**CLYMAC LTD**

**HEALTH AND SAFETY POLICY AND PROCEDURES**

**INTRODUCTION**

The Health and Safety at Work etc. Act 1974 and other specific health and safety legislation, contains the most important provisions for organisations and employees.

The general objectives within the scope of the legislation are:

To secure the health, safety and welfare of employees at work.

To protect people other than employees at work against risks to their health and safety arising out of work activities.

To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.

To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, either inadvertently or deliberately.

To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

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

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**Health and Safety General Policy**

**INTRODUCTION**

**General**

Businesses that are successful in achieving high standards have Health and Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

**What the Law Requires**

Unless we are exempt from certain provisions, our business has to comply with the requirement to have a written statement of General Policy of Health and Safety for the protection of our employees and others who may be affected by our work activities.

Our Statement is important because it is our basic action plan for Health and Safety. To achieve this Health and Safety General Policy, along with the outlined procedures, a full appraisal of needs and requirements was undertaken in the form of inspections and assessments.

These Health and Safety Policy and Procedures reflect our commitment to a planned systematic approach to Policy implementation.

A full review is to be undertaken from time to time to ensure high standards and commitment are maintained.

**HEALTH AND SAFETY GENERAL POLICY**

1. Clymac believe that one of its most important functions is the prevention of accidents and ill health. We do not wish any of our employees or other person to suffer as the result of activities or work processes. To this end, we intend to comply rigorously with all health and safety legislation, Codes of Practice and best guidance and work methods available, in accordance with the Health and Safety at Work Act 1974.
2. The health and safety policy and manuals we have prepared indicate the ways in which Clymac intends to meet with legal requirements.
3. Legislation requires that, as an employer, we prepare a statement of general policy with respect to the health and safety of our employees, together with details of the organisation and arrangements we have set up to carry out that policy.
4. Therefore, we provide, so far as reasonably practicable:
5. A safe system of work
6. Safe plant and equipment
7. Safe means of handling, transporting articles, substances and people
8. Adequate training, instruction, information and supervision
9. A safe place to work with safe access and egress
10. A safe and healthy environment
11. Adequate welfare facilities
12. We also ensure, so far as reasonably practicable, that the way we carry out our work does not affect the health and safety of persons who are not our employees, for example, visitors and contractors.
13. It is also recognised that where we produce articles and substances for use at work, or we erect or install any plant or equipment, we have a duty to ensure the health and safety of those who use them and make available all the required information for their health and safety.
14. We remind you, our employees, of your duty to look after your own health and safety and ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting our legal obligations.



Signature……………………….………

Position Director

Date 30/04/2020

**ORGANISATION AND RESPONSIBILITIES**

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**INTRODUCTION**

Legal Provisions require that we, as the employer, identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of Clymac Ltd have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Management also have a responsibility to ensure that:

Our employees are aware of and understand the health and safety general policy.

Our employees are aware of and understand the health and safety rules relating to

their work.

Our employees are adequately instructed, trained and supervised.

Our employees are made aware of the hazards and risks associated with their work

activities.

Our employees are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

**ORGANISATIONAL STRUCTURE**

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

**(SEE PAGE 10 FOR CLYMAC ORGANISATIONAL STRUCTURE)**

**MANAGEMENT RESPONSIBILITIES**

**Introduction**

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual management responsibilities are allocated. These are deemed the most important responsibilities to be undertaken by Managers, for which they are held accountable and are issued with an individual Health and Safety Key Responsibility Booklet. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

**Key Responsibilities**

To ensure we fulfil the objectives outlined in the General Policy, the organisational structure indicated to all who have key responsibilitiesfor the health and safety and are held accountable for what happens in their areas of control.

**Health and Safety Key Responsibilities List**

The Managing Director’s key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

**RESPONSIBILITES**

I will ensure that I keep abreast of any legislative changes and ensure that I am familiar with any regulations that are applicable to this organisation.

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure that the organisation’s Health and Safety Policy is developed and brought to the attention of all the employees.

I will ensure that the electrical installations and any electrical equipment used within my undertaking is suitably designed, installed and maintained. I will also ensure that I meet the requirements of any recognised testing.

I must ensure that arrangements are in place to deal with fire and other emergency situations.

I will ensure that there is adequate provision of First Aiders/’Appointed Persons’ and first aid equipment.

I must ensure the organisation has effective arrangements to deal with health and safety issues, hazards and emergencies that may arise as a result of our undertaking. I need to ensure regular monitoring of the health and safety performance of the organisation is also carried out.

I will ensure that any hazardous substances present within our undertaking are controlled within the recognised standards and securely stored.

**ACHIEVED BY**

I will ensure with the help of Peninsula Business Services Limited that I am kept up to date with any legislative changes or industry specific requirements. I will, as necessary, utilise other professional bodies and equipment suppliers to assist in this regard.

This will be achieved by regular meetings and discussions with the relevant senior managers as required. The Health and Safety Policy will be communicated to all employees either individually or on a group basis.

This will be achieved by identifying all the electrical equipment and installations within my control. I will also appoint the services of a competent person to assist me with my duty.

This will be achieved by producing a procedure that will enable a safe evacuation of the premises to take place when required. I will also ensure that there are adequate arrangements in place to deal with fire related emergencies. These arrangements are documented in Safety Records.

This will be achieved by ensuring that there are a sufficient number of first aid trained personnel and first aid kits.

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. I will ensure that every level of management undertakes regular workplace inspections and completes the required Safety Records. (As a minimum this is to be undertaken annually).

This will be achieved by appointing a competent person to deal with the hazardous substance related issues. This will include the provision of adequate time and financial resources and controlled storage facilities.

**Health and Safety Key Responsibilities List**

The Managing Director’s key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

**RESPONSIBILITIES**

I must ensure that the organisation has sufficient Employers’ and Public Liability Insurance cover for the extent of the business undertaking.

I must ensure that adequate funding is available to deal with the health and safety issues that affect the organisation, its employees and others who might be affected.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all necessary documentation is being completed.

I will ensure that all employees receive adequate training to enable them to carry out their work tasks. This will include suitable and sufficient induction information.

I must encourage a positive health and safety culture within the organisation, so as to reduce the risk of injury or ill health to employees within the organisation.

I will ensure that adequate control measures are in place with issues relating to transport within the organisation.

