Employee Health and Safety Handbook

This document has been prepared by Seguro Management Ltd

Seguro
Health and Safety Consultants

And is fully supported by them until: 20th July 2027

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Employee Health and Safety Handbook

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Acknowledgement receipt

Health and Safety Handbook
Amendment Record

Section number appendix name	Date of amendment
Issue of new handbook and arrangements	4th August 2011
Annual review: Section 3.01 – Accident Reporting Procedure – Legislation update Section 3.03 – Asbestos - Legislation update	07th August 2012
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Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, PLF Limited is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy has been compiled and outlines the company's health and safety arrangements. A copy of this is available for all employee to read in the form of this employees handbook, if any interested person wishes to view the master health and safety management system it can be seen by contacting the Managing Director who will arrange for the document to be made available.

In order for PLF Limited to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

Upon receipt of this handbook the reader must make themselves aware of the contents, if there is any aspect of the documentation that is unclear, contact should be made with the Managing Director so that the issue can be clarified. When the handbook has been read, the recipient should complete the acceptance form, which is located at the back of this handbook and return it to the Managing Director. This form will be inserted into the reader's personnel file for future reference.

The company reserves the right to amend the document as necessary to ensure that it shows a true reflection of the health and safety within the organisation. Such amendments will be suitably marked with a date and issue number and will automatically be brought to the attention of all employees.

The employee handbook is a synopsis of the main health and safety policy, it is therefore advisable that all employees familiarise themselves with the arrangement section of the main policy at the earliest possible time.

1.01

Health and Safety Policy Statement

The following is a statement of the company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc Act 1974.

It is the policy of PLF Limited to ensure so far as is reasonably practicable the health, safety and welfare of all of the employees working for the company or other persons who may be affected by our undertakings.

PLF Limited acknowledges that the key to successful health & safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of PLF Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the company aims to protect everyone, including members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard of danger.

All employees have duties under the Health and Safety at Work etc Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

A signed copy of the company's statement is located on the general notice board.

1.02

Environmental Statement

PLF Limited recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will: -

Establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with: -

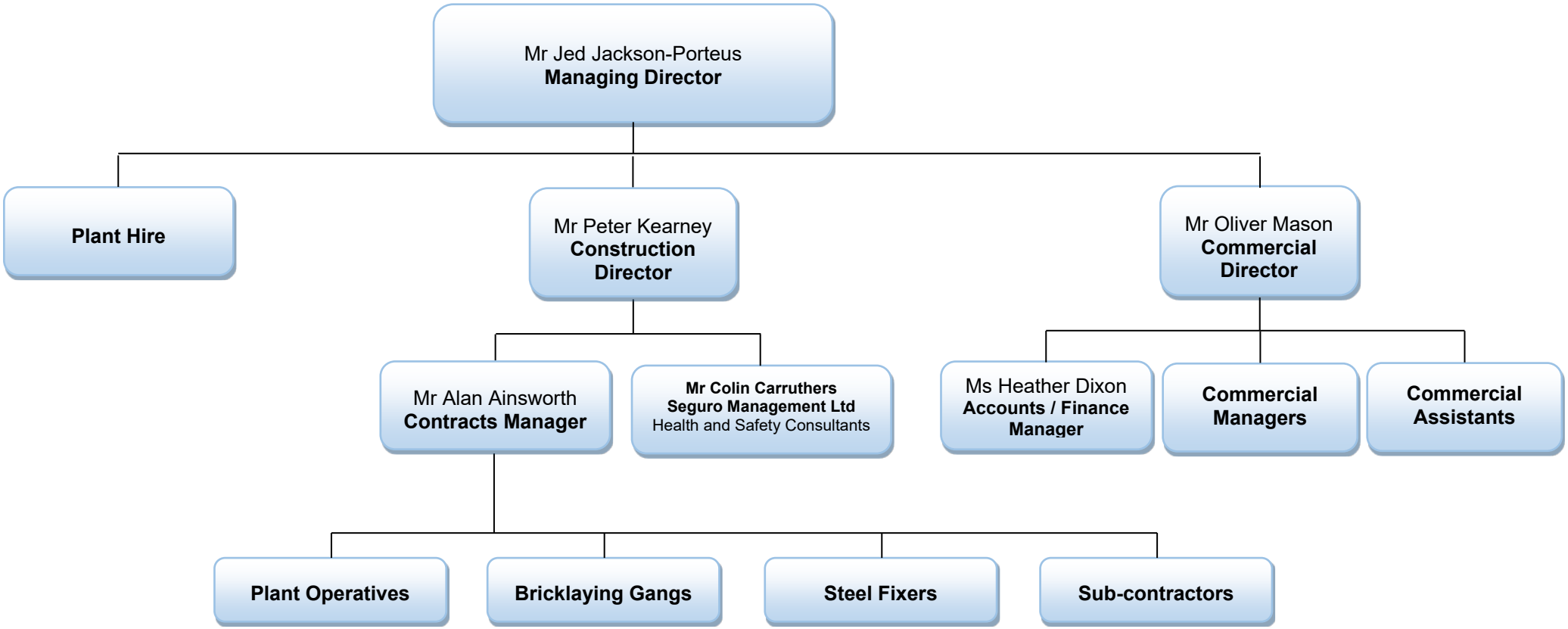
The communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

