



Health and Safety Policy

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General Statement

SES Renovations is committed to ensuring that practical and effective measures are in place to protect the health, safety and welfare of our employees, contractors, clients, others affected by our operations and the community where we live and conduct our business.

The implementation, maintenance and monitoring of the Company Health and Safety Policy shall be the responsibility of the Managing Director. Competent persons will be appointed to assist us in meeting our statutory duties including where appropriate, specialists from external organisations.

The successful implementation of this policy requires total commitment from all levels of the organisation, from the Directors to the staff. Each individual has a legal duty to take reasonable care to ensure their own safety and that of others who may be affected by either their acts or their omissions.

(Health and Safety at Work Act 1974, sections 7 and 8)

Objectives: -

SES Renovations, through its commitment to this policy has set the following objectives:-

- To avoid harm to health and injury from its operations and those of contractors employed by the Company.
- To ensure that contractors working on its behalf apply health and safety practices acceptable to SES Renovations
- To prevent all injuries in the workplace.
- To establish and maintain safe working procedures.
- To observe all legal requirements and obligations in respect of health and safety.
- To have regard for all Approved Codes of Practice (ACoPs) and other guidance material.
- To provide an effective system of communication on safety related matters.
- To provide health and safety training to ensure that employees are conversant with the regulatory requirements and to enable them to work in a safe manner.
- To provide to all levels appropriate training, and retraining where necessary, in the skill and knowledge required for each individual operation or activity.
- To maintain an effective system for monitoring and reviewing health and safety performance.
- To supply Personal Protective Equipment (PPE) which provides protection to Statutory and Industry accepted levels against the tasks expected to be undertaken.
- To provide safe and maintained plant and equipment.
- To involve management and employees in the application of this policy and to ensure accountability, at all levels, for health and safety performance.
- To provide control mechanisms, in so far as is reasonably practical, to minimise the risk to health in connection with the transportation, storage, handling and use of substances hazardous to health.

This policy will be regularly monitored to ensure that objectives are achieved, reviewed and, if necessary revised in the light of legislative or organisational changes.

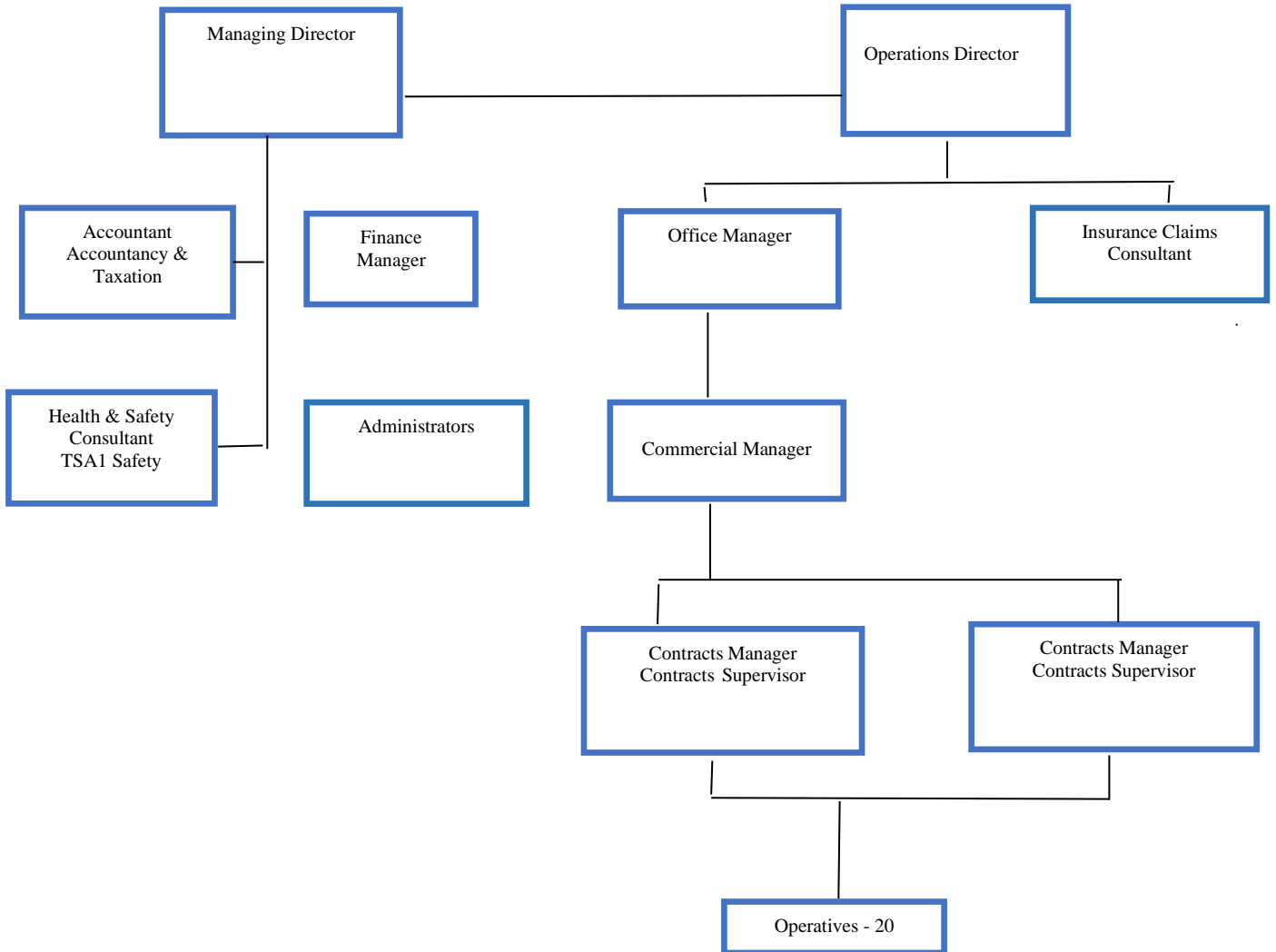


Managing Director

Date: January 2022

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ORGANISATIONAL STRUCTURE



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In order to ensure that Health and Safety is successfully managed and maintained within the organisation, the following responsibilities have been allocated.

Managing Director

- The Managing Director has overall responsibility to ensure that the objectives of the Company Policy are fully understood and observed by all levels of management and employees.
- The Managing Director is responsible for ensuring that adequate communication levels are maintained so that information concerning Health and Safety matters, which may affect any or all employees and others, is communicated to them.
- Any other matter concerning Health and Safety brought up by any employee is directed to the appropriate member of Management in order that necessary action is taken.
- The Managing Director is responsible for ensuring the availability of resources (including human resources) essential to establish, implement, maintain and improve the management system.

Management Responsibility

- Managers will ensure that they have an understanding of the company Health and Safety standards. They will also ensure that they have an awareness of legal standings and the industry benchmarks.
- Managers are responsible for ensuring that the safety policy is implemented within their own department. They will ensure that contractors and visitors are aware of safety procedures both generic and site specific.
- Each manager is accountable for the overall implementation of the Company's Policy within the areas of activity, and by the personnel, under their control.
- Managers will ensure that risk assessments are completed prior to work commencing and with the assistance of the Health and Safety consultant.
- Managers will ensure that adequate arrangements exist for carrying out any health surveillance found to be necessary by any risk assessment.
- Managers will ensure the effective implementation of the established Company Procedures for reporting accidents, incidents and dangerous occurrences, whether involving personal injury or not, and will ensure that the circumstances of such incidents are properly investigated.
- Managers will ensure that all employees receive adequate training for the tasks they carry out and will make arrangements to keep records of training with the assistance of the HR advisor.
- When preparing budgets, Managers will ensure that adequate provision is made for any resources necessary to implement the Policy.

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- Managers will ensure that sufficient costs are provided in all tenders and quotations taking into account safe methods of work, relevant codes of practice and reasonable welfare facilities.
- Each Manager will ensure that effective arrangements are made to notify details of all new contracts to the Group Compliance Manager.
- Each Manager will ensure that the attention of employees is drawn to their personal responsibilities under the Health and Safety at Work Act 1974 through the induction process, refresher training and tool box talks.
- Managers will ensure that arrangements exist for passing safety information to employees on fixed term contracts.
- Ensure that suitable plant, machinery and power tools are provided and that effective arrangements are made for their testing.
- Provide systems for ensuring that Personal Protective Equipment identified as necessary by a risk assessment is provided and that adequate arrangements exist for cleaning, storage and maintenance.
- Ensure that first aid facilities, at least equal to the appropriate level demanded by Approved Code of Practice are available and that the location of the facilities is known to the employee.
- Co-operate with the Safety Advisor and act promptly on their recommendations.
- Set a personal example by wearing appropriate protective clothing and/or equipment.
- Managers must have appropriate systems in place for checking that supervisors are carrying out their duties.
- Managers will select suitable employees who have some supervisory responsibilities for training. Nominations of supervisors do not absolve any managers from their responsibilities for Health and Safety duties.
- Ensure construction, commissioning, installation and maintenance of Plant meets Health and Safety standards/Legal requirements i.e. CE Marking.
- Attend fortnightly Health and Safety meetings.
- Develop quarterly Health and Safety targets with the Health and Safety Team and monitor on a monthly basis.
- Monitor sub-contractors on site to ensure compliance with Health and Safety standards and Company Policy.
- Managers dealing with particular topic areas will be advised of any Health and Safety duties (for example, when purchasing new substances, managers will be required to obtain safety data sheets (SDS) for Control of Substances Hazardous to Health 2002 (COSHH) purposes prior to ordering a substance for the first time).

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- Managers will ensure that arrangements exist for communicating the following information to employees:-
 1. Any risks to Health and Safety, and preventative or protective measures and surveillance identified by the risk assessment.
 2. Any relevant emergency procedures for dealing with serious and imminent danger, and the identity of competent persons who are nominated to implement emergency procedures.
 3. Any risks arising from the activities of other employees.

Supervisors/Foremen/Charge-hands Responsibilities

Supervisors, Foremen and Charge-hands must understand and act on the Company's Health, Safety and Environmental Policies generally and, in particular must:-

- Ensure a thorough understanding of company Health and Safety standards, identifying suitable benchmarks and Legal standards.
- Ensure that the operations under their control are conducted in accordance with Company procedures/instructions and risk assessments. Work with the Health and Safety Team to create and maintain risk assessments and safe systems of work making suggestions as and when are necessary.
- Incorporate safety instructions and recommendations from risk assessments in all routine job instructions, and conduct Toolbox Talks on a weekly basis in accordance with the Company Toolbox Talk Manual.
- Complete joint safety inspections weekly/monthly against check lists with Line Manager.
- Ensure that all accidents and dangerous occurrences, whether involving personal injury or not are promptly reported in accordance with Company procedures.
- Discipline employees who repeatedly fail to consider the well being of themselves and others around them.
- Ensure that suitable plant, machinery and power tools are provided and that effective arrangements are made for their testing and maintenance.
- Set a personal example by wearing appropriate protective clothing and/or equipment.
- Identify training needs of staff that they are directly responsible for and be the contact point for their Health, Safety and Environmental (HSE) issues.
- Ensure the accident reporting process is followed which may include assisting in investigations.
- Report Health and Safety results to their Line Manager on a monthly basis highlighting successes and challenges.
- Ensure staffs under their supervision have received adequate company and site specific inductions prior to commencing works.

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- Ensure that a competent first aider is on site at all times and accreditation maintained as legislation predicts.
- Monitor sub-contractors on site to ensure compliance with Health and Safety standards and Company Policy.

Employees and Operatives

Employees have a legal duty under the Health and Safety at Work Act 1974 to take reasonable care of their own safety and that of others who may be affected by their acts or omissions. They must co-operate with the Company in its arrangements to perform or comply with statutory safety obligations, which include adherence to the Health and Safety Policies generally and the following matters in particular:-

- Employees must use only the correct tools, equipment and methods of work.
- Employees must make proper use of safety and protective equipment, devices and clothing. When appropriate, employees must wear Personal Protective Equipment supplied by the company.
- Employees must report immediately to their Supervisor, Foremen or Charge-hands all accidents/incidents and dangerous occurrences whether involving personal injury or not. These include environmental accidents/incidents and dangerous occurrences e.g. spills or contamination.
- Employees must develop a personal concern for Quality, Health and Safety and the Environmental, both for themselves and for others.
- Employees must understand their roles and responsibilities in achieving conformance to the company's policies and procedures and must comply with the requirements of all Policies, Risk assessments, Method Statements and other Procedures applying to their work.

NB: Overall, the Company adopts an open door policy on Health and Safety, although employees should report to and be supervised by the appointed supervisors and managers, a line of communication is also open for employees to contact Tom Honeyman, the Health and Safety Consultant.

Health and Safety Assistance

Competent persons have been appointed to assist us in meeting our Health and Safety obligations. Those people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to. It should be noted that the assistance in Health and Safety appointed are there to "assist" in complying with the legal requirements, not to take on the task of complying themselves.

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Job titles and functions of these people are listed below:-

Health and Safety Consultant – Mr Tom Honeyman

The Company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

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Section 1 – Induction Training

The company is committed to providing up to date training for all our employees in order to secure the Health and Safety of every employee. This is enforced right from the beginning of your employment when you will receive relevant Health and Safety information within our Induction Training programme.¹

Training will last as long as is required and is dependant on the amount of information contained within the course in relation to a specific job.

Induction training will cover at least the following:-

- Company Health and Safety Policies; the content of the Company policy, including responsibilities and organisational arrangements.
- Accident reporting procedures/first aid; actions to be taken when an accident occurs, persons to be informed, first aiders and first aid equipment.
- Fire procedures and precautions.
- Introduction to Safety Legislation relevant to all site operations.
- Site Safety Rules: departmental safety rules and information on site operating procedures.
- Safety Procedures.
- Instructional videos.

All employees working on a site controlled by one of our clients should ensure that they are made familiar with all relevant and specific site safety information before commencing work. This requirement applies to all areas of safety, equipment and procedure.

¹ See Appendix, page 113 for Employee QHSE Induction Form.

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Section 2 – First Aid

The Company is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries occurring at work.

First Aid Boxes are provided within the workplace and in Company vehicles. All boxes contain at least the minimum contents required under law. **NO** creams, lotions or drugs, however seemingly mild, will be kept in those boxes.

All accidents must be reported and details logged in the accident record book located on each site. A copy of this must be forwarded to the Office within 24 hours of the accident. The manager or supervisor will then raise an accident investigation. Each of these reports will then be forwarded to Tom Honeyman, Health and Safety Consultant.

First Aid Boxes – Locations

First aid boxes will be located around each site and will be suitable for the number of personnel working on each site. The location of first aid boxes and the names of persons responsible will be clearly posted on notice boards at reception area and throughout the workplace.

Contents of each first aid box will be monitored and refilled by the appointed First Aid trained member of staff for each individual site.

All sites including field sites are to have at least one person trained in first aid to deal with minor emergencies and have suitable means of communication to obtain further assistance.



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Section 3 – Accident Investigation Policy

General Statement

This policy outlines the investigation procedures which are to be adopted when any accident, ill health, near miss or dangerous occurrence occurs on the organisation's premises during the course of any work activity. It is the policy of this organisation to ensure that where practicable all accidents or incidence of work-related ill health, dangerous occurrences and near misses will be fully investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

The purpose of the investigation is:-

- To ensure that all necessary information in respect of the accident or incident is collated.
- To understand the sequence of events that led to the accident or incident.
- To identify the unsafe acts and conditions that contributed to the cause of the accident or incident.
- To identify the underlying causes that may have contributed to the accident or incident.
- To ensure that effective remedial actions are taken to prevent any recurrence.
- To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties.
- To enable all statutory requirements to be adhered to.

This policy will apply to all accidents or incidents involving employees, visitors, members of the public and contractors. The organisation will co-operate with employers of contractors who may be involved in any accident or incident.

The person responsible for the implementation of this policy is Audrey Ewing Managing Director

All employees will be required to co-operate with the organisation in any investigation.

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Enforcing Authority

In the event that the enforcing authority wishes to carry out an investigation, the organisation will strive to meet all of its legal responsibilities when co-operating with the investigating inspector.

Process of Investigation

Staff investigating any accident or incident will be given full access to the scene of the accident/incident and any other part of the workplace deemed necessary to carry out the investigation. All necessary information will be collected and collated. Physical evidence may be recorded and samples taken as necessary. Investigating staff will be given access to any necessary documentation and will act in accordance with any requirements of the Data Protection Act 2018. Interviews of those involved in the accident or incident, witnesses and any other person necessary will be carried out in accordance with the training and guidelines issued.

Remedial Action

SES Renovations Ltd will, so far as is reasonably practicable, implement any recommendations made as part of the investigation. In the event of any remedial action taken, staff will be fully involved and provided with the necessary information, instruction and training.

Records and Reports

1. Accidents/incidents and near miss report's (NMR's) are to be reported to Operations Manager as soon as is reasonably practicable so it can be determined what action is required to be taken.
2. After the initial telephone report of the accident/incident or NMR – the accident book entry form must follow this. A completed accident investigation form with witness statements must be completed and returned to the operations manager as soon as is reasonably practicable.

Any records kept will be done so in accordance with the Data Protection Act 2018.

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What should be Investigated and Why?

Investigation and review should take place for all accidents, reports of diseases, dangerous occurrences and/or near misses where practicable. There is an implied legal obligation to investigate accidents causing injury, dangerous occurrences and occurrences of certain diseases or ill health.

The investigation process is of value to organisations for the following reasons:-

- Accurate information and analysis of previous accidents helps to prevent them recurring.
- Prevention of accidents and incidents can bring substantial savings to the organisation, and can lead to increased profits from improvements in efficiency brought about by better morale and motivation of the workforce.
- Subsequent corrective actions can also assist in controlling insurance costs.
- It is a way of testing the effectiveness of existing risk assessments (investigation is an essential part of the risk assessment review process) and the validity of current safety policy.
- It maintains good employee and public relations.

Near misses should also be investigated. These are incidents where an unplanned event occurs for which there is no resultant injury or damage, but the potential exists for harm to result if the event occurred under different circumstances. The time and effort put into the investigation may vary considerably according to the potential severity of injury and/or damage. It is the potential consequences and the likelihood of the adverse event recurring that should determine the level of investigation, not simply the injury or ill health suffered. Significant incidents will usually require a written report although there may be no need to document the results in very minor cases. Some form of judgment will determine the extent of the investigation process.

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Accident Investigation and Who Becomes Involved When

Staff at Supervisory Level	When an incident is reported to them by an employee under their supervision, which the employee believes indicates the presence of any danger to persons, plant and equipment.
Staff at Managerial Level	<p>When an incident occurs within the manager's area of responsibility involving the failure or damage to any part of the premises, plant, equipment, tool or substance.</p> <p>When an incident occurs in which any employee or other person within the manager's area of responsibility has suffered death or injury.</p> <p>When an incident occurs within the manager's area of responsibility, which could have led to the death or injury of persons or to the failure/damage of any company property.</p>
Health and Safety Advisor/ Manager	<p>Incidents to be reported to the enforcement authority.</p> <p>Incidents involving the death of, or personal injury to, anyone doing anything with or in relation to any activity carried out by the company.</p> <p>Incidents, which a department manager believes, could have led to the death of, or personal injury to, any person.</p>

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The table above determines who becomes involved and when. The level of investigation may vary considerably according to the potential severity of injury and/or damage. It is the potential consequences and the likelihood of the adverse event recurring that should determine the level of investigation, not simply the injury or ill health suffered. HSF 42 is for all health and safety accident investigations where there has been an injury. An NMR must be completed for incidents that did not cause harm or injury but the potential for recurrence probably still exists and this needs to be managed effectively. Near misses need to be investigated to establish contributory factors and actions developed to prevent recurrence, ensuring no actual injury or damage occurs.

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Section 4 - Fire

Introduction

One of the greatest hazards, which can affect a place of work, is fire. The main purpose of fire legislation is quite rightly to safeguard life. However, the full cost of replacing a workplace affected by fire, when considering the factors such as lost premises, lost output and lost jobs, can never be recovered entirely. Many workplaces damaged in a fire have never recovered. A lost life can never be replaced.

Training

All employees are trained in our Fire Safety Procedures during their induction into the company and receive refresher training regularly. Fire Action notices are displayed around each site to remind us all of the procedure to follow.

Fire Extinguishers

The company ensures that there are sufficient fire extinguishers, suitable for the risks involved, located around the premises and anywhere else where there may be a heightened risk of fire. The fire extinguishers are serviced and maintained regularly.

Training in the use of equipment is given where appropriate and all employees are instructed that they are only to fight fires with equipment provided if it is safe to do so.

If a fire extinguisher is used it will be removed from its location until it has been refilled. Due to this all empty fire extinguishers should be returned to management and not to the fire point from which it was taken.

All fire extinguishers will have suitable signage and the fire points will be kept clear at all times.

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Fire Evacuation

Should the fire alarm be sounded, all employees will evacuate the premises to the designated assembly area as quick as possible but without running or panicking.

The designated person will check that every employee and visitor is accounted for.

Anyone discovering a fire should firstly raise the alarm before attempting to put out the fire and only then if it is safe to do so.

Regular evacuation drills will take place to familiarise the whole workforce and test the suitability of the arrangements.

Fire Doors

All fire doors and fire escape routes are clearly identifiable and are accessible at all times.

All fire doors should be kept clear of obstructions at all times. Any employee finding a fire door blocked or secured is instructed to report it immediately to management. It must be remembered that the outside of external fire doors must also be kept clear with free passage to the designated assembly point.

Records

The following records will be kept with the Fire Control logbook:-

- Fire risk assessment
- Inventory of equipment.
- Identification and location of equipment.
- Servicing details.
- Inspecting and testing.
- Details of visits from Fire Authority Officers.

All possible measures will be taken to eliminate or reduce risks arising from work activities. However, the Company acknowledges that despite every effort taken it cannot be assumed that an incident will not occur.

The organisation will endeavour to give relevant information and training as often as is necessary to all employees.

Full co-operation is required, to help reduce the risk of emergencies, from management and staff.

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In order to reduce or eliminate, where possible, the risk of emergencies, the following safe system of work should be adopted: -

- Do not attempt fire fighting or other emergency action for which you have not been trained.
- Evacuate the building as soon as the alarm is heard.
- Assist any disabled/injured employees to evacuate.
- Switch off equipment, which could further compound the risk presented.
- Report to assembly points, closing doors and windows as you leave.

