

Health & Safety Policy

**Rossendale Process Systems Limited
Unit 2
Riverside Works
Stoneholme Road
Crawshawbooth
BB4 8BA**

01706 227070 t.

tmontgomery@rossendaleprocesssystems.co.uk

TABLE OF CONTENTS

1. POLICY STATEMENT	3
1.1 HEALTH AND SAFETY POLICY STATEMENT	3
2. MANAGEMENT AND ORGANISATION	4
2.1 MANAGING HEALTH & SAFETY AT WORK	4
2.2 CHAIN OF COMMAND FOR HEALTH AND SAFETY MANAGEMENT	5
2.3 RESPONSIBILITIES OF THE DIRECTOR	6
2.4 RESPONSIBILITIES OF MANAGEMENT, SUPERVISORS & EMPLOYEES	6
2.5 DUTIES OF EMPLOYEES	8
2.6 UNSATISFACTORY HEALTH & SAFETY CONDUCT AND GROSS MISCONDUCT	8
2.7 HEALTH AND SAFETY RULES: ALL EMPLOYEES	9
2.8 SITE WORKING AND VISITS TO CUSTOMER PREMISES	13
3. GENERAL ARRANGEMENTS	13
3.1 ACCIDENTS, FIRST-AID ARRANGEMENTS AND WORK-RELATED ILL HEALTH	13
3.2 REPORTING PROCEDURES: NOTIFICATION – RIDDOR 2013.....	14
3.3 ACCIDENT INVESTIGATION GUIDELINES	14
3.4 ACCIDENT INVESTIGATION PROCEDURE.....	16
3.5 ACCIDENT INVESTIGATION PROCEDURE.....	16
3.6 HEALTH SURVEILLANCE	17
3.7 HEALTH SURVEILLANCE: RISK ASSESSMENT AND ACTION GUIDE	17
3.8 ASBESTOS-CONTAINING MATERIALS/CONTACT WITH ASBESTOS	20
3.9 CONSULTATION WITH EMPLOYEES	20
3.10 CONTRACTORS AND VISITORS	21
3.11 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH ('COSHH').....	22
3.12 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES ('DSEAR')	23
3.13 DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATIONS	24
3.14 ELECTRICAL EQUIPMENT/SYSTEMS: CHECKS, INSPECTIONS, REPAIRS AND TESTING	25
3.15 FIRE POLICY AND WORKPLACE SAFETY	26
3.16 'HEALTH AND SAFETY LAW: WHAT EMPLOYEES SHOULD KNOW'	27
3.17 HEALTH & SAFETY: PROFESSIONAL SERVICES.....	29
3.18 HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES	29
3.19 HEALTH AND SAFETY TRAINING POLICY.....	31
3.20 MANUAL HANDLING	31
3.21 MONITORING HEALTH AND SAFETY	32
3.22 NOISE AT WORK	33
3.23 OCCUPATIONAL HEALTH: WORK – RELATED STRESS	34
3.24 PERSONAL PROTECTIVE EQUIPMENT ('PPE')	35
3.25 PRESSURE EQUIPMENT REGULATIONS 1999 & PRESSURE SYSTEMS SAFETY REGULATIONS 2000	37
3.26 SAFE PLANT AND WORK EQUIPMENT	39
3.27 VEHICLES POLICY - DRIVING COMPANY VEHICLES.....	39
3.28 VIBRATION AT WORK: CONTROLLING THE RISKS	40
3.29 VIOLENCE AND AGGRESSION AT WORK	40
3.30 WORK AT HEIGHT	41
3.31 WORKSHOP MACHINERY	42
3.32 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015	43
4. APPENDICES	44
4.1 APPENDIX 1 – FIRE PROCEDURES	45
4.2 APPENDIX 2 – ENVIRONMENTAL POLICY STATEMENT	47
4.3 APPENDIX 3 – USE OF VEHICLES AND DRIVING IN SEVERE WEATHER CONDITIONS	48
4.4 APPENDIX 7 – POLICY REVIEW	50

1. POLICY STATEMENT

1.1 Health and Safety Policy Statement

As a responsible employer, **James Montgomery (Director)** seeks through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy and bring this to the notice of all our employees. This general policy statement of health & safety is the commitment of this Company to comply with current health & safety legislation.


It is the responsibility of **James Montgomery (Director)**, together with Company management, to ensure that the working environment is safe and without significant risks to health & safety and meets the appropriate statutory requirements. It is recognised that all levels of employees have a vital role to play in the implementation and maintenance of the health & safety programme, for the premises and other locations where employees are at work.

Our Statement of General Policy is to:

- take the necessary actions to enable good standards of health and safety in this organisation;
- maintain safe and healthy working conditions;
- promote safe systems of working and safe work equipment;
- prevent accidents and cases of work-related ill health, and provide adequate control of health and safety risks arising from work activities;
- ensure all employees are competent to undertake their tasks and to give them adequate training;
- provide sufficient information, instruction, training and supervision for all employees and trainees;
- ensure the safe storage, handling, use and control of hazardous/dangerous substances;
- provide and maintain safe plant and work equipment;
- engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health issues;
- implement emergency procedures – evacuation in case of fire or other significant incident;
- ensure sufficient financial resources for health, safety and welfare requirements, and contingencies.

This Company policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees.

Signed by: _____



Date: 30th September 2024

For and on behalf of:

Rossendale Process Systems Ltd

Date for review: September 2025

2. MANAGEMENT AND ORGANISATION

2.1 Managing Health & Safety at Work

As an employer, we are aware of the need to be able to demonstrate a continuously improving health and safety management performance. It is for this reason that we have made ourselves familiar with the HSE's publication "Managing for Health and Safety" (HSG 65). It is accepted by Organisation management that managing health and safety is no different from managing any other aspects of our business. Therefore, we shall need to:

Plan

- Think about where we are now and where we need to be.
- Say what we want to achieve, who will be responsible for what, how we will achieve our aims, and how we will measure our success.
- We will measure performance by means of active and reactive indicators.
- Consider fire and other emergencies. Co-operate with anyone who shares our workplace and co-ordinate plans with them.
- Remember to plan for changes and identify any specific legal requirements that apply to our business.

Do

- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what we will do to manage the risk.
- Decide what the priorities are and identify the biggest risks.
- Organise our activities to deliver our plan. In particular, aim to:
- Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
- Provide adequate resources, including competent advice where needed.
- Decide on the preventive and protective measures needed and put them in place.
- Provide the right tools and equipment to do the job and keep them maintained.
- Train and instruct, to ensure everyone is competent to carry out their work.
- Supervise to make sure that arrangements are followed.

Check

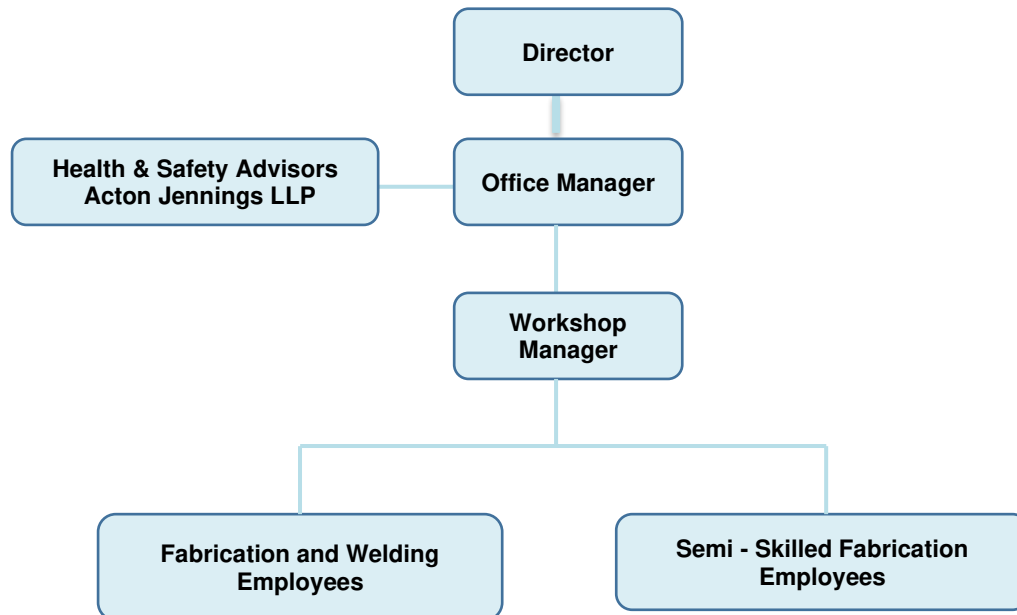
- Measure our performance.
- Make sure that our plan has been implemented – 'paperwork' on its own is not a good performance measure.
- Assess how well the risks are being controlled and if we are achieving your aims.
- Investigate the causes of accidents, incidents or near misses.

Act

- Review our performance.
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
- Revisit plans, policy documents and risk assessments to see if they need updating.
- Take action on lessons learned, including from audit and inspection reports.

Further, senior managers in the Company shall take effective measures to assess periodically our health and safety management system, and make any necessary improvements, so as to ensure continued commitment to maintaining high standards of health and safety at work.

2.2 Chain of Command for Health and Safety Management



2.3 Responsibilities of the Director

Responsibilities of the of Director in Respect of Health and Safety Risks Arising from the Organisation's Activities

Action Points

The Director recognises that it needs to accept formally and publicly its collective role in providing health & safety leadership in this organisation.

The Director has to accept his role in providing health & safety leadership for this organisation.

The Director shall ensure that all decisions reflect the health & safety intentions as articulated in this Health & Safety Policy statement.

The Director recognises his role in engaging the active participation of employees in improving health & safety at work.

The Director shall ensure that he is kept informed of and alert to, relevant health and safety risk management issues.

The Director shall:

- formally review health & safety performance (at least annually);
- ensure that the Health & Safety Policy statement reflects current Board priorities;
- ensure that our management systems provide for effective monitoring and reporting of health & safety performance;
- be kept informed about any significant health and safety failures, and of the outcome of the investigations into the causes;
- ensure that the Board address the health & safety implications of all its decisions; and
- ensure that health & safety risk management systems are in place and remain effective.

2.4 Responsibilities of Management, Supervisors & Employees

Overall and final responsibility for health & safety at work in this Company is that of **James Montgomery**. However, in practice, the performance of certain strategic duties has to be jointly held and/or delegated.

