

LEISURE DOMES LTD

SAFETY STATEMENT

Supported by



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GENERAL POLICY

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of its employees in achieving these goals.

ORGANISATION AND RESPONSIBILITIES

This section sets out the health and safety responsibilities of key personnel within the organisation.

SAFETY ARRANGEMENTS

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

SAFETY RECORDS (this section may be in a separate folder)

This section contains;

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation. Records relating to Fire Safety Management will be found in your Safety Management System.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

HEALTH AND SAFETY POLICY

GENERAL POLICY

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Safety, Health and Welfare General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy Manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

Anti-Bullying Policy

The aim of this Policy is to indicate what constitutes bullying and what action the company will take if it becomes necessary to deal with an offence of this nature.

Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, proformas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot delegate our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

LEISURE DOMES LTD

HEALTH AND SAFETY GENERAL POLICY STATEMENT

Leisure Domes Ltd recognises that it has responsibilities under the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 2007 to 2016 and current health and safety legislation for the health and safety of its workforce whilst at work and others who could be affected by its work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through;

- the provision of health and safety leadership in identifying and controlling health and safety risks so identified;
- consultation with our employees on matters affecting their health and safety;
- the provision and maintenance safe plant and equipment;
- ensuring the safe handling and use of substances;
- the provision of necessary information, instruction and training for our workforce, taking account of any who do not have English as a first language;
- making sure that all workers are competent to do their work, and giving them appropriate training;
- the prevention of accidents and cases of work related ill health;
- the active management and supervision of health and safety at work issues;
- having access to competent advice;
- the provision of the necessary resource required to make this policy and our health and safety arrangements effective;
- aiming for a continuous improvement in our health and safety performance and management through a process of regular audit and review; and
- reviewing this policy and associated arrangements on a periodic basis using findings from the audit process, staff consultations and incident investigation to guide change.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our workforce recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to

take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each worker, which sets out their duties and includes our specific health and safety rules. In support of this policy we have prepared a responsibility chart and specific arrangements.

Signature  Date **1/07/2020**

Position **Managing Director**

The policy is reviewed on a periodic basis.

ANTI-BULLYING POLICY

Purpose

As part of our commitment to the fairness, dignity and respect of each employee, any form of bullying will not be tolerated by this company. The aim of this Policy is to indicate what constitutes bullying and what action the company will take if it becomes necessary to deal with an offence of this nature.

Scope

This Policy is applicable to all employees (temporary and permanent) irrespective of length of service and includes clients and service personnel both inside and outside the work environment.

Definition

The Task Force on the Prevention of Workplace Bullying defines bullying as:

“Repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a one off is not considered to be bullying”.

The following are examples of the types of behaviour considered as bullying and are prohibited by the company:

Verbal Abuse

- Shouting or using aggressive or obscene language, in public or in private, to humiliate or intimidate.
- Making offensive comments about the same person regularly.
- Unfair and excessive criticism.
- Ridiculing the employee in front of other employees and individuals.
- Spreading false or malicious information about the individual around the organisation etc.
- Personal insults, name calling
- Threatening job loss for trivial errors.

Non Verbal Abuse

- Setting up a person to fail by overloading them with work or setting impossible deadlines.
- Withholding information and blaming the person for being ignorant.
- Ignoring, excluding and isolating a person.
- Blocking promotion.
- Threatening body language.
- Damaging personal belongings.
- Excessive monitoring.

Physical Abuse

- Hitting.
- Bodily contact that is abusive in nature.

The above lists are not exhaustive and only serve as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner.

POLICY

The company acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others.

Any instances of bullying will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be repeated and consistent, causing unnecessary stress and anxiety, this will be considered gross misconduct. Although the definition given by the Task Force on the Prevention of Workplace Bullying indicates that an isolated incident is not considered to be bullying, the company operates a zero tolerance attitude towards this type of behaviour and does not accept it in any form. As a consequence, it is our company policy that a single incident of bullying may constitute gross misconduct dependent on its severity as deemed by the company. The company therefore reserves the right to use the disciplinary procedure up to and including summary dismissal.

As part of this company's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider the multi-cultural beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence on the grounds of a person's gender, civil status, race, religion, family status, age, sexual orientation or disability or to a member of the traveller community.

Procedures for Dealing with Bullying **Informal Procedure**

An informal approach can often resolve difficult situations with the minimum of conflict and stress for the individuals involved. This in no way diminishes the issue of the effects on the individual.

If you feel you are being bullied you should attempt to explain to the alleged bully that their behaviour is unacceptable. If you find it difficult to approach the alleged bully alone then seek help and advice from the nominated contact person; they will listen, be supportive and explain the various options open to you.

You may ask the contact person to assist you with raising the issue with the alleged bully. The contact person will approach the alleged bully in a confidential, non-confrontational discussion to try to resolve the matter in a low-key manner.

If you decide to bypass the informal procedure, for whatever reason, and choose to go down the formal route then this will not reflect negatively on you in any way.

Formal Procedure

If the informal approach is not appropriate, or if after using the informal procedure, the bullying continues, then the formal procedure will be invoked.

A formal written complaint must be given to your Line Manager or a member of the management team. The complaint should only contain precise details of actual incidents of bullying. A letter will be sent to the alleged bully to tell them that a formal complaint has been made against them. A copy of the complaint will be given to them and they will be given the opportunity to respond to the allegations.

An initial examination will be carried out by a designated, impartial member of management who will determine the appropriate course of action to be taken e.g. a mediated solution or attempt to resolve the situation informally or decide if it should be progressed to a formal investigation. If these courses of action prove to be inappropriate or inconclusive, then a formal investigation of the complaint will take place to determine the facts and credibility of the allegations.

Investigation

The investigation will be carried out by a designated member of the management team or, if necessary, in the case of any possible conflict of interest, an agreed external third party. In either case, the person nominated should be familiar with the procedures involved. The investigation will be thorough, objective and confidential. It will be conducted with sensitivity and respect for the rights of the complainant and the alleged bully.

The designated investigator will meet with the complainant, the alleged bully and any witnesses or other relevant persons individually. The purpose of these meetings is to establish the facts about the allegations and will be completely confidential.

The complainant and the alleged bully have the right to be accompanied by a work colleague or employee/trade union representative.

The person investigating the complaint will make every effort to carry out and complete the investigation as quickly as possible and within an agreed timeframe. When the investigation is complete, a written report will be submitted to management which will contain the findings of the investigation.

Both the complainant and the alleged bully will be given the opportunity to comment on the findings of the investigation before any action is decided by management.

The management will inform the complainant and the alleged bully, in writing, about the findings of the investigation.

Outcome

If it is decided that the complaint is well founded then a formal interview will be conducted with the alleged bully to determine an appropriate course of action. This may include counselling, monitoring or taking the issue through disciplinary and grievance procedures.

In the event of the findings of the investigation concluding that the complaint was untrue and was brought with a malicious or vexation intent then disciplinary action will be taken against you up to and including dismissal.

Signature **Date**

Position **Site Location:**

RECORD OF PERIODIC REVIEW OF THE HEALTH AND SAFETY POLICY

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews which should take place at least annually. Health and Safety Consultants employed by Peninsula Business Services Ltd will also review the Health and Safety Management Documentation system to ensure that it meets current statutory requirements and good practice relevant to the organisation.

This record should be endorsed by all persons who carry out these periodic reviews (including Peninsula Health and Safety Consultants).

DATE	WAS THIS A FULL REVIEW OF THE HEALTH & SAFETY POLICY AND PROCEDURES? Y / N	NAME OF REVIEWER(S)	NEW SAFETY POLICY STATEMENT SIGNED / DATED Y / N	Tick if reviewed by H & S Consultant

Note: where a new Health and Safety Policy General Statement of Intent has been signed and dated, this record should be endorsed to that effect (Column 4) and the new signed and dated statement should be included in this Manual (page 5), replacing the previous statement. All other signed and dated copies (on Notice Boards etc.) should also be replaced. The unsigned copy of the general policy statements in the Employee Safety Handbook should be replaced if the statement is changed.