**ACHIEVED BY**

This will be achieved by obtaining the necessary valid cover and ensuring that a copy of the Employers’ Liability Insurance Certificate is prominently displayed.

This will be achieved by providing as far as is reasonably practicable, sufficient financial resources to meet all our statutory obligations.

This will be achieved by identifying those hazards that require the completion of risk assessments, ensuring that the risk assessments are carried out and monitoring the implementation of the control measures. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on existing control measures.

This will be achieved by carrying out a training needs analysis to establish the areas that pose a risk to health and safety; this will include an induction training package. Records of all training given are kept in the Safety Records.

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. I will provide the necessary supervision, information, instruction and training for the tasks undertaken by our employees. (Contractors and visitors to our premises will also be included as necessary).

This will be achieved by undertaking an initial assessment of the risks relating to transport issues and implementing suitable and sufficient control measures.

**Health and Safety Key Responsibilities List**

The Managing Director’s key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

**RESPONSIBILITIES**

I will ensure that all accidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that contractors working on our premises will provide suitable method statements, risk assessments or other agreed work schedules prior to commencing work.

I will ensure that all work equipment provided by the organisation is suitably and sufficiently designed, maintained, inspected and tested to meet all statutory requirements and industry standards.

I will ensure that all staff members under my control are made aware of the fire and emergency procedures for all the facilities under my control.

I will ensure that there is adequate first aid provision within areas under my control.

I will ensure that the arrangements to identify, report and deal with hazards are in place.

I will ensure that all hazardous substances present with my area of control are handled, used and stored in the correct manner.

**ACHIEVED BY**

This will be achieved by following the accident investigation procedure contained within the Safety Records section. I will report as required any necessary notification under the statutory reporting legislation.

Safety information will be delivered by a combination of formal group training, group meetings, individual training, or other suitability means.

Prior to commencement of any work contractors will submit a method of statement relating to their work activities for prior agreement. Contractors will be vetted for suitability and/or competence.

This will be achieved by ensuring that the design standards are taken into account prior to the purchase or hire of any equipment. I will also ensure compliance with any statutory maintenance, inspection and testing requirements and will keep a record of all necessary documentation.

This will be achieved by ensuring an effective staff induction procedure is utilised and undertaken. I will continually review the fire and emergency procedures and ensure the relevant records are completed and kept up to date.

This will be achieved by ensuring there is a sufficient number of trained personnel and adequate facilities to deal with incidents.

This will be achieved by the introduction and utilisation of the Hazard Action Log within the Safety Records.

This will be achieved by carrying out an initial assessment. I will recognise the controls that must be implemented and establish a safe system of work based on the outcome of assessment.

**Health and Safety Key Responsibilities List**

The Managing Director’s key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

**RESPONSIBILITES**

I will ensure that manual handling activities under my control are adequately assessed and suitable control measures are identified and implemented.

I will ensure that any personal protective equipment provided is suitable and sufficient for the required protection. It must be correctly CE marked and issued with the necessary information, instruction and training for its correct use, fitting and storage.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

I will ensure that all employees under my control are appropriately trained. This will enable them to carry out their day to day tasks in a safe and healthy manner.

I will endure that regular monitoring of the workplace under my control is carried out to prevent foreseeable risks arising.

**ACHIEVED BY**

This will be achieved by carrying out an initial manual handling assessment. Where the handling task can not be removed, training and monitoring of the persons involved will be undertaken.

This will be achieved by undertaking an assessment of the personal protective equipment requirements and ensuring that the necessary competent advice is sourced as regards the protective requirements.

This will be achieved by carrying out of risk assessments as required and acting upon the findings.

This will be achieved by undertaking a training needs analysis and appraising staff with the findings. Arrangements will then be made to deliver any further training required.

This will be achieved through the use of monitoring checklists to ensure that any actions arising from the checks are dealt with in the appropriate manner.

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This will be achieved through the use of monitoring checklists to ensure that any actions arising from the checks are dealt with in the appropriate manner.

The above key health and safety responsibilities have been identified, together with the way there are to be put into affect using appropriate techniques, e.g. records, checklists or assessment documentation. Health and safety responsibilities are further defined in a range of specific Individual Health and Safety Key Responsibility Booklets which contain a record sheet of the various aspects requiring inspection as stated intervals e.g. daily, weekly, monthly or annually.

**INDIVIDUAL RESPONSIBILITIES AND MONITORING**

**Organising**

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain this level at Clymac Ltd we have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership of management is necessary to ensure a positive approach which is supportive of the health and safety of our employees and others that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, key management health and safety responsibilities have been identified to ensure full implementation of the Policy.

**Monitoring**

To ensure the involvement of management, record sheet have been provided for each member of the management team with key health and safety responsibilities. A Health and Safety Key Responsibilities Booklet will be issued to everyone who has a specific role in managing health and safety within our organisation.

The record sheets reflect the specific responsibilities of each person and when they are to be carried out.

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in Health and Safety General Policy.

To be affective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed. Additional individual record sheets, along with blank copies for additional requirements, are to be found in the health and safety stationery pack.

All record sheets are to be reviewed by the person with the overall responsibility for health and safety in Clymac Ltd.

**Individual Health and Safety Key Responsibility Booklets**

A full list of all the individual Health and Safety Key Responsibility Booklets have been issued as shown at the end of this section

**Monitoring Procedure**

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

Each section contains a topic that must be reported on.

Sometimes the information required will result in visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM).** In these cases the object is not to carry out the function being checked e.g. fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR).**

In some cases records of maintenance activity e.g. machinery, equipment, etc. may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

**SPECIFIC ARRANGEMENTS**

**Introduction**

**Specific Arrangements**

Accident and Incident Reporting

Accident Investigation

Consultation

Construction (Design and Management)

Electrical Safety

Equipment Use

Fire / Emergency Arrangements

First Aid

Hazard Reporting

Occupational Health

Purchasing

Risk Assessment

Training

Welfare / Working Environment

Cleaning

Display Screen Equipment

Access Equipment

Hand Tools

Office Equipment

Hazardous Substances

Use of Chemicals

Lone Working

Manual Handling

New and Expectant Mothers

Substance and Alcohol Use / Abuse

Personal Protective Equipment

Smoking

Stress in the Workplace

Occupational Road Safety

Visitors

Building Services

Premises

**INTRODUCTION**

We have a duty to provide measures to manage health and safety issues in our workplace. We will ensure that these measures are put into place and implemented by all relevant members of our workforce. We have also established the means whereby we can monitor the implementation of these measures.