Therefore, day-to-day duties for ensuring that the Health & Safety Policy/safe working practices/safe systems of work, are implemented in the workplace premises, is that of/commonly held with **Anthony Cordey**.

The Company is responsible for consideration of health, safety, and welfare issues in relation to the following workplaces premises/locations/areas of activity:

Welding/Fabrication and installation of stainless steel tanks and pipe work. This includes on site activities and off site activities at various UK locations.

All employees have a legal responsibility to co-operate with the Company's supervisors and managers to achieve a safe workplace without risks to health.

The indicated person(s)/organisations hold specific duties in relation to the following matters:

Health & safety training: the following health and safety/fire safety related training has been provided to employees:

- Asbestos Awareness and Refreshers
- CCNSG Passport

- FLT Training and Refreshers
- Confined Spaces
- PASMA (less frequent use of towers currently)
- IPAF
- CSCS
- Safe Contractor related training
- Safety Passport
- Slinger Training
- Telehandler
- FAW
- EFaW
- Fire Safety

Those involved with the carrying out of health & safety examinations and inspections are:

- Appointed contractors / suppliers are:
 - Alliance Learning – First Aid training etc.
 - British Engine Services – Fork Lift Truck
 - [External provider to be arranged in due course](#) – for electrical appliances testing
 - Fire Extinguisher Rentals Limited – extinguishing equipment
 - Harrisons Limited – mechanical saw and blades
 - J Leach & Sons – scrap metal
 - Just-Health – Health Surveillance / Medicals see also **page 19** below
 - MS Welding Supplies Limited – welding equipment and accessories
 - Pro-Cranes Limited, Warrington – LOLER testing and Reports
 - Proteckt Safety Solutions Limited – items of PPE
 - [External provider to be arranged in due course](#) – for mains installation 'periodicals'
 - Veolia – waste materials from site
- H. M. Inspector of Factories from the Health & Safety Executive (HSE)
- Officers from the Environmental Health Department of the local authority (EHO)
- the Local Fire Officer (FO)
- the Employers' Liability Insurance
- Employment Medical Advisory Service (EMAS is part of the HSE), and
- Acton Jennings LLP as the external 'Competent Person', acting in an advisory capacity.

The employee involved with investigating any accidents to employees is **James Montgomery**.

The employees involved with the on-going maintenance of plant and work equipment are **Anthony Cordey**.

There might be other employees involved with the basic maintenance of plant and equipment which they are familiar with and use on a regular basis.

The employee who takes care of technical information relating to machinery and work equipment is **Anthony Cordey**.

The person responsible for the safe keeping of health, safety and fire safety documentation is **Anthony Cordey**.

All employees must also take reasonable care of themselves and others who might be affected by their activities.

Whenever an employee observes a health and safety problem, or other defect which they are unable/not authorised to correct, then they must immediately inform **James Montgomery**.

See also: 'Duties of Employees', 'Unsatisfactory Health & Safety Conduct and Gross Misconduct', 'Health & Safety Rules'

2.5 Duties of Employees

All employees have responsibilities and duties under health and safety laws.

Section 7 of the Health and Safety at Work etc. Act 1974 states:

'It shall be the duty of every employee while at work-

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and***

- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'***

Section 8 states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare in pursuance of any the relevant statutory provisions.'

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

'Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him'

Regulation 14 (2) states:

'Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees –

- (a) of any work situation which a person with ... training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and***

- (b) of any matter which a person with ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety ...'***

2.6 Unsatisfactory Health & Safety Conduct and Gross Misconduct

Failure to comply with health and safety duties, legal requirements, and safe systems of work and work rules, on the part of any employee, and an attitude of non-co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life

of any person, or which create a risk of major ('specified') injury will be classified as gross misconduct making the employee liable to dismissal.

Gross Misconduct

Note. An employee will be liable to summary dismissal if he/she is found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guard or protective/protection device;
- unauthorised operation of any item of plant or work equipment;
- unauthorised entry into confined spaces;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any warning sign, notice or other signage provided by their employer in the interest of health and safety at work;
- the misuse of chemicals, inflammables, or toxic substances;
- the misuse of any item of safety equipment, fittings, fixtures, components, or mechanical plant;
- the use of any type of fork lift truck, other mobile plant, or mobile elevated working platform, without training and authorisation;
- found to be consuming alcohol or taking unauthorised drugs, or being under the influence of alcohol or drugs, whilst at work

This list is not exhaustive

2.7 Health and Safety Rules: All Employees

Accidents and Occupational Health

All employees must:

- Notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- Seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510.
- Report to their supervisor any medical condition that could affect their wellbeing as well as the health of other persons.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

Controls for Hazardous Substances

Note. Technical information concerning the health risks and controls for potentially hazardous substances employees may have to use, will be made available for all employees.

Electrical Safety

All employees must:

- Keep electrical equipment, plugs, and leads in a good state of repair.
- Report all faults without delay to their immediate supervisor.

- Not attempt to carry out any repairs on electrical equipment unless qualified to do so.

Fire Precautions and Emergency Situations

All employees must:

- Store highly flammable and flammable liquids in the correct manner.
- Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors, or extinguishing equipment.
- Obey Company and site rules on smoking restrictions at work.
- Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way, which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.

Lifting Equipment (LOLER)

All employees must:

- Ensure that you are authorised and competent to use the lifting equipment safely.
- Always make sure that lifting accessories are in a safe condition and properly stored when not in use.
- Always ensure that lifting operations are planned before attempting them and ensure that the area is clear of personnel and obstructions.
- Always leave lifting equipment in a safe condition and properly parked to avoid injury risks.

Manual Handling

All employees must:

- Always adopt and carry out the best possible means of lifting.
- Receive assistance if they have doubt as to whether they are able to move the article or substance safely.
- Take extra care when moving objects up and down stairs or through doorways.
- Make sure they have clear vision when carrying bulky/large objects.
- Use mechanical lifting aids and devices provided.
- Report any defective handling equipment, and ensure equipment is not used until repaired.
- Wear protective clothing when carrying dangerous substances.
- Never sit or climb on any mobile equipment.

Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE)

All employees must:

- Use all PPE/RPE provided in the correct manner, including safety harnesses and rescue equipment.

- Store and maintain the PPE/RPE provided in accordance with training and instructions.
- Report any defects, damage, loss etc. to the PPE/RPE provider.
- Always wear safety footwear, ear protection and eye protection when required.

Signs and Notices

All employees must:

Observe and act upon any signs or notices displayed within the working environment.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'Wear Eye Protection'*
- Warning and hazard signs, e.g. *'Danger- Work in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard *'Health and Safety Law - What you should know'*.

Systems of Safe Working

All employees must:

- Report to their immediate supervisor any defect, fault, damage, or malfunction associated with the work equipment provided and submit a formal defect report sheet where appropriate.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.
- Keep long hair tied back when using machinery.
- Ensure that loose clothing is kept fastened and away from machinery.

Employees must not:

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- Clean any item of work equipment, which is in motion, which could give rise to danger.
- Leave work equipment unattended whilst in motion.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Note. Technical information concerning the machinery you might have to use is kept with Anthony Cordey.

Transport

Employees must not:

- Drive or operate vehicles whilst unfit or unwell.
- Convey waste materials without proper 'Duty of Care' notification.
- Overload vehicles.
- Use vehicles for any unauthorised purposes.

- Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.
- Operate a forklift truck, or similar moving mechanical plant, unless properly trained and authorised to do so.

All employees must:

- Carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.
- Use reversing hazard warning horns where fitted.
- Be aware of and understand the current requirements of the Highway Code.

Stock

All employees must:

- Stack goods evenly with heavier items at the bottom and lighter goods on top.
- Use proper ladder access to reach higher storage levels in safety.

Working Practices

Access

- Clear access ways must be maintained at all times.
- No designed fire exit door or fire pathway is to be blocked or otherwise obstructed.

Storage

- Stock should not be stacked in such a manner that it will necessitate persons to over - stretch.

Waste Disposal

- Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard.
- Bins should not be over - filled.
- Bins should be emptied into the skip provided.
- Any waste that is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers.
- Waste materials e.g. paper /rag wipes, contaminated with flammable liquid or similar solution must be deposited immediately after use within the designated fire-resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.

Work Environment

All employees must:

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and watercourses.
- Maintain high standards of housekeeping throughout the premises.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings, and passageways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.
- Notify their immediate supervisor of any hazardous situation, without delay.

2.8 Site Working and Visits to Customer Premises

As part of their work activities on behalf of the Company, our employees may have to either visit or carry out work activities at client/customer premises/site locations. Normally this would involve:

- welding, fabrication, and installation on site of stainless steel tanks and pipe work.

Therefore, there are health & safety implications relating to our employees on workplace premises controlled by another employer/s.

Employees on Sites: The Management of Health and Safety at Work Regulations 1999. The Conduct of Employees of this Company on premises controlled by another Employer.

Note. All employees are expected to comply with the following, i.e. to:

- follow all health & safety/site rules (including fire safety arrangements) laid down by the Occupier of the premises;
- follow all laid down safe systems of work and safe methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and the recognised control measures;
- use suitable work equipment for the tasks in hand that have no obvious fault or other defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is required in the vicinity of moving machinery;
- be careful and vigilant when within a factory environment and when in relatively close proximity to hazardous machinery and work equipment;
- act upon all reasonable instructions issued and information provided by the host employer;
- provide the host employer with information/risk assessments concerning the health and safety implications of the work tasks being undertaken on site;
- co-operate with the host employer and his employees at all times when on the premises;
- behave in a responsible manner at all times;
- to report all accidents, dangerous occurrences, near misses on site, or any case of ill health.

3. GENERAL ARRANGEMENTS

3.1 Accidents, First-Aid Arrangements and Work-Related Ill Health

The Company recognises the importance of having suitable and sufficient first-aid arrangements within the workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

First-aid boxes. **2 located in the canteen and 1 on all vehicles.**

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510/accident records are kept secure in the office.

The First Aiders at Work for these premises are:

- **Anthony Cordey**
- **Nigel Terry**

3.2 Reporting Procedures: Notification – RIDDOR 2013

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), transferred to a predominantly online system. Revised online forms are now available for reporting purposes. Employers no longer report incidents by email, post or by fax.

However, 'specified injuries' and fatal events can still be reported to HSE by telephone. The HSE recognise that certain specified injuries or fatal incidents are traumatic and have retained a telephone service for those persons having to make these reports (but see also below).