A signed copy of the company's statement is located on the general notice board.

2.0 Organisation

2.01 Safety Management Structure



2.02 Employers responsibilities

Under the Health and Safety at Work etc Act all employers who employ five or more people must compile a health and safety policy.

The policy document must consist of three areas as outlined below: -

- Health and safety policy statement.
- Details of the organisation.
- Details of arrangements.

PLF Limited have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in the company or using equipment provided by the company. Consideration will also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to members of staff and bring the findings to the attention of key members of staff.
- Provide safe machinery, equipment and tools that are suitably maintained at all times.
- Provide a safe place of work for staff and visitors with adequate facilities and safe access and egress.
- Provide adequate training and information to all members of staff regardless of their position within the organisation.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any risk assessments.
- Appoint competent persons to help comply with health and safety law.

The Health and Safety at Work etc Act supports various regulations and codes of practice that are required to be followed. One such regulation is the Management of Health and Safety at Work Regulations, which imposes specific duties on employers to: -

- Carry out risk assessments relevant to all work activities and bring the findings to the attention of employees.
- Appoint competent persons to help comply with health and safety law.
- Provide employees with suitable training and information in clear and concise terms.

2.03 Employees responsibilities

The Health and Safety at Work etc Act 1974 lays down two main sections which employees are required to comply with. These are: -

Every employee working for PLF Limited has a duty of care under the Health and Safety at Work etc Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her acts or omissions.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety law are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work which they are qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Inform the Manager/First Aider of all accidents that occur.

In addition to the above, Section 8 states that under no circumstances must employees purposely interfere with or misuse anything provided in the interest of safety or welfare such as guards, signs or fire fighting equipment.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

2.04 Information for employees

Information regarding health and safety law is provided in a number of ways and are as follows: -

- A company employees safety handbook is provided and is available for all employees to read as necessary.
- The approved poster “Health and Safety Law – What You Should Know” is displayed in the office container. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.
- General safety awareness posters are displayed around the premises along with any specific safety rules that are required to be followed.
- Management and employees have access to the health and safety general policy that contains all relevant information with regard to recording and monitoring.

2.05 Joint consultation

The Health and Safety (Consultation with Employees) Regulations 1996 requires all employers to consult with employees.

This consultation can be carried out directly with the employees or through one or more elected employees. These representatives are known as representatives of employee safety and their duties and rights are similar to safety representatives.

All information with regard to health and safety is communicated by means of consultation between management and employees. Seguro Management Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. The Managing Director will immediately advise subordinate employees.

Management will make themselves aware of any change in health and safety legislation that affects the company and will advise all subordinate employees accordingly.

If a member of the public or visitor raises any concerns with regard to health and safety, the Managing Director will investigate the incident and implement the appropriate remedial action or where necessary contact the head office of Seguro Management Ltd for further guidance.