This will typically involve:

The identification of hazards in our workplace.

Carrying out risk assessments.

Implementing the control measures set out in the risk assessments.

The provision of personal protective equipment to our employees, where hazards can not be removed or otherwise controlled.

The provision of training for our employees that is relevant to the tasks being carried out.

The maintenance of our workplace.

The provision of equipment and machinery that is suitable and appropriate for the work being undertaken

The maintenance of our machinery and equipment.

Managing the activities the visitors and contractors.

The provision of occupational health facilities as appropriate and where necessary.

The maintenance of records.

The following information sets out the specific issues we need to manage and identifies the location of the instructions and working documents that relate to them.

We have allocated responsibilities to key personnel to ensure these tasks are carried out and the appropriate records maintained. These responsibilities and the monitoring record sheets have been provided to the personnel concerned.

Further information is also provided in the guidance notes issued by Peninsula Business Services Limited Health and Safety Department and their Health and Safety Advice Service.

**ACCIDENT AND INCIDENT REPORTING (RIDDOR)**

We understand our legal duty to report certain accidents and incidents (including specific diseases) to Enforcing Authorities. We realise we must identify reportable injuries, deaths and dangerous occurrences and report in the appropriate manner. We have the facility to instigate control measures.

The measures will include:

Identifying those accidents, diseases and incidents (near miss) that should be reported to the Enforcing Authority e.g. Health and Safety Executive or Local Authority (information can be found in the **guidance notes**).

Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**ACCIDENT INVESTIGATION**

We recognise our duty to undertake accident and near miss investigations so that we can prevent re-occurrence of the same incidents. We have the facility to document our findings and instigate the necessary action and control measures.

The measures will include:

Identification of the cause of accidents / incidents.

Investigating each occurrence to identify causes and control measures to prevent a re-occurrence (information can be found in the **guidance notes** and an **Accident / Incident Investigation** form can be found in the **Accidents, Incidents, Diseases and Dangerous Occurrences** section of the **Safety Records**).

Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in **the Individual Responsibilities and Monitoring** sub section of the **Organisation and responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issue to them.

**REPORTING AND INVESTIGATION PROCEDURE**

**ACCIDENT / INCIDENT**

If safe to do so, remove or secure the hazard from presenting further injuries or incidents

Was there any harm as a result of the accident/incident? (Injury / Fatality / Disease)

No

Yes

Report the incident / disease to the Enforcing Authority (this may require immediate reporting e.g. scaffold collapse)

Yes

No

No

Yes

Does the accident require immediately reporting to the Enforcing Authority?

(Fatality / Major Injury)

Is the incident classed as a dangerous occurrence or disease reportable under the RIDDOR reporting requirements?

Complete Accident Book entry

Record

Near Miss

Review the situation and revisit the risk assessments. Undertake a new risk assessment if required

Telephone the incident Contact Centre Immediately on:

 0845 300 9923

Has the injury resulted in a seven-day absence from normal duties?

Yes

No

Prepare for possible Enforcement Officer visit

(Police/EHO/HSE/

Inspector)

Act on any reasonable request from the inspector

Investigate the accident or incident to establish possible causes, so as to prevent a similar incident occurring

(Document your findings)

Report the accident / incident to the Enforcing Authority (RIDDOR)

Action findings arising from the investigation (document your actions)

**CONSULTATION**

This is accomplished by consultation sessions between employees and management in the form of on the job talks and by pre-arranged formal meetings. Employees are encouraged to elect health and safety representation amongst them selves. We have the facility to instigate these consultation meetings.

These meetings take place on a formal and informal basis.

The content of the meetings is documented.

Responsibility for undertaking these meetings has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

Consultation takes place within Clymac Ltd on a weekly / monthly basis in the form of toolbox talks / formal meetings.

**CONSTRUCTION (DESIGN AND MANAGEMENT)**

When involved in any construction related activity as defined under the Construction (Design and Management) Regulations we will ensure that all works are sensibly planned so that the risks involved are managed from start to finish, engage with workers about the risks and the relevant controls necessary to manage them, provide information on how those risks are being managed, select the right people to undertake the works, cooperate and coordinate the works with others and communicate all relevant information effectively.

On all projects, we must:

Make sure the client is aware of the client duties under CDM 2015 before any work starts

Plan, manage and monitor all work carried out, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them

Check that all workers have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them

Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor

Provide appropriate supervision, information and instructions to workers under our control

Ensure we do not start work on site unless reasonable steps have been taken to prevent unauthorised access

Ensure suitable welfare facilities are provided from the start for workers under our control, and maintain them throughout the work

In addition to the above responsibilities, when working on projects involving more than one contractor, we must:

Coordinate their work with the work of others in the project team

Comply with directions given by the principal designer or principal contractor

Comply with parts of the construction phase plan relevant to their work

**ELECTRICAL SAFETY**

We recognise we have a legal duty to control the use of electrical equipment in our facility; this equipment includes the main supply and any portable equipment. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

These measures will include:

Ensuring that all electrical installations and wiring conforms to the established legal standards.

Ensuring that all electrical supply isolation cabinets / circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.

Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in house or undertaken by an external provider) have reached the necessary competency level.

Ensuring that all suitable and sufficient control measures are put into place when required (e.g. lock out procedures and permits to work information can be found in the **guidance notes**). This will be established undertaking a risk assessment. This can be found in the **General Risk Assessment** section of the **Risk Assessments Manual.**

Maintenance and testing of fixed electrical installations and wiring (information and the maintenance / test records can be found in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records.**

The identification, visual inspection and testing of portable electrical appliances (portable appliance testing (PAT), test records can be found in **Electrical Installation and portable Electrical Equipment** Section of the **Safety Records).**

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**EQUIPMENT USE**

We own a significant amount of equipment in our facility and recognise due to the inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as guarding, applications and training. We have the facility to instigate control measures.

The measures will include:

Ensuring that the equipment provided is suitable and sufficient for the relevant task.

Ensuring that equipment is subjected to planned maintenance (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).