3.2.1 Incident Reporting

The HSE Incident Contact Centre (ICC - see also below) will take reports of fatal and specified injuries by telephone, but persons reporting all other incidents must now submit an online form, available on the HSE's website.

3.2.2 Online Forms

The online forms are:

- F2508 Report of an Injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

The '*Responsible Person*' (under 'RIDDOR'), for reporting of 'specified injuries,' fatalities, cases of incapacity, 'reportable work-related illness' and specific 'dangerous occurrences' is **James Montgomery**.

3.2.3 The HSE Incident Contact Centre (ICC)

The telephone number of the above establishment is **0345 300 9923**.

3.3 Accident Investigation Guidelines

The Company recognises that it is important to ensure that loss events such as accidents and near misses are investigated, so that steps can be taken to avoid a re-occurrence of the event. The Company will adopt the following procedure for accident investigation although it is recognised that the following are guidelines only and not everything may be applicable for any given accident. The more serious the accident, the greater the depth of investigation is likely to be. The main purpose of the investigation is to find out all that can be learned to enable similar accidents/near misses to be prevented in the future. The information gathered from the

investigation will be used to improve the management of health and safety within the Company.

1. Obtain General Information

- a. Has anything been altered since the accident/near miss?
- b. Names of injured/ill employees/witnesses/people first on the scene
- c. Extent of injury/damage/disruption
- d. The condition of any equipment
- e. Any chemicals/substances in use or present at the time of the accident/near miss
- f. The task that was being undertaken
- g. The time, place and layout of the area
- h. The environmental conditions (lighting, ventilation, heating, slippery surfaces, obstructions, weather conditions if outside)
- i. Record conditions (take photographs, make sketches)

2. Obtain Witness Statements

- a. Name, contact details and occupation of witnesses
- b. What did they observe and what did they do?

3. Establish Circumstances.

- a. What was being done at the time and what happen?
- b. What were the events leading up to the accident?
- c. What was the accepted method for carrying out the task? Was it being followed? Was it adequate?
- d. Was the individual competent to carry out the task (qualifications/experience)?
- e. What instruction and training was given (records available)?
- f. Were they aware of the risk assessment for the task? (how they could be harmed and the measures they should take to prevent harm)
- g. Had the individuals been told to carry out the task, or were they acting on their own initiative?
- h. Has something similar happened previously?

4. Immediate Response to Accident/Near Miss

- a. Was prompt and appropriate action taken (firefighting, first aid, area made safe, access restricted, electricity isolated, warning notices displayed)?

5. Identify Preventative Measures

- a. Was there an up to date risk assessment carried out for the task?
- b. Review the risk assessment for the task
- c. What safety precautions were in place and what should have been in place?
- d. Was instruction and training appropriate to the task?

6. Identify Underlying Causes

- a. Was supervision and training adequate?
- b. Was the equipment suitable for the task?
- c. Was equipment maintained and tested adequately?
- d. What pressures/constraints, if any, were being applied?
- e. Was communication adequate between relevant parties?

7. Actions to Prevent a Recurrence

- a. Could the outcome have been more serious?
- b. What needs to be done to prevent similar accidents/near misses?
- c. Were the safety precautions adequate, but not implemented – why not?

Actions to prevent recurrence include

- a. Better guarding or barriers
- b. Better test and maintenance schedules
- c. Revised work method
- d. Provision and use of personal protective equipment
- e. Improved supervision, training, inspection, instruction and information.
- f. Better communication
- g. Review similar activities elsewhere

See ‘**Accident Investigation Procedure**’ below.

3.4 Accident Investigation Procedure

Accidents need to be investigated and reported promptly, so that facts can be established before memories fade. Dealing with accidents should be given a high priority. Accident reports should be completed and returned within the day of the accident.

The following procedure will exist when an accident occurs to an employee/worker.

1. Following an accident, first aider to attend and carry out required treatment in accordance with their training.
2. The first aider is to complete the accident record.
3. The accident record is passed to **James Montgomery** who will determine the level of investigation and who will carry it out.
4. The relevant risk assessment will be retrieved, and a post-accident risk assessment carried out.
5. The relevant investigator/manager will complete the remaining sections of the accident record and complete the company accident investigation report if appropriate.
6. For RIDDOR events the F2508 or F2508a will be raised, completed online, saved as a PDF document and forwarded to the Health and Safety Executive.
7. The company liability insurers will be notified of all accidents.

The following matrix indicates at what level and by whom accidents need to be investigated. The level of investigation is determined by the likelihood of recurrence and the potential worst consequences of the undesired event. The accident recording document is available within the documents section of this policy.

Likelihood of recurrence	Potential worst consequence of event			
	Minor	Serious	Major	Fatal
Possible	Low	Medium	High	High
Unlikely	Minimal	Low	Medium	High

3.5 Accident Investigation Procedure

See the **Table** presented below.

3.6 Health Surveillance

Employees will be provided with appropriate and suitable health surveillance, if assessed as being necessary, to safeguard their health, and protect them whilst they are at work. Health surveillance will likely be required if the following aspects apply:

Accident/Near Miss	INVESTIGATION LEVEL			
	Local supervisor/first aider	Local or Department Manager	Senior Management	Senior Management/Directors/health and safety advisor.
Minor injuries or near misses	Minimal/Low			
Serious injuries, near misses, lost time accidents.		Low/medium		
Classified specified injuries, dangerous occurrences and diseases			Medium/High	
Multiple serious injuries, fatalities or when prosecution is likely.				High

1. is the work our employees carry out known to damage health in some particular way?
2. do we know/are we aware of valid ways to detect the disease or condition?
3. is it reasonably likely that the damage to health could occur under the particular conditions at work?
4. is health surveillance likely to benefit the employee/other employees?

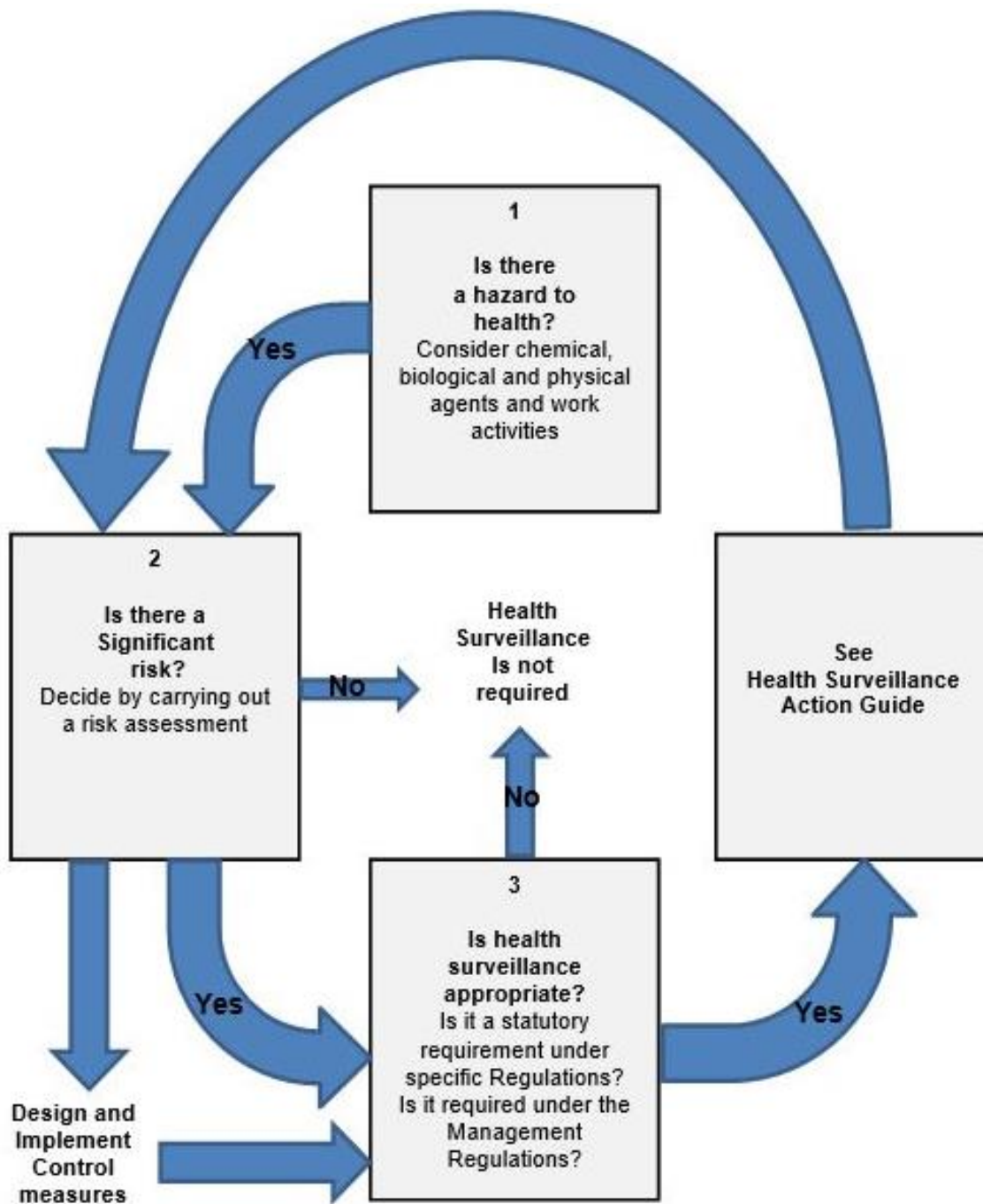
An example of the above criteria being met

1. High noise levels are known to cause hearing loss.
2. A valid technique (hearing tests) can detect the effect of noise on the hearing of individuals who work in noisy conditions.
3. The risk of hearing damage relates to the carrying out of an adequate noise assessment.
4. Hearing tests will benefit employees by identifying those at risk, so that measures can be taken to protect them and improve working conditions.

Current/Planned Arrangements

Medical checks / surveillance are conducted via **Just-Health** (Burnley branch) to determine employee fitness for entry into Confined Spaces. This includes Lung Function Tests and bloods.

3.7 Health Surveillance: Risk Assessment and Action Guide



Health Surveillance Action Guide

- 1 **Involve employees and their representatives**
- 2 **Obtain specialist advice if appropriate**
- 3 **Identify the most suitable health surveillance procedure**

Consider the type of hazard, degree of risk, likely health effects, affected employees, relevant procedure(s), whether in-house expertise exists.