Specific duties are set down for management and supervisors who will be required to act as Site Controllers and Incident Controllers, supervising activities and liaising with the emergency services.

All employees should familiarise themselves with the fire exits, escape routes and the location of extinguishers and alarm points. Good housekeeping and sensible practices can help reduce the risk of emergencies. Observe all statutory and warning notices posted. These are displayed for your safety.

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Section 5 – Hygiene Policy

Personal Hygiene Policy Operations

- The policy has been adopted to prevent the spread of infection to employees (and thence to their families) in sewage/recycling operations.
- Line Managers and Supervisors will ensure that the necessary facilities and procedures are in place to enable the policy to be achieved.
- Operatives have a responsibility to follow the policy procedures with the support of their Line Managers and Tom Honeyman, Health and Safety Consultant.

Injury at Work

- Any injury causing broken skin must be reported and recorded.
- The wound must be washed with soap and water or an antiseptic wipe and a minor injury waterproof plaster then used to prevent direct contact with contaminated water.
- Protective and conditioning creams are available for skin that is dry or cracked. Open broken areas of skin should be covered with a waterproof dressing as in the treatment of minor injuries. The use of waterless hand cleansers should be kept to a minimum, and used only if water, soap and means of drying are not available.
- Large wounds (depending on the position of the wound) that cannot be covered with a standard waterproof dressing, may need special larger dressings used in conjunction with protective water proof gloves or clothing.
- If a skin disease develops e.g. dermatitis, the sewage worker should be temporarily removed from work where there is any possibility of contamination until healing occurs and referred to Tom Honeyman, Health and Safety Manager for further consultation and investigation.

Prevention of Injury and Infection

- Gloves supplied are worn at all appropriate times, together with protective clothing suitable to the task being performed.
- Wet weather clothing, rubber or safety boots that have become contaminated with sewage should be scrubbed clean and dried as soon as possible.
- Overalls should not be taken home but left at work, and the company laundry services used as directed. Any arrangements made to store own clothing while at work must comply with health and safety legislation.

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Washing Procedures

- It is especially important that hands and arms are washed and fingernails scrubbed with warm water and soap before drinking, rolling or smoking a cigarette, nail biting and before and after using the toilet.
- If overalls have been significantly contaminated a shower should be taken as soon as possible.
- In the event that an individual's eyes or face come into contact with sewage it should be washed off immediately. Eyes should be washed with the eyewash provided which is kept in or located at the First Aid Boxes. Individuals should seek medical advice, following contamination to the eyes, as they are very susceptible to infection.

Immunisation

It is advised that immunisation against tetanus and Hepatitis A should be taken if working in contaminated areas.

Rodents and Vermin

The presence of any rodents and vermin at any time should be reported in order that procedures may be carried out to eliminate them.

Leptospirosis

Leptospirosis cards should be carried at all times and it is important to follow the procedures set out in the card.

Training

Operatives will be made aware of the importance of the hygiene policy through induction, information and training sessions co-ordinated by the Health and Safety Consultant and Line Managers.

Definition of a Needle Stick Injury

A needle stick injury is any puncture of the skin by a needle that is likely to have been contaminated by blood or body fluids.

Definition of a Sharps Injury

A sharps injury is any cut or abrasion to the skin that is likely to have been contaminated by blood or other body fluids.

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What to do Following a Needle Stick or Sharps Injury

Wash the affected area thoroughly and cover with a waterproof dressing. Dispose of the needle or sharps in a sharps box. These can be ordered through the operations manager.

Report the incident to:

- Your Supervisor/Manager.
- Tom Honeyman, Health and Safety Consultant.

Ensure that the accident is recorded in the Accident Report Book.

Treatment for a Needle Stick or Sharps Injury

A vaccination and blood test are required following needle stick and sharps injuries. This can be carried out by a GP or at a hospital casualty department, but it must be **within 48 hours of the injury**.

The affected person should be fit to continue at work following treatment.

NB Safe systems of work should eliminate this hazard so far as is reasonably practicable but everyone must always wear adequate protective clothing where there is a possibility of coming into contact with needles or sharps. Never reach into places where they may be obscured without protection.

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Section 6 – Risk assessments and Permits to Work

Introduction

It is the Companies duty, under the Management of Health and Safety at Work Regulations (as amended) to carry out suitable and sufficient risk assessments.

The Company accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonable practicable measures to reduce these risks to an acceptable level. All Company operatives must be aware of the risk posed by their job and of their responsibility to others who may be affected by their acts or omissions.

Full co-operation in risk assessments is required from management and staff.

All employees, where appropriate to their task, environment or job, must follow the guidance on the risk assessments.

Quantitative Method Used

In order for each risk to be prioritised and to allow the reader to understand the risks that may pose a greater threat to them while undertaking any particular operation, the company has used the quantitative method. The details of each rating are explained below but are also on every risk assessment.

Severity

- 5 – Causing death to one or more people
- 4 – Causing permanent disability (e.g. loss of limb, sight or hearing)
- 3 – Causing temporary disability (e.g. fractures)
- 2 – Causing significant injuries (e.g. sprains, bruises, lacerations)
- 1 – Causing minor injuries (e.g. cuts, scratches)

Likelihood

Likelihood of harm occurring from hazard

- 5 – Inevitable occurrence
- 4 – High Probability of occurrence
- 3 – Likely to occur
- 2 – Low probability: isolated occurrence
- 1 – Unlikely or remote occurrence

Risk Rating = Severity x Likelihood

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Reporting

Employees must report any accident or dangerous occurrence to the appropriate person in order to assist in a proactive strategy towards Health and Safety.

The Permit to Work

The permit to work is a system used to implement the company's safe system of work for those routine and non-routine processes with a high degree of foreseeable risk and which require clear and precise instructions for safe operation.

The Company will appoint a person to issue permit-to-work authorisation. This person is called a Competent Person. They will be at a high enough management level to be able to enforce the system as per the company's policy without being overruled by someone else, e.g. a senior engineer or manager.

The permit is in duplicate form. The white copy is displayed at the work area and the yellow copy is retained in the permit to work book. The white copy is then returned to the office once the work is completed and the permit has been closed off.

Permits to Work will be issued for the following work:-

- Hot Work
- Confined Space
- Scaffolding
- Excavation
- Asbestos
- Demolition
- Lifting Equipment
- Working at Height
- Toxic Chemicals
- Other processes where there is high degree of foreseeable risk

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Section 7 – Control of Substances Hazardous to Health (COSHH)

It is the Companies duty under The Control of Substances Hazardous to Health Regulations (COSHH) (as amended) to have suitable and sufficient COSHH Assessments carried out.

The Company shall identify, assess and shall apply suitable control systems to safeguard those who may be affected by hazardous substances.

Employees must be made fully aware of hazardous substances in the work place and of how to recognise them.

The Company recognises that the correct storage and handling of substances and materials within the workplace is important in maintaining a safe and healthy work environment.

All materials used should, in so far as is reasonably practicable, be retained in their original containers for use with correct labelling intact. Where a product is decanted for use, the container should be clean and of a suitable nature to hold the product concerned. It should be clearly marked with the product name, and other relevant information including warning notices. All other information on containers should be erased to prevent confusion in relation to contents.

An inventory of all substances hazardous to health will be retained on site with all appropriate hazard information. An assessment of the substance in use will be carried out and a COSHH assessment will be issued to the relevant supervisor/manager. All employees must familiarise themselves with the control measures set out within these sheets and on the product labels. If in doubt, seek advice from your supervisor or manager before using the substance.

Where a product is collected after a spill, containers should be clearly labelled as waste and disposed of as per manufacturers instructions.

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Control of Substances Hazardous to Health Policy

SES Renovations Ltd recognises its responsibility under current health and safety legislation and will ensure where reasonably practicable the health and safety of all employees and persons who may come in contact with the company activities. To help develop this, the company has implemented the following policy to control the use of substances hazardous to health.

The following criteria will apply for all materials falling within the COSHH regulations as amended 2003:-

ONLY PRODUCTS PURCHASED FROM THE APPROVED SUPPLIERS LIST WILL BE USED.

NO PRODUCTS ARE TO BE BROUGHT IN FROM HOME OR ANY OTHER EXTERNAL SOURCE.

ANY SUBSTANCE FOUND ON ANY SES Renovations GROUP PREMISE'S THAT HAS NOT BEEN ASSESSED BY A COMPETENT PERSON WILL BE CONFISCATED. ALL SUBSTANCES CONFISCATED WILL BE DISPOSED OF ACCORDINGLY.

ANY NEW PRODUCT REQUIRED MUST BE ORDERED THROUGH THE COMPANY AND A COPY OF THE REQUEST GIVEN TO THE OPERATIONS MANAGER IN ORDER THAT THE COSHH REGULATIONS ARE APPLIED.

ALL NEW PRODUCTS WILL BE QUARANTINED IN THE STORES UNTIL A COSHH ASSESSMENT HAS BEEN COMPLETED.*

** Please note that before ordering a new product you must make sure that there are no other products in circulation within the company that are suitable for that job.*



Managing Director

Date: January 2021

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The COSHH policy has been brought into place to ensure the safety of all personnel working for SES Renovations Ltd and the protection of any others that may be affected by the companies work.

The policy also enables the company to conform to the Control of Substances Hazardous to Health Regulations 2002.

Purchasing

All substances that are to be used by any SES Renovation personnel will be purchased only from the approved suppliers.

New products required must be ordered through office and a copy of the request will be passed onto the operations manager. This will enable the manager to complete an assessment prior to the substance entering the company, therefore enabling the substance to be used without delay.

When a new substance is ordered, the safety data sheet (SDS) must be requested. The SDS must be forwarded to the Health and Safety Consultant.

Assessment

Once a product has been purchased it can only go into circulation for use if the manager has completed a COSHH assessment. The COSHH assessment is fundamentally a risk assessment. This assessment incorporates what the product is and used for as well as emergency procedures and controls put in place for each substance.

Controls are methods of minimising the hazardous effects of a substance to the user. There is a hierarchy of control. This is as follows:-

- Eliminating the need for the substance.
- Substituting the substance for another less hazardous.

If these two methods are not possible

- Engineering controls must be investigated and documented prior to any other method.

All these methods of control must be looked at prior to using PPE* whatever the cost.

- Control methods such as Safe working procedures and Supervision while the job is being undertaken.
- PPE is the last resort to controlling the substance being used.

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*****Although PPE, can be used in conjunction with any other method of control implemented to give a second layer of defence or as a temporary measure while other methods of control are put in place.***

The assessments are being completed not only to comply with Regulation 6 of COSHH 2002 but also to provide the users of hazardous substances in the workplace, with details of:-

- The substance being used.
- The level and type of exposure.
- Circumstances in which the work is completed.
- Any relevant occupational exposure standards (OES) or maximum exposure limits (MEL).
- The assessment will also include details with regards to control measures that have been taken and new controls to be implemented if required.
- Specific risk and safety phrases will also be found on the assessment.

The assessment will also include:-

- Any results from health surveillance or monitoring surveys completed.

All relevant information with regards to emergencies will be available on the assessment. These will include:-

- First aid measures.
- Suitable fire fighting media to be used with each substance.
- Accidental release measures.
- Handling and storage procedures.
- The method of disposal.

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Controlling the Entry of Substances into the Workplace

Effective immediately, no substances are to be brought in from home or other external sources. This is to stop unknown substances being brought onto any premises or site that SES Renovations is operating. During periodic inspections if any substance is found on site that has not been assessed it will be confiscated. All confiscated substances will be disposed of accordingly.

Decanting and Labelling

Substances that are being decanted into smaller containers must be labelled appropriately. This means that indelible ink is no longer a sufficient means of identifying what substance in a container. The method to be adopted for the labelling of substances must meet the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (9) Regulation standards; every label is to contain the following information:

- Substance name
- Manufacturers name, address and telephone number
- Risk and safety phrases
- Hazard symbols

Substances are only to be decanted into new containers or containers that have previously contained the same identical substance.

For example: Anti freeze can be decanted into old antifreeze containers as long as the brand is identical.

Under no circumstances should anti freeze be decanted into an old Swarfega container for instance.

This is to stop:

- Accidents occurring, due to confusion over container contents and,
- Prevent any chemical reaction happening if the new substance reacts with residues left in the old container.

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Duties

Regulation 8 of COSHH 2002 details the requirement to establish procedures to ensure that control measures are properly used and applied. Duties are placed on both the *Employer and the Employee*.

Employer

The employer shall take all reasonable steps to ensure that the employee uses any control measure provided.

Employee

The duties placed on the employees' are as follows:-

- Use controls provided.
- Wear any PPE in the proper manner.
- Store PPE when not in use.
- Remove PPE, which could cause contamination before eating, drinking or smoking.
- Report any defects in controls or PPE promptly to management.

Monitoring and Surveillance

Monitoring

Monitoring, when required, means the use of occupational exposure techniques to derive a quantitative estimate of exposure to hazardous substances. Monitoring can be done by two methods, either continuous or periodic sampling of atmospheric contamination. In both cases, sampling should, wherever possible, be undertaken in the workers breathing zone using personal sampling equipment.

Monitoring has to be completed to ensure that the control measures put in place are adequate for the purpose intended and that they are protecting the workers from hazardous effects. The monitoring will also indicate whether periodic sampling is adequate or if the specific substance requires continuous sampling.

All records of monitoring must be kept for 40 years and be available to the named personnel on that record whether they are still working for the company or not.

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Health Surveillance

Health surveillance is there to protect each employee's health by the early detection of adverse changes, which may be caused by exposure to hazardous substances. The surveillance will also aid in the evaluation of the control measures in place.

There are several methods of health surveillance that includes:-

- **Biological monitoring** – the assessment of workplace contaminants through the measure of the contaminant or a marker metabolite in blood, tissues, urine, sweat, exhaled breath or a combination of these.
- **Biological effect monitoring** – the measurement and assessment of early biological effects in exposed workers.
- **Medical surveillance** – clinical examinations, measurement of physiological and psychological effects. The effects of exposure as indicated by alterations in body function or condition
- **Enquiries about symptoms**
- **Inspection by responsible person**
- **Review of records and occupational history during and after exposure**

The frequency of health assessments will be determined by the assessment but should not exceed 12 months. Advice may be required from a doctor or employment medical advisory board. Where a latent period is associated with the onset of adverse effects, monitoring is to be continued after cessation of work where required.

All records must be kept for 40 years. The records must also be individual and not collective. Surveillance records are to be made available upon request.

Information, Instruction and Training

Information, instruction and training should be provided to employees and others who may come into contact with substances hazardous to health as a result of activities undertaken by the employee in the course of their work.

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Emergency Planning

Emergency plans and procedures, including safety drills and maintenance of audio-visual alarms will be required for hazardous substances on site.

However you do not need to plan if:

- The quantities of the hazardous substance on site does not present a significant risk to health, or
- If the control measures implemented under Regulation 7 of COSHH 2002 will adequately control the material and exposures that may arise during an emergency

Queries

Any queries with regards to the content of these guidelines should be made in writing, sent to head office, or by email to either:-

Tom Honeyman, TSAIsafety@gmail.com

ORGANISATIONAL ARRANGEMENTS

Section 8 – Manual Handling

Description

Manual Handling means any transporting or supporting of a load (including the lifting, putting down, pushing, and pulling, carrying or moving) by hand or bodily force.

Main Hazards

Injuries may be caused by adopting an incorrect method of lifting, attempting to lift something, which is too heavy, or of an awkward shape or an object which is sharp or is contaminated with harmful chemicals. Difficulties may also be created if the load is of such a size as to obscure vision in such a manner that slips, trips and falls may result.

Manual Lifting Procedures

First of all you must assess the item being lifted.

Check

- **The weight of the item being lifted must be tested prior to lifting.** Look for any weight markings; try rocking the item to determine the weight. Remember do not lift the item until you are sure because most injuries happen once the item has been lifted just a few inches and let go because the item is too heavy.
- **The shape and size of the item.** There are two important considerations to take account of when lifting an item. Look at the way the item is positioned in relation to where you will be lifting. Can you easily get your arms around? If in doubt, ask for help.
- **The balance of the item.** Is one side heavier than the other? This is the centre of gravity and it is essential that the weight of the object and the centre of gravity of the lifter should be as close to each other as possible.
- **The area that the item is situated.** Looking at the lay of the land, is the ground uneven, is it firm or loose.
- **Assess the route.** What route will be taken and the distance required to be travelled. Are the walkways free from hazards and obstructions?
- **The load.** The load itself must be secure to ensure that it will not cause harm to the lifter and to others.

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Points to Remember:-

When travelling long distances is it possible to lift the item mechanically?

Do not lift any object that is beyond your abilities!

Get help either mechanically or from a colleague.



When preparing to lift:-

- *Move yourself around the item to the best lifting position.*
- *Bend your knees to get into the lifting position. DO NOT STOOP!*
- *Ensure a secure hand hold before lifting.*
- *Lift with the knees keeping the product as close into the body as possible and at around waist level. Keep your elbows bent.*
- *Maintain your balance throughout the lift.*
- *Safety boots should be worn to avoid any injury to the foot should the load be dropped.*
- *If the item being lifted has sharp edges, protective gloves should be worn.*
- *If the item being lifted contains any chemicals that have the potential to cause harm then special protective equipment should be worn.*
- *Do not jerk the lift as this can cause severe strain to the body of the lifter.*

Remember if it is not possible to follow one of these steps get help.

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Balance

Since balance depends essentially upon the position of the feet, they should be apart about shoulder breadth; one foot advanced pointing in the direction of travel, giving full balance sideways and forward without tension.

In taking up this position, lifting should be done by bending the knees instead of bending forwards from the hips with the knees straight, and the muscles that are brought into use are those of the thigh and not the back.

Position of the Back

Keep back straight- not necessarily vertical.

The spine must be kept straight, but not necessarily vertical. This coupled with a bent knee position, allows the centre line of gravity of the body to be overweight, so reducing the strain.



Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbows must at all times be close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

Arms Close to the Body

The further the weight is away from the centreline of gravity of the lifter, the greater the strain. At all times the lifter should get close to the weight and try to make it part of them.



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The Hold

When grasping a weight a good hold should be obtained. A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to lift anything that exceeds them. If in doubt get help. It is far better to be safe than sorry.

Movement

Build up a rhythm, keep it smooth and controlled, this helps reduce tension and thus creates a feeling of relaxation.

Manual Handling Regulations 1992 (as amended 2002)

The employer will so far as is reasonably practicable, avoid the need for the employees to undertake any manual handling operations at work which involve a risk of them being injured.

Where it is not reasonably practicable to avoid the need for the employees to undertake any manual handling operations at work which involve a risk of injury the employer must:-

- Make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them.
- Take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable.
- Take appropriate steps to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on the weight of each load, and the heaviest side of any load whose centre of gravity is not positioned centrally.

In determining for the purposes of this Regulation whether manual handling operations at work involve a risk of injury and in determining the appropriate steps to reduce that risk regard shall be had in particular to: –

- The physical suitability of the employee to carry out the operations.
- The clothing, footwear or other personal effects they are wearing.
- Their knowledge and training.
- The results of any relevant risk assessment.
- Whether the employee is within a group of employees identified by that assessment as being especially at risk; and
- The results of any health surveillance provided.

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Section 9 – Noise

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The Control of Noise at Work Regulations 2005 exposure levels at which action has to be taken as follows:-

- **Lower exposure action values:** a daily or weekly personal noise exposure of 80dB.
- **Upper exposure action values:** a daily or weekly personal noise exposure of 85dB.
- **Exposure limit values:** a daily or weekly personal noise exposure of 87dB.

Hearing damage caused by exposure to noise at work is permanent and incurable. Research estimates that over 2 million people in the UK are exposed to noise levels at work that may be harmful. Hearing loss is usually gradual due to prolonged exposure to noise, although hearing damage can also be caused immediately by sudden, extremely loud noises. As well as causing permanent hearing loss, exposure to noise can also cause tinnitus, which is a sensation of noise in the ears, such as ringing or buzzing. Tinnitus may occur in combination with hearing loss.

Employers' Duties

Under the Health and Safety at Work, etc Act 1974, employers have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

Under the Control of Noise at Work Regulations 2005, employers must:-

- Identify noise hazards in the workplace.
- Estimate likely exposures to employees of noise.
- Identify measures required to eliminate or reduce risks, control exposures and protect employees.
- Make a record of what measures are to be taken in the form of an action plan.
- Protect employees with hearing protection, making its use mandatory in high risk cases.
- Inform, instruct and train employees on the risks from noise, control measures, hearing protection and safe working practices.
- Provide health surveillance (including hearing checks) for those at risk.
- Maintain any noise control equipment and hearing protection in order to control exposure.

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The Control of Noise at Work Regulations 2005 also imposes limits on exposure which the employer must ensure are not exceeded.

Employees' Duties

Under the Control of Noise at Work Regulations 2005, employees have a duty to:-

- Use any controls supplied to control exposure to noise and to report any defects in control measures.
- Attend for hearing checks when required, providing they are during working hours.

Employees also have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc Act 1974.

Noise Action Levels

As a general rule, if someone has to shout in order to be heard over a distance of about 1.5 metres, a noise assessment is probably necessary (as required by the Control of Noise at Work Regulations 2005). The regulations impose the following exposure limit values and action values:-

Action Levels of Exposure

LOWER EXPOSURE ACTION VALUE

- A daily or weekly personal noise exposure of 80dB (A-weighted).
- A peak sound pressure of 135dB (C-weighted).

UPPER EXPOSURE ACTION VALUE

- A daily or weekly personal noise exposure of 85dB (A-weighted).
- A peak sound pressure of 137dB (C-weighted).

EXPOSURE LIMIT VALUE

- A daily or weekly personal noise exposure of 87dB (A-weighted).
- A peak sound pressure of 140dB (C-weighted).

Exposure limit values are to take into account any hearing protection worn by the employee.

The daily and weekly exposure levels are given as doses, which are time-weighted levels, expressed as an 8-hour equivalent level. These are A-weighted levels, meaning that they are weighted to compensate for the frequency-dependant sensitivity of the human ear.

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The peak levels, however, are C-weighted levels to indicate the highest level to which someone is exposed. C-weighting is a near-linear weighting, since with peak levels the potential for damage is less associated with frequency of the noise than with noise doses. It is important to note that when measuring noise, the peak level is not the same as the maximum level. A noise meter must be used which incorporates the appropriate circuitry to deliver a peak reading.