Ensuring that faulty or defective equipment is placed out of use and secured, until properly repaired by a competent person.

Ensuring that only properly trained and competent persons use the equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Assessing the risks involved and the control measures that need to be put into place (completing risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual).**

Setting into place control measures identified in the risk assessment.

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**FIRE / EMERGENCY ARRANGEMENTS**

We recognise due to the inherent dangers involved and our legal duty that there is a requirement to ensure the necessary fire precautions and emergency arrangements are put into place (e.g. evacuation, fire fighting equipment and major spillages). We have the facility to instigate control measures.

The measures will include:

Identifying situations that require procedures to be put into place (information can be found in the **guidance notes)**.

Assessing the risks involved (information can be found in the guidance notes and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual).**

Establishing procedures to deal with emergency situations, such as evacuation of the premises and the provision of fire fighting equipment (information can be found in the **guidance notes**).

Liaising with the relevant emergency services (information can be found in the **guidance notes**).

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Training for all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

The development and implementation of safe systems of work to combat emergency situations.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**FIRST AID**

We recognise our duty of care and legal requirement for first aid provision in our facility and understand that we must ensure adequate arrangements are provided for dealing with emergency situations that require first aid. We have the facility to investigate control measures.

The measures will include:

Assessing the risks involved and the control measures that need to be put in place e.g. provision of First Aiders or ‘Appointed Persons’ (information can be found in the guidance notes and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual).**

Implementing and monitoring the control measures.

Ensuring that emergency procedures are developed and implementing (information can be found in the **guidance notes**).

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Ensuring that all operatives are properly instructed and trained on the emergency procedures, personal protective equipment and other safety measures, e.g. ensuring that body fluids are cleaned up in the appropriate manner (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel.

**HAZARD REPORTING**

So as to encourage a proactive approach to health and safety within our organisation, we have implemented a hazard reporting procedure to enable employees to raise the awareness of hazardous situations which may cause harm. We have the facility to instigate control measures.

These measures will include:

Establishing the means by which hazards that occur can be formally reported (information and **Hazard Log** forms can be found in the **Hazard Reporting** section of the **Safety Records**).

Providing information and where necessary training to all personnel to enable them to identify hazards that occur and be able to report them.

Ensuring that all hazards are brought to the attention of the line management concerned.

Ensuring that hazards are promptly and properly dealt with.

Responsibility for reporting hazards rests with all employees. The responsibilities to ensure that satisfactory remedial action is undertaken rests with the line manager, who will undertake or delegate any remedial work, as is necessary, to ensure that the hazard is removed.

**OCCUPATIONAL HEALTH**

We recognise our duty to ensure the health and wellbeing of anyone who may be affected by our work activities. If our risk assessments deem it necessary, we will introduce procedures to monitor employees who are, or may be exposed to health and wellbeing risks whilst carrying out their work activities. We recognise our employees may require for health screening as part of a health surveillance programme. In some instances (some chemical, biological and physical agents) this is a mandatory requirement. We have the facility to instigate control measures.

The measures will include:

Hazards that have the potential to cause ill health to our employees, or anyone who may be affected by our work activities, are identified in our risk assessments which contained in the relevant section of the **Risk Assessment Manual.** These assessments will identify any occupational health issues that require controlling.

Appointing the services of an Occupational Health Practitioner if deemed necessary.

Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. diseases, allergies or previous ill health conditions) that may affect their health and ability to undertake normal work activities.

Assessing the risks involved and the control measures that need to be put in place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual).**

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**PURCHASING**

We recognise we have a specific obligation to ensure certain equipment and machinery meets a specified design standard. This Includes machinery guarding and equipment such as personal protective equipment. We have the facility to instigate control measures.

The measures will include:

Ensuring that all products purchased for use in the workplace are suitable and sufficient for the purpose.

Ensuring that relevant information, operating practices, safety information, storage information, disposal information etc. is obtained from the suppliers / manufacturers.

Ensuring that personal protective equipment meets the European Compliance standard (CE Marking).

Ensuring all hazardous substances are provided in the correct packaging, the correct labelling and material safety data sheets.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**RISK ASSESSMENTS**

We understand the benefits of undertaking suitable and sufficient risk assessments. We also recognise we have a legal obligation to undertake risk assessments of all activities that pose a risk and are connected with our business undertaking. We have the facility to instigate control measures.

The measures will include:

Assessing the risks involved and the control measures that need to be put in place (A full explanation of the risk assessment process and further guidance on a specific assessment subjects, examples and working documents can be found in **Risk Assessments Manual**).

Implementing and monitoring the control measures.

Ensuring that the risk assessments assessments are documented.

Ensuring that the risk assessments are linked to the tasks.

Ensuring that safe working practices are developed and implemented.

Ensuring that the risk assessments are made available to the employees involved.

Ensuring that those involved in risk assessment training are identified and recorded (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**TRAINING**

We recognise the benefits of training within our organisation and the legal requirements to provide information, instruction and training. We have the facility to instigate control measures.

The measures will include:

Identifying the tasks for which training must be provided to ensure that our employees achieve the necessary level of competence to carry them out.

The provision of training in the use and / or maintenance of equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Ensuring that the training provided is suitable and sufficient and carried out by competent persons. In some cases this requires approved certification.

Ensuring that the only properly trained and competent persons use the equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual)**.

Setting into place the control measures identified in the risk assessment.

Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records)**.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**WELFARE / WORKING ENFORCEMENT**

We recognise our duty to provide a healthy working environment and suitable welfare facilities. These will include the provision of an adequately ventilated, well-lit workplace as well as sanitary conveniences and washing facilities. We have the facility to instigate control measures.

These measures will include:

Ensuring an assessment is undertaken of the general workplace condition (information can be found in the **guidance notes**).

Ensuring the workplace is adequately ventilated and temperature controlled where possible.

Ensuring that the workplace lighting meets a satisfactory standard.

Ensuring good housekeeping standards are maintained and waste is cleared on a regular basis, so as not to give rise to blocked access routes and possible slips, trips and falls etc.

Ensuring that adequate sanitary conveniences, washing and changing facilities are provided as appropriate (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**CLEANING**

We have some particular issues to consider as regards the cleaning requirements in our facility. This is due to the inherent dangers involved whilst carrying out cleaning operations. These include the use of chemicals that can cause harm to persons. We have the facility to instigate control measures.