- 4 **Design system, put someone in charge**
- 5 **Set up the programme**
- 6 **Carry out procedures / feedback information**
- 7 **Keep records**
- 8 **Monitoring, action and evaluation**

Protect individuals at risk.
Review your risk assessment.
Improve risk control.
Discuss grouped results with Employee representatives.

3.8 Asbestos-Containing Materials/contact with Asbestos

The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

As an employer, we have a clear duty to prevent the exposure of our employees to asbestos, or if this is not possible to reduce it to the lowest possible level.

There is a legal duty of which we are aware, i.e. the 'duty to manage' asbestos in the workplace.

Employees who might come into contact with ACMs

Our employees are not involved with the controlled removal of ACMs. However, it is possible that asbestos, or suspected asbestos might pose a threat to some employees in their work activities.

Note. Employees potentially at risk have been instructed that if asbestos is seen or suspected then they must not proceed any further with the job task. Employees are required to immediately report the situation to their immediate supervisor or manager.

3.9 Consultation with Employees

The Company is aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The Company shall implement all of the requirements in the most effective, sensible, and practical manner, in relation to all employees and their places of work.

The Duty of an Employer to consult

In accordance with the demands of this legislation, employees who are not represented by safety representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of employees;
- arrangements for nominating/appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided; and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

Persons to be consulted

This Company shall consult with its employees by meetings, one to one, and in writing.

It is, however, for the Company to determine the most effective and appropriate manner of consulting employees on health, safety, and welfare matters.

The Provision of Information

The Company is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

Health and Safety Concerns

Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with **James Montgomery**.

3.10 Contractors and Visitors

Use of Contractors

When appointing contractors, we will identify the salient aspects of the work that the Company wants the contractor to do and consider the health and safety implications of the job we want done. This will involve:

- Assessing the risks
- Deciding what information, instruction and training is required
- How co-operation and co-ordination will be achieved
- How all parties will be consulted?
- The level of supervision and monitoring required.

Selection of contractors is fundamental, and the company will ensure that all contractors appointed will be competent to do the job safely and without risks to health and safety. The following factors will be included within the company's selection policy:

- The experience they have
- Evidence of health and safety policies and procedures
- Information about their health and safety performance
- The qualifications and skills that they have
- Evidence of their safety method statement
- The health and safety training they provide
- Their arrangements for consulting the workforce
- Any membership of relevant trade or professional body
- Evidence of any references.

Co-operation and co-ordination

We will make arrangements to ensure co-operation and co-ordination between all parties to ensure the health and safety of all the workplace and anyone else likely to be affected. This may take the form of regular meetings/briefings, or a liaison person may be appointed by the Company.

Company House Rules

The Company shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. In this respect, the Company will inform such persons of the rules for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with their work tasks. The Company will make suitable arrangements for the effective management and monitoring of contractors depending on the scope of the work to be undertaken.

Rules for Visitors

- All visitors are required to report to **main office** upon their arrival to the premises.
- All visitors must sign in and out.
- Health & Safety information will be given to all visitors.
- All visitors must wear PPE in the production areas and the yards.
- All visitors must be escorted at all times on site.
- Visitors are expected to comply with the Company's Health and Safety Policy and with good safety practices at all appropriate times.

3.11 Control of Substances Hazardous to Health ('COSHH')

The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

'...arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances...'

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

Both the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- eliminate the hazard;
- use physical or engineering controls which reduce the risk at the source and provide protection generally rather than individually;
- control the person by job design, management or (as a 'last resort'), personal protective equipment.

Adequate control of exposure to a substance hazardous to health means:

- applying the eight principles of good practice set out in within the schedule to the Regulations;
- not exceeding the workplace exposure limit (WEL) for the substances (if there is one); and
- reducing exposure for substances that can cause cancer, heritable genetic damage, or asthma, to as low as is reasonably practicable.

The eight principles of good practice, which apply to a substance regardless of if it has been assigned a Workplace Exposure Limit, are:

- design and operate processes and activities to minimize emissions, release and spread of substances hazardous to health;
- take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures;
- control exposure by measures that are proportionate to the health risk;
- choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health;
- where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personnel protective equipment;
- check and review regularly all elements of control measures for their continuing effectiveness;
- inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimize the risks;
- ensure that the introduction of control measures does not increase the overall risk to health and safety.

No hazardous substance is to be used without an assessment being carried out.

COSHH Materials Safety Data sheets have been obtained for all substances and assessments are carried out in relation to their use in work activities.

These are made available to employees for their information and protection.

All employees have been instructed to exercise all of the necessary control measures, to ensure that it is used without ill health effects.

The person responsible for identifying all substances that require a COSHH assessment is **Anthony Cordey**.

The person responsible for ensuring the conducting of adequate COSHH assessments is **Anthony Cordey**.

The person responsible for ensuring that relevant persons are informed about these COSHH assessments is **Anthony Cordey**.

Substances must be checked to ensure that they can be used safely. This is the responsibility of **Anthony Cordey**.

Assessments will be reviewed annually, or when the work activity changes in a significant manner, whichever is the soonest.

The following collection of substances are used by the Company, being substances which can be classified as falling within the scope of current COSHH Regulations:

- Paints – Etch primers, gloss, stainless steel spray paints.
- Pickling and pacifying welds with Nitric/Sulphuric/Hydrochloric acid.
- Thinners
- Adhesives
- Welding Fumes

3.12 Dangerous Substances and Explosive Atmospheres ('DSEAR')

DSEAR came into force on 09 December 2002. These Regulations apply to any substance or preparation (mixtures) with the potential to create a risk to persons from energetic (energy-releasing) events such as fires, explosions, thermal runaway from exothermic reactions etc. Such substances are known in DSEAR as 'dangerous substances' and include petrol, LPG, paints, varnishes, and certain types of combustible and explosive dusts produced in (for example) machining and sanding operations.

Note. DSEAR does not address health risks: these are dealt with by the Control of Substances Hazardous to Health Regulations ('COSHH')

The main requirements of DSEAR are as follows

Employers and the self-employed must:

- carry out a risk assessment of any work activities involving dangerous substances;
- provide technical and organisational measures to eliminate or reduce, to as far as is reasonably practicable the identified risks;
- provide equipment and procedures to deal with accidents and emergencies;
- provide information and training to employees.

The scope of DSEAR

Other than for certain maritime activities, DSEAR applies whenever the following conditions have been satisfied:

- there is work being carried out by an employer or self-employed person;
- a dangerous substance is present or is liable to be present at the workplace;
- the dangerous substance presents a risk to the safety of employees who may be affected by the work carried out.

Overall, DSEAR can be seen to be an expansion of the general duty to manage risks under the Management of Health and Safety at Work Regulations 1999; making explicit good practices for reducing the risks to persons from fires, explosions, and similar energetic events.

The person holding immediate responsibility within the Company for the identification, assessment and appropriate control measures relating to DSEAR substances is **Anthony Cordey**.

DSEAR substances are:

- LPG
- Oxygen
- Acetylene

3.13 Display Screen Equipment (DSE) Workstations

It is the policy of this Company to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with display screen equipment (DSE) workstations.

The Company will fulfill its obligations to user employees by:

- Carrying out the assessments of workstations, using a self-assessment approach, supported by management and also Acton Jennings LLP as required;
- the provision of suitable work equipment;
- the provision of information and training for our 'users';
- the provision of 'eye and eyesight testing' for those users, and by the provision of spectacles were
- these are required solely and specifically for DSE work;
- making arrangements for regular breaks for employees working with DSE, as determined with the user/s.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

Typically, there are 2 'users' of Display Screen Equipment (DSE) workstations.

Arrangements are in place for workers to have breaks/changes of activity.

Arrangements are also in hand for suitable and sufficient DSE risk assessments to be conducted and reviewed accordingly.

DSE: Review of Assessment

The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, or changes in individual capability and where there has been some significant change to the workstation, such as:

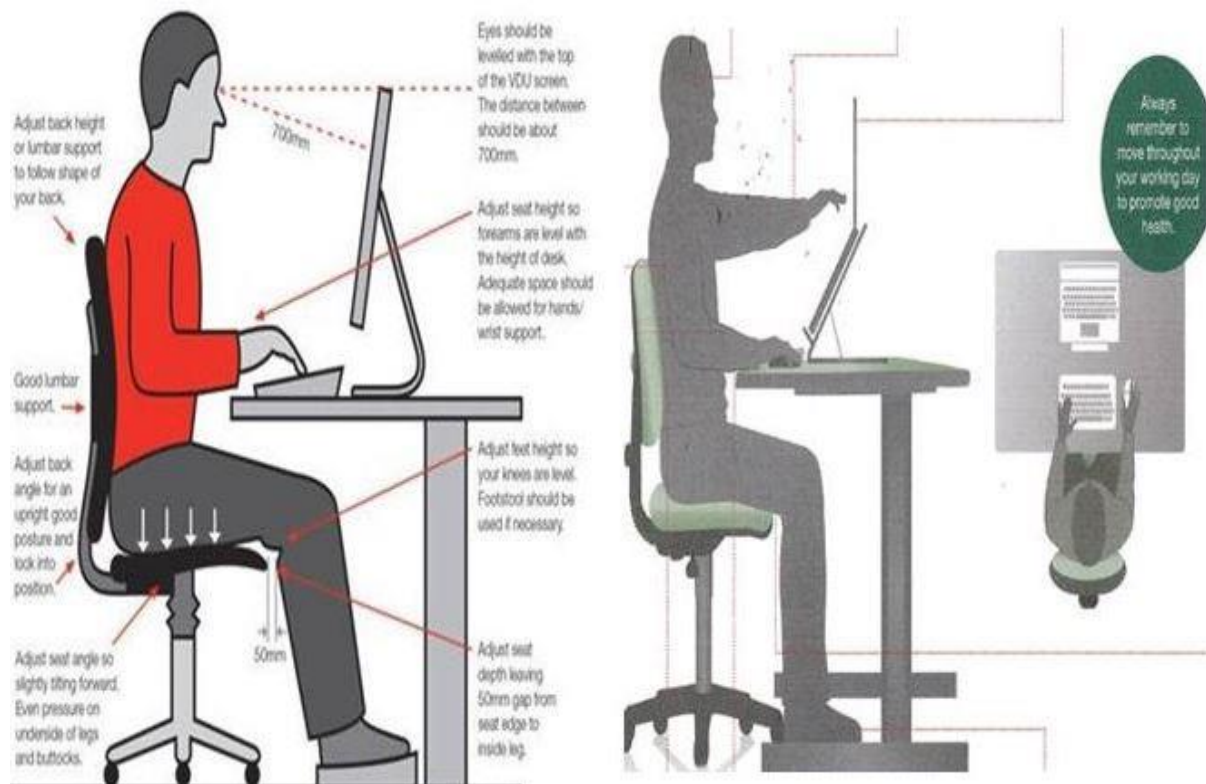
- a major change to the software used
- a major change to the hardware (screen, keyboard, input devices etc.)
- a major change in workstation furniture
- a substantial increase in the amount of time required to be spent using DSE
- a substantial change in other task requirements (e.g. more speed or accuracy)
- the workstation is relocated
- the lighting is significantly modified.

