)

These regulations set the standards for the provision and use of work equipment with the primary objective of providing safe equipment and ensuring its safe use. Compliance with the

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regulations should ensure that work equipment used during the course of our activities does not give rise to risks to health and safety of employees or others.

Work equipment will be carefully selected, ensuring that it complies with the regulations, and it will be properly maintained.

Operatives will receive all necessary information, instruction and training and be aware of any foreseeable dangers.

The Company will: -

- Ensure that equipment is constructed or adapted for the purpose for which it is used or provided.
- Consider working conditions and risks to health and safety to persons where the equipment is to be used.
- Ensure that the equipment is used only for operations and under conditions where it is suitable.

The provision of information and instruction, written where appropriate and readily understood, will include: -

- Conditions in which and methods by which equipment shall be used.
- Foreseeable abnormal conditions and appropriate action.
- Conclusions drawn from experience with equipment.

Training must be adequate and include safe work methods defining possible risks and precautions to be taken

### **3.20 Personal Protective Equipment**

When all other control measures have been put into place and as a last resort, suitable and sufficient personal protective equipment (PPE) will be provided to all employees and visitors.

A formal assessment will be taken to select the most suitable PPE for the type of work to be undertaken and expert advice will be sought by consulting both manufacturers and suppliers in selecting the most appropriate equipment bearing the CE mark.

All wearers will be provided with the necessary information, instruction and training on how it is fitted, used and maintained.

PPE will be inspected on a regular basis and all worn, defective or damaged equipment will be replaced.

When not in use, PPE will be safely and correctly stored ready for use.

### **3.21 Control of Contractors**

All contractors employed by the Company for installation, maintenance, cleaning, construction or alteration etc., shall be carefully chosen, monitored and reviewed to ensure that their health and safety standards are of a standard acceptable.

### *Health and Safety Policy*

Dependant on the size and amount of work to be undertaken, contractors shall be assessed to ensure that they have both the financial and managerial resources, together with the competence, expertise and safe systems of work in place to carry out their health and safety duties to a satisfactory standard whilst in our employment.

Contractors shall be inducted and made aware of all company health, safety and security rules, hazardous work areas, fire and evacuation and traffic management procedures, first aid and welfare requirements prior to commencing work on our premises.

Regular checks shall be undertaken during the course of the contract to ensure that the work is being carried out as agreed and on completion of the contract, their overall performance shall be reviewed.

Contractors who underachieve shall receive careful consideration before being allowed to tender for any future work.

### **3.22 Monitor and Review**

The Company shall continually assess and review the health and safety information, instruction and training needs of employees and our findings will be kept on record.

Regular monitoring of the premises, workshops, and working places will be undertaken to evaluate how efficiently the training provided is being put into practice and what improvements, if any, can be made.

All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Expert advice will be sought and taken as and when necessary, through external audits and safety inspections, carried out to examine, develop and improve health and safety controls, techniques and applications already in place.

*G Asghar*