ORGANISATION

Health and Safety Management Structure

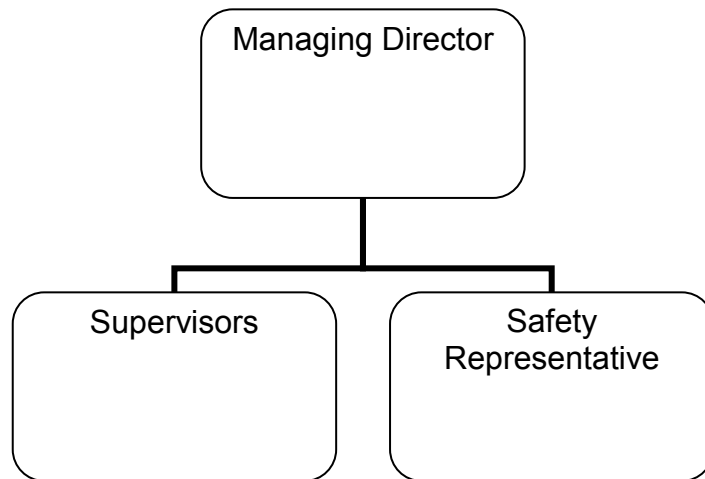
Introduction

The Managing Director has overall responsibility for the implementation of this policy.

The policy is executed through key personnel who have been allocated specific responsibilities for managing health and safety.

Emphasis is placed on recognising potential hazards and taking steps to minimise their effect on employees and others.

The organisational structure set out below shows the key personnel with health and safety responsibilities.



HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

The Managing Director has overall responsibility for health and safety matters. We have identified a need for and taken action on the key issues below.

THE MANAGEMENT OF HEALTH AND SAFETY

General

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our client's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are undertaken and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are communicated effectively to employees and others.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks posed by asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements which are available following the responsibility table within this document.

EMPLOYERS RESPONSIBILITIES INCLUDE

- A commitment to managing and conducting our work activities in order to protect your health and safety.
- Providing a safe place of work which is adequately designed and maintained.
- Providing safe means of access and egress to and from the place of work.
- Providing safe plant, equipment and machinery.
- Providing safe systems of work, e.g. operating procedures.

- Preventing improper conduct likely to put an employee's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities for example toilets, changing rooms, canteen area etc.
- Providing, where necessary, a competent person to advise and assist us in securing the safety, health and welfare of all of our employees.

EMPLOYEES RESPONSIBILITIES INCLUDE

- Complying with relevant health and safety legislation.
- Ensuring that you are not under the influence of an intoxicant while working as this could endanger your safety, health and welfare or that of others.
- Ensuring that you do not engage in improper conduct or other behaviour that is likely to endanger your safety, health and welfare or that of others.
- Co-operating with your employer and any other person to help us and any other person to comply with their legal duties.
- Use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- To report to your employer or immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work that might endanger safety, health or welfare at work of any employee or that of any other person of which you become aware.
- No person(s) shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Attend training as may be required or as may be prescribed relating to safety, health and welfare at work or relating to work carried out by you.

MONITORING

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated. We also undertake an annual health and safety management review to determine whether our existing health and safety procedures and arrangements are adequate. This is achieved by completing an Annual Health and Safety Review form.

The continual review of the completed Annual Health and Safety Review records and the Periodic Workplace Checklists, along with our comprehensive Safety Records, helps us to check the effectiveness of our Safety Management System.

LIST OF PERSONS TO WHOM HEALTH AND SAFETY RESPONSIBILITIES HAVE BEEN ALLOCATED

We are required to identify, by name, managers and supervisors who have responsibility for specific workplace functions. Listed here are the functions and named member of staff responsible for their management and implementation. This list will be updated whenever functions are reassigned or transferred to new personnel.

Site or Location: Leisure Domes LTD, Currymount, Buttrvant, Co. Cork	
Date Completed:	16/03/2018
FUNCTION	NAME
Responsibility Booklets	Managing Director
Supervisors	Supervisors
Individual Responsibilities Director(s)	Managing Director
Safety Statements	Managing Director
Finance and Purchasing	Managing Director
Management of Contractors	Managing Director
Asbestos Duty Holder	Managing Director
Anti-Bullying Policy Contact	Managing Director
Management of Health and Safety	Managing Director
Operational Procedures (writing and preparation)	Managing Director
Appointed Competent Person(s) for Occupational Safety, Maintenance and Chemical Agents	Managing Director
All Risk Assessments	Managing Director
Emergencies (fire, flood, first aid), plans and procedures	Managing Director
Utilities (gas, electricity, water)	Managing Director
Personal Protective Equipment	Managing Director
Training	Managing Director
Maintenance	Managing Director
Equipment and machinery (guarding, maintenance and statutory tests)	Managing Director
Welfare facilities	Managing Director

RESPONSIBILITY TABLE

This Responsibility Table shows the allocation of individual health and safety responsibilities to the personnel and management position identified in the table..

Key

MD - Managing Director

SPV's - Supervisors

Safety arrangements	MD	SPV's
Managing Safety & Health at Work	✓	✓
Accident, Incident, Ill Health Reporting and Investigation	✓	✓
Workplace H&S Consultation - One-to-one	✓	
Risk Assessment and Hazard Reporting		✓
Substance & Alcohol Abuse	✓	
Purchasing	✓	
New and Expectant Mothers	✓	
Lone Working	✓	✓
Health & Safety Training		✓
Personal Protective Equipment	✓	✓
Safe Systems of Work	✓	
Action on Enforcing Authority Reports	✓	
Equality and Disability Discrimination Compliance	✓	
H&S Information for Employees		✓
Fire Safety - Arrangements and Procedures	✓	✓
First Aid	✓	✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓	
Housekeeping and Cleaning		✓
Access, Egress, Stairs & Floors		✓
Workplace Signs		✓
Working in the Open Air	✓	✓
Site Work		✓
Working in the Sun	✓	✓
Electrical Safety	✓	✓
The Provision, Use & Maintenance of Work Equipment	✓	
Hand Tools	✓	
Office Equipment	✓	
Slips, Trips & Falls	✓	
Compressed Air Equipment	✓	
Work at Height	✓	✓

Safety arrangements	MD	SPV's
Occupational Road Safety	✓	✓
Manual Handling	✓	✓
Stress in the Workplace	✓	
Aggression & Violence in the Workplace	✓	
Contractor Control & Management	✓	✓
Basic Scaffolding	✓	
Overhead Services	✓	
Protection of Public	✓	

Note: Those persons who have been allocated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by other persons and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have completed records for the areas under their control and together should ensure that the organisation has, collectively, covered all aspects of safety management for that subject.

EMERGENCY CONTACT DETAILS

Garda	999 or 112
Garda Station.	See Fire Action Notices
Fire and Ambulance	999 or 112
Location of Fire Assembly Point	See Fire Action Notices
First Aiders & Location of First Aid Kits	See Fire Action Notices
Nearest Hospital A&E	See Fire Action Notices
Local Doctor	See Fire Action Notices
ESB	For emergencies, supply failure or damage to networks - ESB Networks Ltd: 1850 372 999 (24 hour service)
Gas	National Gas Emergency number: 0800 111 999. Or 1850 205 050
Health & Safety Authority	1890 289 389

Emergency Procedures

In the event of an emergency situation please follow the training and instruction you have been provided with.

Fire

For fire emergency raise the alarm, evacuate the area, only fight the fire if you are trained and competent to do so, close doors and windows to prevent the spread of fire, refer to your fire safety training and act accordingly.

Medical Emergencies

Raise the alarm, summon the first aider on duty and follow their instructions.

Theft, aggression or violence

Follow the guidance and advice of your line manager and the guidance in the safety statement; do not place yourself in a position of danger or high risk.

RELEVANT LEGISLATION

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (IRL)'.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 01 855 5050.