Assessments would also need to be reviewed if research findings indicated a significant new risk or showed that a recognised hazard should be re-evaluated.

Additionally, arrangements are in place for DSE 'users' to be provided with eye and eyesight tests and examinations and the provision of special spectacles if required. The organisation normally carrying out these services upon request is:

Workstation and Lap Top Setup/Posture

The following diagrams highlight the recommended ergonomic workstation/lap top setup and posture.



3.14 Electrical Equipment/Systems: Checks, Inspections, Repairs and Testing Hazards

The three main hazards are contact with live parts, fire and explosion.

We shall therefore assess the risks from the use of electricity in our work activities and use suitable precautions to ensure control of those risks.

We appreciate that all electrical equipment, wiring installations, generators or battery sets, and everything connected to them, must be maintained to prevent danger. This means that we need to carry out checks, inspections, repairs and testing, as necessary.

Any persons carrying out electrical work on behalf of this Company will be competent to carry it out safely. Should we use the services of an outside contractor, we will ensure that they belong to an accredited body, such as the National Inspection Council for Electrical Installation Contracting (NICEIC).

Arrangements are in place for the on-going visual inspections of electrical equipment and combined electrical inspection and testing:

- **Mains Electrical Installation** – External provider to be arranged in due course.
- **Portable Appliances** – External provider to be arranged in due course.

In this way, the Company believe it will be fulfilling its legal obligation to 'maintain' electrical equipment/systems as required by law.

Inspections of Plugs, Cables, Leads and Portable Electrical Appliances

This is a defined responsibility of **all employees**.

However, all employees are required to be vigilant with regard to portable electrical equipment and report any defects observed. The objective of this exercise is to look for any loose connections and related faults.

Note. Any defects/faults or electrical uncertainties must be brought to the immediate attention of Anthony Cordey without delay.

All repairs shall be attended to by a competent person. Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

3.15 Fire Policy and Workplace Safety

This Company will strive to achieve a fire safe working environment for the protection of employees, visitors, and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the Regulatory Reform (Fire Safety) Order 2005, which came into force on 01 October 2006.

We shall aim to:

- identify through proper assessment the risk to persons from fire and also dangerous substances;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- record any significant findings and inform employees and all other relevant persons of any risks identified;
- strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- inform, instruct, and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances.

Employees

Employees are required under Article 23 of the Order to take reasonable care of their own, and the safety of other persons, who may be affected by their actions.

Employees are required to co-operate with their employer, or other manager appointed, in order for the Company to fulfil its legal duties under this legislation.

The Company believes in the achievement of a fire safe workplace through the co-operations of the management and employees and encourages the active involvement of its workforce to achieve a safe workplace.

Company management have the ultimate responsibilities for fire safety planning/risk assessments, and for fire precautions in the event of a fire emergency. This applies to all of the Company premises.

Responsibilities

Anthony Cordey has overall responsibility for fire safety standards and safe arrangements at the Company premises at **Rossendale Process Systems, Crawshawbooth.**

The fire assembly point has been identified and established and is located far side of parking area.

Working areas must be kept tidy and all escape routes/fire exits un-obstructed. This matter will be the responsibility of all employees.

A competent person examines fire-fighting equipment on an annual basis. This is normally carried out during December.

The contractor attending to this matter is Fire Extinguisher Rentals Limited.

Warning of fire on these premises is given verbally by shouting **“Fire, Fire, Fire.”**

All fire related documentation is kept with **Anthony Cordey**.

The fire extinguishers are located in these main locations within the workplace premises:

Other fire related equipment in the premises includes:

Fire blanket located in the canteen.

Fire risk assessments are carried out and implemented by **Anthony Cordey**.

The following highly flammable/flammable liquids and substances are used in the workplace premises:

- LPG
- Acetylene

These products/substances are kept secure on the workshop floor.

Note. Fire hazards must be reported without any delay. In the first instance, an employee should report to Anthony Cordey.

The Company provides nominated individuals to act as Fire Marshals.

3.16 ‘Health and Safety Law: What Employees Should Know’

This part of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Law protects health, safety, and welfare at work. As an employer, this Company has a duty to protect employees and to keep them informed about health and safety in the workplace/s. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety, and welfare at work of employees. We are also clear about our obligations to provide employees with all relevant information concerning these important matters. Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate supervisor in the first instance.

In general, these duties include-

- making the workplace safe and without risks to health.
- ensuring that plant and machinery are safe, and those safe systems of work are set and followed.
- ensuring that articles and substances are moved, stored, and used safely.
- providing adequate welfare facilities.
- providing sufficient information, instruction, training, and supervision necessary for health and safety.

In particular, as an Employer, the Company must also-

- assess the risks to their employees' health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;
- appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first- aid facilities;
- make sure that the workplace satisfies health, safety, and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise, and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority;
- consult employees about matters affecting their health and safety.

As an Employer the Company has duties to –

- take precautions against fire;
- provide adequate means of escape;
- provide suitable means for fighting fire.

All Employees have legal duties. These include –

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions;
- not interfering with or misusing anything provided for their health, safety, or welfare.

If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with **James Montgomery**.

If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety, and welfare matters, then they should not hesitate to contact **James Montgomery** without delay.

The 'Health and Safety Law What You Should Know' poster is displayed in the canteen.

3.17 Health & Safety: Professional Services

Why Health and Safety at Work is important to Rossendale Process Systems Limited

Workplace injury and ill-health are expensive, for these reasons:

- employees - a most valuable resource - are incapacitated or work below par;
- accidents can cause damage and disrupt plant and equipment;
- management time is used unproductively in investigation and remedy;
- work schedules are disrupted, and valuable time is lost;
- conviction for a criminal offence results in fines and bad publicity;
- Civil liabilities can be substantial, and the trend is towards larger settlements - even if awards are covered by insurance, premiums go up and up.

Health & Safety: Professional Services

Good consultants can be effective in helping to achieve compliance with health and safety legislation. In this respect, we have appointed Acton Jennings LLP as the external 'competent person', in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999, to ensure access to competent help in applying the provisions of health and safety laws.

The main contacts are:

- Mr Peter W. Jennings MSc; CMIOSH; DipOHS
- Mr John Longfield Tech IOSH

3.18 Health and Safety Risks arising from Work Activities

Risk Assessments

The Company is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections/assessments will be recorded. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any employee, who discovers a hazardous/defective condition relating to their workplace/a work activity, should report this to **James Montgomery**, so that the appropriate action can be taken.

Information and Training

Where necessary, employees at any level will be provided with:

- specific and/or general health and safety training;
- training in the risk assessment procedure;
- training in any new work activity controls.

Inspections of Workplaces, the Identification of Hazards, and the Control of Workplace Risks

The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks.

Risk assessments will be undertaken by **James Montgomery and Anthony Cordey**.

The findings of the risk assessments will be reported to employees.

Action required to remove/control risks will be approved by **James Montgomery and Anthony Cordey**.

The person responsible for ensuring that the required action is implemented is **James Montgomery and Anthony Cordey**.

The person responsible for checking that these actions have removed/reduced the risks is **James Montgomery and Anthony Cordey**.

Assessments will be reviewed annually (workplace) and regularly (off site work), or when the work activity changes in a significant manner, whichever is the soonest.

Note. Risk Assessments. The risk assessments referred to above detail the workplace precautions/control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all employees must ensure that the required control measures are in place and that safe systems of work are followed at all times.

Workplace Risks: The General Principles

The Company is mindful of the principles of risk assessment, and namely towards:

Principles of Prevention to be Applied

A) *Avoiding risks:*

- if possible, avoid a risk altogether, e.g. does the work in a different way, taking care not to introduce new hazards.

B) *Evaluating the risks which cannot be avoided:*

- by carrying out a suitable and sufficient risk assessment.

C) *Combating the risk at source:*

- rather than taking palliative measures. e.g. the steps are slippery - treat or replace - rather than displaying a warning sign.

D) *Adapting the work to the individual:*

- Adapt work to the requirements of the individual, (i.e. when designing workplaces; selecting work and personal protective equipment; when drawing up working and safety procedures and methods of production).
- Aim to alleviate monotonous work and paced working at a predetermined rate and increase the controls individuals have over the work they are responsible for.

E) *Adapting to technical progress:*

- take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.

F) *Replacing the dangerous by the non - dangerous, or the less dangerous.*

G) *Develop a coherent overall prevention policy:*

- implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the:
 - way work is organised
 - working conditions
 - environment
 - relevant social factors.

H) *Giving collective protective measures priority over individual protective measures:*

- give priority to those measures that protect the whole workplace and everyone who works there, and so give the greatest benefit.
- l) Giving appropriate instructions to employees:**
- ensure that workers, whether employees or self - employed, understand what they must do.

**THE APPROACH AND ATTITUDE OF THIS ORGANISATION
TO ALL ITS ACTIVITIES WILL BE THE:
AVOIDANCE OF RISKS
PREVENTION OF RISKS
REDUCTION OF RISKS AT WORK**

3.19 Health and Safety Training Policy

It is Company policy to provide training to employees, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees and any others who may be affected by work activities. The Company will continuously assess the health and safety training needs of employees and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974 imposes a general duty on an employer, to provide such information, instruction, training, and supervision as is necessary to ensure, so far as is 'reasonably practicable', the health and safety at work of employees.

Induction Training

Induction training will be provided for all employees by **Anthony Cordey**.