3.0 Arrangements, safety instructions and information

3.01 Accidents, near miss and dangerous occurrences

PLF Limited have a written policy stating that all accidents, industrial diseases and dangerous occurrences are reported and recorded for future reference and to comply with specific legislation.

All accidents/incidents that occur which necessitates first aid treatment to be given will be recorded and will be investigated in due course to reduce the likelihood of any reoccurrence. All employees should report all injuries no matter how small to guarantee that treatment can be given where necessary and to ensure the incident is recorded in the accident book. All injury records will be kept on file for a minimum of three years.

In order that serious accidents are reported to the enforcement office it is important to ensure that the management is informed if you are off work for more than seven consecutive days (not counting the day of the accident but including weekends and rest days) as a result of the injury sustained.

All near miss incidents and dangerous occurrences will be investigated and documented on the incident record form that is located in the health and safety stationery pack.

The accident book contains information that must be recorded by law and is regularly reviewed by management to ascertain the nature of incidents that occur in the workplace in order to decide whether further control measures require implementing. Where necessary advice will be sought from the company's health and safety advisors Seguro Management Ltd.

3.02 Alcohol and drugs

All alcohol and drugs impair individual reaction speeds and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances: -

- Report or endeavour to report for work on any of the company premises having consumed alcohol or under the influence of drugs.
- Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a general practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he/she is employed, in a healthy and safe manner. Employees should advise management if they have any medical condition or are taking medication that could affect their work and the health and safety of either themselves or others.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

3.03 Asbestos

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos, therefore PLF Limited does not undertake any work involving asbestos and will request that the client produces a register or informs PLF Limited of any likely locations where asbestos may be found before starting work. If asbestos is located or is likely to be disturbed within the work area, work will be suspended until it has been removed by a specialist contractor. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work would stop until investigation has deemed is safe to continue.

Site Health and Safety Procedures
Asbestos
Emergency Asbestos Procedure

1. If asbestos is located within the building / property, work will be suspended until it has been removed by a specialist contractor.
2. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work will **stop** until investigation has deemed is safe to continue.
3. If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. Your site manager/supervisor must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed.
4. Upon notification of the discovery of suspected asbestos material, the Designated Responsible Manager/Supervisor should inform head office immediately **(01253 836743)** head office will then contact an Asbestos Consultant so that samples can be taken.
5. If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works will result in people being exposed to asbestos.
6. If the assessment indicates no exposure is likely, the works may continue. The asbestos register (if available) should be updated. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make recommendations as to the appropriate action required.
7. In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damaged asbestos, the following procedure will apply:
   - Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment.
   - Contact your site manager/supervisor for further advice.
8. PLF Limited will carry out any necessary investigations in association with the Asbestos Consultant.
   - **In every case of suspected release of uncontrolled asbestos, the Head Office must be contacted as soon as possible, and an incident report form completed as soon as practical.**
9. If there has been an uncontrolled release of asbestos at a concentration that exceeded the appropriate control limits, a record should be made on the employee's personnel record. A copy of this record should be given to the employee with instructions that it should be retained indefinitely. A copy should also be placed on the individual's personnel/medical records. This will be kept for a minimum of 40 years.

NOTE: This procedure is to form part of the site induction and should be displayed on the safety notice board and accessible within the site file.

3.04 Control of substances hazardous to health (COSHH) assessments

What is COSHH?

COSHH stands for the control of substances hazardous to health and covers most workplaces. The regulations set out how employers must control risks to health arising from substances used at work. Substances hazardous to health include: -

- Any chemicals that have by law to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'.
- Any substance with a maximum exposure limit or occupational exposure standard.
- Any other substance that creates a comparable health hazard.

Why know about COSHH?

The reason why it is important to know about COSHH is because your health and safety and that of your colleagues is at stake.

Knowing about COSHH helps you to understand what hazards are present and how to protect against ill health. The co-operation of all employees is essential, as keeping the workplace safe and healthy is a team effort.

COSHH Do's and Don'ts

Do

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.