- Chemicals Acts 2008 and 2010
- Carriage of Dangerous Goods by Road Act, 1998
- Carriage of Dangerous Goods by Road Regulations 2007
- Chemicals Act (CLP Regulation) Regulations 2011.
- Dangerous Substances Act 1972
- Employment Equality Act 1998
- Display Screen Equipment Regulations 2007
- European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Amendment) Regulations 2008
- Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015
- European Communities (Lifts) (Amendment) Regulations 2008
- European Communities (Export And Import Of Certain Dangerous Chemicals) (Pesticides) (Enforcement) Regulations 1995 as amended
- European Union (Prevention Of Sharps Injuries In The Healthcare Sector) Regulations 2014
- Factories Act 1955
- Fire Services Act 1981 & 2003
- Organisation of Working Time Act 1997
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and 2015
- Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 and 2015.
- Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001
- Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2005

- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2010
- Safety, Health and Welfare at Work (Work At Height) Regulations 2006
- Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016
- Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2010 – Optical Radiations
- Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2012 – Optical Radiations and Pressure Systems
- Safety Health and Welfare at Work (Biological Agents) Regulations 2013.
- Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Safety Health and Welfare at Work (Electromagnetic Fields) Regulations 2016

Safety Arrangements Index

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-17	Personal Protective Equipment	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-11	Workplace Signs	v1
SA3-13	Working in the Open Air	v1
SA3-13a	Site Work	v2
SA4-1	Electrical Safety	v1
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-8	Slips, Trips & Falls	v1
SA4-15	Compressed Air Equipment	v1
SA4-20	Work at Height	v2
SA4-31	Occupational Road Safety	v2
SA5-9	Manual Handling	v3
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA7-2	Contractor Control & Management	v1
SA7-14	Overhead Services	v1
SA7-15	Protection of Public	v1

MANAGING SAFETY AND HEALTH AT WORK

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of the senior management to take responsibility for managing safety and health at work.
- Providing adequate resources
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales (information is in our Guidance Notes).
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for managing safety and health at work is identified within the Responsibility Table of our Health and Safety Policy.

MANAGING SAFETY AND HEALTH AT WORK

Action Plan

In order to meet our legal obligations to manage safety and health at work we need to;

1. Identify a person to take responsibility for managing health and safety in our business activities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Plan our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explain to our workers, Supervisors and Managers the nature of our arrangements for managing health and safety at work.
7. Ensure that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their Managers.
8. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the reporting requirements and reporting system can be found in our Guidance Note 1-1 – Managing Safety and Health at Work.

ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

We encourage our employees to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by;

- Nominating an individual member of staff to be responsible for investigating, recording and reporting accidents, incidents and cases of work related ill-health.
- Having accident, incident and work related ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work related ill-health.
- Reporting reportable accidents, dangerous occurrences and work related ill-health within the statutory timescales (information is in our Guidance Notes).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible for reporting accidents, dangerous occurrences and work related ill-health are identified within the Responsibility Table of our Health and Safety Policy.

ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

Action Plan

In order to meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and cases of work related ill health to the Enforcing Authority we need to;

1. Identify people to be responsible for investigating the cause of injuries, incidents and ill-health and to manage our reporting arrangements.
2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.
3. Provide suitable training for those who don't.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider;
 - a. the time and date of the event, the prevailing weather conditions and local lighting.
 - b. what was happening or what the injured person and any witnesses were doing.
 - c. risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
 - d. obtaining witness statements, where possible.
 - e. making a sketch of the accident area, include accurate measurements, if appropriate.
 - f. taking photographs of the site; record any unusual or causal features present.
 - g. making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.
 - h. the underlying, as well as the immediate, causes of the event.
7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see;

Guidance Note 1-3 – Accident, Incident and Ill-Health Reporting.

Guidance Note 1-4 – Accident Investigation.

WORKPLACE HEALTH AND SAFETY CONSULTATION

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with employees and elected safety representatives about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through short tool-box talks.

We do this by:

- Nominating Supervisors and Managers to organise and hold consultation meetings and tool box talks.
- Arranging scheduled formal consultation meetings or tool box talks between Managers, elected representatives and employees (see also Guidance Note – Workplace Health and Safety Consultation).
- Developing and implementing consultation procedures.
- Implementing and undertaking where necessary a ‘one to one’ consultation process with individual employees. Details of such sessions will be recorded.
- Taking and keeping minutes of consultation meetings, making them available to all staff.
- Being seen to listen and act on issues and concerns raised during ‘one to one’ consultation meetings.

The management and supervisory personnel responsible for implementing and operating this consultation process are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE HEALTH AND SAFETY CONSULTATION

Action Plan

To set up a system for consulting with our workforce on health and safety at work matters we need to;

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create the system and make sure it is known to all members of our workforce.
4. Consider as part of the system;
 - a. recognising and involving representatives of the workforce from all levels.
 - b. permitting employee representatives to have time off to attend relevant health and safety training.
 - c. provide training for employee representatives if necessary or beneficial to the process.
 - d. scheduling health and safety as an agenda item for Consultation meetings.
 - e. implementing and undertaking 'one to one' consultation sessions with individual employees.
 - f. formally recording the outcomes of all consultation meetings and retaining these records.
 - g. making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Implement the procedure and ensure that it is followed in practice.
7. Monitor and review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Advice and guidance on consultation arrangements and procedures can be found in our Guidance Note 1-5 – Workplace Health and Safety Consultation.

RISK ASSESSMENT AND HAZARD REPORTING

We have a duty to assess the significant risks arising out of our business activities and for specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our employees to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We do this by:

- Nominating senior staff members to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments procedures, Safe Systems of Work and measures to effectively control the work activities within our work premises.
- Explaining the results of risk assessments to our workforce.
- Implementing the findings of the risk assessments, procedures, strategies, Safe Systems of Work and control measures.
- Implementing hazard reporting procedures and explaining them to our workforce.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Employees and others following our procedures, control measures and Safe Systems of Work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

RISK ASSESSMENT AND HAZARD REPORTING

Action Plan

For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and those affected by our work activity we need to;

1. Nominate a senior manager to take responsibility for identifying hazards and managing and co-ordinating risk assessment.
2. Appoint and train sufficient numbers of staff in the process of risk assessment.
3. Systematically identify the hazards to which our workforce and others are exposed.
4. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
5. Consider the risks from those hazards, however recognised, identifying people at risk.
6. Evaluate the risks and decide if further precautions are required.
7. In significant cases, record our findings.
8. Implement those findings.
9. Involve Managers and workers in identifying hazards and carrying out risk assessments.
10. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
11. Review risk assessments on a regular basis, commensurate to the risk.
12. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

For information and advice see;

Guidance Note 1-6 – Hazard Reporting.

Guidance Note 1-10 – Risk Assessment.

SUBSTANCE and ALCOHOL ABUSE

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise as a result of workers abusing alcohol and other substances.

We do this by:

- Nominating senior staff members to coordinate and manage our substance and alcohol abuse policies and provision.
- Developing and implementing strategies, policies and procedures.
- Providing competent accredited trained personnel to provide support and counselling services.
- Employees and others adhering to the contents of our procedures and policies.
- Providing and recording relevant training
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from substance abuse.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SUBSTANCE and ALCOHOL ABUSE

Action Plan

To protect workers and others from the risks of working with people who abuse substances and alcohol we need to;

1. Develop a policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider;
 - a. The problem should be treated as an illness.
 - b. The problem can be successfully treated.
 - c. Disciplinary action is a last resort.
 - d. Sufferers may find it difficult to admit to a problem.
 - e. It is easier to take action in the early stages of the condition.
 - f. Staff should be able to identify early signs of problems.
 - g. Advice is available from many organisations including local Health Authorities.
3. Develop a policy and procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly Managers and Supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in our Guidance Note 1-8 - Substance and Alcohol Abuse.

PURCHASING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises and we have systems in place to protect these groups from any adverse effects of all plant, equipment, supplies and substances that we purchase to support our work activities.