The measures will include:

Ensuring that appropriate cleaning regimes and procedures are developed and maintained (information can be found in the **guidance notes**).

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**CONTROL OF CONTRACTORS**

We recognise we have a legal duty to control of contractors who carry out tasks in our facility. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

Ensuring that the contractor undertakes a risk assessment of the task to be done.

Ensuring the contractor develops a method statement that meets our requirements.

Ensuring that all maintenance work is carried out by suitably qualified and / or competent persons (contractors).

Ensuring that contractors used to carry out work are suitably trained / qualified / competent to use the equipment that is required to carry out the work.

Ensuring that all equipment provided and used by contractors is suitable for that use and is properly maintained.

Ensuring that all work is carried out within the scope of a Permit to Work (information is available within the **guidance notes**).

Assessing the risks involved and the control measures that are required to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Ensuring that contractors wear the personal protective equipment that is required for the work being carried out and / or use of equipment.

Providing information and instruction to all persons who may be affected by the work being carried out.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**DISPLAY SCREEN EQUIPMENT**

We recognise we have a legal duty to control work being carried out by using DSE in our facility. We recognise that there are specific specifications we must adhere to when setting up DSE workstations. We must also identify the nature of the tasks involved within the facility that may pose a significant risk of harm. This will enable us to combat the risks that may arise. We have the facility to instigate control measures.

The measures will include:

Assessing the risks involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Implementation of the control measures.

Training on the use of the display screen equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

The provision of eye tests for DSE users (information can be found in the **guidance notes**).

The provision of basic optical lenses where required.

The provision of adequate natural breaks from the workstation.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**ACCESS EQUIPMENT**

We own and use access equipment (e.g. ladders and steps etc.) on our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must ensure the equipment meets the established industry standard and ensure that the integrity of this equipment is monitored and maintained. We have the facility to instigate control measures.

The measures will include:

Identification of the access equipment in use.

Assessing the risk involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Maintenance of access equipment information and maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).

Training on the use of access equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Installation of the safe working procedures (information can be found in the **guidance notes**).

Ensuring that faulty or defective access equipment is taken out of use and any repairs necessary are undertaken by a competent person.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**HAND TOOLS**

We own and use several items of hand tools on our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as monitoring the condition, maintenance and training. We have the facility to instigate control measures.

The measures will include:

Ensuring the hand tools, appropriate to the work being carried out, is provided.

Maintaining the tools.

Ensuring that faulty or defective tools are taken out of use and any repairs necessary are undertaken by a competent person (information can be found in the **guidance notes**).

Assessing the risk involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Training on the use of the hand tools and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**OFFICE EQUIPMENT**

Our office has several items of electrical and mechanical equipment within it (e.g. printers, photocopiers, laminators and desk fans). We recognise due to the hazards associated with these items that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as condition monitoring and training. We have the facility to instigate control measures.

The measures will include:

Ensuring that the equipment is only used by authorised personnel and is appropriate to the work being carried out (information can be found in the **guidance notes**).

Maintaining the equipment so that its original design integrity is maintained.

Ensuring that faulty or defective equipment is taken out of use and any repairs are undertaken by a competent person.

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Training on the use of equipment and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**HAZARDOUS SUBSTANCES**

Our business requires contact with the use of hazardous substance. Due to the inherent dangers involved we recognise our duty to control the storage, handling and use of these substances. They may be purchased as a hazardous substance, produced as a result of our activities or exist in the form of microbiological hazards. When these situations arise we instigate control measures.

The measures will include:

Identifying all the purchased products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).

When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access information on the associated hazards involved and suggested control measures.

Ensuring the hazardous substances is correctly labelled to the recognised standard and is stored in the appropriate containers.

Identifying the activities where hazardous products are generated as a result of the process and require control measures instigating. This will also include microbiological hazards (information is provided in the **guidance notes**).

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).

Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use (information is provided within the **guidance notes**).

Ensuring that safe working practices are produced and implemented.

Installing a health surveillance programme as and when the hazardous substances are required (information is provided in the **guidance notes**).

Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**USE OF CHEMICALS**

Due to the nature of our business we use and handle hazardous chemicals. Because of the inherent dangers involved we recognise our duty to control the storage, handling and use of these chemicals. When these situations arise we instigate control measures.

These measures will include:

Identifying all the purchased products used by employees and decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).

When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access the information on the associated hazards involved.

Ensuring the hazardous chemicals are correctly labelled and stored in the appropriate containers (information is provided in the **guidance notes**).

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).

Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use (information is provided within the **guidance notes**).

Ensuring that safe working practices are produced and implemented.

Installing a health surveillance programme as and when the hazardous substances are required (information is provided in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**LONE WORKING**

Due to the nature of our business situations may arise whereby employees may have to work alone. Where possible we discourage this practice, but sometimes this becomes unavoidable. When this situation arises we instigate control measures.

The measures will include:

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Establishing emergency contact procedures (information can be found in the **guidance notes**).

Ensuring that regular contact is made with the lone worker.

Implementing the control measures.

Ensuring that safe working practices are produced and implemented.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**MANUAL HANDLING**

Due to the nature of our business situations may arise whereby manual handling tasks become unavoidable. Where possible we discourage manual handling and provide suitable mechanised equipment. When unavoidable situations arise we instigate control measures.

The measures will include:

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Ensuring safe working practices are developed and implemented.

Providing and maintain suitable appropriate manual handling equipment (information can be found in the **guidance notes**).

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Training on manual handling, the safe working practices, equipment and use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Implementing and monitoring the control measures.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**NEW AND EXPECTANT MOTHERS**

We recognise our legal duty to undertake a specific individual assessment of the tasks undertaken by new and expectant mothers, so as not to expose them to hazards that may cause harm. When this situation arises we instigate control measures.

The measures will include:

Assessing the risks involved and introducing control measures that arise from the assessment (information can be found in the **guidance notes** and completed risk assessments can be found in the **New and Expectant Mothers Assessment** section of the **Risk Assessment Manual**).

Implementing and monitoring the control measures.

Providing adequate facility for rest during the pregnancy.

Monitoring the employee through the development of the pregnancy (information can be found in the **guidance notes**).