Don't

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

Labelling of containers

Hazard to Environment

Explosive

Serious Health Hazard

Corrosive

Health Hazard

Flammable

Oxidising

Acute Toxicity

Compressed Gases

Labelling of chemicals

It is important to ensure that all chemical labelling that is used throughout PLF Limited is clear and concise to ensure that the risk to staff is reduced to the minimum.

Containers that are used to hold a temporary preparation need not be labelled, however it is advisable to mark the container with a suitable marker pen in order to determine what is contained within the vessel.

It is a legal requirement of the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations to ensure that all chemical substances that are supplied be correctly labelled. Therefore, any chemical substances that are delivered to the organisation without appropriate documentation must be rejected and returned to the supplier. Guidance on what labelling is required can be obtained from the hazard data sheets supplied with the substance.

3.05 Disciplinary rules

Please note that you will be subjected to disciplinary action and may be dismissed if after an investigation you are believed to have acted in any of the following ways.

- Deliberately breaking any of the above safety instructions.
- Removed or misused any piece of equipment, labels, sign or warning device which is provided by the company for the protection and safety of its employees.
- Used a naked flame in a no smoking area.
- Failed to follow the laid down procedure for the use of: -
  - Flammable or hazardous substances.
  - Toxic materials.
  - Items of lifting equipment.
- Behaved in any manner that could lead to accidents including practical jokes etc.
- Undertook any action that may interfere with an accident investigation.

3.06 Display screen equipment (DSE)

If you are required to operate computer equipment to undertake your work task, it is important to familiarise yourself with the contents of the relevant risk assessments. All workstations provided with visual display screen equipment are risk assessed and the results are recorded and retained by the Managing Director.

If you are a defined "user" under the Display Screen Equipment Regulations, a separate risk assessment will be completed for your workstation. If at any time changes are made to your workstation, the assessment will be required to be reviewed and it is therefore important to notify the Managing Director as soon as possible to ensure this process can be undertaken.

Your eyes play an important role when using display screen equipment and may be affected as follows:-

- Close up work – leading to tired eye muscles due to holding the focus on the display screen.
- Constant adjustment of light changes and glare along with the shifting of your gaze between reference sources and the screen may result in tired eyes.

Generally wearing corrective glasses is not a problem when using display screen equipment however, if you: -

- Wear contact lenses they may feel dry if you blink less often while staring at the computer screen.
- Wear reading glasses or bifocals; they may prevent you clearly focusing on the screen.
- Wear bifocals they often require you to tilt your head, this can often lead to neck strain and discomfort when using the computer equipment.

If you have any problems it is important you notify the Managing Director as soon as possible.

A mouse is a small device that is attached to the computer and is used to input data into the machine. If a mouse is used incorrectly it can lead to hand and arm injuries.

You can help eliminate any problems by the following actions: -

- Keeping the mouse within easy reach, you should not have to stretch your arm in order to reach the control.
- Do not hold the unit too tight, use your whole arm to move the mouse and not just your wrist.
- Where possible always rest your arm on the desk while using the mouse unit.
- Lightly rest your hand and fingers on the unit and don't push too hard on the buttons.
- If possible switch hands now and then.
- Take regular breaks – even short rests can help when completing intensive work.
- Regularly clean your mouse, as a mouse with clogged rollers requires more effort to operate.

When operating computer equipment you often have your arms raised or your wrists bent for long periods, this can lead to tendon or nerve disorders. It is therefore important to: -

- To ensure that you keep your forearm at right angles to your upper arm.
- To keep your wrists straight and in line with your hand and forearm.

Incorrect positioning of the computer screen equipment can lead to physical problems. When sitting at your computer equipment, it is important that you sit correctly as failure to do so may lead to poor posture or muscle strain. The upper body is most comfortable when you: -

- Keep your back supported.
- Keep your head upright.
- Keep your upper arms hanging in a relaxed position at your sides.

<u>If you experience any discomfort it is important to advise management</u>

Some frequently asked questions about computer equipment are: -

Q. How can I reduce stress from working with display screen equipment?

A. Keep yourself fit and healthy and get adequate rest and exercise with a well-balanced and healthy diet. You should consult your doctor before starting any exercise programme.