Assessment of Noise Levels

Exposure to noise at work must be assessed where the noise level is likely to be at the first action level or above. If the noise levels reach the second action level, exposure should be reduced to the lowest level reasonably practicable.

An assessment of noise levels should satisfy the following objectives:-

- Identify which employees are exposed to levels at or above the defined action levels.
- Provide information on:
 - Appropriate steps to reduce noise exposure, other than by the use of hearing protection.
 - Suitable hearing protection.
 - Any areas that should be designated as ear protection zones and the information to be provided to those working in these areas.

Where the Blue and White Mandatory signs are on display, hearing protection must be worn as the noise levels exceed the upper action level. Working in high levels of noise without proper protection can cause serious irreversible damage to hearing.



The following safe systems of work should be followed to minimise the effects of noise:-

- Avoid making unnecessary noise through the use of buffers, guards and mechanical controls.
- Co-operate fully when noise assessments are being carried out.

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- Correctly use all equipment and follow all procedures designed to reduce noise exposure levels. Do not interfere with or modify any such equipment without prior authorisation.
- If unsure of equipment and procedures, seek information from supervisors or other responsible persons.
- Always wear hearing protection provided when required to do so.
- Promptly report all situations, which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routines.
- Participate fully in training sessions, which deal with procedures to be followed. Inform employer of any training needs in relation to noise at work.
- Advise management immediately of any problems caused by noise at work.

The Company will regularly assess the noise exposure levels, control and evaluate existing control measures and protect employees and others, in so far as it is reasonably practicable, from noise exposure.

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Section 10 – Confined Spaces

The Company appreciates the special dangers associated with sewers and confined spaces. When this type of work is to be carried out, a Special Risk assessment shall be carried out before work commences and all reasonable steps to secure the Health and Safety of the persons carrying out such work will be taken.

WHERE IT IS NECESSARY TO CARRY OUT WORKS IN A CONFINED SPACE THE WORK MUST NOT COMMENCE BEFORE A SAFE SYSTEM OF WORK IS IN OPERATION

1. ***SUPERVISION*** - A risk assessment of the proposed operation must be carried out by Health and Safety to ascertain the level of supervision required. This may require the appointment of a ***COMPETENT PERSON*** to supervise the work.
2. ***COMPETENCE OF CONFINED SPACE WORKING*** – No person will enter a Confined Space unless trained and authorised to do so.

Training will include:-

- The use of atmospheric testing equipment and action to take depending on the readings.
 - Use of breathing apparatus and escape units, maintenance, cleaning and storage.
 - Use of PPE.
 - Communication methods.
 - Rescue Procedures.
3. ***COMMUNICATIONS*** - Communication is vital between parties involved in Confined Space working. Communication must be established:-
 - Between those inside the Confined Space.
 - Between those inside the Confined Space and those outside.
 - To summon help in an emergency.
 4. ***ATMOSPHERIC TESTING/MONITORING*** - The atmosphere within a confined space must be tested before entry. Test equipment should be in good working order, calibrated and checked at manufacturers recommended intervals. The testing procedure will follow the hierarchy of tasks listed below.
 - Tests to measure oxygen content.
 - Test for flammable gasses.
 - Test for toxic gasses, vapours and dusts.
 - Tests for contaminants in liquid/solid form.

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5. **GAS PURGING** - Where a risk assessment has identified the presence, or possible presence, of flammable or toxic gas vapours, there may be the need to purge the gas or vapour from the Confined Space. The method employed depends on whether flammable or toxic atmospheres are encountered.

ATMOSPHERE

Toxic

Flammable

PURGE WITH

Air or Inert Gas

Inert Gas Only

Testing of the atmosphere after purging is required to check the effectiveness of the treatment.

6. **VENTILATION** - The presence of workers in a Confined Space diminishes the available oxygen and increases the Carbon Dioxide simply by the process of breathing. A top and bottom opening supplying a throughput of changeable air may provide this. If the nature of the Confined Space mitigates this, e.g. a well or sump, then forced ventilation will be required.
7. **REMOVAL OF RESIDUES** - The requirement to clean and remove residues from Confined Spaces is often why Confined Space work is undertaken. The residues themselves may present specific hazards i.e. gas/fumes/vapours which can be released when residues are disturbed. In these types of situation the following will be required:-
- Powered ventilation.
 - Specially insulated electrical equipment.
 - Respiratory equipment.
 - Atmospheric monitoring.
8. **ISOLATION FROM GASSES, LIQUIDS and OTHER FREE FLOWING MATERIALS** - Due to the fact that people do not normally work in a Confined Space, when work requires to be carried out within the Confined Space special precautions are required. This requires the Confined Space to be isolated from ingress of substances that could pose a risk to those working within the space.
9. **MECHANICAL and ELECTRICAL EQUIPMENT ISOLATION** - All mechanical and electrical equipment within a Confined Space should be isolated with **LOCK OFF** and **PERMIT TO WORK** systems in operation.
10. **PERMIT TO WORK** - A permit to work will be issued before any confined space entry will be authorised. Permits to work are issued when hazardous tasks are undertaken. The permit should outline all foreseeable hazards and be clear evidence that the appropriate controls are in place before work commences.
11. **SELECTION AND USE OF SUITABLE EQUIPMENT – PERSONAL PROTECTIVE EQUIPMENT (PPE) AND RESPIRATORY PROTECTIVE EQUIPMENT (RPE)** - Personal Protective Equipment and Respiratory Protective Equipment by their very nature can be bulky and indeed may limit visibility, access and movement. They will only be provided if identified as necessary by the risk assessment.

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The P.P.E. and R.P.E. identified as necessary should: -

- Be suitable for purpose.
- Be worn by those working in the confined space.
- Not add to the discomfort of those working in the confined space i.e. heat/stress (the possible air-cooling of any suits issued to be considered).
- Equipment provided for confined space working could include: -
 - Safety lines and harness.
 - Suitable breathing apparatus.
 - Air cooled suits.
 - Insulated footwear and clothing.
 - Re-breathable type emergency breathing apparatus.
 - “Escape set” consisting of a cylinder fed positive pressure face mask and hood.

12. **PORTABLE GAS CYLINDER and INTERNAL COMBUSTION ENGINES** - Portable gas cylinders and internal combustion engines should never be used in confined spaces. Gas cylinders and petrol driven engines are inappropriate in this situation due to the problem of emissions and leaks.

13. **ACCESS and EGRESS** - The safe system of work in operation must account for all persons entering and leaving a confined space especially prior to “boxing up” operations.

14. **SAFETY HARNESSSES AND LINES IN CONFINED SPACES** - The principle requirement of any harness used in connection with confined space work is that it will allow the entrant to be effectively removed in an emergency.

15. **FIRE PREVENTION** - The following rules are applied to reduce the risk of fire when working in a confined space: -

- Flammable materials to be stored remote from confined space.
- Combustible material to be stored remote from confined space.
- Flammable/combustible material used in a confined space to be strictly controlled and their quantity contained to an acceptable minimum.
- Accumulation of flammable/combustible material due to the work process to be removed as soon possible. In the case where flammable/combustible material has to be stored in a confined space i.e. during tunnelling operations, then the materials have to be stored in fire resistant containers.

16. **LIGHTING** - Adequate and suitable lighting, including emergency lighting has to be supplied as highlighted by the risk assessment.

If used in flammable or explosive atmospheres the lighting may have to be specially protected.

Gasses present in a confined space may break down thermally on the unprotected hot surfaces of the lighting equipment and produce other toxic by-products.

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17. **STATIC ELECTRICITY** - Static electricity poses a serious hazard in confined space working. Special precautions must be taken to reduce the risk of fire and/or explosions.
18. **SMOKING** -The simple rule is: - **SMOKING IS BANNED IN A CONFINED SPACE.**
19. **EMERGENCIES AND RESCUE** - Regulation 5 of the Confined Space Regulations states “No person at work shall enter or carry out work in a confined space unless there have been prepared in respect of that confined space, suitable and sufficient arrangements for the rescue of persons in the event of an emergency, whether or not arising out of a specified risk.”

The arrangements above will only be considered sufficient if: -

- “They reduce, so far as is reasonably practicable, the risks to health and safety of any person required to put the arrangements for rescue into operation.”
 - “They require, where the need for resuscitation of any person is a likely consequence of a relevant specified risk, the provision and maintenance of such equipment as is necessary to enable resuscitation procedures to be carried out.”
20. **LIMITED WORKING TIME** - A time limit may have to be applied to individuals working in a confined space. This is governed by the following considerations: -
 - Respiratory protective equipment is time bound.
 - Working in extremes of temperature or humidity.
 - Physical limitations of the confined space may severely limit movement.

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Section 11 – Working at Height

Introduction

- a. ‘Work at height’ is defined as “work in any place – from which, if no action was taken a person could fall a distance, liable to cause personal injury”; this could be above or below ground level.
- b. Those that manage or undertake work at height should do so in accordance with this policy. This would include any SES Renovations employee who authorises work or contracts on behalf of SES Renovations.

Compliance with this policy and the accompanying Code of Practice for Work at Height is mandatory for all employees, contractors, self employed persons and visitors who undertake or manage work at height.

Requirements for Safe Working at Height

The overriding principle for Work at Height is to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

The prescribed hierarchy for safe work at height is as follows:-

- **AVOID** the risk by not working at height. Where it is reasonably practicable to carry out the work safely other than at a height do so.
- **PREVENT** falls - where it is not reasonably practicable to avoid work at height, you should assess the risks and take measures to allow the work to be done whilst preventing so far as is reasonably practicable people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right work equipment to prevent falls.
- **MITIGATE** the consequences of a fall - where the risk of *people* or *objects* falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.

At all stages give collective protective measures (e.g. guard rails nets, airbags), precedence over personal (e.g. safety harnesses) protective measures.

The Work at Height Regulations (2005) requires you to:

- Assess the risk to determine a safe way to work.
- Follow the above hierarchy.
- Plan and organise the work taking account of emergency measures, possible weather and environmental conditions.
- Make sure that those Working at Height are competent to do so, understand the risks and the risk assessments.

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- Use appropriate work equipment.
- Manage risks from working round or on fragile surfaces.
- Carry out inspections on equipment to be used and the work area itself.

Planning Work at Height

- The *Work at Height Regulations (2005)* requires that you plan your work correctly, to ensure it is carried out in a safe manner.
- The workforce should be involved at all stages when planning any work at height.
- Consulting the workforce will encourage them to be more aware of risks from work at height and their duties under Health and Safety law. It will also help you to comply with your duties.
- Provide supervision proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work. A worker may be trained to a nationally accredited standard, but they will still need to be acquainted with the layout and the peculiarities of the site and have the task(s) required of them carefully explained.
- Make sure that those affected understand the risk assessment and what they must do to comply with it. This may be by means of a “tool box” talk or briefing to make sure workers are aware of hazards and when they should ask for further assistance. The activity may also affect others on the site not just your employees, inform and discuss with these people how you plan to carry out the work.
- Plan for emergencies and rescue:-
 - a. If required have a rescue plan in place before the work starts. This plan should be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out.
 - b. The plan needs to take account of possible risks to rescuers.
 - c. You should not assume that the emergency services will be able to affect a rescue in all situations; especially within the necessary time.
- The risk assessment and planning arrangements should take into account the effects that the weather can have on outdoor work at height:-
 - a. The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) require that work equipment is suitable for the conditions intended and that suitable and sufficient lighting is provided at any place where work equipment is in use.
 - b. Lightning, wind, rain, snow, ice, temperature and sun will change the working conditions during the job and may increase the risks that need to be addressed.

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Protective gloves, sun block or non-slip footwear may help, but your risk assessment should consider wider aspects such as whether bulky clothing could get caught up in machinery or make access more dangerous.

- c. The build-up of mud on ladders, for example, will make them less safe, as would placing ladders on slippery surfaces, heat exhaustion must also be taken into account if conditions are hot, humid.
- Make use of appropriate work equipment:-
 - a. The *Work at Height Regulations (2005)* recognises that work at height can be performed safely in a number of different ways, using a wide range of work equipment. The choice of equipment will depend on the risk assessment. Whatever equipment is selected it should be of sound construction in a suitable material and be of adequate strength and free from obvious defects.
 - Choosing the right equipment for the task:-
 - a. The choice of equipment involves “reasonable practicability” and must prevent a person falling or, to the extent that cannot be achieved, mitigate the distance and consequences of such falls.
 - b. Choices should be thought through!
 - c. A *ladder* may reach the workplace but if workers need to climb it for long duration or with heavy or bulky equipment, *scaffolding* is likely to be more appropriate.
 - d. On the other hand, the risks of installing *scaffolding* should be considered, especially for work of short duration, where a *Mobile Elevating Work Platform (MEWP)* might be more appropriate.
 - Selecting the right equipment for access and egress:-
 - Selecting equipment for access or egress will depend on the particular use envisaged. For frequent access, you should consider more permanent arrangements. For example, if a scaffold is to be in place for some time, the erection of a staircase with handrails would be more appropriate than a ladder tied in place, especially if bulky loads are being carried up a long flight. You should also consider the use of hoists or other methods if this will reduce the risks of falls.
 - Systems of work or means of access should be designed so that workers do not have to climb over guardrails or other parts of the access structure. If frequent access is required it may be appropriate to use gates, which will allow access when required and also protect those working on the *scaffold* by providing a barrier.

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- Mobile elevating work platforms should not generally be used as a means of access to or from another structure or surface - climbing out of mobile elevating work platforms in these circumstances has injured several people. (See Guidance Applicable to Mobile Elevated Work Platform's²).
- However, Mobile Elevating Work Platforms may be used for this purpose if they have been specifically designed for it or as part of a properly planned operation where, in exceptional circumstances, this is the safest way to gain access to a place of work at height. In such cases suitable *fall protection* should be worn and correctly anchored.

Work Equipment

Ladders

- Ladders, including fixed ladders and stepladders, are commonplace and used in most employment sectors. However, people often seriously underestimate the risks involved in using them. Around a dozen people are killed and more than 1,500 seriously injured each year while using ladders at work. (See Guidance Applicable to Ladders³).
- There are many types and sizes of ladders - portable, suspended, step, interlocking, extension, mobile and fixed ladders. They must meet the requirements of the *Work at Height Regulations (2005)*. Ladders are classified as work equipment under the Provision and use of Work Equipment Regulations 1998 and therefore should be suitable for the task in hand.
- **Ladders should only be used as work equipment, either for access and egress or as a place from which to work, where a risk assessment shows that the use of other work equipment is not justified because of the low risk and the short duration of the job or unalterable features of the work site.** The risk assessment is essential and should consider not only those using the ladder but others who could be affected, such as passers-by. The safety of sole workers who use ladders, such as window cleaners, depends significantly on their correct use, and adequate training is essential.
- Safety should not be compromised by haste to complete the job. All ladders must be used in accordance with the manufacturers' instructions.
- If *ladders* are to be used to work from, and not just for access or egress, make sure:-
 - a. A secure handhold and secure support are available at all times.
 - b. The work can be reached without stretching.
 - c. The ladder can be secured to prevent slipping.

² Guidance Applicable to Mobile Elevated Work Platforms, See Appendix, page 123 for document.

³ Guidance Applicable to Ladders, See Appendix, page 127 for document.

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- It is tempting to try and ensure that all the work is completed without having to go down the ladder and move it, but overreaching while working from a ladder is a major cause of falls even for experienced workers.
- Make sure those working at height are competent.

Regulation 5 of the Work at Height Regulations (2005) requires that any person undertaking work at height should be competent to do it or, if being trained, is supervised by a competent person. **Competence is a combination of appropriate practical and theoretical knowledge, training and experience**, which collectively should enable a person to:-

- Undertake safely their specified activity at their level of responsibility.
- Understand fully any potential risks related to the work activity (tasks and equipment) in which they are engaged; and
- Detect any defects or omissions and recognise any implications for health and safety with the aim of specifying appropriate remedial actions that may be required in relation to their particular work activity.

This could include refusing to do a particular task if the potential risk is assessed as being too great, pending reassessment or a risk reduction strategy.

Fragile Surfaces

- We need to manage the risks posed by fragile surfaces, i.e. surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces.
- Any surface from which work at height is carried out must be strong and stable enough so that any foreseeable loads, persons plus the materials/loads they may be required to carry placed on it, will not lead to its collapse.
- Duty holders should consider whether work on a fragile surface could be done in a way which does not expose workers to risk by having to stand on or near the surface, e.g. can the work be done from below?
- Duty holders should consider the whole installation, including the fixings of the surface material.
- It is also vital to consider the dynamic forces of the person falling from height onto the surface, and the effect of ageing on the surface material and the deterioration caused by weather, environment, impact and any structural alterations.

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- Roof lights in non-fragile roofs can be difficult to see, they may have been painted over and in bright sunshine they can blend in with the surrounding sheets. Remember that fragile surfaces can also be vertical, or nearly so, as well as horizontal. For example some, mainly older, skylights may have large vertical glass sections which people can fall through.
- If the work requires regular or occasional access where there is a fragile surface, permanent fencing, guards or other measures to prevent falls should be in place.
- Where a risk of falls remains, fall arrest equipment is required, so far as is reasonably practicable.

Falling Objects

- If it is determined that a falling object could injure someone, steps need to be taken to ensure that this is prevented.
- Ways of preventing objects rolling or being kicked off the edge might include toe boards or solid barriers, or attaching them to people or fixed structures. Any guards used (including brick guards) must be robust and would usually require a mid rail. Personal items, such as mobile phones, can cause serious injury if they hit someone.
- High visibility netting may be one way of dealing with this risk, another might be to ensure personal items or other equipment not necessary for the task are left in a safe place before working at height.
- Rubbish chutes used to dispose of materials from height need to be properly erected and managed so that the debris does not hit anyone either as it goes down the structure or when it hits the skip or pile at the bottom.
- It is also important to impress on workers the risk of injury to people when using hoists, other ropes or hand-to-hand methods to move work equipment or other goods such as scaffold clips.
- Loads and equipment need to be stored correctly so they do not collapse or fall at any time and cause injury. The logistics method of storing material on work surfaces may need to take into account that the workers access smaller amounts at height and that surplus are stored on the ground. These issues require special consideration in relation to the duty of any person under an employer's control, to the extent of their control.

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Danger Areas

Where workers are adjacent to an area where there is a danger of falling (for example near to fragile surfaces) or being struck by an object, the employer needs to make sure, **so far as reasonably practicable**, that people whose presence is not necessary are prevented from entering the area.

The Work at Height Regulations (2005) also requires that clear indication of this area is given, for example through physical isolation and/or notices. This will alert those who may need to access the site to recover objects or carry out maintenance work to take suitable precautions, such as attaching themselves to fall protection systems or wearing head protection.

Inspection

- Equipment for work at height requires regular inspection to ensure that it is safe to use. Marking the equipment may be required to ensure that it is obvious when the next inspection is due.
- Formal inspection, as required by these Regulations, should not be a substitute for any pre-use checks or routine maintenance. Inspection does not normally include the checks that are a part of the maintenance activity although certain aspects may be common.
- Nor does inspection include a pre-use check that an operator should make before using work equipment for work at height. Also, while inspections need to be recorded, such checks do not.
- *The Work at Height Regulations (2005)* requires that, where the risk assessment under *Regulation 3 of the Management of Health and Safety at Work Regulations (1999)* identifies a 'significant risk,' suitable inspections should be carried out.
- A significant risk is one that could foreseeable result in a major injury or worse, which is likely for most falls from height.
- The purpose of an inspection is to identify whether the equipment is fit for purpose and can be used safely, and that any deterioration is detected and remedied before it results in unacceptable risks. An inspection can vary from a simple visual or tactile check to a detailed comprehensive inspection, which may include some dismantling/testing. A competent person should determine the nature, frequency and extent of any inspection, taking account of such factors as the type of equipment, how and where it is used and its likelihood to deteriorate.
- If equipment is to be used in onerous outdoor conditions it may need more regular inspections than similar equipment used indoors. Periods between inspections should be chosen on the basis of risk assessment, and should be reviewed in the light of experience.

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- Further information regarding Lifting equipment covered by the *Lifting Operations and Lifting Equipment Regulations (LOLER)* will also be subject to thorough examination by a Competent Person. (See *Lifting Operations and Lifting Equipment Regulations, ACoP and Guidance*).
- *Regulation 12 of the Work at Height Regulations (2004)* requires that a weekly inspection is carried out for *scaffolding*, as previously required by the *Construction (Health, Safety and Welfare) Regulations (1996)*.
- Where work equipment is hired to the user, it is important that both parties agree, in writing, exactly what inspection has been carried out and that information is available and can be passed to the workers. Further details on inspection of work equipment are in Regulation 6 of Provision and Use of Work Equipment Regulations, ACoPs and Guidance.

Maintenance

- Inspection and thorough examination are not a substitute for properly maintaining equipment. The information gained in the maintenance process, inspection and more technical thorough examinations should inform one another; the processes should be complementary.
- If a maintenance log exists make sure it is kept up to date and accessible to the competent person performing the inspection or thorough examination. The maintenance process also needs proper management:-
 - a. Planned preventive maintenance - involves replacing parts or making necessary adjustments at pre-set intervals so that risks do not occur as a result of the deterioration or failure of the equipment; and
 - b. Condition-based maintenance - involves monitoring the condition of safety-critical parts and carrying out maintenance whenever necessary to avoid hazards which could otherwise occur. This would include, for example, hydraulic systems in a *mobile elevating work platform* or safety critical parts of *window cleaning cradles*.
 - c. Frequency of maintenance will depend on the equipment, the conditions in which it is used and the manufacturer's instructions.
 - d. Where work equipment is hired to the user, it is important that both the hire company and the person responsible for hiring the equipment establish which party will carry out safety-related inspection and maintenance. This is important for equipment on long-term hire and the terms of the agreement between the hirer and the user should record this responsibility. Both parties should agree, in writing, exactly what they are responsible for and that information should be passed to the workers.
- All those performing maintenance work should be **competent** to do so. They should have the skills, experience and knowledge of the relevant equipment. Therefore they should be able to identify defects/ potential defects, be aware of their significance and know what action to take as a result.

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Record Keeping

Regulation 12 of the Work at Height Regulations (2005) requires employers to record inspections that relate to the site safety or to the work equipment so that in the event of an accident they can provide useful information.

A health and safety inspector may legally ask to see these records, therefore they must be stored in a way that is accessible but is tamper proof. Records may be kept on a PC or laptop along as it is capable of being printed out.