Our systems consist of:

- Nominating senior staff members to identify and manage the organisation's safe purchasing requirements.
- Developing and implementing a purchasing policy, identifying the safest available options.
- Ensuring that this policy is implemented by trained and competent staff.
- Ensuring that the equipment purchased is safe, adequate and suitable for its purpose, and that safety devices and other control measures are fitted.
- Providing adequate and sufficient personal protective equipment to employees.
- Providing relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to our purchasing policy.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

PURCHASING

Action Plan

To ensure that we purchase work equipment and substances that are safe, so far as is reasonably practicable, when used by our workers and others we need to;

1. Identify who in our company is authorised to purchase equipment, supplies and substances. Consider whether they need specific training for certain health and safety conditions.
2. Consider where we buy equipment and substances.
3. Obtain Manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.
4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards.
5. On receipt of new equipment check that where relevant it bears compliance markings.
6. Involve workers in developing a procedure based on these considerations.
7. Explain these arrangements to our workforce. Ensure they are understood.
8. Provide training where required and information for staff nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time, making changes identified as necessary or beneficial.

Information and advice about health and safety on this subject can be found in our Guidance Note 1-9 – Purchasing.

NEW AND EXPECTANT MOTHERS

We have a duty to protect the health of new and expectant mothers from hazards that might be present in the workplace. We also have a duty to assess the risks to women of child bearing age from our activities and inform them of any potential risks that might affect a pregnancy.

We do this by:

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.
- Developing and implementing systems and procedures that will protect all women of child bearing age from risks to unborn children.
- Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in our workplace or risks from the work activity.
- Considering the personal needs of each new and expectant mother.
- Ensuring that the assessments are sensitively carried out by competent, trained personnel.
- Implementing the findings of each assessment.
- New and expectant mothers and other workers following agreed procedures and control measures.
- Recording our assessments and agreed plans.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant mothers.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

NEW AND EXPECTANT MOTHERS

Action Check List

To protect the health of new and expectant mothers and women of child bearing age we should;

1. Assess the risks that our business activities may have on women of child bearing age and any potential foetus.
2. Inform the workforce of those risks.
3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as;
 - a. Substances to which they might be exposed.
 - b. The size and shape of their workstation.
 - c. Posture.
 - d. Vibrations.
 - e. Environmental factors.
 - f. Ability to stand or sit for long periods.
 - g. Night working.
 - h. Lifting and carrying.
 - i. Noise levels.
 - j. Welfare arrangements.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure Supervisors and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

Advice and guidance on managing the health and safety of new and expectant mothers can be found in Guidance Note 1-11.

LONE WORKING

Our company has a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to employees who travel during the course of their work and those who work away from our core premises.

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of lone workers.
- Identifying situations where lone working is required which affect our employees.
- Making an assessment of the risks to members of our workforce who are or may become lone workers.
- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
- Ensuring that procedures and control measures are in place for lone working situations.
- Ensuring that identified equipment needs are met and training on their use is given.
- Ensuring that the content of the procedures and risk assessments are made available to all staff.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

LONE WORKING

Action Plan

To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we need to;

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as;
 - a. Where they work.
 - b. Are they at risk because they handle cash?
 - c. Are they at risk because they are work at a remote or hazardous location?
 - d. Are they at greater risk because they are working abroad?
 - e. Are they at greater risk in the winter months?
 - f. Are they at risk from a violent client or a member of the client's family?
 - g. Are they likely to cut corners because they are not under direct supervision?
 - h. Are they at risk because of health issues?
 - i. Are they at risk because a significant part of their day is spent driving?
 - j. Are they at risk because they work exceptional hours?
 - k. Are they at risk because they do not have access to welfare or first aid facilities?
 - l. Mobile phone signals.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever an employee reports an accident or case of ill health attributable to working alone, make changes to the procedure identified as necessary or beneficial.

Advice on managing the risks from lone working can be found in Guidance Note 1-13 and in Guidance Note 1-24 where people are working abroad.

HEALTH AND SAFETY TRAINING

We have a duty to protect the health, safety and welfare of our employees whilst they are at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by:

- Nominating senior staff members to manage Health and Safety training.
- Making an assessment of the risks to our workforce and others from an inadequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the management of the policy, programmes and arrangements are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be required to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY TRAINING

Action Check List

In developing and implementing training policies, programmes and arrangements we need to:

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including ;
 - a. Plant and machinery.
 - b. Chemical and chemical processes.
 - c. Works transport.
 - d. Working at height.
 - e. Lifting machines and equipment.
 - f. Electrical safety.
 - g. Mundane work.
 - h. Occasional work activities.
 - i. Training needs analyses for individuals.
6. Involve the workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review the operation of the procedures from time to time making changes identified as necessary or beneficial.

Advice and guidance on the control of Health and Safety Training can be found in Guidance Note 1-14.

PERSONAL PROTECTIVE EQUIPMENT

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary.

We do this by:

- Nominating senior staff members to coordinate the management of work related health and safety issues.
- Reviewing our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
- Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to the workforce.
- Making sure that Managers and Supervisors know why and when PPE is required.
- Managers and Supervisors ensuring employees and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to continuously improve and reduce the incidence of work related ill health.

The personnel responsible for monitoring and implementing the use and issue of personal protective equipment are identified within the Responsibility Table of our Health and Safety Policy.

PERSONAL PROTECTIVE EQUIPMENT

Action Plan

To protect the health, safety and welfare of our workforce and others who may be affected by our work activity by the issue of personal protective equipment we need to;

1. Assess our work activities to identify where and when workers or others may be exposed to risks to health that are not adequately controlled at source.
2. Where risks are identified - carry out an assessment of the risks to our workers and others.
3. Involve the workforce in these assessments.
4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.
6. Consider among other issues;
 - a. Elimination of the hazard.
 - b. Control of the hazard, extraction, dilution, dampening etc.
 - c. Adequacy of PPE.
 - d. Fitting of PPE to the individual user.
 - e. Storage facilities.
 - f. Arrangements for cleaning, repair and replacement.
 - g. Training for correct use, cleaning etc. Supervisors and users.
 - h. Supervising use.
 - i. Signs for area where the use of PPE is required.
 - j. Records of training, issue and replacement.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Information and advice on the issue and use of PPE can be found in Guidance Note 1-17.

SAFE SYSTEMS OF WORK

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement Safe Systems of Work.
- Identifying where Safe Systems of Work are required.
- Developing Safe Systems of Work to effectively control the work activities within our work premises.
- Communicating the Safe Systems of Work to applicable employees.
- Ensuring that Safe Systems of Work are created by competent, trained personnel.
- Providing training on the Safe System to the workforce.
- Regular checks to ensure that the Systems are being followed.
- Reviewing our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

SAFE SYSTEMS OF WORK

Action Plan

To ensure that adequate Safe Systems of Work are in place for employees to follow we need to;

1. Appoint and train sufficient numbers of staff in the creation of the Safe System of Work.
2. Systematically identify the areas where a Safe System of Work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the Safe System of Work and ideally display it at the work site where the work takes place.
6. Implement the System and ensure employees understand it. Provide training where necessary.
7. When developing and implementing Safe Systems of Work we should involve Managers and workers in the task being assessed.
8. Review Safe Systems of Work on a regular basis or when situations change.

Advice and guidance on Safe Systems of Work can be found in our Guidance Note 1-20 – Safe Systems of Work.

ACTION ON ENFORCEMENT AUTHORITY REPORTS

We recognise the benefits that will accrue from early action following receipt of reports from the Enforcement Authority in regard to health safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to action such reports.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of Enforcement Authorities.
- Providing adequate resources either financial or human to be able to meet the requirements of the Enforcing Authority.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for compliance with Enforcing Authority requirements is identified within the Responsibility Table of our Health and Safety Policy.

ACTION ON ENFORCEMENT AUTHORITY REPORTS

Action Plan

In order to meet our legal obligations to provide adequate health and safety information to employees we need to;

1. Identify a person who will coordinate actions required to meet the requirements of Enforcement Authorities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-21 Action On Enforcement Authority Reports.

EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

We recognise the benefits that will accrue from planned and carefully considered arrangements in regard to the equal treatment of all people and health, safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to successfully manage disability in the workplace.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of disadvantaged and vulnerable persons
- Providing adequate resources either financial or human to be able to reasonable adjustments to our workplace(s)
- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for compliance with statutory requirements in this respect is identified within the Responsibility Table of our Health and Safety Policy.

EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

Action Plan

In order to meet our legal obligations to avoid disability discrimination to employees we need to;

1. Identify a person who will coordinate actions required to meet the requirements of legislation that requires us to treat all people equally.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1–22, Equality, Disability Discrimination and Compliance

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

We recognise the benefits that will accrue from the provision of effective information regarding health safety and welfare activities to our employees. To obtain these benefits we have recognised the need for an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by;

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for provision of information to employees is identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

Action Plan

In order to meet our legal obligations to provide adequate health and safety information to employees we need to;

1. Identify a person to take responsibility for ensuring that adequate information is provided to employees.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Identify the most effective methods by which information will be circulated to the employees.
6. Display the required health and safety 'What you should know' poster and complete the information on the poster.
7. Provide information to our employees in regard to their responsibilities and essential safety rules.
8. Explain to our workers, supervisors and managers the nature of our arrangements for managing health, safety and welfare.
9. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.
10. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-23 Health and Safety Information for Employees.

Safety Arrangement 2-1

FIRE SAFETY – ARRANGEMENTS AND PROCEDURES

We have a legal duty to implement and maintain a fire safety programme, for assessing and controlling the risks from an outbreak of fire and for the provision of fire warnings, fire fighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of:

- Nominating a ‘responsible person’ to coordinate fire and emergency arrangements and take responsibility for the completion and regular review of a Fire Risk assessment.
- Identifying fire risks and potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan
- Implementing procedures and control measures to mitigate the risks posed.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing Safe Systems of Work to reduce the potential incidence of fire and emergency situations.
- Adequate provision of tested and inspected fire fighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the Fire Risk Assessment and on the use of any fire fighting equipment provided.
- Reviewing our system.

The personnel responsible for fire and emergency arrangements are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience of operating these systems to make improvements to our safety, health and welfare management system.

Safety Arrangement 2-1

FIRE SAFETY - ARRANGEMENTS AND PROCEDURES

Action Plan

To protect workers and others from the risk of fire we need to develop a comprehensive fire safety programme. We need to;

1. Nominate and train a person to be our competent and Responsible Person for fire safety matters.
2. Prepare and maintain an up to date fire risk assessment in respect of our premises and processes. If we have hazards which make our premises high fire risk we will need to get assistance from experts.
3. Provide and maintain (record details) sufficient and suitable fire alarm systems, means of escape, fire fighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in the event of a fire or other emergency.
5. Where appropriate consult with the Fire Service in making these provisions and in developing our site specific arrangements and procedures.
6. Consider;
 - a. Fire prevention. Storage of flammables, waste disposal, open flames etc.
 - b. Potential sources of ignition including use of flammable substances and process related fire hazards.
 - c. Maintenance of fire alarms, smoke detectors, automatic door closers.
 - d. Maintenance of fire doors and escape routes.
 - e. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
 - i. Maintenance of fire extinguishers and fire fighting equipment.
 - f. Liaison with fire service and assisting the fire service in the event of a fire.
 - g. Providing and maintaining fire safety signs and notices.
 - i. Record keeping.
 - h. Safe means of shutting down electric, gas and fuel supplies.
7. Always purchase robust equipment suitable for our intended use.
8. Explain the Fire Safety Programme, Arrangements and Procedures to our Managers, Supervisors, workforce and any other people who need to know what they are; landlords, neighbours, visitors, residents etc. Ensure they are understood.
9. Provide training where required and information for staff nominated with responsibilities.
10. Implement the Programme and ensure that it is followed in practice.
11. Carry out fire alarm and evacuation drills to check that the Programme works in practice.
12. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Programme can be found in the fire safety section of the health and safety management system.

FIRST AID

We have a duty to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a Senior Manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our business at our workplace and for travelling staff.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.
- Providing adequate numbers of trained personnel to be available at all times during business hours.
- Providing and maintaining sufficient quantities of first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

FIRST AID

Action Plan

To ensure that we meet our obligations to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities we need to take the following action;

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including;
 - a. The likely severity of foreseeable work-related accidents.
 - b. The number of people likely to be in the workplace.
 - c. The nature of health and safety risks at the workplace.
 - d. The location and accessibility of the workplace.
 - e. Whether the need is for trained first aiders or appointed persons.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people known to all workers, Supervisors and Managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace.
10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

Information and advice on First Aid provision can be found in our Guidance Note 3-1 – First Aid.

WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT

We are obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our workforce whilst they are at work. This includes a duty to provide restrooms where work is arduous or conducted in a hostile environment and for the welfare of new and expectant mothers.

We do this by;

- Nominating senior staff members to oversee our provision and maintenance of welfare facilities and a safe working environment.
- Maintaining our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
- Implementing housekeeping, cleaning and maintenance regimes.
- Providing and recording relevant instruction and training.
- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

The personnel responsible for these measures are identified within the Responsibility Table of our Health and Safety Policy.

WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT

Action Plan

To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment for our workforce we need to;

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.
2. Assess the specific welfare arrangements, including rest rooms and catering areas that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.
3. Consider among other relevant issues;
 - a. our worksite, the condition of the buildings;
 - b. temperature, ventilation and lighting in the workplace;
 - c. the use of chemical, biological and radiological substances;
 - d. the condition of floors, walls and ceilings;
 - e. traffic routes;
 - f. sanitary and washing facilities;
 - g. clothing accommodation, changing rooms and rest rooms;
 - h. drinking water and the means for making hot drinks and heating food;
 - i. workers in isolated locations;
 - j. the needs of nursing and expectant mothers;
 - k. the heating and cleaning of rest rooms and welfare facilities.
4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.
5. Keep a written record of significant assessments, actions identified and taken.
6. Provide information and any necessary training to employees, Managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.
7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

For information and advice, please see;

Guidance Note 3-2, Welfare and the Working Environment.

Guidance Note 3-8, Staff Amenities and Rest Rooms.

Guidance Note 1-11, New and Expectant Mothers.

HOUSEKEEPING and CLEANING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises by keeping it in a clean, tidy and sanitary condition.

We do this by:

- Nominating senior staff members to oversee the provision and management of housekeeping facilities and arrangements. Where necessary, making a risk assessment of the risks posed to our workforce and others from housekeeping activities.
- Developing and implementing cleaning procedures and associated safe systems of work where required.
- Ensuring that competent, trained personnel undertake the management of the policy, cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies and procedures.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of our arrangements; to ensure that the workplace is kept clean and that our cleaning arrangements are adequate.
- Employees and others adhering to the contents of the procedures and safe systems of work.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HOUSEKEEPING and CLEANING

Action Check List

To ensure that we keep our workplace tidy and in a clean, sanitary condition we need to;

1. Assess all areas of the workplace and work activities to determine the cleaning requirements for each area.
2. Devise and implement cleaning plans and schedules for each area; specifying and recording them.
3. In devising these plans consider issues including;
 - a. Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.
 - b. The contaminant and the most appropriate method for cleaning; vacuum cleaning is better than sweeping
 - c. Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.
 - d. The source of the contaminant - can it be contained other than by cleaning?
 - e. The frequency of and best time of day for cleaning.
 - f. Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.
 - g. Warning signs.
 - h. Hazards associated with chemical cleaners.
 - i. Cleaning around potentially hazardous equipment.
 - j. Procedures for cleaning hazardous equipment.
4. Involve the workforce in making these assessments of our needs.
5. Explain these arrangements to the cleaning team, the workforce, their Supervisors and Managers. Ensure they are understood. Provide and record training where necessary.
6. Resource and implement the procedures ensuring that they are followed in practice.
7. Make sure Managers understand the requirements.
8. Monitor the implementation and continuing effectiveness of our procedures to ensure that our workplace is being cleaned properly and adequately.
9. Amend our systems and procedures as necessary in the light of operational experience.

Advice and information on Housekeeping can be found in Guidance Note 3-12.

ACCESS, EGRESS, STAIRS AND FLOORS

We have a duty to protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to badly maintained access and exit routes, stairs and floors.