Job Specific Training

Job specific training will be provided by **James Montgomery**.

Special Training

Specific jobs/activities that require special training are:

- CCNSG Passport
- FLT Training
- Confined Spaces
- PASMA (less demand for the use of tower scaffolds for the jobs we currently undertake on sites)
- IPAF
- CSCS
- Slinger Training
- Telehandler
- FAW
- EWAF
- Fire Safety

Training will be identified and arranged by **James Montgomery and Anthony Cordey**.

3.20 Manual Handling

Duties of an Employer

As an employer we are aware of the duties stipulated in the Manual Handling Operations Regulations 1992.

The key duties are to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided;

- reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

Duties of Our Employees

Employees have duties too. Essentially these are to:

- follow the appropriate systems of work laid down for their safety;
- make proper use of the equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to ensure that their activities do not put others at risk of injury.

Avoiding Manual Handling

- checks will be made to determine if manual handling needs to be carried out at all, i.e. avoidance.
- we shall also consider the practicability of automation, particularly for any new processes;
- think about possible mechanisation for some processes;
- be aware of new hazards arising from automation or mechanisation.

Making the Assessment

- the assessment is the employer's responsibility.
- selected employees can help to carry out these assessments.

Reducing the Risk of Injury

It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable.' This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble, or costs – would be far too great in proportion to the benefits.

Training Requirements

We recognise the importance of training in relation to manual handling operations at work.

Training will need to cover:

- how to recognise harmful manual handling;
- appropriate systems of work;
- the use of mechanical aids;
- good handling technique.

Good Handling Technique

Listed below are some important points that persons involved with manual handling should be aware of:

- to stop and think to plan the lift;
- the correct position of the feet;
- to adopt a good posture;
- getting a firm grip;
- keeping close to the load;
- to lift the load smoothly;
- moving the feet so as not to twist the trunk;
- putting down the load and then adjusting its position.

3.21 Monitoring Health and Safety

To be confident that safe working practices/procedures are followed and to check the working conditions within the Company's workplace premises, we will undertake an analysis of relevant matters listed below.

Matters for consideration are:

- Policy and Responsibilities
- Communications
- Monitoring Arrangements
- Insurances
- Meetings/Committees
- Specific Risk Assessments
- Safe Working Practices
- Supervision
- Health and Safety Rules
- Welfare
- Temperature
- Lighting
- Ventilation
- Overcrowding
- Cleanliness
- Work Related Illness
- Access and Egress
- Accident Prevention and Reporting
- First Aid
- Fire Safety
- Purchasing Policy
- Plant, Tools, and General Equipment Maintenance
- Statutory Inspections
- Documentation
- Training and Competence
- Machinery Guarding
- Storage Arrangements and Housekeeping
- Controls for Hazardous/Dangerous Substances ('COSHH'/ 'DSEAR')
- Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE)
- Health Surveillance
- External Assistance
- Co-operation with Other Employers
- Contracts/Contractors
- Transport Safety
- Noise
- Electrical Systems/Portable Electrical Equipment/Testing
- Manual Handling Operations
- Display Screen Equipment (DSE)
- Year Plan/Priorities.

The persons responsible for carrying out health & safety monitoring are:

- **James Montgomery** and **Anthony Cordey**
- **Acton Jennings LLP** acting in an advisory capacity only.

Monitoring reports will be submitted to **James Montgomery**.

3.22 Noise at Work

The Control of Noise at Work Regulations 2005 applies where noise exposure is likely to be at or above two defined 'Action Levels' and one defined 'Action Limits'. The action levels are values of 'daily personal exposure to noise', shortened to LEP_d . These depend on the noise level in the working areas and how long people spend in them during the course of the working day. The lower exposure value is a LEP_d of 80 dB (A) and the upper exposure value is a LEP_d of 85 dB (A). There are also levels of noise exposure that must not be exceeded as follows (exposure limit value) – daily or weekly exposure of 87 dB (A). These exposure limit values take into account of any reduction in exposure provided by hearing protection.

There are also 'peak exposure levels,' which depends on the maximum pressure reached by the sound wave. These values are:

- Lower Exposure Action Value – 135 dB
- Upper Exposure Action Value – 137 dB
- Exposure Limit Value – 140 dB

The Regulations place responsibilities on employers, employees and people who make and supply noisy machinery. At the workplace, primary responsibility lies with the employer. Nevertheless, both management and workers need to be involved if action is to be effective.

At these noise levels, it is imperative that ear protectors are:

- provided to all those exposed
- maintained and repaired
- always used by all those exposed.

A noise survey will be carried out where exposure to high noise levels is likely to exceed the 'Action Values' or 'Limit Values' and the results will be recorded.

Training is given to all employees regarding noise induced hearing loss and affective methods of reducing the risk.

The details of the surveys are made available and mandatory instructions to use hearing protection are issued.

In view of the nature of the work, the Company's policy is that protection be worn whenever the potential to exceed the upper exposure action value 85 dB.

A central record of noise assessments and training is kept with **Anthony Cordey**, who should be contacted when new employees require training or new equipment is brought into use.

Noise assessments will be carried out annually or in the event of changes to equipment or the environment.

The person carrying out the assessment is **James Montgomery** who is engaged to perform such assessments.

3.23 Occupational Health: Work – Related Stress

Section 2 of the Health and Safety at Work Act 1974 requires employers to ensure the health and safety of employees at work, as far as is reasonably practicable. 'Health' includes mental as well as physical health, but in some cases the two can be closely connected.

There are two health and safety problems to be dealt with. First, the ill health of staff who suffers from stress owing to pressure of work and secondly, the reduced ability of these persons to work safely and reliably because of that stress.

Causes

Common causes from private life include:

- bereavement,
- divorce and
- moving house.

Causes of stress at work include:

- too much work;
- too little work;
- insufficient control over the work;
- boring repetitive work;
- uncertainty of job security;
- poorly designed workplaces.

The threat, or actual occurrence of abuse (whether physical violence, aggression or verbal abuse) is another common cause of stress.

Symptoms

There are recognisable symptoms associated with stress. It is important for these to be detected by managers.

The symptoms include:

- poor time keeping;
- frequent sickness absence;
- behavioural changes, including tendencies towards aggression, irritability, and withdrawal;
- reduction in concentration and ability to make decisions;
- increased lethargy;
- changes in appearance and habits;
- increased dependency on caffeine, cigarettes, alcohol, drugs etc.;
- spontaneous crying and
- disturbed sleep.

Generally, these will develop over a period of time so it is important for them to be recognised and dealt with quickly and effectively.

It is also possible for groups of employees to develop symptoms of stress, these are usually associated with particular problems in the workplace, or with work practices. Increased sickness absence can be an indicator of this, as well as a reduction in the standard and/or volume of work done.

Support for employees suffering from stress can include counselling as well as training for staff to recognise and control stress within their own limits. Equally important is for management to be able to identify and remedy the causes of stress in their workplace. This may require some additional training. Stress is still a condition that people are reluctant to admit to, so that the job of identifying and controlling it has to be done by the employer.

3.24 Personal Protective Equipment ('PPE')

Personal protective equipment (PPE) should **only** be used as a 'last resort' or as a short-term emergency measure while other control measures are assessed. It should only be used for occasional work of short duration when there is no other alternative.

Where PPE is used it must:

- be selected taking into account the nature of the hazard and the task,
- be provided free of charge to employees,
- carry a CE or BS kite mark,
- be maintained in an efficient working order and in good repair,
- be compatible with other PPE,
- be stored in an assigned and suitable area,
- be provided in conjunction with appropriate instruction and training for the wearer.

Provision and ongoing Use of PPE

- (1) ***'Every employer shall take all reasonable steps to ensure that any personal protective equipment provided to his employees ... is properly used.'***
- (2) ***'Every employee shall use any personal protective equipment provided to him ... in accordance both with any training in the use of the personal protective equipment concerned which has been received by him, and the instructions respecting that use which have been provided to him'***
- (3) ***'Every relevant self-employed person shall make full and proper use of any personal protective equipment provided to him'***
- (4) ***'Every employee and relevant self-employed person who has been provided with personal protective equipment ... shall take all reasonable steps to ensure that it is returned to the accommodation provided for it after use.'***

A central requirement of the **PPE at Work Regulations 1992** is that suitable personal protective equipment is to be supplied and used at work, wherever there are risks to health & safety that cannot be adequately controlled in other ways. PPE, therefore, (for the purposes of this Policy), includes items such as the following when they are worn for purposes of health and safety:

- gloves
- protective clothing for adverse weather conditions
- safety shoes
- hard hats
- hearing protection/defenders
- high visibility waistcoats/leggings/jackets
- eye protection
- overalls
- face masks / positive pressure RPE

Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the 'last resort' and used only where precautions cannot adequately reduce the risk of injury. However, where PPE is the only effective means of controlling the risks of injury, or ill health, then an employer must ensure that it is available for use at work - free of charge.

Note. The Company operates a PPE Issue Book to monitor provision and use. Also, the Company does not levy any charge in relation to the above listed provision.

Responsibilities of Management

- Ensure that risk assessments are undertaken to identify appropriate control measures and PPE requirements for all significant hazards.
- Ensure that sufficient resources (e.g., staff, financial, space) are made available to procure, maintain and store PPE.
- Ensure that suitable and appropriate PPE is provided for employees when hazards are not adequately controlled by other means.
- Make arrangements for the regular maintenance and periodic replacement of PPE to keep it efficient and in good repair.
- Ensure all legally required records are kept.
- Provide adequate supervision to ensure PPE is worn.

Responsibilities of Supervisors

- Assist in undertaking suitable and sufficient risk assessments to identify appropriate control measures and PPE requirements for all significant hazards in relation to work activities.
- Provide adequate and appropriate information, instruction and training to PPE users. so that they understand the risks the PPE will avoid/limit, when and how PPE is worn and any day-to-day checks the user must make.
- Provide adequate supervision to ensure PPE is worn.
- Record details of all training given.

Responsibilities of Employees

- Ensure that any PPE provided is worn.
- Report any loss of or defect in PPE to their line manager/supervisor immediately.
- Undertake any identified day-to-day maintenance needed for their PPE.
- Keep any records as requested by their supervisor.

Training

We shall ensure that users of items of PPE are aware of why this is needed, when it needs to be used, repaired, or replaced and its inherent limitations.