Providing adequate facilities for new nursing mothers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**SUBSTANCE AND ALCOHOL USE / ABUSE**

We recognise the health and safety implication posed by employees that may be involved with substance and alcohol use and abuse. We have a low tolerance policy towards employees that are involved in these activities, but also realise our duty to assist those that have a genuine problem. When this situation arises we instigate the following procedures.

These procedures will include:

Identifying those affected.

Identifying the use / abuse problem

Deciding whether to invoke disciplinary procedures (information can be found in the **guidance notes**).

Ensuring that adequate is provided so as to monitor the actions of those affected.

Implementing and monitoring the control measures.

Providing health surveillance and / or counselling as appropriate.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Due to the nature of our business situations may arise whereby the use of personal protective equipment becomes unavoidable. We realise that this should form the last resort as a control measure but this becomes the only viable option in many cases. When this situation arises we instigate control measures.

The measures will include:

Providing suitable and sufficient personal protective equipment that meets European Standards (CE Marking), (information can be found in the **guidance notes**).

Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).

Training on the use and maintenance of personal protective equipment and use of personal protective equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Providing appropriate storage for personal protective equipment (PPE) when it is not in use.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**SMOKING**

We recognise that we have a duty to ensure non-smoking employees are protected from the inhalation of second-hand smoke (passive smoking). Therefore we do not allow smoking in our premises and instigate control measures.

The measures will include:

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Implementing and monitoring the control measures (a smoking policy can be found in the **guidance notes**).

Providing information to all persons affected.

Providing a non-smoking rest area for staff.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**STRESS IN THE WORKPLACE**

Due to the nature of our business, it is foreseeable that situations may arise whereby workplace stress poses a significant health risk. We recognise our legal duty to ensure we control situations that are likely to heighten the risk of condition. When this situation arises we instigate control measures.

The measures will include:

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Implementing and monitoring the control measures that have been identified.

Ensuring that workloads are not excessive.

Ensuring that employees are provided with the necessary counselling and occupational health practitioner facilities when necessary (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**OCCUPATIONAL ROAD SAFETY**

Due to the nature of our business we require our employees to drive on public roads. We recognise the associated hazards and the risks involved in the use of company vehicles, these include driving whilst tired and the use of mobile phones. To ensure we control these issues we have the facility to instigate control measures.

The measures will include:

Ensuring that all of our drivers hold a current, valid driving licence.

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Implementing the control measures required.

Ensuring we provide our drivers with the necessary rules and procedural arrangements to deal with situations that may arise.

Instructing our drivers not to use hand held mobile phones whilst driving.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**VISITORS**

Due to the nature of our business and the inherent dangers involved we realise our duty to control access to our facility by visitors. We have the facility to instigate control measures.

The measures will include:

Assessing the risks involved and introduced by visitors and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Implementing and monitoring the control measures.

Ensuring that all visitors read the safety and emergency rules that are relevant to them and sign the **Visitors Book** to say that they have done so.

Ensuring that visitors are supervised at all times and are not allowed to wander around the premises by themselves.

Ensuring that personal protective equipment is used where required.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**BUILDING SERVICES**

We recognise our duty to ensure that the services (e.g. gas, electricity and water), provided for use within our facility are correctly installed and adequately maintained. We only use competent persons to install and maintain these facilities. To ensure we maintain control of these services we instigate control measures.

The measures will include:

Identifying all the sources of supply.

Ensuring that the supplies can be safely isolated and that the procedures are in place to deal with emergency situations (information can be found in the **guidance notes**).

Ensuring that only competent persons are allowed to undertake work on the supplies (information can be found in the **guidance notes** **16 – Control of Contractors**).

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Liaising with the contractor / worker involved.

Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**PREMISES**

We recognise our duty to ensure that the structural integrity and décor of our premises met the legal standards and they are maintained to the required standard. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

Ensuring we monitor the premises to maintain standards (information can be found in the **guidance notes**).

Ensuring that we only use competent persons to undertake the work on our premises.

Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

Liaising with the contractor / worker involved.

Ensuring safe work practices are developed and implemented, this will require contractors to provide adequate method statements.

Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

**EMPLOYEE RESPONSIBILITIES, RULES AND PROCEDURES**

**Introduction**

**Employee Safety Handbook**

**INTRODUCTION**

We recognise our duty to provide our employees with the necessary information, instruction and training as required by health and safety legislation.

We provide our employees with an Employee Safety Handbook which informs them of their duty to ensure their own health and safety as well as those who may be affected by their actions, as is required by health and safety legislation.

The Employee Safety Handbook contains the following:

The Health and Safety General Policy

The management organisational structure

The management responsibilities and monitoring procedures

List specific arrangements which affect the organisation

Rules and regulations to which the employee must adhere

We believe our employees are an important asset to the organisation and we will ensure that health and safety standards are introduced and maintained.

A copy of the Employee Safety Handbook is provided within the Policy and establishes the employees’ legal responsibilities and how to achieve them.

**CLYMAC LTD**

**EMPLOYEE SAFETY HANDBOOK**

**INTRODUCTION**

This Employee Safety Handbook has been produced to provide employees with information that will enable you to understand the arrangements that we have made to comply with our duties under health and safety law.

It also provides information about your duties as an employee. Your responsibility is to read this Handbook and ensure you are familiar with its contents and any amendments to it that might occur from time to time.

To enable you to be aware of these legal requirements we have produced this ‘Safety Handbook’ for your information and it covers the following:

Information for Employees

Employees’ Individual Responsibilities

Safety Rules

This safety Handbook seeks to ensure that you are fully conversant with all aspects of health and safety which affect you whilst undertaking work activities.

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**INTRODUCTION**

**General**

Businesses that are successful in achieving high standards have Health and Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfills the spirit and the letter of the law.

**What the Law Requires**

Unless exempt from certain provisions, our business has to comply with the requirement to have a written statement of Health and Safety General Policy for the protection of our employees and others who may be affected by our work activities.

This statement forms the basis of the actions necessary to combat issues within our organisation.

Our Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to policy implementation.

A full review is undertaken from time to time, to ensure high standards and commitments are maintained by us.

You are required to co-operate with us so far is necessary to enable us to fulfill any duty or requirements to be performed or with which we must comply.

You are to take reasonable care for health and safety of yourself and other persons who may be affected by your acts or omissions whilst at work.