Inspection for Work at Height

Regulation 13 of The Work at Height Regulations requires that the surface conditions and other permanent features where work at height will be taking place are checked on each occasion before work starts in order to identify whether there are any obvious defects.

Thorough examination under the Lifting Operations and Lifting Equipment Regulations (1998).

Lifting equipment used for people or loads, which is subject to *Regulation 9 of Lifting Operations and Lifting equipment Regulations (1998)*, requires a more detailed comprehensive inspection - called a thorough examination - which may include some dismantling and/or testing.

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Section 12 - Electricity

General Statement

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The organisation acknowledges that work on electrical equipment can be hazardous and it is the organisation's intention to reduce the risks as far as is possible.

The implementation of this policy requires the co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

When a problem arises related to electricity at work, employees must inform a responsible person immediately and the organisation will take necessary measures to investigate and remedy the situation.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with workers and their representatives:-

- Ensure electrical installations and equipment is installed in accordance with Institute of Electrical Engineers Wiring Regulations.
- Maintain fixed installation in a safe condition by carrying out routine safety tests.
- Inspect and test portable and transportable equipment as often as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage).
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Forbid live working unless absolutely necessary, in which case a permit must be issued.
- Ensure employees who carry out electrical work are competent to do so.
- Exchange safety information with contractors, ensuring they are fully aware of, and prepared to abide by, the organisation's health and safety arrangements.
- Provide suitable personal protective equipment if required, maintaining it in a good condition.
- Maintain detailed records.

Information and Training

The organisation will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Electrical work should only be carried out by competent persons. If it is found necessary, in-house technical staff will carry out such work and they will be adequately trained.

Procedure for Inspection and Testing of Electrical Installations

Every installation and major alteration to an existing installation shall on completion be inspected and tested by a competent person (appointed by SES Renovations) in accordance with current regulations or other applicable statutory requirements.

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The results of the above to be given in the form of a Completion Certificate as prescribed in the IEE Wiring Regulations. The certificates are to be retained by the Office Manager who will supply confirmation of satisfactory certification to the Operations Manager.

Every installation shall be similarly inspected and tested at 5 yearly intervals from the date of issue of the Completion Certificate.

Procedure for Inspection and Testing of Fixed Electrical Plant and Equipment

Site Managers are responsible for the provision and maintenance of plant within their areas of responsibility, consequently they must make arrangements to have every item of electrical plant provided within their areas of responsibility inspected and tested at the following intervals:-

- a. Portable Electrical Appliances - Office environment every 2 years
- b. Workshop – every 6-12 months

Each test and inspection shall be carried out by a person who has such practical and theoretical knowledge and experience of the type of plant which is to be examined as this will enable the person to detect defects or weaknesses which it is the purpose of the examination to discover and to assess their importance in relation to the strength and function of the plant.

Each test shall include at least the following:-

- Verification of polarity
- Test of effectiveness of earth continuity
- Resistance if insulation tests
- Mechanical condition

Records of all tests shall be kept in a logbook; the Facilities Manager shall keep such records.



Managing Director

Date: January 2021

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All reasonable steps will be taken to secure the Health and Safety of employees who use, operate or maintain electrical equipment. The Companies intention is to reduce risks as far as is possible.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the Company will then take the necessary measures to investigate and remedy the situation.

Most people are aware of the safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following safe system of work: -

1. Visual checks should be made before commencing work, checking, at least the following: -
 - Connecting plugs and sockets are in good order
 - Flex is in good condition
 - Equipment casing is not damaged
 - Reduced voltage is used wherever possible
 - Residual Current Devices (RCD) are fitted
2. Faulty Equipment: -
 - Report faults immediately and stop use. Label faulty products.
 - Do not carry out repairs unless authorised and competent to do so.
3. Portable and Transportable Electrical Equipment: -
 - Equipment used out of doors should be 110 volts and supplied through an RCD whenever possible.
 - Avoid the use of long extension leads wherever possible.
4. High Voltage:-
 - **Do not** carry out work on equipment or systems above 1000 volts - only approved contactors should do this.
 - When working on systems or equipment above 650 volts, a permit to work must be issued prior to commencement - only qualified electricians or approved contractors are authorised to complete such work.
5. Electrical Work: -
 - All work on electrical equipment or systems, which involve exposure to conductors must be carried out with the supply switched off, isolated and secured against re-energisation.
 - A proving test to ensure isolation must be carried out before starting work and an approved test instrument must be used.

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6. Live Working: -

- Live working should be avoided wherever possible
- Only competent, authorised persons can carry out live work
- A permit to work should be obtained before live work commences
- All practicable precautions must be taken prior to, during and after work

Employees operating client supplied electrical equipment or systems must ensure they are familiar with the product and the client's emergency reporting procedures. If a safe system of work is not available from the client, return to your supervisor/manager for advice and operate as per Company policy and safe systems if necessary.

Site Operatives

It is the policy of the Company to carry out work with the highest regard to safety. This can only be achieved with the fullest co-operation of all site operatives.

Site Operatives and All Company Personnel MUST:-

- Follow Site rules and procedures at all times.
- Ensure that you use the correct tools that are suitable and sufficient for the task to be undertaken.
- Use all appropriate PPE as required for the job. If specified then WEAR IT.
- Keep all tools, PPE and equipment in good condition, reporting defects immediately.
- Ensure that correct procedures are observed for setting out and removing road signs, cones, lamps, barriers and traffic lights.
- Ensure that a safe and well signposted access is provided for pedestrians.
- Warn all employees or contractors staff of any potential risks that you may cause.
- Keep site tidy. Refrain from horseplay and leave the site as you found it.
- Use all appropriate welfare facilities and be aware of good personal hygiene.
- Never assume that other plant operatives can see you, do not walk behind mobile plant.
- Operatives must read this Health and Safety Manual and understand their individual responsibilities.

Remember – Safe Place / Safe Person

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Section 13 - Contractors

Control of Contractors and Visitors Policy

Purpose

The purpose of this procedure is to ensure the safety of visitors to, and contractors working on any SES Renovations site, and to make them fully aware of site conditions that are applicable to the locations visited.

This policy is intended to provide contractors with general information on a variety of safety issues, which may be relevant in connection with their work for SES Renovations Ltd or on any of its premises.

Scope

The policy is to apply to all visitors and contractors entering any SES Renovations site.

Definitions

- a. The “Company” means the SES Renovations Ltd.
- b. “Contractor” means any company, firm, person or persons engaged to carry out work of a design, construction or maintenance at any of the company’s sites to the “Company’s” order. The term “Contractor” means anyone (individual or organisation) who enters into an agreement (written or oral) with SES Renovations Ltd to carry out the services. This can mean for example, a window cleaner, a builder, or a specialist.
- c. “Visitor” means any person or persons from Client Companies carrying out Quality Assurance or Safety Audits or any other person such as salesman or members of the public.

Legislation

- Contractors must ensure that work is carried out in accordance with current legislation and any other statutory requirements.
- Contractors must provide and maintain plant, equipment, tools and materials that are suitable for the purpose. They must conduct their activities in such a way as to ensure that the health and safety of their employees and, any other person, is not put at risk.

Control Measures

Before selection can be made for a contractor to carry out work in or on SES Renovations controlled premises the following checks must be made:-

- a. That each Contractor has completed a Contractors questionnaire and signed the SES Renovations policy.
- b. That the Contractor is a bona-fide contractor i.e. affiliated to a trade association or similar.
- c. That the Contractor is in possession of adequate liability insurance.
- d. Visitors are given prior notification of the requirement to sign in at Reception.

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On compliance with the above it is essential on entering SES Renovations premises that:-

- Visitors are escorted at all times.
- Contractors apply for and are issued with a permit to work where relevant prior to commencing work.
- Prior to commencing work for SES Renovations , contractors will need to provide risk assessments/method statements for the work.
- Given the repetitive nature of some work it is possible that these can be generic in nature provided that this does not lend to the sin of omission arising from failure to carry out specific risk assessment or to identify additional control measures to complement those on existing generic risk assessments.
- The person responsible for initiating the work must ensure that the Contractor's representative discusses with them the work and that a permit to work is duly completed.
- It is important that Contractors are made fully aware of any hazardous activities carried out that may affect their Health and Safety while working on any SES Renovations site/depot.
- Once the contractor is on site it is the responsibility of the Site Manager or delegate to ensure that work is carried out in a safe manner.

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Section 14 - Hot Work Policy

Introduction

Hot Work⁴ comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blowlamps.

Hot Work, in the main, is associated with the application of heat either directly to, or adjacent to plant, tanks, vessels or pipes that contain or have contained any explosive, flammable or toxic substance. However, for completeness, due to the fire risks intrinsic to any hot work activity and the risk of personal injuries due to hot debris, toxic fumes, hot work is as defined as above.

Hazards

The hazards arising from Hot Work comprise:-

- a. The ignition of flammable vapour within a confined space can produce pressures well above the safe working pressure of most types of tank used for liquid storage. Even tanks designed to be pressure vessels are not normally designed to withstand shock pressures generated by an internal explosion. An explosion within a tank is therefore liable to cause violent failure of the vessel. Parts of the tank may be propelled as missiles, and a flame front, hot gases and burning liquid may be expelled.
- b. The risk to the building or surroundings as a result of work activities that generate sparks and heat, such as grinding, burning and welding, in areas containing combustible and flammable materials.
- c. Risk of eye injury including ultra-violet damage (i.e. “arc-eye”), burns and heat exhaustion.
- d. Asphyxiation by gases and vapours and/or asphyxiation or poisoning by toxic fumes.

Risk assessment for Hot Work

All hot work must be adequately covered by risk assessments. A suitably competent person should carry these out.

If the Hot Work involves or produces substances hazardous to health, e.g. cleaning solvents, acids, welding fumes then the work must include any additional control measures as necessary under the Control of Substances Hazardous to Health Regulations.

⁴ Hot Work Checklist, see Appendix, page 122

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Safety Procedures for Hot Work

- To control the risks associated with hot work operations, activities must be carried out in accordance with either a Standard Operating Procedure or a Permit to Work, depending upon the circumstances.
- All hot work must be performed by competent persons.
- All the control and preventative measures stipulated in the standard operating procedure or permit to work must be rigorously followed by the Competent Person and the other members of the team (where appropriate).
- The work area should be made as safe as possible before the work starts, and all the prescribed preventative precautions must be taken whilst the work is in progress.
- On completion of the hot work, the area must be made safe and properly cleared up. The person in charge of the work/team must decide whether to re-visit the work area, after a suitable period of time (usually one hour), to ensure that there are no signs of possible causes of fires. This should be stipulated as part of the procedure or permit if appropriate.

Routine operations in designated areas - Standard Operating Procedure

Lower risk, routine hot work operations should be carried out in accordance with a Standard Operating Procedure that has been derived from a risk assessment that covers these predictable activities. A lower risk operation is one that does not involve:-

- Stability hazards associated with the structure.
- Hazardous residues that may be present within or on the item being subjected to heat.
- Work in locations that contain, or are in the vicinity of, highly flammable or highly combustible materials.
- Work in confined spaces.

The types of activities that would fall within this category include:-

- Operations in designated facilities i.e. welding bays.
- Operations in general workshop areas that are designated for routine operations.
- Operations that are carried out in areas that will not be affected by the hot work.

Non-routine Operations - Use of Permit to Work

Operations that are of a non-routine nature must be assessed by the Competent Person to identify whether it may give rise to significant risks to those engaged in the work or to the building or to others that may be in the vicinity.

A Permit-to-Work involves a methodical assessment of the task to identify and specify the precautions to be taken. Examples of situations for which a Permit-to Work should be issued are as follows:-

- Work on vessels, including tanks and pipes that have contained flammable materials or are lined or coated with flammable or combustible materials.

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- Work on vessels that may release harmful gases, fumes or vapours.
- Work in areas that contain flammable or combustible materials that cannot be protected by following the Safe Operating Procedure alone.
- Work in locations that could expose other users of the area to hazards, e.g. work above building entrances or on circulation routes.

If the work is to be carried out in a confined space then a Confined Space Permit should be completed.

The Permit-to-Work should be issued by a Competent Person responsible for carrying out the risk assessment of the job. They are responsible for specifying the necessary precautions, e.g. isolations, site preparations, emergency procedures. The precautions should be discussed with the senior person carrying out the hot work to ensure that the nature of these and the hazards is clearly understood. It is the joint responsibility of the Competent Person issuing the Permit and the Person in Charge receiving it to fully understand the contents, limitations and scope of the Permit and its full implications, prior to commencement of work.

The Permit-to-Work should be validated for a maximum of one day only. If additional time beyond the expiry of the Permit is required then a new Permit-to-Work will be issued.

Hot work carried out by contractors should be covered by the same procedures. Method statements should accompany complex jobs.

A copy of the permit should be available at the hot-work location.

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Section 15 - Mobile Phones

Introduction

While driving everyone must be observant and have total control over the vehicle at all times. It became common knowledge that holding a mobile phone and driving at the same time reduces the driver's level of concentration. This realisation became clearer due to catastrophic accidents that claimed many lives. It is crucial that each driver maintains their level of concentration at an acceptable standard.

Know the Score

While it is not illegal to use a mobile phone whilst driving as long as it is hands-free. It becomes illegal as soon as you pick up that mobile phone whilst the engine is still running, even if stuck in a traffic jam or at lights.

However if you are deemed not to be in control of the vehicle you are driving and the mobile phone is hands-free you can still be stopped by the Police and convicted.

The way we work

- Mobile phones are only to be used in a vehicle from the in car hands free.
- Mobile phones are not to be used in heavy traffic.
- Personal mobile phone must not be used during working hours.
- If you have to use a mobile phone and there is no hands free kit available, you must pull off to the side of the road and switch off the vehicles engine prior to using the phone.



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Section 16 - Lone Working

SES Renovations recognises that some employee's are required to work by themselves for significant periods of time without close supervision or direct supervision, in isolated work areas and sometimes out of normal work hours. The purpose of this policy is to protect employees, so far as is reasonably practicable, from the risks of lone working.

There are many different situations where employees are required to work alone, and it would be impractical to address each situation individually. This policy has been designed to be as wide-ranging as possible, but still assist managers and employees to minimise the risks of lone working.

SES Renovations also recognises it has an obligation under the Health and Safety at Work 1974 and the Management of Health and Safety at Work Regulations 1999, for the health, safety and welfare at work of it's employees, whether directly employed by SES Renovations or not. These responsibilities apply equally to those employees that, for whatever reason, work alone. They require SES Renovations to identify hazards, assess risks and put measures in place to avoid or control the risks.

Definition of Lone Workers

SES Renovations defines a lone worker as *any individual who, in the process of carrying out their duties on behalf of SES Renovations , may find themselves working alone or in an area isolated from colleagues.*

This will include:-

- Field operatives and Processing Employees.
- Employees who work from home.
- Employees working out of hours or returning to the site when on call.
- Employees working separately from others.
- Drivers.

SES Renovations recognises that any member of employees may spend a limited amount of their working time 'alone'.

There are some circumstances where employees are required by law not to work alone. These situations are:-

- Young persons under the age of eighteen years who must be working under direct supervision of a competent person.
- People who work in confined spaces.
- Persons who work at or near electrical conductors.

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The Hazards of Working Alone

Employees who work alone face the same hazards in their daily work as other workers. However, for lone workers, the risk of harm is often greater.

Hazards facing lone workers are:-

- Fire – it may be difficult for an isolated worker to evacuate a building when the fire alarm activates.
- Violence and personal safety – the nature of the work of SES Renovations
- often involves employees working at sensitive locations that can lead to an increased risk to personal safety.
- Lifting and handling – moving and handling tasks may pose more risk to an individual member of employees.

Prohibited Lone Working Situations

There is no general legal prohibition on lone working, but it is prohibited in some work situations and activities. Certain regulations set out specific requirements for supervision, assistance or accompanied working if:-

- Hazardous work is carried out.
- Particular categories of workers, such as young or inexperienced workers are carrying out activities that require direct supervision.

These activities include:-

- Hazardous electrical work.
- Some manual handling activities.
- Erection of scaffolding.
- Use of unsupported temporary access equipment.
- Demolition on construction sites.
- Diving operations.
- Young people doing hazardous woodworking.
- Work with certain chemicals.
- Work in confined spaces.

In practice this policy will apply to a large number of employees, especially when they are working in isolated locations and/or when carrying out known high-risk activities. High-risk activities may include:-

- Undertaking work in isolated areas.
- Undertaking work within known high-risk areas.
- Working alone at base.
- Working when employees are travelling between site/homes/offices.
- Times when employees are handling cash and/or banking.

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- Ensure that the risk of working alone is assessed in a systematic and ongoing manner, and that safe systems and methods of work are put in place to eliminate risks to employees working alone or to reduce those risks to the lowest practicable level.
- Ensure that appropriate training is available to employees in all areas that equip them to recognise risk and provide practical advice on safety when working alone.
- Ensure that appropriate support is available to employees who have to work alone.
- Encourage full reporting and recording of all accidents/incidents relating to lone working.
- Reduce the number of incidents and injuries to employees related to lone working.

Lone workers will follow the guidance within this policy and will take reasonable care of themselves and other people who may be affected by their actions, familiarise themselves with this and other relevant health and safety policies and procedures, consider and assess potential risks to their health and safety, report all incidents, near misses, difficulties or risks raised through lone working, however minor, to their manager (in line with the Incident Reporting Policy and Procedures - failure to report an incident may put others at risk), not interfere with anything provided for their/others safety, assist in carrying out risk assessments, co-operate with managers by following agreed procedures and be certain of **three important things**:-

1. *That they have full knowledge of the hazards and risks to which they are exposed.*
2. *That they know what to do if something goes wrong and*
3. *That someone knows their whereabouts, what they are doing and when they are due back.*

Risk assessments for Lone Workers

Risk assessments form the basis of a sound health and safety management system.

The process of risk assessment for a lone worker's activity is exactly the same as for any other activity:-

- Identify the hazard.
- Evaluate the risk and
- Determine and implement the control measures which are necessary to reduce the risk to an acceptable level.

When carrying out a Risk assessment, consider the following:-

- Does the activity need to be carried out alone?
- Does the workplace present a special risk to the lone worker?
- Is there a potential risk of violence/aggression?
- Is the area being visited a known trouble spot?
- Is there a safe way in/out?
- Can the building be secured to prevent entry but still maintain sufficient emergency exits?
- Can the risks of the job be adequately controlled by one employee?

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- Can the equipment, substances and goods involved in the work be safely handled by one employee?
- Is the employee medically fit and suitable to work alone?
- What training is needed to make sure the employee is competent in safety matters?
- Have employees received the training which is necessary to allow them to work alone?
- What happens if employee becomes ill, has an accident, or if there is an emergency?
- Are there systems in place for contacting and tracing those who work alone?

Managing Risks

Control measures devised in order to manage risks faced by lone workers should enhance this guidance on assessing risk, covering when to stop and get advice, local safe working arrangements, i.e., for logging in and out of base so that employees can be traced and located when working alone. Control measures required on risk assessment may include:-

- Having in place reporting systems to ensure that the whereabouts of employees are known.
- Considering working patterns and out of hours work which at certain times of day or night could reduce risks.
- Joint working with others for high-risk activities.
- Training to increase employee's awareness of risk and the precautions to be taken.
- Supervision and auditing of working practices.
- Using personal protective equipment or mobile phones and personal alarms.

Guidance on Lone Working

EMPLOYEES WORKING ALONE WITHIN AN OFFICE DURING WORKING HOURS - WHEREVER POSSIBLE THIS SITUATION SHOULD BE AVOIDED; WHERE IT IS UNAVOIDABLE, EMPLOYEES SHOULD:-

- Ensure that they are near a telephone to call for help if needed.
- Ensure their manager/colleagues know they are working alone and know where they are working alone.
- Secure valuables in an appropriate place.
- Ensure that keys are secured and not accessible to visitors.
- If they become anxious regarding their safety, call security or emergency services for help.
- Avoid meeting people if they are alone in the workplace.
- If they are meeting someone, let other people know who they are meeting, when, where and telephoning them to let them know that Mr X has arrived and that they will get back to them at a certain time.
- Not let visitors place themselves in front of the exit point.
- Not tell any potential visitors/external persons that they are alone in the workplace.
- Report any incidents or near-misses to the relevant manager as soon as practical after any events.
- Ensure that all windows and doors are secured to prevent unauthorised access, so that the working environment is as safe as possible.

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- Not open doors to any strangers no matter what identification they have; if they are meant to be there, they will either have keys or another means of access.
- Never give security codes or keys to any stranger; again there are channels they can use to gather information if they are legitimate and are meant to have access.
- Make sure fire escape routes are available and not locked (as may happen outside working hours).
- Not use lifts at these times, as they may become trapped inside and unable to gain assistance or attention.
- If the fire alarm activates whilst inside the office alone, leave the building immediately by the nearest fire exit; go to the front of the building, a safe distance away and wait for the emergency services to arrive.
- Not attempt to repair or tamper with the controls if any problems with equipment are discovered whilst alone in the office; if it is not serious, report it to the manager the following working day.
- Ensure access to a phone in case of need to call the emergency services.
- Park as close to the building as possible, in a well lit area; close to the building if necessary, to minimise the risks if leaving the building alone.
- If an incident or near-miss occurs, follow the Incident Reporting Policy and Procedures.
- *Never assume it won't happen to you – plan to stay safe.*

Lone Working Off Site

You must inform a colleague of:-

- The location of the visit/meeting.
- A contact telephone number, if possible.
- The time of the appointment.
- The likely or estimated length of the meeting/visit.
- The time when you are expected to return to the office/base or call in.
- If not returning to the office, the time and location of your next visit or the time when you are due to arrive home.
- If driving, car make, registration and model.
- Colleagues may be aware of issues that you are not, and vice versa; you should always provide and ascertain as much information as possible about an appointment, use the list below as a reference:-
 - Do you need physical support from another colleague during the visit?
 - Is your mobile phone fully charged and does it have satellite coverage and signal reception?
 - Do you have any credits on your phone or spare change or a phone card in case of emergency?
 - Can you park your car (if using one) close to the site address without putting yourself at risk, i.e., in a darkened road or cul-de-sac?
 - Is it necessary to have an exit strategy in the event of an emergency arising?

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- Do you require directions/a map of the area? Know your route and avoid the need to ask strangers for directions.

Take additional precautions in inclement weather – ensure warm, waterproof clothing is in the car plus a snack and a drink and consider whether your journey can be re-scheduled.