We do this by:

- Nominating senior staff members to be responsible for monitoring and reducing incidents occurring as a result of incidents involving access and egress facilities, including stairs and floors etc.
- Making an assessment of the risks from incidents involving access and egress facilities, including stairs and floors etc.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to slips, trips and falls are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage these risks.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ACCESS, EGRESS, STAIRS AND FLOORS

Action Plan

To protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to slips, trips and falls we need to;

1. Consider the nature of our premises and the way we work to identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling.
2. Identify the control measures already in place and any additional measures that may be required.
3. Consider issues including;
 - a. Steep stairs, handrails.
 - b. Ramps
 - c. Changes in floor levels
 - d. Potholes in floors and yard areas.
 - e. Blind corners
 - f. Wet and slippery floors
 - g. Highly polished floors
 - h. Trailing cables.
 - i. Rubbish.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
6. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and after any incident involving access, egress, stairs or floors, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of access, egress, stairs and floors can be found in Guidance Note 3-9.

WORKPLACE SIGNS

Where it is appropriate we have a legal duty to display safety signs to warn our workers and others of hazards that may be present in our workplace.

We do this by:

- Nominating senior staff members to consider and identify where we need to use safety signs.
- Identifying and implementing procedures for the purchase and installation of signs.
- Ensuring that signage is adequate for its purpose and it is maintained and checked.
- Ensuring that assessments of our requirements are made by competent, trained personnel.
- Ensuring that workplace signs are adhered to.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the use of safety signs.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE SIGNS

Action Check List

To protect the health, safety and welfare of our employees and others from the hazards and risks present in our workplace we need to use safety signs as a way of warning personnel that those hazards exist. We need to;

1. Identify where on our worksite hazards exist that need to be marked with warning signs.
2. Identify signs already in place and any additional signs that may be required.
3. Consider, as part of our assessment, issues such as;
 - a. Where prohibition signs should be used.
 - b. Where signs should be used as a caution.
 - c. Where signs should be used to require positive action.
 - d. Where signs are required to indicate a mandatory action.
 - e. Whether signs are made, coloured and displayed according to legal requirements.
 - f. Replacement of damaged signs – now and in the future.
4. Involve our workforce in developing these arrangements and systems.
5. Keep a written record of assessments and decisions made.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain decisions to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure and the provision of signs from time to time.

Advice on safety signs can be found in Guidance Note 3-11.

WORKING IN THE OPEN AIR

We have a duty to protect our employees from the risks posed from working in the open air.

We do this by:

- Nominating senior staff members to reduce the risks arising from working in the open air.
- Making an assessment of the risks to our workforce from working in the open air.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to open air working are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working in the open air.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKING IN THE OPEN AIR

Action Check List

To protect workers from the risks posed from working in the open air we need to:

1. Assess our work activity to identify where and when workers may be exposed to harm from working in the open air.
2. Identify any workers with health issues that make them particularly susceptible to injury from external working.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider;
 - a. Excessive exposure to sunlight – provide sunscreen/sun block, water supply, regular breaks, covering exposed parts of the body.
 - b. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
 - c. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
 - d. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
 - e. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
 - f. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working in the open air, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of external working can be found in our Guidance Note 3-13.

SITE WORK

We have a duty to protect our employees from the risks posed from working on site.

We do this by:

- Nominating senior staff members to reduce the risks arising from working on site.
- Making an assessment of the risks to our workforce from site works.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to open air working are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working on site.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SITE WORK

Action Check List

To protect workers from the risks posed from working on site we need to:

1. Assess our work activity to identify where and when workers may be exposed to harm from working on site.
2. Identify any workers with health issues that make them particularly susceptible to injury from working on site.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider;
 - a. Excessive exposure to sunlight – provide sunscreen/sun block, water supply, regular breaks, covering exposed parts of the body.
 - b. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
 - c. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
 - d. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
 - e. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
 - f. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working on site, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of site work can be found in our Guidance Notes 3-13 and 7-4.

ELECTRICAL SAFETY

We have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances.

We do this by:

- Nominating senior staff members to ensure the safety of our electrical installation equipment and portable appliances.
- Making an assessment of the risks from electrical installations, fixed equipment and portable appliances.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ELECTRICAL SAFETY

Action Check List

To protect workers and others from the risks from using fixed and portable electrical equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.
2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
 - a. The competence of employees or contractors who install or maintain electrical equipment.
 - b. Inspection of fixed electrical installations as prescribed by the IEE Wiring Regulations (17th edition) BS 7671.
 - c. The maintenance of electrical installations between inspections.
 - d. The maintenance and inspection of portable electrical equipment.
 - e. Using battery powered hand tools.
 - f. Whether hydraulic or pneumatic tools might be safer.
 - g. Reducing the operating voltage.
 - h. Residual current devices.
 - i. Use in flammable or explosive areas; use in wet and adverse conditions.
 - j. Equipment used by mobile workers.
 - k. Use of trailing cables.
4. Purchase robust equipment suitable for the environment in which it is to be used.
5. Arrange for the routine testing and inspection of portable electrical equipment.
6. Develop a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and after any electrical incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-1 – Electrical Safety.

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

Action Check List

To protect workers and others from the risks from work equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from our use of existing equipment.
2. Consider the implications for the health and safety of our workforce when purchasing or looking to purchase new equipment.
3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
4. Consider relevant issues including:
 - a. What risks to health and safety might be created?
 - b. Do any parts look dangerous?
 - c. Do the guards adequately protect against the risk? Do they conform to the current BS, IS or EN standard?
 - d. Do fumes or dust escape from the equipment?
 - e. Is it used in flammable or explosive areas or in wet and adverse conditions? Is it designed and protected for such use?
 - f. Can you understand the controls? Are they in English?
 - g. Is it excessively noisy or is there excessive vibration?
 - h. Are there any special maintenance requirements?
 - i. Are parts that need maintenance easily accessible?
 - j. Does any part get very hot or cold?
 - k. Are there any live electrical parts exposed?
 - l. Are the supplied manufacturer's instructions clear and comprehensive?
5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.
6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
7. Implement the procedures and arrangements making sure that Managers and Supervisors understand them. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and followed in practice. Provide training where necessary.
9. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-2 – The Provision, Use and Maintenance of Work Equipment.

HAND TOOLS

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of hand tools.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of hand tools.
- Making an assessment of the risks from our use of hand tools.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that hand tools are properly maintained.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of hand tool use.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HAND TOOLS

Action Check List

To protect workers and others from the risks of using hand tools we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of hand tools.
2. Assess the risks from that use of hand tools, identifying control measures already in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
 - a. The competence and training of workers who use hand tools.
 - b. The maintenance of hand tools particularly powered hand tools.
 - c. Use of hand tools in wet and adverse conditions.
4. Purchase robust equipment suitable for the work and environment in which we require it to be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-3 – Hand Tools.

OFFICE EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of office equipment.
- Making an assessment of the risks from our use of office equipment.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that office equipment is properly maintained.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OFFICE EQUIPMENT

Action Check List

To protect workers and others from the risks of using office equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of office equipment.
2. Assess the risks from that use of office equipment, identifying control measures already in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
 - a. The competence and training of workers who use office equipment.
 - b. Who does what when the equipment goes wrong?
 - c. Are any young workers likely to use office equipment? Are any special precautions needed?
 - d. Are manufacturers' instructions followed?
 - e. The maintenance of office equipment.
 - f. The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which we require it to be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable office equipment can be found in our Guidance Note 4-4 – Office Equipment.

SLIPS, TRIPS AND FALLS

We have a duty to protect our workers and others visiting our premises from the risks of slipping, tripping and falling.