Q. Does the display screen equipment give off any radiation?

A. Computer equipment is like most other common electrical devices such as irons, toasters, kettles etc. and can produce some kind of radiation. However, a display screen gives out less radiation than the natural environment and the amount of radiation that is produced is well below the amount that is considered harmful.

Q. Should I work with the display screen equipment if I am pregnant?

A. There is no evidence that using computer equipment when pregnant is harmful to the mother or baby. If however, you have any concerns you should speak to your personal physician.

3.07 Electricity

WE ALL KNOW ELECTRICITY CAN KILL!

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical appliance may not be sufficient to kill but it may be capable of causing burns to the body. Therefore, all electrical equipment will be selected carefully to ensure it is suitable for the use within the organisation.

Moveable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

All operators of electrical equipment will be trained where appropriate to use the equipment in accordance with the manufacturer's instructions.

Always **visibly inspect** electrical equipment prior to use to ensure the item is safe. If electrical equipment is damaged, report it to management immediately. Under no circumstances tamper with the electrical apparatus unless you are competent and authorised to do so.

Do not: -

- Leave cables where they can get damaged, wet or pulled out of their connection.
- Lift, pull, lower or carry electrical equipment by the electric wire.
- Misuse electricity or electrical equipment.
- Run power tools from any lighting circuit.
- Force a plug into a wrong socket or jam wires into sockets.
- Overload sockets.

You should: -

- Take care not to run chairs or other objects over cables.
- Take care not to damage cables that are under desks.
- Check that leads are in good condition.
- Only use equipment that has been checked and labelled as safe and has a date code mark.
- Use extension leads only when necessary and have been approved by the organisation.
- Always follow the manufacturer's instructions.
- Report and isolate faulty or damaged equipment.
- Always keep switchboards and main electrical panels clear of obstructions at all times.

3.08 Electric shock and CPR

What is the first aid treatment for electric shock?

Do not touch a person who is still in contact with the electricity supply, this may cause your death as well as theirs. The person should be removed from the electrical contact as quickly as possible. This may be accomplished by cutting off the current that is going through the patient or by disconnecting the patient from the source by pushing them away with a non-conductive device such as a wooden broom or wooden chair.

What treatment should be carried out for electric shock after the patient has been disconnected from electric contact?

- If there is no sign of a pulse (Cardiopulmonary Resuscitation) CPR should be instituted as soon as possible, ensure appropriate help is on its way (see next page).
- The patient should be kept quiet and warm.
- The burn areas, which are often present at the contact and exit points where the body has been earthed, must be treated in the same manner as any burn.

What are the symptoms of shock due to injury?

- There may or may not be loss of consciousness.
- The skin becomes a pale colour and is cold and clammy to the touch.
- The patient's body can be covered with a fine perspiration especially on the forehead.
- The pulse is weak and rapid.
- The pupils of the eyes may be dilated.
- Breathing is rapid and shallow.
- The patient may be apprehensive and complain of weakness dizziness and thirst.

What is the first aid treatment for shock?

- If there is any major bleeding, it should be stopped immediately by applying direct pressure on or around the wound (at this stage you should wear impervious protective gloves) that will prevent any cross contamination.
- If there is severe pain that can be relieved by the First Aider (Fractures, dislocations etc). This should be done immediately.
- Place the patient on their back with the feet higher than the head (if there are no underlying injuries to prevent this).
- The patient should be kept warm. Supply him/her with adequate covering.
- Pain is one of the strongest contributors toward the development of shock. If a fracture or dislocation is present, it should be supported until medical help arrives.
- The patient should be transported to the hospital as soon as possible.

Nothing should be given by mouth! The patient may complain of thirst and it is fine to moisten the lips **but not drink.**

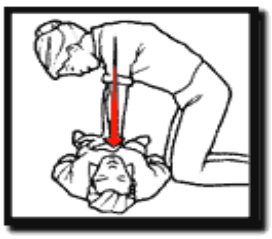
ONLY CARRY OUT THE FOLLOWING PROCEDURE IF YOU ARE TRAINED TO DO SO

1. CALL

Check the casualty for responsiveness. If there is no response, inform the senior person present immediately and return to the casualty. If there is no one available call 999 and return to the casualty. In most situations the emergency operator can assist you with CPR instructions.