If you are going to a location where it is known that there will be no other person, the following procedure must be complied with: ***BE SURE YOU FOLLOW IT.***

Prior to going to Site:-

- Provide full details of location with full address to your assistant or co-worker who you have nominated as your contact.

Attending Site:-

- Phone the office to advise your contact (assistant or co-worker) of your arrival and how long you expect to be on the site.
- Once you have left the site then phone the office once again to advise that you have left.
- Ensure regular contact with your office and/or nominated person of contact.
- If you fail to ring in by the time stated, your assistant or co-worker will have been told by you to call your mobile.
- In the event you do not respond to that call(s) – the nearest co-worker available will be dispatched to site and the emergency services may be notified.

Note: *If you forget to inform the office that you are leaving site and events lead to the Emergency Services being called any charge levied by them for this call out will be at your own costs.*

Examples of precautions to be taken when working alone include:-

- Ascertain in advance if your destination is hazardous, and if so in what respects.
- Check if the client has particular rules or requirements that you should follow.
- Devise and implement safe systems of work to ensure that the risks are eliminated or controlled, if in doubt send two or more people.
- Consider if the job can be done safely by you, and if necessary take help.
- Make sure you can handle any equipment or plant by yourself and still have safe access and egress.
- Always leave details of your movements with a colleague – state where you are going, when you will be there, when you expect to finish and where you will go next.
- Know the location of telephones on or near the site, and take a mobile telephone or radio handset if available. It should be carried at all times, turned on and fully charged.
- Report in by telephone or radio at regular pre-set intervals, and always report if there are any changes to the arrangement to the same person as far as possible.
- Ensure that you have adequate protective clothing and equipment (particularly clothing to keep out rain and cold).

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- Take a suitable torch if you expect to be out after dark or entering unlit buildings.
- If working on electrical apparatus ensure that the apparatus is switched off and locked off and cannot be re-energised by any other person, before beginning work on it.
- **Do not** turn a “blind eye” to potential problems just to get some information or “cut corners.”
- Do not assume that people will wonder where you are you must ensure that they know.
- **Do not** ask anyone to perform work they are not trained, equipped or prepared to perform safely.
- **Do not** do anything that you know to be dangerous.
- **Do not** leave a site in an unsecured manner.
- **Do not enter a confined space under any circumstances.**

This list is by no means exhaustive.

Planning

There are a few criteria to be applied in deciding whether an individual can safely undertake a task by working alone:-

- Is the workplace and access to it safe?
- Does the task require more than one person (e.g. lifting manhole covers, inspection work involving the erection and movement of ladders?)
- Are the risks such that it would not be safe for one person to undertake the work (e.g. in a derelict building or on a highway?)
- Does the individual have experience of the hazards and sufficient ability to undertake the work by himself?

In general, working alone is not encouraged but each activity has to be considered in the light of the attendant risks. This safety procedure includes precautions to be taken when working alone is planned or could arise. The main aspects of those precautions are:-

- Awareness of any special hazards and how to deal with them.
- Ability to act effectively in an emergency.
- Arrangements to alert others of the need for action if return is overdue.

Whenever possible two or more persons when working away from the office or the site should undertake possible work. There may be occasions when it is possible for one employee to carry out the work when it is certain that other persons will accompany him, or in sight of others who can help if required.

Is the person medically fit and suitable to work alone? Check that solitary workers have no medical conditions that make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on the individual.

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BE AWARE – BE OBSERVANT – BE SAFE

Section 17 - Personal Protective Equipment (PPE)

The Personal Protective Equipment (PPE) at Work Regulations 1992 place responsibilities on employers to implement certain basic health and safety requirements regarding the provision and use of PPE. SES Renovations is committed to effectively applying them.

PPE can be defined as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects against one or more risks to their health or safety, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, safety harnesses.

Ordinary working clothes and uniforms that do not specifically protect against risks to health and safety are not covered by the regulations (e.g. corporate wear).

Under the Management of Health and Safety at Work Regulations 1999, employers are required to carry out workplace risk assessments, so enabling them to select the most appropriate means of reducing any identified risks to an acceptable level. Employers should eliminate or minimise risks as close as possible to the source of the risk, thereby protecting everyone in the workplace. PPE should always be regarded as the 'last resort' for protection from risk as it only protects the wearer and can be compromised, e.g. by not being worn or being used incorrectly.

This Code of Practice has been developed under the SES Renovations Health and Safety Policy and has the same authority as that policy. It sets out guidelines on how to manage the provision and use of PPE and applies to all workplaces and work activities where PPE is required (subject to Section 7 of this Code).

Aims

- To develop a proactive management response where PPE is deemed necessary to protect the health and safety of employees.
- To ensure compliance with legislative requirements.
- To establish and maintain a PPE risk assessment process, with documented records where appropriate.

Responsibilities

Notwithstanding the health and safety responsibilities outlined within the Health and Safety Policy the following specific responsibilities apply with regard to the provision and use of PPE.

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Managers/Supervisors

Managers/Supervisors are responsible on a day-to-day basis for ensuring the implementation of this Code for the staff within their control. In particular they must:-

- Familiarise themselves with the content of this Code, and actively inform staff.
- Ensure that specific assessments are carried out for both the risk to be protected against and the different types of PPE that could be used to protect an individual from that risk. On this basis the suitability of the selected PPE against the risk will be assessed, thereby ensuring any PPE provided is suitable for the intended purpose. Simple and obvious assessments that can easily be explained need not be recorded, however more complex assessments should be recorded and kept readily accessible to those who need to know the results. These assessments should be periodically reviewed, including consideration as to whether more suitable PPE has subsequently become available.
- Ensure that employees receive suitable and sufficient information, instruction and training with regard to PPE supplied.
- Take all reasonable steps to ensure the full and proper use, storage, maintenance, cleaning, examination, repair and replacement of PPE. This may involve taking disciplinary measures in accordance with the Groups disciplinary procedures, where employees fail to use PPE correctly.
Note: Much of this may be delegated to the PPE user; however a supervisory and monitoring role is retained to ensure actions are carried out.
- Periodically carry out recorded audits of any PPE held by employees (i.e. at least annually). This shall include a visual inspection of the equipment and storage accommodation provided.

Employees

Employees have personal responsibilities to ensure the effectiveness of any safe system of work provided. In particular they must:-

- Ensure that PPE provided is used, maintained and cleaned in accordance with the training, instruction and information received and used for official purposes only (unless prior management approval obtained).
- Take all reasonable steps to return PPE to storage accommodation provided for it after use. If not possible, to take all-reasonable steps to safeguard the condition of PPE when temporarily stored elsewhere.
- Regularly examine PPE and report any defect, damage or loss to the manager/supervisor.

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- Inform their manager/supervisor of any medical conditions that may affect their ability to wear or use PPE.

Arrangements

All PPE provided by SES Renovations shall be used only as a last resort when it is sure that the task is necessary and there is no safer way of accomplishing it or dealing with residual risk. It shall comply with the following general rules:-

- Be supplied free of charge.
 - Be suitable for the task intended and adequately control the risk involved.
 - Take into account any ergonomic requirements and the state of health of the person(s) who may wear it. The aim shall always be to choose PPE that will give minimum discomfort to the wearer, as uncomfortable equipment is unlikely to be worn properly.
 - Be capable of fitting the wearer correctly and be compatible with any other items of PPE that may be worn at the same time.
 - Does not contribute to increasing any other risk such that overall risk increases.
 - Comply with all relevant EC Directives and carry the 'CE' mark (if PPE supplied after July 1995). It is advisable to purchase from reputable suppliers only, and satisfy yourself as to suitability for intended use prior to purchase.
 - Be readily available for use.
- Suitable representatives of the workforce intended to wear items of PPE shall be involved in its selection and specification to ensure its suitability.
 - Where individuals experience problems in wearing selected PPE medical advice may be sought as to whether the individual can tolerate wearing the PPE.
 - Suitable accommodation shall be provided so that PPE can be safely stored or kept when it is not in use. The accommodation shall protect PPE from contamination, damage or loss.
Note: This can vary greatly from clothes hooks to carrying cases or containers to lockers, whatever is suitable.
 - Prior to individuals using any PPE for the first time they shall receive adequate information, instruction and training in its use. A competent person (e.g. an experienced manager or colleague or a supplier's representative) shall carry out training, with suitable records kept. It must make the user aware of why PPE is needed; when it is to be used, repaired or replaced; cleaning and maintenance requirements and the PPE's limitations.
 - A recorded PPE issue, repair and replacement procedure shall operate. PPE shall be repaired or replaced if damaged or subject to wear and tear such that its integrity is affected. Additionally identified items of PPE will be replaced automatically after certain time periods to assure their integrity – time periods may vary dependant on factors such as good practice and manufacturer's recommendations.

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Guidance on Standards for PPE

- All items identified should be made available for use by employees as required where the employee has the required training and competence levels to use them effectively. This list is not intended to be exhaustive and local needs may vary.
- Generally protective clothing to comply with BS EN 340 *General requirements for protective clothing* – plus any additional standards and/or specific requirements.
- All new PPE must comply with current British and European standards.
- All PPE purchased after July 1995 must carry relevant CE markings to certify meets minimum European standards at the time of purchase.
- Selected PPE for a work activity must be compatible with any other PPE that may be worn at the same time.
- PPE to be repaired or replaced when damaged or past useful life or when an improved (cost effective) alternative becomes available.
- All PPE may be used for official purposes only (*except where management approval obtained*).
- Where required suitable carrying aids, such as hold alls, should be provided.
- SES Renovations operates an “old for new” policy with regard to the issuing of PPE. No PPE will be issued from the stores unless the relevant manager and employee have signed the PPE request form. The manager by signing the request form has viewed the old PPE and deemed it no longer suitable or fit for the task.

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Section 18 - Occupational Road Risk — General Driving Policy

Employers need to recognise the specific risks involved in driving vehicles as part of employment and the full range of factors that may affect these risks.

SES Renovations recognizes that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. The employer recognises that the occupational risks associated with driving are related to a wide range of factors including:-

- Driver competence.
- Vehicle fitness for purpose.
- Shift working and total hours worked.
- Unaccompanied working.
- The nature of the goods being transported.

The employer is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on the SES Renovations

business.

Arrangements for Securing the Health and Safety of Workers

SES Renovations acknowledges that those driving on SES Renovations

business may be at increased occupational risks related to:-

- Fatigue.
- Stress.
- Working alone.
- Unforeseen events.

SES Renovations recognizes that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided. To this end SES Renovations

will:-

- Undertake that risk assessments are completed and that journeys are planned and allocated in accordance with the findings of these assessments.
- Ensure as far as is reasonably practicable that all those driving on business are competent and fit to do so.
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks.
- Encourage a sensible and mature attitude towards motor vehicles and driving in all employees.

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- Ensure as far as is reasonably practicable that SES Renovations vehicles are suitable for their purpose.
- Provide and maintain additional tools and equipment necessary for the purposes of the journey.
- Provide sufficient information and guidance for management to enable them to understand the additional occupational risks involved in driving.

Safe Systems of Work

All employers have the duty to develop, implement and maintain safe systems of work for all employees regardless of the nature of the employees' tasks and the environment within which they are performed. This requires that adequate processes and procedures are in place to manage driver-related risks. With respect to reducing occupational risks to employees who are required to drive as part of their employment SES Renovations

will put procedures in place to ensure the following:-

Fitness of the Vehicle for its Purpose

SES Renovations will ensure that vehicles used in journeys are matched with the purpose of the journey and that they are suited as far reasonably practicable to any load being transported, terrain to be covered and delivery conditions.

SES Renovations will also ensure as far as is reasonable practicable that any vehicles provided by

SES Renovations are suited to the needs of the driver and those involved in loading and unloading from

SES Renovations vehicles. Where appropriate additional tools will be provided for the loading and unloading of vehicles.

Breakdown and Repair

SES Renovations will ensure that drivers have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided in a prompt and reliable manner by competent persons.

Vehicle Maintenance

SES Renovations will ensure that competent personnel maintain all vehicles registered for use on SES Renovations business to a sufficient standard.

SES Renovations will ensure that necessary repairs are made in a reasonable timeframe and that no vehicle in an unfit state will be knowingly used on SES Renovations business.

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Safe Working Hours

SES Renovations recognizes the particular importance of guarding against fatigue and stress to safeguard the health and safety of those driving on

SES Renovations business and of other road users and third parties.

SES Renovations will ensure that effective and robust policies and procedures are in place to manage the hours worked by those driving on SES Renovations business. These procedures will ensure that drivers do not drive more than the permitted hours in a twenty-four hour period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits. In addition, SES Renovations will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly amongst younger drivers and those who manage their own driving activities. No employee driving on SES Renovations business will be encouraged to drive in a manner that may increase the risks to themselves or to other road users.

SES Renovations will take all reasonably practicable measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and that sufficient time is allowed for both journey and any loading/unloading. No driver will be penalised for delays due to circumstances beyond their reasonable control or encouraged to extend their working hours in a manner that may increase their own risks of accident or injury or those of other road users. SES Renovations will roster journeys so that drivers' working hours are kept at the levels recommended by best practice wherever possible and to make sure that drivers get sufficient rest breaks during their working hours. SES Renovations will install and maintain tracking devices where required and statutory limits on driving hours and driver rest will be rigorously enforced.

Lone Worker Protection Procedures

SES Renovations recognizes that those driving on SES Renovations business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary. SES Renovations will ensure that there are procedures for ensuring that emergency communications channels are provided and maintained for staff working alone. In addition SES Renovations will take all reasonably practicable measures to ensure that drivers have adequate information regarding the route and destination of a journey taken on SES Renovations business. Access to necessary navigation aids and travel instructions will be provided at the commencement of the journey wherever possible. Drivers will also be informed where reasonably practicable of any specific requirements and restrictions at the destination including security and loading/unloading procedures. SES Renovations will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from their employment as drivers.

Driver Safety and Compliance with Road Traffic Duties

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SES Renovations will put in place policies and procedures to ensure that drivers understand their duties under road traffic legislation and drivers' hours regulations (where applicable) to prevent the use and abuse of alcohol and drugs by those who are required to drive as part of their employment.

Driver Training

SES Renovations will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. As part of this SES Renovations undertakes to provide sufficient driver training and education to ensure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on SES Renovations business. This training may include:-

- First aid procedures.
- Breakdown procedures.
- Loading/unloading equipment and techniques.

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SES Renovations will also ensure that all drivers receive training on their duties under the road traffic legislation and drivers' hours regulations (where applicable) on the need to reduce additional risks. This training should include information regarding:-

- Consequences of alcohol and drug use.
- The effects of speed and traffic levels.
- The effects of fatigue and stress.

General Health and Safety

SES Renovations will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. Risk assessments and policies on manual handling and the provision of work equipment in particular will make allowance for the needs of drivers and those assisting in the delivery of goods.

Summary Policy Statement

SES Renovations will:-

- Implement processes and procedures to assess, avoid, reduce and manage the risks involved in driving on SES Renovations business.
- Ensure all drivers are competent.
- Ensure all vehicles are fit for the purpose as far as is reasonably practicable.
- Observe requirements to monitor and regulate driver hours and performance.
- Ensure all staff are aware of their duties under health and safety and road traffic legislation.
- Train relevant staff in the additional issues and occupational risks of driving on SES Renovations business.
- Provide drivers with all necessary information.

Occupational Road Risk — Corporate Policy

Travelling by road is particularly hazardous and there is a considerably higher risk of a collision or injury compared to flying or using rail alternatives.

There are approximately three million company cars in the UK and one in three are involved in a collision each year. **Those who drive 25,000 miles or more a year as part of their jobs are at particularly high risk.**

Of the 3600 fatalities every year on British roads, between 800 and 1000 involve people driving for work purposes.

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So, before deciding on a journey by road, consider the following:-

- Is the travel necessary? Has the use of phone or video conferencing been considered?
- If the travel is essential, is it reasonably practical (i.e. does the extra cost justify the reduced risk) to use rail or air?
- For longer journeys, can rail or air be used for the major part of the journey? Can a hire car be used to get to the final destination?

Authorisation to Drive

Company Vehicle

Employees with company vehicles and spouses who hold a current driving licence and a current advanced driving certificate may drive a company-owned vehicle if they have the appropriate authorisation from a departmental manager. Use of vehicles by any other persons should be agreed in advance with the company.

Company cars must be available for use as site pool cars, during normal working hours, when not being used by the car holder.

Pool Vehicles (If Available)

Any employee holding a current driving licence and a current advanced driving certificate can drive a pool vehicle if they have the appropriate authorisation from their departmental manager or, if absent, a member of the management committee.

Non-employees may only drive pool cars if they hold an advanced driving certificate and have obtained written permission from the company.

Note

Company cars can only be used for business or social and domestic purposes, and must not be used in the pursuit of any other business, e.g. an employee's partner must not use the company vehicle for personal business trips.

Employee's Vehicles

Employees must not, under normal circumstances, use their own vehicle for business use. This includes travel to and from off-site localities in the vicinity of the office to attend, for example, training courses.

Carriage of Passengers

Passengers must not be carried for hire or reward.

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Conditions of Use

Company Vehicles

The following conditions of use apply to company vehicles:-

- Any company vehicle must fully comply with the safety features described as essential by the company. These features will be monitored by the driving safety steering group and updated periodically.
- Cars issued to employees remain the property of the company and must be returned to the company on demand. Such cars may be used for private purposes, i.e. social and domestic, but under no circumstances should any driver on the business of any other company use these vehicles.
- Drivers must complete a monthly record of private and business mileage and return it with their expense claim form.

Note

Mileage between home and the normal place of work is private mileage.

Tyres, Petrol, Oil and Water

Once a week, drivers should check:-

- Oil.
- Water.
- Battery fluid level.
- Tyre pressures.
- Tyre treads.

In addition, these checks should be carried out prior to a long journey. Also, before winter arrives, anti-freeze must be topped up if necessary.

The company is responsible for the cost of fixing or replacing the vehicle if damaged through negligence, i.e. if it runs out of oil. Tyres must be changed when the tread reaches a depth of 3mm.

Cleaning the Car

Drivers must keep the car clean, both inside and outside. Reasonable costs can be claimed on expenses.

Servicing

Manufacturer's recommended servicing intervals should be adhered to and arranged by the driver at the recommended lease company service station.

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If mechanical breakdown occurs due to the failure to observe recommended service intervals, the company is liable for the repair cost incurred.

Documentation

The lease company will send MOT reminders to company car users. Any lease company approved garage can carry out a MOT. The garage must be notified it is a lease company vehicle. The MOT certificate must be forwarded to the lease company.

The car must always display a valid tax disc. The lease company will send renewals and it is the responsibility of the driver to ensure they are placed in the car.

The registration documents for company cars are held by the lease company on behalf of the company.

Insurance

Insurance cover for company cars is fully comprehensive. There is no cover for company property or personal effects not part of the vehicle, e.g. laptop computers.

When travelling within the European Union, it is no longer necessary to obtain a green card (insurance) for the car. If travelling outside the EU, it is necessary to contact the company insurers via the human resources manager.

If employees intend to take a company car abroad, the lease company must be given prior notification. The driver must take out AA five-star cover or equivalent. This is recoverable for business trips, but not for social journeys.

Hire Cars

Hire cars are arranged via the leasing company and must conform to the company's minimum safety requirements.

As a minimum requirement, hire cars should have ABS and a driver's air bag. For all hire at UK and overseas airports, **Enterprise** is to be used.

The important rules related to the use of hire cars include the following:-

- Employees must have a current driving licence and current advanced driving certificate.
- Employees must be authorised by a departmental manager or, if absent, a member of the management committee. Booking forms are available from the human resources department.
- Hire cars may only be used during the agreed hire period. Use of the hire car outside the hire period will mean the car is being driven without insurance cover.
- A safety kit is available for hire cars and must be collected prior to commencing the journey. It is the driver's responsibility to check the kit is complete and to replace any missing or used items.

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- Employees must always remember to undertake appropriate pre-journey checks. These include checks on the features fitted and the safety kit. A cockpit check should also be completed. If deficiencies cannot be rectified, the leasing company must be contacted for an alternative car.
- Any vehicle hired in the UK is insured fully comprehensively for company and authorised social and domestic use.

Car Hire Whilst Overseas

Employers must remember that the company is not liable for journeys other than those done for business. So, during leave on an overseas business trip, the company car hire insurance ceases to operate.

Employers must always accept the insurance offered by the hire firm, except personal accident insurance, which is provided by the company. Personal accident insurance is suspended for any period of leave before or after a business trip.

Personal accident insurance for the period of leave, if required, must be booked before leaving the UK.

Fitness to Drive

It is employees' responsibility to ensure they are fit to drive at all times, as they are in the best position to judge their own health, level of tiredness and other factors that may impair their driving.

The employee is responsible for ensuring they hold the relevant licence for the vehicles driven. Line managers will also audit this.

Any convictions and/or endorsements must be reported immediately to a line manager.

Eyesight

The employee is responsible for ensuring that their vision is suitable for driving, and must have an annual eye examination, the fee for which can be claimed on expenses. If glasses or contact lenses are needed, they must be worn while driving.

Alcohol and Drugs

Employees must never drive with alcohol in their bloodstream. Even small amounts of alcohol impair judgment and increase the chances of an employee being involved in a crash. The company has a zero tolerance attitude towards drink-driving and any employee found driving with alcohol in their bloodstream above the legal maximum level will be subject to immediate dismissal.

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Employees must never drive after having taken any illegal drugs. Apart from breaking the law, the presence of illegal drugs in the bloodstream will impair judgment and increase the chances of an employee being involved in a crash. The company has a zero tolerance attitude towards driving under the influence of illegal drugs, and any employees found driving with illegal drugs in their bloodstream will be subject to immediate dismissal.

The use of certain prescription and over-the-counter medicines, such as certain flu remedies and hay fever medicines, can cause drowsiness and impair the ability to drive.

It is the employees' responsibility to ensure they have read and understood the instructions on any medication they are taking, and not to drive if there are warnings against this.

Often, there are alternative formulas or brands which treat the symptoms but do not cause drowsiness, and employees should choose these instead if they need to drive on business. If in any doubt about the effects a medicine may have, employees should consult a GP or a pharmacist.