You also have a duty not to interfere with or misuse things that are provided within the scope of any relevant statutory provisions.

All of the above are identified within our Employee Safety handbook as your individual responsibilities, rules and procedures and must be adhered to at all times.

**HEALTH AND SAFETY GENERAL POLICY**

1. Clymac believe that one of its most important functions is the prevention of accidents and ill health. We do not wish any of our employees or other person to suffer as the result of activities or work processes. To this end, we intend to comply rigorously with all health and safety legislation, Codes of Practice and best guidance and work methods available, in accordance with the Health and Safety at Work Act 1974.
2. The health and safety policy and manuals we have prepared indicate the ways in which Clymac intends to meet with legal requirements.
3. Legislation requires that, as an employer, we prepare a statement of general policy with respect to the health and safety of our employees, together with details of the organisation and arrangements we have set up to carry out that policy.
4. Therefore, we provide, so far as reasonably practicable:
5. A safe system of work
6. Safe plant and equipment
7. Safe means of handling, transporting articles, substances and people
8. Adequate training, instruction, information and supervision
9. A safe place to work with safe access and egress
10. A safe and healthy environment
11. Adequate welfare facilities
12. We also ensure, so far as reasonably practicable, that the way we carry out our work does not affect the health and safety of persons who are not our employees, for example, visitors and contractors.
13. It is also recognised that where we produce articles and substances for use at work, or we erect or install any plant or equipment, we have a duty to ensure the health and safety of those who use them and make available all the required information for their health and safety.
14. We remind you, our employees, of your duty to look after your own health and safety and ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting our legal obligations.



Signature……………………….………

Position Director.

Date 30/04/2020

**ORGANISATION AND RESPONSIBILITIES**

**Introduction**

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**Management Responsibilities and Monitoring**

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Management Responsibilities

**List of Specific Arrangements**

**INTRODUCTION**

We are legally required to identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of Clymac Ltd have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

We also have a responsibility and duty to ensure that:

You are aware of and understand the Health and Safety General Policy.

You are aware of and understand the health and safety rules relating to your work.

You are adequately instructed, trained and supervised.

You are made aware of hazards and risks associated with your work activities.

You are provided with safe products, substances and equipment, safe methods of work and an environment in which it is safe and healthy to work.

The above duties and responsibilities are implemented through the use of documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

**ORGANISATIONAL STRUCTURE**

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

**(SEE PAGE 10 FOR CLYMAC ORGANISATIONAL STRUCTURE)**

**MANAGEMENT RESPONSIBLITITES AND MONITORING**

**Introduction**

ThisEmployee Safety Handbook has been produced to provide you with information that will enable you to understand the arrangements that we have made to comply with our duties under health and safety law.

It also provides information about your duties as an employee. Your responsibility is to read this handbook and ensure you are familiar with its contents and any amendments to it that might occur from time to time.

**Management Responsibilities**

Health and safety law lays down specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and others (visitors and contractors) who might be affected by their undertakings.

To help us comply with these duties we have delegated specific responsibilities to Managers and others who have been given specific responsibility for their area of work (information on individual management responsibilities can be found in the **Organisation and Responsibilities** section of the **Health and Safety policy and Procedures Manual**).

As part of our duties we have prepared a Health and Safety Management System that includes:

Our Health and Safety policy.

Responsibilities and monitoring duties for management.

Specific arrangements to deal with issues in our workplace.

Risk assessments.

Emergency procedures to deal with accidents at work, fire and evacuation of the premises.

Rules for all of our employees.

You must read and take note of the information in this Employee Safety Handbook. You will be expected to sign a confirmation letter that you have read, understood, accepted and will comply with contents and will keep yourself aware of its contents and any amendments to it that might occur from time to time.

We have provided copies of the ‘Health and Safety law – What You Should Know’ poster that provides you with additional information. These are displayed in prominent positions throughout our premises. Where a poster cannot be displayed we will provide copies of the Health and Safety Law leaflet.

Where applicable we will also provide other documentation that provides the information necessary for you to be able to carry out your work safely.

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**Specific Arrangements**

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Accident Investigation

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**INTRODUCTION**

Health and Safety law lays down specific responsibilities on us to secure your health and safety whilst at work. The legislation also required that we protect others who are not employees but may be affected by our activities.

Health and safety legislation not only places general duties on Managers but also on you to look after your own health and safety and that of others who may be affected by your acts or omissions.

To ensure you are aware of the legal provisions and your responsibilities we have provided the relevant information regarding our rules and procedures for your protection whilst at work. These are included within this Employee Safety Handbook.

**INFORMATION FOR EMPLOYEES**

We are fulfilling our general duties and responsibilities for the provision of information to you and to your representatives on all aspects of health and safety at work by displaying or issuing various documentation as follows:

The Health and Safety Law Poster.

The distribution of literature and information leaflets.

The displaying of information relating to safe working procedures.

Making available information on the results of various risk assessments carried out and the control measures to be put in place.

In addition to the above, we have produced this Employee Safety Handbook, which is available for you to read. This handbook contains information relating to individual responsibilities and safety rules covering the following working procedures, which are of particular importance and relevance to you as our employee:

Working Practices

Hazard / Warning Signs and Notices

Working Conditions / Environment

Protective Clothing and Equipment

Fire Precautions

Vehicles

Accidents

Health

Rules Covering Gross Misconduct

**EMPLOYEE RESPONSIBILITIES**

**RESPONSIBILITIES**

As an employee of the organisation you have a legal duty to take reasonable care of yourself and others and ensure that you co-operate with management on points of health and safety.

Ensure that you comply with all emergency arrangements that are communicated to you.

You must ensure that you report all accidents, near misses or damage to machinery and property as soon as possible. You must co-operate with all accident / incident investigations you are requested to assist with.

You must refrain from willful measures or interference with anything provided in the interests of health, safety and welfare.

You must carry out your tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for you. Should you feel that there are situations that may pose a hazard; you have a duty to report such findings to management.

You have a duty to ensure that any personal protective equipment provided for your protection is worn, maintained and stored in the correct manner as directed by management.

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You must use all items of protective clothing / equipment provided as instructed.

You must not misuse or willfully damage any item of protective clothing / equipment provided.

You must store and maintain protective clothing / equipment in the approved manner.

You must report any damage, loss, fault or unsuitability of protective clothing / equipment to management.