We meet this duty by:

- Nominating senior staff members to be responsible for monitoring and improving workplace pedestrian safety.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for the purpose, that they are routinely maintained and checked.
- Ensuring that any risk assessments or safety inspections are carried out by competent and trained personnel.
- Adhering to our risk assessments, procedures and control measures.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements to ensure that arrangements we have made remain sufficient to control the potential risk.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SLIPS, TRIPS AND FALLS

Action Check List

To protect our workforce and others who visit our premises from the risk of accidents caused by slips, trips and falls we need to;

1. Identify where on our worksite there are potential areas for slips, trips or falls accidents.
2. Assess the hazards in each of those areas and the risks that people at work and others may face.
3. Identify existing controls and any additional measures that we should be taking.
4. Consider issues including;
 - a. Floor surfaces.
 - b. The environment.
 - c. Footwear.
 - d. Contamination.
 - e. Obstacles and obstructions.
 - f. Cleaning regimes.
 - g. People – human factors.
5. Involve workers in developing a procedure or arrangements based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping and falling on our premises or while at work making changes identified as necessary or beneficial.

Advice and guidance on slips, trips and falls can be found in Guidance Note 4-8.

COMPRESSED AIR SYSTEMS

We have a duty to ensure that our use of compressed air systems is safe and without risk to our workforce and others.

We do this by;

- Nominating senior staff members to identify the hazards posed by the use and maintenance of compressed air systems.
- Assessing the risks to employees and others from the use of compressed air systems.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring that regular inspections and tests are carried out on compressed air systems in accordance with prescribed legislation, to identify their suitability for continued safe use.
- Ensuring employees and others adhere to procedures, control measures and Safe Systems of Work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from compressed air systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

COMPRESSED AIR SYSTEMS

Action Check List

To ensure the safety of our employees and others whilst working with or compressed air systems we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk during the operation of compressed air systems.
2. Where hazards and risks from the use of compressed air systems are identified, risk assess the task(s) undertaken, to identify where control measures are required.
3. Involve the workforce in making these assessments of our needs.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. Maintenances of pressure vessels and pipelines.
 - b. Statutory inspections of pressurised plant.
 - c. Risks to operators.
 - d. Eye protection.
 - e. Lubrication.
 - f. Adaptations and alterations to compressed air systems.
 - g. Training.
 - h. Noise (also part of an assessment of exposure to hazardous substances).
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health as a result of our use of compressed air, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on compressed air systems can be found in Guidance Note 4-15.

WORK AT HEIGHT

We have a duty to ensure the health, safety and welfare of our employees and others against the risks involved in working at height.

We do this by:

- Nominating senior staff members to be responsible for identifying and managing work at height.
- Assessing the risks to our workers and others from the risks involved in working at height. Wherever possible we avoid the need to work at height by complying with the hierarchy of controls specified in legislation.
- Where we cannot avoid work at height we develop and implement procedures, control measures and Safe Systems of Work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Following our risk assessments, procedures, control measures and Safe Systems of Work in practice.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORK AT HEIGHT

Action Check List

To ensure the safety of our employees and others whilst working in areas where they could be at risk because they are working at height we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk due to work at height and wherever possible avoiding the need to work at height.
2. Where work at height cannot be avoided and a risk is identified complete a risk assessment for the task.
3. Involve the workforce in these assessments and in the identification of control measures to eliminate or reduce risk. Liaise with clients and others where necessary.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
 - a. All work above ground where there is a risk of falling.
 - b. Occasional job tasks as well as routine tasks.
 - c. Does the work have to be done at height?
 - d. Use of appropriate access equipment.
 - e. Weather conditions.
 - f. Competency of workers.
 - g. Condition of ladders and access equipment.
 - h. Unexpected tasks e.g. leaking roof, overflowing gutter.
 - i. Safety nets.
 - j. Personal protective systems.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any injury due to work at height, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during work at height can be found in Guidance Note 4-20.

OCCUPATIONAL ROAD SAFETY

We have a duty to continue to manage, so- far as we can, the health, safety and welfare of our workforce when they are away from our premises and travelling in the course of their work.

We do this by:

- Nominating senior staff members to identify and manage the potential hazards to our workforce when driving in the course of our business.
- Assessing the risks to our workforce from driving in the course of our business.
- Developing and implementing policies and procedures.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained at their specified service intervals or when faults are identified.
- Ensuring that all vehicles are properly insured, taxed and Ministry of Transport tested, prior to road use.
- Ensuring that any risk assessments are undertaken by competent and trained personnel.
- Employees and Supervisors following our policies and procedures.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with occupational road use.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OCCUPATIONAL ROAD SAFETY

Action Check List

To ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety we need to;

1. Assess our work activity to identify where and when workers may be exposed to hazards and risks on account of occupational road use.
2. Assess specific occupational road use risks to our workforce.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to government and road safety organisations' published guidance.
5. Consider among other issues;
 - a. Working Time regulations.
 - b. Statutory limitation of commercial vehicle drivers' hours.
 - c. The positioning and security of loads – in cars, vans and large goods vehicles
 - d. The length of the working day when hours driving to and from a job, visit, training course etc. is added to the time spent on the task.
 - e. Schedules that don't require excessive speed and allow time for rest breaks.
 - f. Weather conditions.
 - g. Allowance for rest breaks.
 - h. Policy on overnight stays.
 - i. Advanced driver training.
 - j. Suitability of vehicles.
 - k. Vehicle maintenance.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident or injury related to occupational road use, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on occupational road safety can be found in Guidance Note 4-31.

MANUAL HANDLING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises from the risks present in manual handling activities.

We do this by:

- Nominating senior staff members to manage and identify load or lifting hazards.
- Making an assessment of the risks from manual handling to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations in the course of our business.
- Ensuring that any Manual Handling Risk Assessments are undertaken by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording job-based training for employees with manual handling tasks.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

MANUAL HANDLING

Action Check List

To protect our workforce and others from the risk of injury while manual handling loads we need to;

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated Manager to lead the process.
3. Consider;
 - a. What we have to move - its size and shape.
 - b. The weight.
 - c. The frequency.
 - d. Which of our workforce is involved? Do some handle loads more frequently than others?
 - e. Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?
 - f. Can we adapt our processes to reduce the risk?
 - g. Have our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
 - h. Where team lifting is employed have the workers been trained in the same system?
 - i. Are the floors suitable and maintained for the work that goes on?
 - j. Are there extremes of temperature?
 - k. Are any groups or individual workers at particular risk?
 - l. Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary
10. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health on account of manual handling at work report, to the enforcing authorities, those cases that fall into a reportable category. (Guidance Note 1-3 explains what is reportable).

Information and advice, including a template for Manual Handling Risk Assessments, can be found in our Guidance Note 5-9 – Manual Handling.

STRESS IN THE WORKPLACE

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by;

- Nominating senior staff members to consider and manage the issue of work related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise symptoms of work related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.

The personnel responsible for monitoring and implementing the above policy are identified in the Responsibility Table of our Health and Safety Policy.

STRESS IN THE WORKPLACE

Action Check List

To protect our workforce from ill health caused by work related stress we need to;

1. Assess our work activities to identify where and when workers or others may experience unacceptable levels of work related stress.
2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work related stress.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice.
5. Consider among other issues;
 - a. The outward signs of stress;
 - i. emotional. Fatigue, anxiety, poor motivation in general.
 - ii. cognitive. Making mistakes, having accidents.
 - iii. behavioural. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.
 - iv. physiological, Increased complaints about health - headaches, dizziness etc.
 - b. Stress risks assessments.
 - c. Support to an employee who is experiencing stress whether work related or not e.g. following a bereavement or separation.
 - d. The effect of new or changed roles without adequate training.
 - e. The effect of poor communication during times of change
 - f. Excessive workloads, long working hours, unsocial hours.
 - g. Working alone
 - h. Employees having to cover for the poor performance or attendance of colleagues.
 - i. Do employees have developmental opportunities.
 - j. Bullying and harassment by Managers, Supervisors and colleagues.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the policy and procedure and ensure that it is followed in practice.
10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related stress can be found in Guidance Note 5-18.

AGGRESSION AND VIOLENCE

We recognise that we have a duty to take action to reduce so far as is reasonably practicable the risk of aggression and violence to our workforce whilst at work which arise from clients and/or the nature of our work.