Crashes

- If an employee is involved in a crash, whether they were in the vehicle at the time of the crash or not, and regardless of blame, the employee should, if asked by the police or other parties, give their name and address, the company name and car registration, and produce a copy of the certificate of insurance. If these details are not given at the time, they must be reported to the police within 24 hours.
- As soon as is practicable after the incident, the employee should contact the leasing company. It should then be reported to the departmental manager. Even minor damage must be reported.
- Employees should not admit liability. Employees should always note the registration numbers of all vehicles involved, names and addresses of other drivers, name of parties' insurance companies and their insurance certificate numbers.
- Employees should take the name and address of all witnesses, both those seeing the incident and those witnessing the scene, and make a note of vehicle positions, in the form of a basic sketch and any other relevant information.
- Unless trained to do so, employees must not attempt to move injured persons unless absolutely necessary.
- Following the crash, all communications about it should be channelled through the leasing company incident management service.
- After a crash, employees must not call or communicate with an injured third party, their friends or relations about progress.
- The leasing company administers crash repairs — stickers with the relevant phone numbers, which can be placed in the vehicle, are available from them.

Fire and Theft

If a company car is stolen or burnt out, employees should contact the police and the leasing company immediately. Always keep luggage in the boot out of view.

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Breakdowns

Full breakdown and crash management is covered by the leasing company.

By telephoning the leasing company's free emergency number, the necessary actions will be initiated, i.e. claim forms, replacement car, and driver assistance. Employees must also have AA five star cover, or equivalent, for the car when travelling outside the UK.

The AA cover has two components. The first is vehicle and travel cover, which is paid for by the company and the second, which is highly recommended, is personal security which provides cover for personal luggage, money and any medical expenses while abroad. This second component must be paid for at the employees' own expense. This AA cover can be booked through the leasing company.

Should an employee break down on a motorway in the UK, they should park the car as far to the left on a hard shoulder as possible, with the wheels pointed towards the hard shoulder. There are breakdown phones on the motorway approximately every mile. The marker posts every 100 yards will give an indication of the nearest phone. Lone women travellers should state this when reporting the breakdown, and they should be given priority.

Employees should not wait in the car for the recovery services (even in bad weather), but retire to a safe distance off the hard shoulder wearing a reflective jacket. This jacket should be carried in the vehicle.

Training

Certain aspects of training are mandatory, including the following:-

- A new employee who is entitled to a company car will be given a driver assessment before the keys are handed over.
- A one-day driver awareness training course is mandatory for all employees who wish to drive a company car.
- A current advanced driving certificate is required for all drivers who wish to drive a company car and training will be given as required.
- All company car drivers must also undertake a basic first aid course, and carry a first aid kit in their vehicle.

Employees' Responsibilities

Employee responsibilities include the following:-

- Fines relating to speeding and parking. The driver must pay for these. If prosecuted, in clear cases, (such as being under the influence of alcohol or reckless driving) employees will be responsible for the legal costs except in very exceptional circumstances.

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- Employees must report to their manager and human resources all formal cautions and impending prosecutions resulting from their driving, whether on company business or not, or in a non-company vehicle.
- Never use mobile phones while driving, even hands-free.
- Drive in a safe and appropriate manner on the company and customer sites, observing any speed limits, one-way systems and pedestrian crossings.
- Check the safe operation of a vehicle prior to its use.
- Drive in a safe and lawful manner at all times. The speed limit must not be exceeded.
- Ensure there are appropriate arrangements in place, particularly if carrying dangerous goods.
- Employees must ensure they and their passengers wear seatbelts.
- Employees must not drive at any time while their judgment and/or physical ability are impaired by illness, the use of alcohol, drugs, medicine, or tiredness.
- Report all incidents by using an incident report form.
- Employees must not put themselves at undue personal risk, e.g. if the weather turns nasty, it is acceptable to cease a journey as soon as they can and wait until it subsides. This may involve checking in to a hotel.
- Carry the safety equipment at all times.

Line Managers' Responsibilities

Line managers have a responsibility to:-

- Periodically monitor and review the suitability and acceptability of staff to drive on company business.
- Give consideration to the driving records of prospective employees.
- Investigate vehicle incidents involving staff, whether there is injury or not.

A programme for improving the safety performance of all staff driving on company business should be included in an annual safety, health and environmental improvement plan.

Dangerous Goods

Under no circumstances can the carriage of dangerous goods in a vehicle be allowed to become a substitute for proper advanced planning to anticipate and provide an approved means of transport.

It is essential to adopt the following procedure:-

- Chemicals or articles must be properly packed and labelled in accordance with the Chemical (Hazard Information and Packaging) Regulations 2009 or the Carriage of Dangerous Goods by Road Regulations 1996, whichever apply. Seek expert advice from the health and safety consultant before carrying any substance.
- Never carry any more than five litres in volume of any hazardous chemicals. Be aware that certain chemicals should not be carried together.

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If given permission to transport chemicals, it must be ensured:-

- It is packaged and labelled in accordance with the current regulations and has the associated hazard data sheets.
- It is secured in the vehicle to prevent movement during transport that may give rise to damage or put the occupants of the vehicle at risk.
- Adequate secondary containment is provided within the vehicle to contain any release of material in the event of unexpected package rupture or a collision.

All hazardous goods must be physically separated from the occupants in the vehicle, so the use of booted vehicles is preferable to hatchback types.

Personal Safety

There are hazards, particularly for females, in travelling alone by car. The following guidelines will minimise the risks:-

- Travel on main roads as much as possible.
- Communicate the route and approximate time of travel.
- Always try to have at least a quarter of a tank of fuel.
- While driving, be alert to the condition of the vehicle. If a fault is suspected, do not wait until it breaks down. Stop somewhere appropriate, such as a garage, where there are a lot of people around, and seek assistance.
- For women, consider carrying sensible clothing in the vehicle, e.g. coat and flat shoes, to change into if necessary.
- When travelling to an unfamiliar office or hotel, call ahead and check the location and parking arrangements. On arrival, drive to the front entrance and, if appropriate, request assistance.
- Park in well-lit areas whenever possible and check around the vehicle and the interior, especially the back seats, before re-entering.
- Always try and look confident.
- If another driver in difficulty is seen, drive on and report it by phone as soon as possible.
- Always carry a mobile phone but never use it while driving.
- Always have the doors locked while driving, especially at night and in busy areas.
- In the event of a breakdown on a motorway in the UK, the advice is to put on a reflective jacket, get out of the car by the nearside door, and wait a safe distance off the hard shoulder, after telephoning the emergency services. Women may consider leaving the passenger door open, so that in the event of a threatening situation, they can get into the car and lock the doors.
- Do not give lifts to strangers.

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Fatigue

A journey should never be started if an employee is feeling tired or unwell. It is the employees' responsibility to judge their own fitness to drive.

Stress can be described as mental overload caused by extreme emotions such as anger and frustration. Stress results in fatigue, which can lead to reduced levels of attention and judgment and is therefore an important contributor to road accidents.

The company's occupational health department offers professional guidance and support in the recognition and managing of stress.

The following are some practical tips for minimising stress and fatigue while driving:-

- Set flexible appointment times - take the pressure off by not having to meet exact deadlines.
- If running late, stop in a safe place and phone to explain - do not take risks to arrive on time.
- Avoid peak time travel if possible.
- Choose the most practicable, least congested route.
- Add a generous margin to expected travelling time.
- Take regular breaks, **at least 15 minutes after about two hours driving**, when mobile phone messages can also be checked.
- Limit driving periods to reasonable time or distance.
- Share driving if possible.

In certain situations, it will be more appropriate to arrange overnight accommodation rather than continue a journey, e.g. in the cases of extreme weather, later than anticipated departure, or tiredness. Safety is always the top priority.

Routine Maintenance

Driving an unfamiliar vehicle can add to the risks of road travel. Checking the condition of the vehicle on collection and familiarisation with the controls before departure can make a significant contribution to reducing those risks.

It is always advisable to perform the following checks, especially if the vehicle is a hire car:-

- Prepare a route map before the journey. Do not map-read while driving.
- Carry out a cockpit check, inspecting the:-
 - Lights.
 - Tyres, including the spare.
 - Oil level.
 - Water level in the cooling system.
 - Windscreen washer bottle level.

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Drive steadily and slowly for the first few miles to get used to the handling of the vehicle and to check the brakes.

Safety Audit

Each month a company departmental manager will be nominated to perform an internal safety audit on two company vehicles. The audit will examine:-

- External vehicle damage.
- Obvious tyre damage.
- Tyre pressures and tread depth, including the spare wheel.
- Screen wash water level.
- Cooling water level.
- Oil level.
- Internal housekeeping of the vehicle.
- Service history of the vehicle.
- Current tax disc.
- Presence and condition of ancillary safety equipment.

Vehicle and Equipment Specifications

Legal Requirements

The legal requirements for safety equipment vary worldwide. Managers should ensure that as a minimum, the legal requirements are met for whichever country the employee is travelling in, and that employees comply with the law regarding the use of safety equipment.

Essential Equipment

Essential equipment includes:-

- Laminated windscreen.
- Roadworthy tyres.
- Front air bags.
- Anti-lock brakes.
- High mounted brake lights.
- First aid kits.
- Replacement bulb and fuse kit.

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Mandatory Additional Safety Kit

A mandatory additional safety kit will also be provided for people using a hire car. It is available from the safety department. It includes:-

- Warning triangle.
- Extendable wheel brace.
- High visibility jackets (four to be kept in the passenger compartment).
- Life hammer.
- Tyre pressure and depth gauge.
- Multi-torch.

Equipment Which Should be provided if Possible

- Side impact protection.
- Side and curtain air bags.
- Traction control.
- Electronic stability aids.
- Emergency braking assist.
- Headlight washers.
- Air-conditioning.
- Mobile phones, not to be used while driving.
- Outside temperature gauge.
- Remote control for in-vehicle entertainment system.
- Automatic gearbox.

Replacement Vehicles

New Vehicles

An individual allocated a new vehicle from approved vehicle manufacturers.

The company reserves the right to approve the appropriateness of the car and extras. For example, two-seater, or soft-top cars are not considered appropriate for business use.

Users are strongly recommended to choose a car based on its performance in the European New Car Assessment Programme tests, which rates a car based on frontal and side impact performance.

Users should also ensure they can find a comfortable driving position in the vehicle they are considering, and should arrange an extended test drive to check this. This will help prevent back or neck problems.

Replacement

All company vehicles are on contract hire. For all grades, the cars are replaced at 100,000 miles or four years, whichever occurs first.

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There is a penalty for return before the time or mileage has expired, hence when a member of staff leaves who had a company car, it may be beneficial for this car to be transferred to someone else or to become a pool car. Cars will not be replaced under two years, even if the mileage limit is exceeded.

If staff is promoted to a grade which attracts a better class of car, they will be expected to keep their current car until the age or mileage criteria for replacement is satisfied.

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Section 19 - Lifting Equipment

The purpose of this policy is to provide information for all employees on the legal requirements under the Lifting Operations and Lifting Equipment Regulations 1998. The aim is to prevent serious injury from the hazards associated with lifting equipment and operations in the workplace.

The person responsible for this policy is Audrey Ewing Managing Director.

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazards

The company will ensure that operations which present a risk to employees in respect of lifting equipment are eliminated or reduced to as low a level as reasonably practicable. Measures to achieve this include regular inspections and thorough examination of lifting equipment throughout the life of the equipment, and the risk assessment by competent persons of all lifting operations.

Assessment of Risk

An assessment of risk in relation to lifting equipment and operations will be carried out by a competent person. The following activities in relation to lifting equipment and operations shall be considered during the risk assessment process:-

- The type of load being lifted, its weight, shape and what it consists of.
- The risk of the load falling and striking a person or object and the consequences.
- The risk of the lifting equipment striking a person or some other object and the consequences.
- The risk of the lifting equipment failing or falling over while in use and the consequences.

Duties of Managers and Supervisors

Managers and supervisors must take responsibility and ensure that any work carried out under the scope of the Lifting Operations and Lifting Equipment Regulations 1998 is carried out in a safe manner and that employees have received adequate information, instruction and training. Managers and supervisors must also ensure that:-

- A procedure for the identification of risks from lifting equipment is in place.
- An inventory of lifting equipment is established and maintained.
- The safe use and storage of lifting equipment is implemented.
- Inspection and maintenance are carried out.
- Information, instruction and training are provided.
- Documents and records are maintained.

ORGANISATIONAL ARRANGEMENTS

Duties of Employees

Employees must ensure that:-

- They comply with all instructions and training in relation to the execution of their work.
- Their own health and safety and that of other employees is not put at risk by their actions.
- They use equipment provided for the task it was intended to be used.
- They report any problems to their direct supervisor.

Information and Training

Adequate information and training shall be provided to individuals to ensure they are competent to carry out their work-related tasks. A responsible person will assess training, including the need for refresher training.

ORGANISATIONAL ARRANGEMENTS

Section 20 – New and Expectant Mothers

Generic precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect new and expectant mothers. However, there are occasions when, due to their condition, different and/or additional measures will be necessary. This policy aims to reduce any identified risks to new and expectant mothers and provide guidance on specific control measures required to protect them. This policy also acknowledges relevant legislative provisions and confirms the organisation's commitment to compliance.

The person with responsibility for implementing this policy is Jordan Ewing, Operations director.

Arrangements for Securing the Health and Safety of New and Expectant Mothers

Elimination of Activities Hazardous to New and Expectant Mothers

The organisation will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring:-

- Relevant legal standards (dependent on the risk involved) are met.
- Official guidance and good practice is followed.
- Adjusting working conditions and/or hours.
- If necessary, removing new and expectant mothers from hazardous activities, i.e. providing suitable alternative work or ultimately suspension.

Assessment of Risk

Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will take into account the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period.

Specifically, the assessment will consider risks associated with exposure to:-

- a) Physical agents.
- b) Biological agents.
- c) Chemical agents.

The assessment will also consider working and welfare conditions. Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly.

ORGANISATIONAL ARRANGEMENTS

Duties of Managers and Supervisors

Managers and supervisors must ensure that:-

- New and expectant mothers are encouraged to inform their employer of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- Any adverse incidents are immediately reported and investigated.
- Appropriate training is provided where suitable alternative work is offered and accepted.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.

Duties of New and Expectant Mothers

New and expectant mothers must:-

- Inform their general practitioner or midwife of the nature of their work.
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding.
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures.
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else.
- Report any perceived or real shortcomings in protection to their employer.

Information and Training

Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed.

Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so.

ORGANISATIONAL ARRANGEMENTS

Section 21 - Display Screen Equipment

This policy is intended to ensure that staff and others using the organisation's display screen equipment (DSE) can work comfortably with it and avoid risks to their health. Through implementation of the policy it is the organisation's intention to fulfill the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The person with responsibility for implementing the provisions within this policy is Jordan Ewing Operations Director

Arrangements for Securing the Health and Safety of Employees

To secure the health and safety of workers, in so far as is reasonably practicable, the organisation will, in consultation with workers and their representatives:-

- Carry out an assessment of each workstation, taking into account the display screen equipment, the furniture, the working environment, and the worker.
- Take all necessary measures to remedy any risks found as a result of the assessment.
- Take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Arrange for the provision of free eye tests prior to employment, at regular intervals thereafter and where a visual problem is experienced.
- Arrange for the supply, free of charge, of any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- Take all necessary steps to investigate when an employee raises a health and safety matter related to the use of display screen equipment, and take corrective measures where appropriate.

Duties of Managers and Supervisors - Managers or supervisors must ensure that:-

1. DSE workstation assessments are carried out where relevant and that records are kept.
2. Employees are properly supervised.
3. Adequate information and training is provided to persons working with DSE.
4. Any discomfort or ill health believed to be associated with the use of DSE or exacerbated by DSE use is investigated, and appropriate remedial action is taken.
5. Employees adhere to the instructions given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks.
6. Safety arrangements for work involving DSE use are regularly monitored and reviewed.
7. Employees carrying out DSE work are screened for reasons of health and safety, before undertaking the work.
8. Special arrangements are made for individuals with health conditions that could be adversely affected by working with DSE.

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Duties of Employees

Employees must ensure that:-

1. They inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially).
2. They comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks.
3. They use any equipment provided (as a result of assessment of their workstations) to minimise DSE health risks, e.g. document holders and footrests.
4. They report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Information and Training

The organisation will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision will also apply to those persons not in direct employment e.g. temporary staff and contractors. Managers and supervisors who are responsible for users of display screen equipment will also be given appropriate training.



Managing Director

Date: January 2021

ORGANISATIONAL ARRANGEMENTS

Section 23 – Stress Policy

Introduction

SES Renovations is committed to protecting the health, safety and welfare of its employees. The organisation recognises that work-related stress can damage the mental and physical health of its employees and that work-related stress is a health and safety issue which must be taken seriously by the organisation.

This policy will apply to everyone in the organisation including temporary and freelance staff.

All managers are responsible for ensuring that this policy is implemented.

Definition of Stress

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them.” This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress can affect anyone and is not a sign of weakness.

Policy

- The organisation will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risks will be regularly reviewed.
- The organisation will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of work-related stress.
- The organisation will provide access to confidential counselling for employees affected by stress caused either by work or external factors.
- The organisation will provide training for all managers and supervisory staff in good management practices.
- The organisation will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

ORGANISATIONAL ARRANGEMENTS

Responsibilities

Managers

Managers will:-

- Ensure good two way communication between themselves and their staff.
- Ensure that staff are consulted and provided with constructive feedback in the course of their work particularly when changes are being proposed or implemented.
- Ensure that bullying and harassment is not tolerated within their area of responsibility.
- Carry out risk assessments within their area of responsibility.
- Implement recommendations of risk assessments carried out within their area of responsibility.
- Monitor working hours and overtime to ensure that staff are not overloaded or overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff have adequate opportunities for rest, meals and refreshments.
- Attend training as requested in good management practice and health and safety.
- Ensure staff are fully trained to carry out their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Ensure that staff experiencing stress have access to appropriate sources of advice and support.
- Ensure lone workers are provided with effective supervision and support.
- Offer additional support to a member of staff who is experiencing stress outside work, should it be appropriate.
- Encourage a culture where stress is not regarded as a weakness.

Health and Safety Advisor

Health and Safety advisor will:-

- Train and support managers in the risk assessment process.
- Keep a central record of stress risk assessments and check whether these are suitable and sufficient.
- Ensure that appropriate stress management training is provided to managers by competent training providers.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the Senior Management Team and the health and safety committee of any changes and developments in the field of work-related stress.

ORGANISATIONAL ARRANGEMENTS

Human Resources

Human Resources will:-

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics and any other relevant data.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and staff and encourage referral to specialist counsellors where appropriate.
- Support staff who have been off work due to stress and advise them and their managers on a planned return to work.

Employees

Employees will:-

- Attend preventative stress awareness sessions, when requested, so that they can learn to recognise the signs of stress in themselves and others and be aware of effective strategies to keep stress to the minimum.
- Report issues of concern to their line manager, safety representative or to the Human Resources Department so that any problems can be addressed and where possible prevented.
- Accept opportunities for counselling when recommended.



Managing Director

Date: January 2021

ORGANISATIONAL ARRANGEMENTS

Section 24 – Occupational Health

SES Renovations policy is to take all reasonable steps to prevent work-related ill health, and to support the general health and well-being of its employees. To implement this policy, SES Renovations will:-

- Make sure that the causes of ill health that may arise from its activities are, wherever possible, identified, understood, and either prevented or controlled.
- Manage health problems through early recognition and monitoring.
- Manage early return to work after sickness certification and, wherever possible, support rehabilitation after prolonged illness.
- Provide reasonable adjustments for people with disabilities to support them in employment.
- Provide employees with information and services to help them take personal responsibility for maintaining and improving their own health.

Organisation

The organisation of occupational health provision is the responsibility of Operations Director

Responsibilities

In relation to occupational health, the Operations Director is responsible for:-

- Promoting the involvement of employees in health matters through clearly defined roles and responsibilities and access to relevant information and services.
- Implementing a management system which will undertake risk assessments, manage occupational health risks in proportion to their extent, and measure implementation actions through local audit, including assisting managers to source appropriate training where need is identified.
- Administrative accountability for the operation of the external occupational health service.
- The receipt and dissemination of activity reports.
- Arranging and reporting on quarterly service review meetings with occupational health.
- Maintaining links with all departments, including appropriate committees and groups, to ensure the satisfactory operation of the policy.

Staff also have a responsibility, as part of SES Renovations health and safety policy, to comply with all the health and safety arrangements of the organisation designed to protect their health while at work.

ORGANISATIONAL ARRANGEMENTS

Measurement and Review

SES Renovations will establish and maintain programmes for the review of occupational health management systems implemented in each department. These will provide information on indicators, such as health and attendance in the workplace, which help to measure health and well-being performance for:-

- Managers.
- Employees.
- Stakeholders.

An addendum to the policy may set out the functions of the external occupational health service, developed in consultation with the provider. A model is outlined.

Functions of the External Occupational Health Service

Fitness for Work and Rehabilitation

In many cases, a simple health questionnaire will provide adequate information on the fitness of an individual to carry out the work required of them. For others, an interview or an examination and biological tests may be necessary.

For the majority of employees, demonstrating fitness for work will be a routine formality. In some cases the organisation may seek the advice of an independent occupational health doctor on the advice of the occupational health provider. This function applies:-

- Before employment.
- Before transfer to a different job within the organisation.
- On return to work following illness or injury.
- In situations where work performance is being adversely affected by a health problem.

The occupational health provider may need to discuss the working situation with the local manager or GP prior to any decision being reached about an applicant's or existing employee's fitness for work or placement. Pertinent medical advice can then be given.

When an employee has health problems requiring consideration for rehabilitation after illness, discussions will take place between the employee, the human resource manager and the local managers.

ORGANISATIONAL ARRANGEMENTS

Health Maintenance

There are situations where it will be necessary to review at regular intervals the health of certain staff and the environment they work in. This will be done informally or by confidential interview with the occupational health provider.

Periodic Assessments

Periodic assessments will be completed if staff are exposed to known hazards. Staff with known health problems and chronic conditions will be monitored.

Other Assessments

For staff going abroad on the organisation's business, information will be available on the necessary inoculations/medication that are advised and arrangements made, if requested, for them to be given.

Medico-social Problems

This function covers those areas where investigation, information and advice may be given to assist management and the staff concerned. Examples include the following:-

- Absence - staff with recurrent health problems.
- Retirement - health and lifestyle advice to those about to retire and input to pre-retirement courses.
- Persons with special needs - advice and guidance not only to management about the recruitment of staff with special needs but also to the staff themselves when they are at work.
- Advice on stress management with referral to specialists where appropriate.