Maintenance

Items of PPE provided to employees will be properly looked after and accommodated when not in service. PPE will be kept clean and in a state of good repair. Any trained wearer can carry out simple maintenance, but a specialist will only carry out intricate repairs.

3.25 Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000

The Company is aware that the main Regulations covering pressure equipment and pressure systems are the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

The main causes of incidents are

- poor equipment and/or system design;
- poor maintenance of equipment;
- an unsafe system of work;
- operator error, poor training/supervision;
- poor installation;
- inadequate repairs or modifications.

The main hazards are

- impact from the blast of an explosion or release of compressed liquid or gas;
- impact from parts of equipment that fail or any flying debris;
- contact with released liquid or gas, such as steam;
- fire resulting from the escape of flammable liquids or gases.

Reduce the risk of failure

The level of risk from the failure of pressure systems and equipment depends on a number of factors including:

- the pressure in the system;
- the type of liquid or gas and its properties;
- the suitability of the equipment and pipework that contains it;
- the age and condition of the equipment;
- the complexity and control of its operation;
- the prevailing conditions (e.g., a process carried out at high temperature);
- the skills and knowledge of the people who design, manufacture, install, maintain, test and operate the pressure equipment and systems.

To reduce the risks, we are aware that we need to know (and act on) some basic precautions, with reference to the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

Provide safe and suitable equipment

When installing new equipment, we shall ensure that it is suitable for its intended purpose and that it is installed correctly. This requirement we shall meet by using the appropriate design, construction and installation standards and/or codes of practice.

Since 2002, most pressure equipment placed on the market has had to meet the requirements of the Pressure Equipment Regulations 1999.

For pressure equipment not covered by the Pressure Equipment Regulations 1999, the more general requirements of the Pressure Systems Safety Regulations 2000 apply.

The pressure system should be designed and manufactured from suitable materials. We shall ensure that the vessel, pipes and valves have been made of suitable materials for the liquids or gases they will contain.

We shall ensure the system can be operated safely – without having to climb or struggle through gaps in pipework or structures, for example.

Be careful when repairing or modifying a pressure system

Following a major repair and/or modification, we may need to have the whole system re-examined before allowing the system to come back into use.

Knowledge of the operating conditions

- Knowledge of what liquid or gas is being contained, stored or processed, for example is it toxic/flammable?
- Knowledge of the process conditions, such as the pressures and temperatures.
- Knowing the safe operating limits of the system and any equipment directly linked to it or affected by it.
- Ensuring there is a set of operating instructions for all the equipment and for the control of the whole system including emergencies.
- Ensuring that our employees have access to these instructions and are properly trained in the operation and use of the equipment or system.

We shall also ensure that suitable protective devices have been installed and shall ensure they function properly.

We shall ensure that suitable maintenance is carried out by a qualified/competent person.

Making provision for appropriate training

Any employee/person operating, installing, maintaining, repairing, inspecting and testing pressure equipment should have the necessary skills and knowledge to carry out their job safely – so we shall provide suitable training. This includes all new employees, who will receive initial training and be supervised closely.

Having the equipment examined

Under the Pressure Systems Safety Regulations 2000; a written scheme of examination is required for most pressure systems. Exempted systems are listed in the Regulations. Generally speaking, only very small systems are exempted.

We appreciate that an examination undertaken in accordance with a written scheme of examination is like an MOT for a motor car. It is a statutory examination that is designed to ensure that your pressure system is 'roadworthy'. It is not a substitute for regular and routine maintenance.

We have selected and engaged a competent person

We have made sure that the competent person has the necessary knowledge, experience and independence to undertake the functions required of them.

Our appointed competent person is **MS Welding Supplies Limited**

- Our own in-house inspection department;
- an individual person (e.g., a self-employed person); or
- an organisation providing independent inspection services

3.26 Safe Plant and Work Equipment

When intending to purchase new or second-hand plant and work equipment, we will ensure that it meets health and safety standards prior to buying it.

The person responsible for identifying all work equipment/plant that requires maintenance is **Anthony Cordey**.

The person responsible for checking that new plant and work equipment meets current health & safety standards prior to purchase is **Anthony Cordey**.

Any problems/defects found in relation to plant and work equipment must be reported to **Anthony Cordey**.

3.27 Vehicles Policy - Driving Company Vehicles

- Employees must not drive any vehicle unless they have the relevant licence for that vehicle.
- Driving offences must be immediately reported to the **Director**.
- A visual check must be made daily prior to use.
- Under no circumstances should the vehicle be left unlocked when unattended.
- Speed limitations must be adhered to.
- Due care and attention must be taken at all times to prevent damage to the vehicle, employees, and the public.
- Seatbelts must be worn when the vehicle is in motion.
- Oil and water levels are to be checked regularly.
- A copy of driver's licenses is kept on personnel files. It is the driver's responsibility to inform management of any changes to their license details.
- Drivers must not use their mobile 'phone whilst in transit unless the vehicle is equipped with hands-free technology.
- When the vehicle is left unattended care must be taken to ensure no valuables are left on view.
- The Company will ensure that all vehicles have current tax and 'MOT' certificates and are regularly serviced.
- Any defects must be reported immediately.

3.28 Vibration at Work: Controlling the Risks

Hand-arm vibration (HAV) is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawn mowers, or by holding materials being processed by machines, such as pedestal grinders. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. Occasional exposure, however, is unlikely to cause ill health.

Tools and Work Equipment that can cause ill health from vibration

Inserted within the brackets is a (✓) for the power tools/equipment used by employees in this Company's working environment:

- Chainsaws (✓)
- Hammer drills (✓)
- Hand-held grinders (✓)
- Impact wrenches (✓)
- Jigsaws (✓)
- Pedestal grinders (✓)
- Powered sanders (✓)

Legal Duties

We are aware of the legal duties placed upon this Company under the Health and Safety at Work etc. Act 1974 and more specifically, the Control of Vibration at Work Regulations 2005. The above specific Regulations require us to:

- assess the vibration risk to our employees;
- decide if employees are likely to be exposed above the DAILY EXPOSURE ACTION VALUE (EAV) and if they are:
 - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
 - provide health surveillance to those employees who continue to be regularly exposed above the action value, or otherwise continue to be at risk;
- decide if our employees are likely to be exposed above the DAILY EXPOSURE LIMIT VALUE (ELV) and if they are:
 - take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions we are taking to control those risks;
- consult trade union representative's/employee representatives on our proposals to control risk and to provide health surveillance;
- keep a record of the risk assessments and control actions;
- keep health records for employees under health surveillance;
- review and update our risk assessments on a regular basis.

3.29 Violence and Aggression at Work

As a responsible employer, we recognise the legal duties by virtue of the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

The Health and Safety Executive (HSE) has defined work related violence as:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

The Company intends to establish a working environment in which all employees and young persons can feel safe and secure whilst at work. This means not being subjected to any form of threat, verbal or physical abuse.

Procedural Arrangements

Following any incident of violence at work, James Montgomery is responsible for deciding whether there is a requirement to report the incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All incidents are fully recorded by and reviewed by **Anthony Cordey**.

All employees have a responsibility to report any concerns they may have relating to possible violence and aggression to **James Montgomery**, so that preventive action can be taken whenever possible.

3.30 Work at Height

We know that falls from height account for a significant number of workplace fatalities and specified injuries.

The Work at Height Regulations 2005 adopts a goal-based approach to assessing all work at height of which the Company intends to implement.

There is a defined hierarchy of control for managing and selecting equipment for work at height. These are:

- Avoid work at height – i.e. do the work from the ground,
- Use work equipment or other measures to prevent falls where work at height cannot be avoided – i.e. use existing place of work or scaffolding etc.,
- Where the company cannot eliminate the risk of a fall, use of work equipment or other measures to minimize the distances and consequences of a fall should one occur i.e. nets/harnesses.

The risk assessment required under these regulations will require the Company to ensure:

- All work at height is properly planned and organised;
- Weather conditions are taken into account;
- All personnel are trained and competent;
- The place of work is safe;
- All equipment for work at height is appropriately inspected;
- The risk from fragile surfaces is controlled;
- The risk from falling objects is controlled.

The persons responsible for assessing work at height, including the correct selection of work equipment to do these tasks are **James Montgomery** and **Anthony Cordey**.

The following people hold appropriate certification/training for:

Erecting scaffold including tower scaffolds;

- **Charles Baker, Tony Sherratt, Nigel Terry, Rick Ward** (less frequent activity currently)

Operation Mobile Elevated Work Equipment/Scissor Lifts;

- **Charles Baker, Tony Sherratt, Nigel Terry, Rick Ward**

Correct use of collective/personnel protective measures i.e. nets/harnesses;

- **Charles Baker, Tony Sherratt, Nigel Terry, Rick Ward**

The Company will ensure that all work equipment used for work at height including ladders/stepladders are maintained and inspected at appropriate intervals.

This is the defined responsibility of **Anthony Cordey**.

Trestles, Ladders and Step Ladders

All trestles, ladders and stepladders must be checked before use to ensure their acceptable physical condition.

Wherever possible, step ladders (fully opened) should be used as opposed to freestanding ladders.

Freestanding ladders must be erected to an angle of 4:1 (a ratio of 1 horizontal unit to 4 vertical units) and preferably be secured at /near the top. If not securely fastened, a colleague must always foot the ladder at its base to prevent it from slipping.

Some other safety measures include:

- ensuring the equipment's adequate type, strength, and size,
- using it only for its designed purpose,
- not overstretching /reaching from ladders,
- not standing upon the uppermost rungs,
- not carrying tools or equipment by hand when "climbing" a ladder,
- ensuring suitable handholds or physical restraint protection if working at extensive height or from an elevated platform.

3.31 Workshop Machinery

The duties of an employer are defined in the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Significant health and safety aspects include:

Machinery:

Suitability, stability, location, guarding of dangerous parts, other safety devices and measures, stop controls, markings, and maintenance.

Environment:

Lighting, housekeeping, access, under-foot conditions, noise control, wood dust exposure control and formal examination etc. of certain control devices.

Operatives:

Training, instruction, information, supervision, use of safety devices and adherence to safe operating procedures.

Operating Procedures:

Establishment, application, monitoring, and review of appropriate safe working practices/operating procedures.

All reasonable and suitable measures will be taken by the Company to prevent, protect or otherwise control significant health and safety matters associated with the provision and use of its machinery and associated plant.