**Fire Precautions**

You must report any fire or use of fire fighting equipment to management.

You must comply with all laid down emergency procedures as displayed at various locations within the premises.

You must not obstruct any fire escape route, fire equipment or fire doors.

You must not interfere with or misuse any fire equipment provided.

**Vehicles**

You must carry out periodic checks of your vehicles prior to use.

You must not drive or operate any vehicle for which you do not hold an appropriate driving license.

You must not use vehicles for unauthorized purposes.

You must not drive or operate vehicles whilst suffering from a medical condition, illness or intoxication that may affect your driving or operating ability.

**Accidents**

You must seek medical treatment for any injury you may receive, no matter how slight it may seem to be. Upon returning from treatment, you must report the incident to the person in charge and enter the details in the Accident Book.

You must report all accidents and dangerous occurrences to the person in charge as soon as it is practicable.

You must notify the person in charge of any incident in which damage is caused to either our, or any third party’s, property.

**Health**

You must report to the person in charge any medical condition which could affect the safety of yourself or others.

You must co-operate with the management on the implementation of the medical and occupational health provisions.

**Rules Covering Gross Misconduct**

You will be liable to summary dismissal if you are found to have actress in either of the following ways:

Serious breaches of the preceding Health and Safety rules, which endanger the lives of or may cause serious injury to employees or any other person.

Interference with or misuse of any equipment, for use at work that may cause harm.

**CONSULTATION**

To enable you to raise issues of concern relating to health and safety issues in our workplace consultation has to take place.

This is accomplished by consultation sessions between employees and management in the form of tool box talks (on the job) and by pre-arranged formal meetings. These meetings take place on a regular basis and the content of meetings is documented.

We consult with our employees on a one to one basis over matters concerning health and safety.

**CONSTRUCTION (DESIGN AND MANAGEMENT)**

When involved in any construction related activity as defined under the Construction (Design and Management) Regulations we will ensure that all works are sensibly planned so that the risks involved are managed from start to finish, engage with workers about the risks and the relevant controls necessary to manage them, provide information on how those risks are being managed, select the right people to undertake the works, cooperate and coordinate the works with others and communicate all relevant information effectively.

**FIRE EMERGENCY PROCEDURE**

**UPON DISCOVERING FIRE**

Should you discover a fire, raise the alarm by the established method identified in your training.

Telephone the emergency services by using the organisation’s agreed procedure. Provide your telephone number, address, postcode and location of the fire. Speak slowly and clearly.

Ensure the relevant information is relayed back to you correctly.

Leave by the nearest emergency exit and go to your established assembly point.

DO NOT re-enter the building until authorized to do so by the senior officer.

**EMERGENCY EVACUATION ARRANGEMENTS**

**In the event of the alarm being raised, the following action must be taken**

Leave the building by the nearest available emergency exit.

Do not stop for personal belongings.

Report to your established assembly point.

Ensure the Senior Officer is informed of any situations that may affect the safe evacuation of the premises.

DO NOT re-enter the building until authorized to do so by the Senior Fire Officer.

**FIRST AID**

Arrangements have been made to ensure that incidents requiring first aid treatment are dealt with in an appropriate manner.

In the event that you have an accident resulting in an injury, however minor, you must report to the person appointed to administer first aid, if you are able to do so. You must enter the details of the accident in the **Accident Book.**

If you are in the vicinity of a serious accident then you must inform the First Aider Immediately. If the First Aider is unavailable, you must inform the designated ‘Appointed Person’ to deal with the situation.

The name and location of the persons appointed to administer first aid can be found on the First Aid Notices that are placed in prominent positions throughout the workplace.

Accidents that do not result in an injury must also be reported.

**HAZARD REPORTING**

We have procedural arrangements in place to encourage your involvement in the reporting of hazards that may affect you or others.

This procedure provides a method of communication of all hazards, unsafe conditions and practices. Such hazards will be reported using a hazard log. The form is available for use and should also be completed where hazards and unsafe conditions may affect the health and safety of other persons who are not employees. This may also apply to contractors working on the premises where their work activities are likely to affect our employees.

You should participate fully in ensuring that this procedure is adhered to and that defects or hazards are reported immediately in the interest of adherence to our Health and Safety Policy.

If you require assistance ask/seek from Line Manager. If you prefer to report defects or hazards verbally then do so to Line Manager. In these instances the report should be made to your Line Manager who will complete the **Hazard Log** on your behalf.

**OCCUPATIONAL HEALTH**

We have a legal responsibility to ensure health, safety and welfare of our employees and others. This also includes situations where you might suffer ill health as a result of our operations and undertakings.

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessment Manual.** These assessments will identify any occupational health issues that require controlling.

If our risk assessments deem it necessary, we will institute monitoring procedures for the health of any employee or prospective employee who is, or may be, exposed to health risks whilst carrying out work activities. This may mean that existing employees are referred for health screening, in the event that you have come into contact with something that is unlikely to cause long term harm and may affect your ability to safely continue with our normal duties. We reserve the right to refer you to an Occupational health Practitioner appointed by ourselves.

If you suffer from any of the following medical conditions you must inform your Line Manager so that, in case of need, the appropriate action can be taken:

Bronchitis

Heart complaints

Epilepsy

Allergies to any substance (e.g. penicillin, asthma, confirmed pregnancy, high / low blood pressure, giddiness / fainting or diabetes)

This is not an exhaustive list. Any condition that affects your ability to work, or would affect the safety of others must be reported to the relevant Line Manager.

**RISK ASSESSMENTS**

We recognize that we have responsibilities to carry out risk assessments so that we can identify:

The significant hazards that employees may be exposed to.

Who could be harmed and how?

What is the likelihood that someone could be harmed by the hazard?

How the hazards are controlled and whether any action is required to deal with the hazard.

Completed risk assessment forms can be found in the **Risk Assessments Manual**.

Where necessary, copies of the completed risk assessment forms will also be placed in the relevant department.

The control measured identified in the risk assessments will form part of our safe working practices and procedures.

You will receive instruction in the form of training and information on both the control measures and safe working practices and procedures. You must comply with those at all times.

**SAFETY RECORDS**

We have a need to maintain records of our activities (information on these can be found in the **Policy and Procedures Manual**. Completed records can be found in **the Safety Records Manual**.