Education and Training

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

Record Keeping

Various records will need to be kept to:-

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

ORGANISATIONAL ARRANGEMENTS

In some situations, records must be kept for 30 years or more. Records normally comprise:-

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

Confidentiality

The organisation will have information about the health of staff. Information and records will not be divulged to any non-medical staff, including occupational health management, without the written consent of the individual. Employees have a statutory right of access to their own records.

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

Occupational health staff are guided by their own professional codes of conduct in matters of confidentiality.

ORGANISATIONAL ARRANGEMENTS

Section 25 – Consultation With Employees

General Statement

The organisation acknowledges the importance of employee involvement in health and safety matters and the importance of the positive role played by safety representatives of employee safety. As such, it is the intention of the organisation to provide the facilities and assistance that such representatives and committees might reasonably require in order to carry out their functions.

Arrangements for Securing the Health and Safety of Workers

The organisation undertakes to consult with safety representatives over issues related to health, safety and welfare and to provide the information safety representatives and representatives of employee safety require in order to carry out their functions.

Safety representatives are required to give the organisation reasonable notice of their intention to carry out inspections, to provide written reports following such inspections and to follow the organisation's procedures when disputes over health and safety issues arise.

The organisation intends to establish a safety committee that will meet regularly and review safety performance within the organisation. The committee will consist of employer and employee representatives and will be chaired by a senior manager with the authority to act upon the decisions reached by the committee.

Information, Instruction and Training

The organisation will offer representatives of employee safety the opportunity to attend relevant training. Additionally the organisation will offer paid leave for any representative of employee safety requiring time off to carry out their functions or to receive any necessary training.

Safe System Of Work

The following procedures should be observed with regard to safety representatives and representatives of employee safety:-

- In the case of union-appointed safety representatives, unions should inform the organisation in writing of the individual safety representative's appointment.
- Safety representatives and representatives of employee safety should understand the way in which the safety consultation and safety committee structure operates within the organisation - they should also be aware of the group or constituency that they represent.
- Safety representatives, representatives of employee safety and safety committee members will receive adequate training.

ORGANISATIONAL ARRANGEMENTS

- Safety representatives and representatives of employee safety should be aware of the disputes and grievance procedures in operation within the organisation.
- Safety committees should meet as scheduled, there should be agendas for meetings and minutes should be carefully recorded - information about these meetings should be available to the entire workforce.
- The safety committee chairperson should have the authority to act upon the committee's decisions.
- Safety committees should have terms of reference and properly formulated aims and objectives.

Summary Policy Statement

The three most important steps with regard to employee consultation and safety committees are:-

- To ensure that committees operate in a positive way, reinforcing the organisation's safety culture and employee participation in solving health and safety problems.
- To ensure adequate training for safety representatives, representatives of employee safety and safety committee members, thus improving communications, prioritisation of risk control and the approach to solving health and safety problems.
- To incorporate the safety consultation arrangements and safety committee structure into the organisational structure and health and safety policy.

APPENDICES

ORGANISATIONAL ARRANGEMENTS

SCHEDULE 2 - CODE OF PRACTICE FOR CONTRACTORS

SES Renovations sets a high standard of safe working for its employees and for other persons who are engaged to carry out work on our sites/depots and require. Contractors to ensure that their employees:-

- Have been adequately trained and have sufficient experience in the tasks that they will be required to perform and in operating plant/equipment as may be necessary to carry out those tasks.
- Are properly informed as to the safe working systems and procedures for the site.
- Are properly supervised in everything they are required to do
- Are aware of all statutory obligations placed on them in respect of the Health and Safety at Work Act 1974 and amendments.

Contractor's Employees and Sub-Contractors

The Contractor must ensure that their employees, sub-contractors and their employees and any agent of the Contractor, understand and comply with this Code of Practice with copies made available for their use.

Communication

Before beginning any new contract the Contractor's on site representative must report to Reception and subsequently the Site Manager or delegate to discuss the safe conduct of the work to be undertaken and have the work area defined and be informed of any facilities available to the Contractor's employees such as toilets, drinking water, first aid, engineering services and in particular to receive special information about SES Renovations processes and procedures for safety that may affect and be affected by, the contract work.

ORGANISATIONAL ARRANGEMENTS

Permit to Work

Hazardous work situations exist which can only be carried out under a Permit to Work system such as:-

- Hot work
- Confined Space
- Scaffolding
- Excavation
- Work on High and Low Voltage Systems
- Asbestos
- Demolition
- Lifting Equipment
- Working at Height
- Toxic Chemicals

SES Renovations Issuing Authority will issue the appropriate permit other than for work in confined spaces or on electrical main supplies, SES Renovations Health and Safety will issue this.

Permits-to-work will specify the appropriate control measures/procedures within which you are required to operate.

Personal Protective Clothing and Equipment

Contractors are responsible for providing their own protective clothing and equipment appropriate to the work in hand. If the need for the use of any special protective clothing or equipment should arise this should be discussed with SES Renovations Health and Safety before commencement of work.

Machinery Guards

Guards must not be removed from any plant or machinery. Where guards have been removed plant or machinery must be isolated/locked off and not be left so that it can be started back up. Warning signs should be placed on the equipment if considered appropriate.

Accidents/Near Misses and Dangerous Occurrences Reporting

All accidents/near misses and dangerous occurrences must be reported as soon as is reasonably practicable to operations Manager by telephone. A copy of the Accident book entry and the Supervisor/Management accident investigation form must be forwarded to tom honeyman Health and Safety consultant within 24hrs. Accidents resulting in Contractor's employees being unable to carry out their normal duties for more than 3 days must be reported to the Health and Safety Executive by the employer of the person injured.

ORGANISATIONAL ARRANGEMENTS

Fire Safety

- Contractors must familiarise themselves and their employee's with the Company's Fire Safety arrangements and in particular take note of the location of fire extinguishers and fire alarm call points in which they are working.
- "No Smoking" signs must be observed.
- Before any welding, oxy-acetylene cutting and similar hot work operation is carried out the Site Manager must be notified and the appropriate precautions implemented.
- Fire hydrants, keys and hoses must not be used for general water supply.
Highly flammable liquids and liquefied petroleum gases must be stored and used in accordance with statutory requirements.

Scaffold, Ladders and Working at Height

- All independent and tower scaffolds for access and material handling purposes shall be erected in accordance with current regulations and guidance such as British Standards (BS 5973).
- Any scaffold shall be mechanically fixed to the building fabric every 6m horizontally and every 3.6m vertically.
- All scaffolds including tower scaffolds should only be erected by authorised, competent persons.
- Any scaffold, which remains erected for more than one week, should be inspected at least once per week and after bad weather, which may have an effect on strength and stability. A competent person should carry out the inspection and a **register** of such **inspection** should be retained on site for inspection.
- All work carried out at height, even if only of an access nature requires compliance with SES Renovations Health and Safety Guidelines and in most cases SES Renovations will issue a Permit to Work.

Plant and Equipment

Contractors are expected to provide all their own tools, plant and equipment necessary to carry out the work detailed in the scope of services and corresponding method statement. Use of the Company's equipment is not permissible without the prior consent of the Site Manager. In circumstances where the Company agrees to the loan of tools and/or equipment, they will be used entirely at the Contractor's risk and any loss, damage or injury, however caused, will be the Contractor's responsibility.

The machinery and plant brought onto SES Renovations sites by the contractor should be fully guarded and comply with the Provision and Use of Work Equipment Regulations (PUWER).

ORGANISATIONAL ARRANGEMENTS

Excavations

- Before any excavation work is commenced the location of any buried services must be ascertained and an excavation permit must be completed.
- During excavation work the surrounding area must be maintained in safe condition.
- Excavations must be securely fenced or covered and suitable warning notices displayed.

Dust, Fumes, Vapours and other Gaseous Fumes

When dust, fumes, vapours and other gaseous impurities of a type or quantities likely to be injurious to health are produced as a result of the Contractor's activities, the Contractor must take all necessary steps to ensure that exposure limits quoted in the latest issue of EH40 are adhered to.

Lifting Operations/Appliances

The Contractor's employees shall not use SES Renovations lifting equipment and mobile plant unless the Site Manager prior to works commencing has given permission.

Control of Substances Hazardous to Health (COSHH)

Substances hazardous to health must be identified prior to taking them to a site and if they cannot be substituted or eliminated then an assessment (as required by the Control of Substances Hazardous to Health Regulations) must be carried out and recorded in writing. **A copy of the assessment should be readily available for inspection by SES Renovations Health and Safety.**

Adequate training must be given to users of hazardous substances.

Flammable materials are to be kept in the correct containers and stored securely when not in use.

All empty containers belonging to the Contractor will be the responsibility of, and disposed of by, the Contractor in accordance with the Environmental Protection Act, Duty of Care Regulations and/or the Special Waste Regulations, and with the requirements of the local office of the Regulatory Authority, the Scottish Environmental Protection Agency.

Entry into Confined Spaces

Contractors must not enter any confined space as defined in the Confined Space Regulations 1997.

All work in Confined Spaces must be discussed and a safe system of work agreed with Tom Honeyman, SES Renovations Health and Safety consultant prior to any work commencing.

ORGANISATIONAL ARRANGEMENTS

Electrical Supplies and Equipment

- No live electrical system; equipment, conductor or terminal shall be left exposed.
- All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the appropriate Electrical Regulations and all **portable electrical equipment** and tools should be rated at **no more than 110 volts**. Battery powered tools are preferable.
- If it is necessary to carry out work in any place where there is a possibility of persons coming into contact with electrical equipment which is live, or could become live, such work will only be carried out by a suitably trained and competent person. All other persons will be excluded from the area of work by the posting of appropriate signs and barriers.

Waste Management

- Contractors are responsible for the regular removal of all waste materials, spoil, and rubble arising from their work activities.
- Toxic, harmful and highly flammable wastes must be disposed of in accordance with the Special Waste regulations. Asbestos must be dealt with in accordance with the relevant statutory regulations.
- Any instances of contamination or spillage must be reported immediately to the Site Manager.

Asset Damage

Any damage occurring to SES Renovations property such as a result of Contractor's activities must be reported immediately to the Site Manager and the damage made good in accordance with SES Renovations instructions.

Housekeeping

It is imperative for the safety of the Contractors Employees, SES Renovations Employees and Visitors that all Contractors store, and use, materials in an orderly fashion.

Any debris or waste arising from works on-site should be cleared away as soon as is reasonably practicable to the designated disposal point. Any waste not cleared and causing a hazard may be cleared by SES Renovations and the cost charged, or debited to the account of, the offending Contractor.

The work area should be clear of hazards to allow the work to commence. However, should a contractor be concerned about any hazards either at the beginning of the work, or about any hazard that develops or becomes apparent during the course of the work: then they should immediately get in touch with the SES Renovations operations manager.

In some cases it may be necessary to demarcate the working area *e.g.* with cones, warning tape or other suitable barriers in order to prevent intrusion into the working area. The need for such demarcation should either be addressed in the contract or discussed with the SES Renovations operations manager.

ORGANISATIONAL ARRANGEMENTS

Accidents

General

All accidents must be notified to the SES Renovations as soon as practicable after the accident. Major injury accidents (or a death) should be notified directly to the Health and Safety Executive (HSE) and then as soon as practicable to the SES Renovations operations manager so as an investigation can be carried out.

The duty to notify the HSE of “plus-7-day” accidents rests with the contractor.

Accidents/Incidents to Third Parties

Any accident or incident arising from the carrying out of the works and involving damage or injury to a third party **must be reported immediately** to SES Renovations operations manager . Written confirmation including statements should follow.

REPORT safety problems on site immediately to the SES Renovations Supervisor/Manager.

NEVER climb an untied ladder.

DO NOT work at height unless a risk assessment has been completed.

KEEP CLEAR of working plant.

NEVER tamper with electrical equipment or remove guards from machines.

DO NOT operate any mobile plant unless trained and authorised to do so.

ALWAYS wear the correct protective equipment supplied by your employer, i.e. hard hats, safety boots, goggles, ear defenders, respirators, gloves, safety harnesses or high visibility jackets.

PREVENT Weils Disease (caused by rats). Maintain good hygiene.

DO NOT use hazardous substances without proper instructions and COSHH assessments.

PERMIT TO DIG is mandatory. Beware of UNDERGROUND and OVERHEAD CABLES

NEVER enter a CONFINED SPACE unless you have been trained and authorised, and the atmosphere declared gas free.

DO NOT take UNNECESSARY RISKS, engage in horseplay or put others at risk by your actions and adhere to all safety signs.

ONLY ever use 110volt electric tools.

DO NOT lift loads too heavy for you.

If SES Renovations Management has reason to suspect you have excess ALCOHOL in your system you will be suspended from site.

IF IN DOUBT ABOUT ANY SAFETY ISSUE SEEK ADVICE FROM SES Renovations OPERATIONS MANAGER.

Enforcement of the Code of Practice

The attention of Contractors is specifically drawn to the fact that failure to follow the provisions of this Code of Practice may result in the Contractor or individual members of his/her workforce being required to leave the SES Renovations site.

ORGANISATIONAL ARRANGEMENTS

Employee QHSE Induction

Name	<input type="text"/>
Department	<input type="text"/>
Date Commenced Employment	<input type="text"/>
Position	<input type="text"/>
Date of Issue	<input type="text"/>

By the end of your Induction, you should have understanding of the following:-

Subject Covered (tick as appropriate)

1 Fire Safety

- Identification of alarm sound
- Location of alarm sounders
- Action in the event of fire
- Location of all exit routes
- Location of assembly point
- Location of extinguishers
- Types of extinguishers and uses
- How to use different extinguishers
- Company smoking policy
- Areas where smoking is allowed

2 Accidents

- Location of first aiders
- Action in the event of serious injury or illness
- Reporting procedure and reasons

3 Housekeeping

- Reasons for maintaining clear access
- Hazards of untidy storage
- Dangers of not clearing spillages

4 Permit to Work

- What needs a PTW?
- Who issues a PTW?

5 Protective Clothing

- Need for equipment used in department
- Issue, care and cleaning arrangements
- Correct use of all types used
- Correct storage

6 Electrical Equipment

- Purpose of pre-use visual checks
- Action if fault found

7 Safety Policy

- Employers Responsibilities
- Employees Responsibilities
- Implementation of policy

8 Manual Handling

- Correct manual handling techniques

ORGANISATIONAL ARRANGEMENTS

Employee QHSE Induction

9 Hygiene

- Reasons for necessity
- Risks of infection

10 Hazards

- Main hazards on site - Control Measures
- Risk Assessments & Method Statements

11 Machinery Hazards

- Need for guarding
- Mobile Plant Training
- Mobile Plant daily checks & defect Reporting

12 Chemical Hazards

- COSHH assessment sheets
- Safety Data sheets
- Spillages on floor - action
- Spillages on person - action
- Importance of correct labelling

13 Quality & Environmental

- ISO 9001: 2000
- ISO 14001: 2004
- Employee Responsibility

Confirmation of Induction Training

The above subjects have been discussed with me during my first week of employment.

Signature:-

Print Name:-

Date:-

Signature:-

Print Name:-

Date:-

ORGANISATIONAL ARRANGEMENTS

Risk Assessment Template

Risk Assessment No: _____

Site / Operation:	Task Assessed:	SCORING SYSTEM
		Risk Rating: Low Risk - RR 1 – 5 Medium Risk - RR 5 – 15 High Risk - RR 15 – 25 <i>NB: Where High Risk is assessed alternatives must be sought</i>
Assessor/s:	Date of Assessment:	Severity: 1 Causing minor injuries e.g. cuts, scratches. No time lost likely – First Aid treatment. 2 Causing significant injuries e.g. sprains, bruises, lacerations. 3 Causing temporary disability e.g. fracture 4 Causing permanent disability e.g. loss of limb, sight or hearing. 5 Causing death to one or more people.
Overall Risk Rating: (high / medium / low)	Date Review Due:	Likelihood: 1 Unlikely or remote occurrence 2 Low probability, isolated occurrence 3 Likely to occur 4 High probability of occurrence 5 Inevitable occurrence

HAZARD	RISK	PERSONS AT RISK	RISK ASSESSMENT WITHOUT FURTHER CONTROL			CONTROL MEASURES TO BE IMPLEMENTED	PERSON TO ACTION	REVISED RISK ASSESSMENT - ACTIONS IMPLEMENTED		
			S	L	R			S	L	R

ORGANISATIONAL ARRANGEMENTS

COSHH Assessment Template

ASSESSMENT OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)										
DEPARTMENT		LOCATION		REFERENCE NO		ISSUE NO				
SUBSTANCE			RISK CLASSIFICATION							
NAME	CAS NUMBER	EXPLOSIVE	OXIDISING	VERY TOXIC	TOXIC	FLAMMABLE				
	PHYSICAL STATE	CORROSIVE	HARMFUL	IRRITANT	HIGHLY FLAMMABLE	CARCINOGENIC				
SUPPLIER / MANUFACTURER	TEL. NO	RISK PHRASES	SAFETY PHRASES							
WHERE STORED	QUANTITY	OTHER RISKS								
DATA SHEET RECEIVED	ATTACHED	CHEMICAL COMPOSITION								
WORK ACTIVITY ASSESSMENT										
Process		PRINCIPLE HAZARDS		WHO COULD BE EXPOSED						
		FREQUENCY OF EXPOSURE								
OCCUPATIONAL EXPOSURE LIMITS										
SUBSTANCES	HARMFUL EFFECTS	MEL			OES					
		8 HR	15 MIN		8 HR	15 MIN				
RISKS / HAZARDS	EXISTING CONTROLS	NEW CONTROLS REQUIRED			FIRST AID EMERGENCY ACTION					
		--								
		--								
		--								

ORGANISATIONAL ARRANGEMENTS

EMERGENCY ARRANGEMENTS		HANDLING, STORAGE AND DISPOSAL		
FIRE FIGHTING MEASURES	ACCIDENTAL RELEASE MEASURES	HANDLING	STORAGE	DISPOSAL
PROVISION OF INFORMATION				
DESCRIPTION	YES	NO	DETAILS	
INFORMATION, INSTRUCTION AND TRAINING				
ASSESSMENT RESULTS				
WAS THE CONTROL OF HAZARDS SATISFACTORY OR ARE IMPROVEMENTS REQUIRED? YES /NO <input checked="" type="checkbox"/> <i>GIVE DETAILS</i>				
ASSESSOR				
DATE	PRINT NAME	JOB TITLE	SIGNATURE	

ORGANISATIONAL ARRANGEMENTS

Hot Work Checklist

Operational Checklist for those involved in Hot Work Typical Precautions for Safe Hot-Working

1. Care to be taken when using and storing materials used for ignition purposes, i.e. matches and lighters.
2. Hot-work equipment is in good repair and adequately secured. Gas welding and cutting equipment carries a "Hot Work Checklist".
3. All combustible material of a portable nature shall be removed from the site of operations and floors swept clean of combustible materials. Flammable substances such as paints and adhesives must be removed from the Hot Work area.
4. ***All combustible material remaining in the vicinity shall be either a) thoroughly drenched with water or b) cover with damp sand or c) covered with non-combustible sheets – whichever is suitable.***
5. Combustible floors, walls and ceilings protected by ***wetting down and covering with damp sand or covered or screened by sheets of non-combustible material – whichever is suitable.***
6. Where work is above floor level, non-combustible curtains or sheets should be suspended beneath the work to collect sparks.
7. All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible materials.
8. Means for fire extinguishing must be in close proximity to the "Hot Work" operation. If a fire point is not in the immediate vicinity, then portable fire extinguishing equipment must be available at the site of operations.
9. Ensure that the correct Personal Protective Equipment is worn in relation to the task being carried out.
10. Those concerned have had the nearest fire alarm/telephone pointed out to them and have been told what to do in the event of a fire or other emergency.
11. Any pipes affected have been assessed for hazardous contents or residues, isolated and vented. Precautions have been taken to prevent the release of sparks or other hazardous emissions from open ends. Consider the potential for conduction of heat.
If considered necessary by the Competent Person, a firewatcher shall be placed in charge whilst the "hot-work" operations are in progress and shall patrol in or about any structure of building close to the "hot-work" operations, where the risk of fire may arise. The Competent Person must inspect the site of the "hot-work" operation at least once per day on the dates the permit is valid.

ORGANISATIONAL ARRANGEMENTS

PPE REQUEST FORM

EMPLOYEES NAME / SITE: _____

DATE: _____

EMPLOYEES PAYROLL NUMBER: _____

ITEM	SIZE/TYPE	AMOUNT
SAFETY BOOTS(
HI-VIS BOILERSUIT(PROBAN HI-VIS BOILERSUIT (
HI VIS POLO SHIRT		
SWEAT SHIRT		
WATER PROOF JACKET		
HI-VIS VEST		
TROUSERS		
HARD HAT		
SAFETY GOGGLES/GLASSES		Job specific
EAR DEFENDERS / EAR PLUGS		Job specific
RUBBER GLOVES TRANSPORT ONLY		Job specific
DISPOSABLE GLOVES		Job specific
GLOVES (RUBBER PALM & KNIT-WRIST)		Job specific
WELLINGTON BOOTS		Job specific
DUST MASKS		Job specific
DISPOSABLE SUITS		Job specific

SUPERVISORY SIGNATURE _____

EMPLOYEES SIGNATURE _____

STORES SIGNATURE _____

ORGANISATIONAL ARRANGEMENTS

SES Incident Investigation Report – Document 21

Organisation involved	<input type="text"/>		
Location of incident	<input type="text"/>		
Date of incident	<input type="text"/>	Time of incident	<input type="text"/> AM / PM
Type of incident	<input type="text"/>		
Potential severity	Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/>		
Probability of recurrence	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>		
Description of how incident occurred (use extra sheet if necessary)			
<input type="text"/>			
Use this space to sketch site if necessary			
<input type="text"/>			

ORGANISATIONAL ARRANGEMENTS

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ORGANISATIONAL ARRANGEMENTS

Immediate causes: what unsafe acts or conditions caused the event?

Secondary causes: what human, organisational or job-related factors caused the event?

Remedial actions: recommendations to prevent recurrence

Signature of investigator

Date

Follow up action/review of recommendations and progress

Name of reviewer

Position/title of reviewer

Signature of reviewer

Date

ORGANISATIONAL ARRANGEMENTS

Mobile Elevated Working Platform's Guidance

Background

Mobile elevating work platforms (MEWPs) can provide safe access and safe working at heights, and are often safer than ladders or other access equipment.