In accordance with coverage elsewhere within this Policy, the Company expects its employees to co-operate fully with the effective application of these measures at all appropriate times.

The following types of machinery/work equipment are used by the Company:

- Welding Equipment
- Band Saw
- Pneumatic Bending Machine
- Plasma Set
- Pillar Drill
- Air Compressor
- FLT
- Generator

Safe Work on Machinery: Basic Actions to ensure persons are not harmed by Machinery:

The Company, its Employees (and Contractors) shall

- Record an adequate risk assessment that takes into account all types of work that will be carried out on the machine, including tasks such as cleaning, removing blockages, and making adjustments.
- Ensure that workers do not enter danger zones/areas, unless absolutely necessary, and then only under a safe system of work (SSOW).
- Make sure that workers are trained in the SSOW, and, where necessary, are competent to:
 - turn off each source of power using a device that is suitable, e.g., an isolator, not an ordinary switch;
 - check that each source of energy has been successfully turned off;
 - if necessary, release energy stored in devices such as springs, hydraulic cylinders, and secure heavy parts so these cannot move under gravity;
 - prevent all sources of energy being turned on again until the work is completed, using a lock or other suitable method;
 - remove hazardous substances from the work area.
- Carry out checks to ensure that SSOW are being properly followed.
- Never rely on a control system, e.g., a stop button, to keep a machine stationary, whilst someone is within the danger area.
- Ensure that each worker knows which jobs they should be doing on machinery, and which jobs they must not do, and to write this down.
- Ensure workers are suitably and appropriately trained for the work tasks they are expected/required to do.
- Ensure that work activities are effectively supervised, especially those that are not routine.
- Re-visit the initial risk assessment record regularly in case something has arisen that requires changes to the method of working.

3.32 Construction (Design & Management) Regulations 2015

The Company will ensure, when commissioning/undertaking construction/building works for which it will act in the legal capacity of a **Contractor**, that we will be aware of duties under these Regulations. This will include the provision of information to all parties, specification of a mobilisation period and ensuring welfare facilities are provided before the works commence.

The Company will ensure that designers will discharge their duties in a manner that reflects the general standard of skill and care exhibited by designers as a whole and that its designers give adequate regard to the need to avoid foreseeable risks to the health and safety of any person acting out the construction work.

The Company will co-operate with the Principal Designer and Principal Contractor to provide such information, assessments etc. that they may reasonably request in accordance with these Regulations.

4. APPENDICES

4.1 Appendix 1 – Fire Procedures

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

Anthony Cordey

FIRE SAFETY RISK ASSESSMENT

PERSON RESPONSIBLE FOR:
CARRYING OUT & REVIEW

Anthony Cordey

External Provider

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE FOR:

- MAINTENANCE OF FIRE SAFETY PROVISION
- FIRE ALARM
- EMERGENCY LIGHTING
- FIRE FIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

Anthony Cordey

ASSISTED BY

James Montgomery

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR:
PRODUCTION AND REVIEW

Anthony Cordey

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILL

Anthony Cordey

EMERGENCY ACTION PLAN

ASSEMBLY POINT – Opposite the building in the parking area

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM BY SHOUTING “**FIRE FIRE FIRE**”
- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- RECEPTION TO CALL THE FIRE BRIGADE
- ONLY ATTEMPT TO TACKLE FIRES IF COMPETENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- MAKE YOURSELF KNOWN TO THE DEDICATED FIRE WARDEN

VISITORS

- FIRE WARDENS WILL ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST WITH DISABLED PERSONS WITH THEIR EVACUATION IF NECESSARY

FIRE WARDENS

THE COMPANY HAS DESIGNATED INDIVIDUALS AS FIRE WARDENS FOR EACH DEPARTMENT.

NOTIFYING THE EMERGENCY SERVICES IN THE EVENT OF A FIRE OUTBREAK

NOTIFICATION OF FIRE PROCEDURE

‘Phone the emergency services by dialing 999

When the operator answers – ask for “FIRE SERVICES” and give the Company telephone number.

When talking to the Fire Service, speak slowly and state:

“This is YOUR NAME @

**Rossendale Process Systems Ltd
Unit 4 Riverside Works
Stoneholme Road
Crawshawbooth
BB4 8BA**

Then state: “We have a fire”

Do not replace the receiver until details have been correctly acknowledged.

Evacuate the building by the nearest available exit and proceed to the designated muster point.

Do not re-enter the building until authorised to do so by the Senior Fire Officer in charge.

4.2 Appendix 2 – Environmental Policy Statement


The Company is committed to minimising the environmental impact of our operations.

The appointed contractor, **Veolia**, remove waste materials from the site.
The appointed contractor, **J Leach & Sons Limited** remove metal waste from the site.

In particular, we aim to achieve this through our commitment to:

- complying with all relevant environmental legislation;
- reviewing environmental aspects of all our activities and aim to reduce our overall environmental impact and the prevention of pollution;
- involving our employees in any environmental-based programmes;
- providing adequate training to enable them to perform their responsibilities;
- putting in place (and review) a programme of improvement with regards to our environmental performance;
- improving our energy and resource efficiency and reduce waste.

This policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees.

Signed by:  _____

Date: 30th September 2024

For and on behalf of:
Rossendale Process Systems Limited

4.3 Appendix 3 – Use of Vehicles and Driving in Severe Weather Conditions

Winter Journey Checklist

Pay extra attention to planning your journey in severe weather conditions.

Ask these questions

- Is the journey really necessary? Can the journey wait until the weather improves?
- Should an alternative route for the journey be considered?
- Has the chosen route been checked for delays?
- Have the weather conditions along the chosen route been checked out?
- Are there any special considerations, e.g., extensive roadworks with restricted lanes?
- Is the vehicle/car ready for poor/adverse weather conditions?
- Has an **emergency kit** and provisions been provided?

An Emergency Kit/Provisions Should Include

- Ice scraper and de-icer
- Torch
- Warm clothes, a blanket, a pair of boots
- A first aid kit
- Battery jump leads
- A snow shovel
- Food and a warm drink (in a flask)
- Sunglasses for low winter sun
- A fully charged up mobile 'phone

Remember that

- In severe weather, the style of driving has to be adapted to suit the prevailing conditions.
- If you have to brake hard in an emergency, consider if you could stop safely within the distance ahead?

Some Examples of Changing Road and Weather Conditions

- Changes in road elevations or exposure.
- Roads passing under or over bridges.
- Objects such as bridges, tress or structures at the side of the carriageway.
- Where there is less traffic, e.g., slip roads.
- Bends in the road.

The Vehicle and Winter Weather

- Has the vehicle been serviced by a reputable mechanic?
- Has the anti-freeze in the radiator been replaced?
- Is the battery reliable: most batteries last between 2 and 4 years?
- Are the lights clean enough and are all of the bulbs working?
- Are tyres correctly inflated to the required pressures and are all treads of the legal depth of tread?
- Is the windscreen kept clean, including the driving mirrors?
- Are the wiper blades in good condition or do these need replacing?

Remember that

- Before driving off, ensure that the windows are clear of mist, ice and snow – inside and out.
- Take a map for any unplanned diversions – even if your vehicle has been fitted with a 'sat-nav'.

Poor Weather: Safe Driving

Fog

- Use dipped headlights so other drivers can see your vehicle.
- Use fog lights & rear high intensity lights (visibility < than 100 metres).
- Try not to speed up when the fog 'clears' – very often there are fog patches further along the road.

Ice and Snow

- Clear all snow upon the vehicle roof before driving off as this can often slip/slide down and obscure the view (rear and front).
- Look for clues that the roads could be icy, e.g., ice on the pavements, the windscreen, no/reduced road surface noise etc.
- Avoid braking as this will lock the wheels and give rise to further skidding.
- Stay well back from service vehicles spreading grit/salt or using snow ploughs – don't overtake unless safe to do so.

Rain

- When the road is wet, slow down and maintain a safe distance from the vehicle ahead.
- If the vehicle loses its road surface grip, slow down – avoid braking or steering suddenly.

Windy Weather

- Take extra care and plan the journey, checking out weather conditions.
- Be aware of strong cross winds: windy weather and strong gusts can affect high-sided vehicles, motorcycles, bicycles and even horses on the road.
- Be vigilant when driving in wooded locations as windy conditions can fell and topple trees.

Floods

- Avoid driving through surface water as the engine can become flooded.
- If driving through a flooded area is unavoidable, use a low gear and keep the engine revving at a high rate; keep moving forward.
- Test brakes after driving through water to ensure an effective operation.

Motorway Break Down

- Pull onto the hard shoulder, park as far over to the left as possible, away from traffic – turn on the hazard warning lights.
- All persons must get out of the vehicle immediately using the doors on the left side.
- Whilst waiting for roadside assistance, keep well away from the carriageway and hard shoulder – stand over the fixed barrier if it is safe to do so.
- Never attempt even the simplest of vehicle repairs!
- Use the emergency roadside telephone, if possible, rather than a mobile 'phone – this will help Traffic Officers know exactly your location on the motorway system.

4.4 Appendix 7 – Policy Review

Year	Reviewed by	Date	Comments
-------------	--------------------	-------------	-----------------

2019	<u>Acton Jennings LLP – John Longfield Tech IOSH</u>	<u>July</u>	<u>Draft Version.</u>
2019	<u>Acton Jennings LLP – John Longfield Tech IOSH</u>	<u>July</u>	<u>Final Version.</u>
2020	<u>Acton Jennings LLP – John Longfield Tech IOSH</u>	<u>August</u>	<u>Review</u>
2021	<u>Acton Jennings LLP – John Longfield Tech IOSH</u>	<u>April</u>	Amendments – Appendix 4 – RIDDOR COVID 19 Appendix 5 – Office / Workplace Hygiene COVID 19 Appendix 6 – COVID 19 Policy
	<u>Acton Jennings LLP – Peter W Jennings CMIOSH</u>	<u>September</u>	Further update with more focus on appointed contractors.
2022	<u>Acton Jennings LLP – Timothy Fenner</u>	<u>September</u>	<u>Review</u>
2023	<u>Peter W Jennings Acton Jennings LLP</u>	<u>August</u>	<u>Full review; some amendments</u>
	<u>Acton Jennings LLP – John Longfield</u>	<u>December</u>	<u>Full review; some amendments</u>
2024	<u>Andrew Lucas of Acton Jennings LLP</u>	<u>September</u>	<u>Review.</u>