We do this by:

- Nominating senior staff members to consider and manage the issue of aggression and violence at work.
- Developing and implementing a policy for identifying and managing work where there are risks of aggression and violence.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise work activities and locations where there are higher than normal risks of work related violence and aggression.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are under threat of violence or aggression at work.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage the risk of injury or ill health caused by work violence and aggression.

The personnel responsible for monitoring and implementing the above policy are identified within the Responsibility Table of our Health and Safety Policy.

AGGRESSION AND VIOLENCE

Action Check List

To protect our workforce from injury or ill health caused by violence and aggression at work we need to;

1. Assess our work activities to identify where workers may be subjected to violence or aggression from clients or other people as a result of their work activities.
2. Prepare a policy and plan of action to deal with aggression and violence at work.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice. Take advice from the Police.
5. Consider among other issues;
 - a. Recognising where and why workers may be at risk.
 - b. Systems to allow the reporting of aggression and threats of violence at work.
 - c. Handling incidents – calling the police.
 - d. Security screens and alarms.
 - e. Workplace layout – make it difficult for aggressors to reach workers.
 - f. Lone working and security for workers off site.
 - g. Training workers to identify the early signs of aggressive behaviours and conflict management techniques.
 - h. Counselling.
 - i. Special arrangements for dealing with clients and people known to be aggressive or a risk to staff.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Record details of our assessment, the controls in force and additional measures planned.
8. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the policy and procedures and ensure that it is followed in practice.
11. Monitor and review the operation of the policy and procedure from time to time and following any case of injury or ill health caused by aggression or violence at work, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related aggression and violence can be found in Guidance Note 5-19.

CONTRACTOR CONTROL AND MANAGEMENT

To enhance the safety of our workforce and others, we implement effective methods to reduce the risks presented by the use of contractors and subcontractors.

We ascertain the competence of contractors and subcontractors and ensure our employees and others are adequately protected from the risks posed by situations where these groups are engaged and put systems into place to achieve this.

We do this by:

- Nominating senior staff members to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site specific company rules (**Safety Records**).
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied (**Safety Records**).
- Reviewing our own and contractors' systems.

The personnel responsible for the overseeing of contractors and subcontractors and the measures above are identified within the Responsibility Table of our Health and Safety Policy.

CONTRACTOR CONTROL AND MANAGEMENT

Action Check List

To ensure the safety of our employees and others when we have contractors working on our premises we need to be sure of their ability to control of health and safety from their work. We need to;

1. Assess the hazards and risks to our workforce that may be created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve the workforce and the contractors in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published Standards, etc.
5. Consider among other issues;
 - a. What will the contractor be doing? Where will they be doing it and when?
 - b. Does this put any of our staff at risk? Will our processes put the contractor or their staff at risk?
 - c. Should the contractor work only when our workforce is not present?
 - d. What knowledge do we have of the contractor's ability to manage health and safety?
 - e. Do we need to ask them to complete a pre-contract questionnaire or a method statement for the work?
 - f. Will they provide their own equipment - do they expect to use any of ours?
 - g. Will any plant they bring on site present risk to our workforce?
 - h. Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
 - i. Are their workers trained and competent?
 - j. Will the contractor's workers understand our rules, instructions and signs?
 - k. How well the contractor manages staff working on our site.
6. Develop procedures, programmes and practices for the times when contractors are working on our premises.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during contract work can be found in Guidance Note 7-2.

OVERHEAD SERVICES

We have a duty to consider the factors when preparing to near or underneath overhead services. We recognise that work may only be carried out in close proximity to live overhead lines when there is no alternative, and only when the risks are acceptable and can be properly controlled. We recognise that we have specific responsibilities under health and safety at work and electricity at work legislation.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for managing operations near or underneath overhead services and providing them with sufficient training and resources.
- Liaising with the local electricity company, grid supplier, local authorities and others as appropriate before any work commences.
- Liaising with telephony suppliers in respect of work near or adjacent to overhead telecommunications lines and equipment.
- Completing a job specific risk assessment and implementing a safe system of work.
- Requesting power lines are dead. Where this is not possible identifying and implementing the practical steps required to prevent danger and contact.
- Employing competent trained workers in relation to work near or underneath overhead services who have the knowledge and ability to avoid danger from overhead power lines.
- Ensuring work is carried out under the direct supervision of a trained, competent and responsible supervisor.
- Co-operating with and explaining our arrangements and procedures to other contractors working on the site.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage work in close proximity to overhead services.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

OVERHEAD SERVICES

Action Check List

To protect the health, safety and welfare of our workers from the risk of overhead services we need to:

- Consult with the local electricity company grid supplier, local authorities and others as appropriate before any work within the published exclusion zone for the particular supply line and voltage is started.
- Request that power lines are made dead or implement suitable precautions before any work takes place.
- Liaising with telephony suppliers in respect of work near or adjacent to overhead telecommunications lines and equipment
- Conduct a risk assessment for any works to be undertaken within an exclusion zone and implement a safe system of work. This is to be completed by a competent person and needs to consider the following:
 - ♦ Whether work is near but not underneath overhead services.
 - ♦ Safe working when passing underneath overhead services.
 - ♦ Working underneath overhead services.
- Isolate the area containing the overhead services with ground level barriers that can also be seen at night.
- Employ competent persons in relation to work near or underneath overhead services and compliance to published guidance on the avoidance of danger from overhead power lines.
- Follow the guidelines and advice issued by the electricity company when working near or passing underneath overhead services. All personnel are to be aware of the distances for the exclusion zones.
- Ensure that every supervisor and worker involved in the works has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
- Monitor working activities by workers to ensure that specific site precautions and arrangements are observed.

Advice and guidance on Overhead Services can be found in Guidance Note 7-14, Overhead Services and official guidance on avoiding danger from overhead power lines.

PROTECTION of the PUBLIC

We have a duty when planning for and working on site to consider the protection of the public and especially children. We recognise that the construction design and management regulations gives us a specific responsibility to protect the public from hazardous activities.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of management to take responsibility for protection of the public.
- Considering the protection of the public when preparing the Construction Phase Plan and site risk assessments.
- Following best practice guidance on protecting the public.
- Providing suitable signage at the site entrance(s).
- Preventing public access to the site both when work is taking place and out of hours by ensuring the site is left in a secure and safe condition and especially so when the site is in a public or residential area.
- Co-operating with and explaining our arrangements and procedures to all parties on the site.
- Ensuring that these procedures are adopted by all parties who may be affected.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage public protection such as additional security measures.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

PROTECTION OF PUBLIC

Action Check List

To protect the health and safety of the public from the risk of our activities we need to:

- Consider public protection issues when preparing the Construction Phase Plan and in subsequent risk assessments.
- Take account of official and professional guidance.
- Display signs at the site entrance(s) warning that unauthorised access is not permitted and that all visitors are to report to the site office.
- Ensure that the public is safe during work hours and that the site is left in a safe and secure condition out of hours and especially when the site is in public or residential areas.
- The following on site precautions should be considered:
 - ♦ Whenever possible fence the entire site using 2 metre high de-mountable fencing or close hoarding to prevent children and others gaining access to the site.
 - ♦ Removing or 'boarding over' ladders to prevent access onto scaffolds and towers.
 - ♦ Where there is an obvious hazard of children gaining access to scaffolding the area must be secured with additional 2 metre high fencing or hoarding local to the working area and the ladder access physically removed.
 - ♦ Excavations protected by rigid barriers of a type that will keep children away from this danger. Manhole covers should be secured down. If needed, use additional local fencing to protect the excavation.
 - ♦ All plant should be secured in the compound or totally immobilised, so that it cannot move even if brakes are released.
 - ♦ Materials should be stored at low level on firm, flat ground. Items such as manhole rings should be stored horizontally and damaged brick packs broken down and re stacked.
 - ♦ Loose material such as sand or spoil heaps must have very gentle batters to their slopes.
- If there is evidence that uninvited members of the public, especially children, have or probably will come onto the site, additional measures such as the use of security staff should be considered.
- The site manager will regularly review and decide exactly what security measures are needed to ensure the safety of the public and children in particular.

Advice and guidance on protecting the public can be found in Guidance Note 7-15, Protecting the Public.