Each year there are a number of serious accidents in which operators are thrown from MEWPs, including about 3 fatalities each year from the baskets of 'cherry pickers'. In many situations, the ***wearing of a safety harness would provide good protection in the event of falling, or of being thrown, from the MEWP's basket.***

This guidance relates primarily to 'cherry pickers'. However, the advice is also relevant to scissor-type MEWPs if the operator is at risk of falling, e.g. as a result of leaning over the guard rail.

The Risks

The typical MEWP consists of one or more pivoted arms. Movement from a single pivot causes the basket to move through an arc. To make the basket move in an approximately straight line, e.g. down the face of a building, the operator must adjust more than one control, either simultaneously or alternately. Many accidents occur when the controls are too 'coarse'. This may cause the basket to move more rapidly than anticipated or the operator may not be able to compensate sufficiently for the 'arc' movement. The basket then may strike, or be obstructed by, part of the structure, e.g. a windowsill. If power continues to be applied when the basket has become jammed, it is likely to cause failure of part of the supporting machine or it may result in the sudden movement of the basket, throwing out the occupant(s).

Other significant causes of accidents are:-

- a. When a nearby vehicle or mobile plant strikes the MEWP - if part of the supporting arm intrudes into a public thoroughfare or contacts an overhead travelling crane.
- b. When the operator either leans too far out of the basket or loses balance - when handling awkward pieces of material such as long sections of guttering.
- c. Failure of the levelling system or a major component of the MEWP; and
- d. Unexpected movement or overturning due to incorrect installation or soft or uneven ground.

Note that MEWPs are intended as work platforms and not as a means of access to elevated levels, e.g. persons have been injured climbing out of MEWP baskets to get onto a roof.

Error of judgement or lack of sufficient instruction and training can cause rapid movement of the basket and collision with racking while manoeuvring. Whilst many incidents have been attributed to 'operator-error', many such errors are foreseeable and should be considered as part of a risk assessment.

ORGANISATIONAL ARRANGEMENTS

Precautions to be taken before Working from Any MEWP

Employers and others responsible for the use of MEWPs should assess the risks of users falling from or being thrown from the basket, and take precautions to eliminate or control those risks.

The precautions for safe work from a MEWP include:-

- Guard rails round the edge of the basket to stop the user falling.
- Toe-boards round the edge of the platform.
- Use of stability devices, e.g. outriggers, provided to make the machine stable.
- Locking-out controls (other than those in the basket) to prevent inadvertent operation; and
- A safe system of work which includes:-
 - Planning the job (the Lifting Operations and Lifting Equipment Regulations 1998 reg.8).
 - Use of trained/experienced operator(s).
 - Instructions when to enter/leave the basket, e.g. when basket is fully lowered.
 - Instructions in emergency procedures, such as evacuation, should the power be lost, and
 - Use, where necessary, of suitable fall restraint or, in high risk situations, fall arrest equipment.

High Risk Activities Requiring Fall Arrest Protection

In 'high risk' situations the use of personal protective equipment (PPE) for fall arrest should be used, as it could significantly reduce the risk of serious injury. The equipment will usually consist of a full body safety harness attached by a lanyard (and energy absorber) to a designated anchorage point on the basket. Situations including those described above which have been identified as 'high risk' are where:-

- There are protruding features which could catch or trap the basket.
- Nearby vehicles or mobile plant could foreseeably collide with, or make accidental contact with the MEWP. Situations include work in the vicinity of very wet or slippery road surfaces, and where the MEWP may intrude into the safety zone of a road traffic management section.
- The nature of the work being done from the basket may mean operators are more likely to lean out. This may happen, for example when operators.
- Inadvertently, or for reasons of speed and convenience, overreach or stretch from the basket and may overbalance; or
- Handling awkward work pieces which may move unexpectedly.
- Rapid movement of the machine is possible.

ORGANISATIONAL ARRANGEMENTS

Appropriate Safety Equipment

Fall Arrest Equipment

Where fall arrest equipment is provided it should consist of a full body harness (relevant standard: BS EN 3611) and a lanyard. Inspectors may refer to BS EN 3632 (fall arrest systems) which provides guidance on how the various components of a system should be assembled.

The safety harness should be attached to a suitable anchorage point in the basket by a lanyard (see BS EN 3543) with energy absorber (see BS EN 3554). An energy absorber may not be suitable for use with a MEWP which is restricted to low height working e.g. below about 5 metres (depending on the fall arrest equipment used), as the distance between the anchorage point on the MEWP and the ground may not be sufficient for the energy absorber to deploy correctly before the user hits the ground. This clearance height should be considered in the risk assessment.

The lanyard must be of correct length so as to allow normal work to be carried out without restriction, but should be as short as practicable. Operators will need training in use of the harness and lanyard, and the procedures for periodic inspection, maintenance and storage of fall protection PPE (especially textile equipment).

Most MEWPs are fitted by the manufacturer with designated anchorage points (which should be specifically marked). However, care will be needed in selecting a MEWP appropriate for the planned work, e.g. a retractable-type fall arrester requires a high anchorage point, some types of MEWP are not provided with an anchorage point and some have an anchorage point specified as 'fall restraint' only.

Fall Restraint Equipment

There will be a few scenarios e.g. where part of the mechanism breaks, in which a safety harness attached to the basket will be ineffective as the workers may fall with the basket. This situation is, however, less common than where the occupants are likely to be thrown out. In many cases the basket is very unlikely to fall off even though it may tip forward; a harness will still afford protection as long as the basket is higher off the ground than the length of the (extended) lanyard.

Where it is unlikely that a worker would be thrown or fall from the basket but the employer wishes to reduce the risk further, e.g. by deterring overreaching, fall restraint equipment may be used. It will normally consist of a combination of a waist restraint belt (BS EN 3585 work positioning systems) and a lanyard (BS EN 3541). There are as yet no applicable European standards for 'restraint systems' but the scope of BS EN 3585 specifically states that such devices are not intended to arrest a fall.

Fall restraint equipment e.g. a waist belt, provides a lesser standard of protection and is not suitable for fall arrest; the restraint system must be such that it stops the worker falling in the first place. 'Restraint belts' are restricted to situations where, in conjunction with a lanyard, they prevent the wearer putting themselves in a position where a fall is possible.

ORGANISATIONAL ARRANGEMENTS

Inspectors may wish to advise the use of a full body harness, lanyard and energy absorber at all times, as the additional cost of a full body harness (compared with a waist belt), or of an energy absorbing lanyard compared with a restraint lanyard, need not be excessive.

ORGANISATIONAL ARRANGEMENTS

Ladders Guidance

Ladder Accidents

Many workers are killed or injured each year while using ladders, many when carrying out tasks on ladders of 30 minutes or less. The three main causes of ladder accidents are:-

- Poor or inadequate securing and placing of the ladder. This accounts for 50% of ladder accidents.
- Climbing ladders when carrying loads.
- Over reaching and over balancing.

Different Types of Ladders

All ladders should meet the requirements of the appropriate British or European standards:-

- BS 1129:1990 (British) applies to wooden ladders and stepladders.
- BS 2037:1990 (British) applies to metal ladders and stepladders.
- BS EN 131:1993 (European) applies to metal and wooden ladders and stepladders.

In addition to the standards that relate to the material the ladder is made from, there are three British and European standards that relate to their safe working loads:-

- ***Class1 (Industrial)*** - Maximum static vertical load 175 kg (27.5 stone). Can be used frequently and in the onerous conditions that can be found on site. These are the only ladders that are recommended for use on site.
- ***Class 2 (Light Trades)*** - Medium duty – can be used only in good conditions. Suitable for light trade purposes. This ladder class is now replaced with BS EN131.
- ***Class 3 (Domestic)*** - Maximum static vertical load 125 kg (19.5 stone). Suitable only for domestic and household use.
- ***Class 2 & 3*** – Ladders are not recommended for general use on site.
- ***BS EN 131*** - Maximum static vertical load 150 kg (23.5 stone).

All ladders should be marked with a unique identification number and the class or duty rating.

Always check for the relevant British or European standard when buying, hiring or using ladders. If it is not marked on the ladder, or detailed in the manufacturer's guidance, contact the manufacturer or supplier to ensure that the ladder has been manufactured to the required British or European standard.

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Planning the Job

Areas which should be considered:-

- Is a ladder the right equipment for the job?
- Is the ladder to be used as a means of access e.g. onto scaffolding or a roof, or will someone be using the ladder as a 'work platform'.
- Ladders should only be used as a 'work platform' for uncomplicated work with a short duration. If a ladder is not suitable then consideration should be given to the use of more suitable equipment e.g. stepladders, scaffolding, tower scaffold systems, mobile elevating work platforms.
- Even where ladders are used only as a means of access and egress, precautions must be taken to prevent the ladder slipping. In addition where a ladder or run of ladders rises a vertical distance of 9 metres or more, landing areas/rest platforms should be provided wherever practicable.
- Has a risk assessment of the task been undertaken? Questions to ask include:-
 - a. Are measures required to protect other people e.g. barriers, second person to act as look out, removing ladders when the site is unattended?
 - b. Will the ladder be positioned on a level and stable surface e.g. concrete?
 - c. Is there means to secure the ladder i.e. can the ladder be safely tied, or will a second person be required to foot the ladder?
 - d. How long will the task take?
 - e. Have the person(s) carrying out the work received adequate information, instruction or training to enable them to carry out the work safely?
 - f. Who will be using the ladder? Do the person(s) carrying out the work suffer from vertigo or fear of heights?
 - g. Is lone working involved? This should be avoided where possible when working with ladders.
- Has the right ladder been selected for the job?
 - Some ladders may be too short for high work and some (just as dangerously) are too long for lower work. You must be able to work comfortably without over reaching up, down or sideways. Has the right class of ladder been selected?
 - Children under 16 should not be permitted to use ladders.

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Before Use

- Always visually inspect a ladder before it is used.
- Check for damage to the stiles (uprights), rungs and top platform.
- Check that plastic caps and/or rubber fittings are not missing (replacements can usually be obtained from the supplier or manufacturer).
- Never use a ladder that is defective. Do not attempt to repair damage. Always report damaged equipment immediately to your supervisor.
- Make sure the rungs are clean and dry. Beware of wet, greasy and icy rungs.
- Wear flat firm soled shoes/boots with clean soles and a good grip.
- Check that there are no overhead hazards near where you are going to work, e.g. overhead electric lines.

Setting Up

- Always follow the manufacturer's instructions when setting up equipment.
- Do not use, or carry metal ladders (or wooden ladders when wet) beneath low power lines.
- Position the ladder on a firm and level base. There should be no makeshift use of bricks, timber or other packing to gain extra height or level up the stiles.
- Where a ladder is longer than 3 metres it must be secured. Ladders must be secured by the stiles, not by the rungs.
- If a ladder cannot be adequately secured at the top, it must be secured at the base (e.g. blocks, stakes, sandbags, stabilisers). If the ladder cannot be adequately secured, a second person must foot the ladder for the full duration of the work being carried out.
- When used as 'working platforms' (rather than for access to scaffolding) ladders under 3 metres long need not be fixed or footed if they are securely placed to prevent slipping. However, any ladder used as a means of access must be secured to prevent it slipping or falling.
- Always rest the ladder against a solid surface (e.g. not against plastic gutter or against a narrow feature) and secure the top of the ladder by tying it off. A second person should foot the ladder when this is being carried out.
- The overall length of the ladder is not the same as its usable length. When used for access to scaffolding, roofs, the ladder should extend at least 1 metre (at least three rungs) above the landing place. If a person is working off a ladder, there should be 1 metre of ladder length above the highest rung on which the worker has to stand. Rungs are usually a third of a metre apart.
- The ladder should be placed at 75 degrees to the horizontal. One measure out from the building, for every four measures up.
- Do not use ladders outside in strong winds.

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- Do not lend ladders to other persons.
- Do not use ladders close to the corners of buildings.

On the Ladder

- Always face the ladder and use both hands when climbing up and down the rungs.
- If you need to carry tools up a ladder use a shoulder bag, tool belt.
- Hold the ladder with one hand while you work. Special trays are available to fit between the stiles where necessary. If the work requires the use of both hands then another means of access should be used (scaffolding, tower scaffold, mobile elevated working platform).
- Always keep both feet on the rungs whilst working. Never have one foot on the ladder and the other foot on something else (e.g. window ledge, wall). Do not over-reach. Move the ladder and re-secure it! Keep your body within the stiles (uprights) while working.
- Never work off the top rung of a ladder.
- Never have more than one person on the ladder at any one time.

Extension Ladders

If you are using an extension ladder, make sure you know how to use it correctly. Accidents have occurred where extension ladders have been used the wrong way round, causing the ladder to collapse.

On extension ladders over 5 metres (approx. 18 rungs) there must be an overlap of at least three rungs. On extension ladders over 6 metres, this overlap should be 4 rungs. On shorter extension ladders (less than 5 metres) there should be a minimum overlap of at least two rungs.

Ordinary ladders must never be lashed, tied or spliced together to try and make an extension ladder.

Storage and Records of Inspection

Every ladder should be inspected on a regular basis and carry an identification mark. A written record should be kept of all inspections, defects and repairs.

Ladders should be stored in a covered, well-ventilated place where they are protected from excessive damp, heat and the weather. Wooden ladders should be kept off the floor (to avoid contact with damp).

Ladders should be stored out of sight, under lock and key. As an alternative, if ladders are stored in corridors, public areas they should be secured to a wall.

Ladders can be stored vertically or horizontally. If they are hung vertically they should be secured to prevent them falling over. Ladders should never be hung vertically from their rungs. A rack or wall brackets will allow ladders to be hung horizontally from the stiles.

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A formal system should be in place for recording ladder inspections. Visual inspections should be carried out before and after normal use. Inspections should also be carried out at other set intervals. The frequency of these set inspections will depend on the amount a ladder is used.

As part of a system of inspection and maintenance, ladders should be individually identified. This identification may include marking or painting small areas of the ladder. However, painting should be kept to an absolute minimum, as painting may hide defects.

Ladders found to be defective should be clearly labelled or marked and withdrawn from service until repaired, or disposed of.

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Ladder Inspection Checklist

Date _____

Ladder Description _____

ITEM TO BE CHECKED	CONDITION SATISFACTORY	NEEDS REPAIR
<u>GENERAL</u>		
Loose steps or rungs (consider loose if they can be moved by hand).		
Loose nails, screws, bolts, or other metal parts.		
Cracked, split or broken uprights, braces, steps or rungs.		
Slivers on uprights, rungs or steps.		
Damaged or worn non-slip bases		
<u>STEPLADDERS</u>		
Wobbly (from side strain).		
Loose or bent hinge spreaders.		
Broken Stop on hinge spreaders.		
Loose hinges.		
<u>EXTENSION LADDERS</u>		
Loose, broken, or missing extension locks.		
Defective locks that do not seat properly when the ladder is extended.		
Deterioration of rope.		

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ITEM TO BE CHECKED	CONDITION SATISFACTORY	NEEDS REPAIR
<u>TROLLEY LADDERS</u>		
Worn or missing tires.		
Wheels that bind.		
Floor wheel brackets broken, loose or missing.		
Floor wheels and brackets missing.		
Ladders binding in guides.		
Ladder and rail stops broken, loose and missing.		
Rail supports broken or section of rail missing.		
Trolley wheels out of adjustment.		
<u>TRESTLE LADDERS</u>		
Loose hinges.		
Wobbly.		
Loose or bent hinge spreaders.		
Stop on hinge spreader broken.		
Centre section guide for extension out of alignment.		
Defective locks for extension.		

Health and Safety Executive

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The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)- Reporting Procedures

Where an injury, disease or dangerous occurrence is reportable under the RIDDOR Regulations, the responsible person has the following two options.

1. Incident Contact Centre

Notify the Incident Contact Centre (ICC). Reports can be made by:

Tel: 0845 300 9923

Fax: 0845 300 9924

Website: www.riddor.gov.uk

Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

The report will then be forwarded on to the appropriate enforcing authority. A copy of the report made to the ICC will be sent back to the duty holder for correction, if necessary. A record of reported incidents must be kept for inspection by visiting officers.

2. Enforcing Authority

Notify the local office of the enforcement authority (either the HSE or the local authority) by the quickest practicable means and/or on the approved statutory form (F2508), according to the category of the incident.

The enforcing authority is the body responsible for enforcing the Health and Safety at Work, etc Act 1974 (and other relevant statutory provisions) in the premises where, or in connection with the work at which, the reportable event happened.

The split of enforcement responsibility between HSE and local authorities is determined by the Health and Safety (Enforcing Authority) Regulations 1998.

Local authorities are responsible for enforcing health and safety legislation in:

- Retail premises
- Some warehouses
- Most offices
- Hotels and catering establishments
- Sports and leisure facilities
- Consumer services
- Places of worship
- Residential accommodation

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In practice, notifying “by the quickest practicable means” will normally entail a telephone call to the enforcing authority during normal office hours. It is advisable to keep a note of telephone notifications, including:-

- The time of the call
- The name of the caller
- The details given of the notified event.

The approved form for making reports is F2508. This may be freely photocopied in order to make reports.

What Should be Reported?

The following are notifiable to the relevant authority:

- Deaths or major injuries
- Over-seven day injuries
- Violent incidents (in certain circumstances)
- Dangerous occurrences
- Certain diseases

Reporting Death or Major Injury

Death

A report must be made to the appropriate enforcing authority by the quickest practicable means in the event of an accident arising out of a work activity which results in:

- The death of, or major injury to, an employee or self-employed person on work premises
- The death of a member of the public
- A member of the public being taken to hospital

The **report** should be made either to the local enforcing authority or the ICC. Where a verbal report is given to the local enforcing authority, this must be followed, within 10 days, by a written report on a prescribed form (**F2508**). Where the ICC has been notified, no follow-up action in respect of reporting will be required.

The following should be kept in mind:-

- Where the nature and severity of an injury is not immediately apparent, the report required shall be submitted as soon as the nature of the condition is confirmed.
- Deaths to be reported include those where an employee dies within one year as a result of an accident at work, whether or not this was reported at the time of the original accident.
- Although the police would notify the HSE in cases of accidental fatalities at work, this does not relieve the responsible person of the duty to report the fatality to the HSE.

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Major Injuries

Major injuries are defined in the RIDDOR Regulations as:

Where any person at work, as a result of a work-related accident, suffers—

- any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
- any burn injury (including scalding) which—
- covers more than 10% of the whole body's total surface area; or
- causes significant damage to the eyes, respiratory system or other vital organs;
- any degree of scalping requiring hospital treatment;
- loss of consciousness caused by head injury or asphyxia; or
- any other injury arising from working in an enclosed space which—
- leads to hypothermia or heat-induced illness; or
- requires resuscitation or admittance to hospital for more than 24 hours,
- the responsible person must follow the reporting procedure.

Reporting Lost-time Injuries

Where any person at work is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work, the responsible person must send a report to the relevant enforcing authority in an approved manner as soon as practicable and in any event within 15 days of the accident.

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A degree of judgment is required in determining whether the injured person would have been unable to perform their normal range of duties for more than three consecutive days. It might be necessary to ask the injured person if they would have been able to carry out all duties if they had been at work.

Examples of Lost-time Injuries

The following is an examples of a lost-time injury.

- A trainee who normally works Monday to Friday is injured at work on Thursday and left unable to do their job. The trainee returns to work the following Tuesday. The days counted would be Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday. This makes a total of seven days when the trainee would have been unable to work because of the injury. In this case the injury must be reported.

Reporting Dangerous Occurrences

If there is an accident because of a work activity that does not result in a reportable injury, it may still be a “dangerous occurrence”. A dangerous occurrence must be immediately reported to the enforcing authority or the ICC.

A dangerous occurrence includes all industries and occupations:

A full description of all reportable dangerous occurrences is given in schedule 2 of the RIDDOR Regulations.

Reporting Cases of Disease

Where a doctor sends notification that an employee is suffering from a reportable work-related disease, a report must be made to the ICC or the appropriate enforcing authority by submission of a completed form (F2508A).

A full description of all reportable diseases is given in schedule 3 of the RIDDOR Regulations.

Who Should Make Reports under RIDDOR?

The person with responsibility for notifying and reporting deaths, injuries, diseases and dangerous occurrences to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) depends upon the circumstances involved.

The responsible person may be:

- The employer of the individual involved
- A self-employed person
- Someone in control of premises where work is carried out

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The following table gives details of the responsible person.

Responsible Persons under RIDDOR

Reportable Incident	Responsible Person
<p>Death, major injury or over-seven-day injury to:</p> <ul style="list-style-type: none"> • An employee • A self-employed person at work in premises under the control of some other person. 	<p>Person responsible in this instance:</p> <ul style="list-style-type: none"> • The employee's employer • The person in control of the premises at the time of the event and connected to the trade, business or undertaking.
<p>Major injury, over-seven-day injury to:</p> <ul style="list-style-type: none"> • Self-employed person at premises under his or her control. 	<p>Person responsible in this instance:</p> <ul style="list-style-type: none"> • The self-employed person or someone acting on his or her behalf.
<p>Death or injury to a person not at work that results in that person being taken to hospital for treatment.</p>	<p>The person in control of the premises at which the accident occurred at the time of the event and connected to the trade, business or undertaking.</p>
<p>A reportable disease contracted by:</p> <ul style="list-style-type: none"> • An employee • A self-employed person. 	<p>Person responsible in this instance:</p> <ul style="list-style-type: none"> • The employee's employer • The self-employed person.
<p>A specified dangerous occurrence Note: some exceptions exist for occurrences at mines, wells, pipelines and with vehicles carrying a dangerous substance</p>	<p>The person in control of the premises where the dangerous occurrence happened at the time it occurred and connected to the trade, business or undertaking.</p>
<p>Special cases — all reportable events at:</p> <ul style="list-style-type: none"> • Mines • Quarries • Offshore installations • Diving operations. 	<p>Person responsible in this instance:</p> <ul style="list-style-type: none"> • Mine manager • The owner • The owner (mobile installations), the operator (fixed installations) • The diving contractor.

This responsible person does not have to be a named individual. In practice though, an individual, such as a safety advisor, with the knowledge of the procedures and requirements of reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will often be expected to perform the function of reporting all necessary incidents.

If there is any doubt contact safety consultant