2. PUMP

Open the airway by tilting the casualty's head back. If the casualty is not breathing normally, coughing or moving, begin chest compressions. Push down on the centre of the chest 30 times. Pump at the rate of 100/minute (a little less than 2 per second).



3. BLOW

Listen for breathing. If the casualty is still not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths, each breath should take 1 second.

CONTINUE WITH RATIO OF 30 PUMPS AND 2 BREATHS UNTIL HELP ARRIVES
NOTE: - This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

3.09 Fire

People's lives and livelihoods are at risk when a fire starts. Fire prevention is critical in all organisations.

Never smoke in no smoking areas and always ensure smoking material is extinguished before being disposed of.

Do not: -

- Overload any electrical socket or cable.
- Allow combustible materials to accumulate e.g. waste paper.

You can help the company reduce the risk of fire by: -

- Reporting all defective electrical equipment.
- Reporting the misuse of heating appliances.
- Reporting any leaking flammable liquid.
- Reporting any damaged fire safety equipment.
- Extinguishing small fires on discovery **only** if trained to do so. This should only be undertaken if you can do so without taking risks. **The first few seconds are critical.**

It is important that you familiarise yourself with the fire precautions **TODAY**. This means knowing how to raise the alarm, where all the fire appliances are located and the emergency escape routes.

TACKLING FIRES - KNOW YOUR FIRE EXTINGUISHERS

In a typical work premises you will find four types of fire extinguisher. It is very important that you know the different appliances and know how to use them; it may save your life.

All fire extinguishers consist of a red body with various coloured labels **because it is red do not assume that the appliance is water**. It is therefore important to familiarise yourselves with the type of appliances within your work premises at the earliest possible time.

Below is a simple chart to help you recognise the various extinguishers: -

Extinguisher type	Appliance colours	Used on	Not to be used on
Water	Red body white label	Wood, paper, textiles. Most combustible building material	Live electrical equipment, burning liquids, flammable metals
Foam	Red body cream label	Burning liquids, oil fires, bitumen boilers	Live electrical equipment or flammable metals
Dry powder	Red body blue label	Burning liquids and live electrical equipment	Flammable metals
Carbon dioxide	Red body black label	Live electrical equipment and burning liquids	Flammable metals

Always remember, only attempt to extinguish a fire if you know what you are doing and it is safe to do so. **IF IN DOUBT GET OUT.**

Fire action (fixed premises)

If you discover a fire: -

Immediately notify the senior person present.

Attack the fire, **ONLY** if trained to do so, with appliances provided but without taking personal risks.

Call the fire brigade immediately by telephone.

- Lift the receiver; select a line and dial 999.
- Give the operator the company's telephone number and ask for fire brigade.

When the fire brigade replies give the call distinctly: -

"We have a fire at PLF Limited" and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address.

Call the fire brigade immediately to every fire or on suspicion of a fire.

On notification of a fire:

- Evacuate the building by the nearest available exit and proceed to the assembly point located by the yard gate.
- The senior person present will take charge of any evacuation and ensure that no one is left in the building.

Use the nearest available exit

Do not stop to collect personal belongings

Do not re-enter the building until told to do so by the senior Fire Officer

Site fire

Person discovering a fire

- Upon discovery of a fire raise the alarm.
- If the fire representative for the site is not present, telephone the emergency services by dialling 999.
- Ask for the fire brigade and give them the site telephone number.
- Upon connection with the fire service state slowly and distinctively: -

  This is PLF Limited we are presently working at …….. and a fire has broken out.

- State the location of where you are working clearly.
- Do not replace the receiver until the operator has confirmed your information.
- Inform a site representative that you have notified the fire brigade.
- Evacuate the site premises quickly in an orderly manner aiding any colleagues who may be in difficulty.
- Do not re-enter the work area until told to do so by the senior Fire Officer.

3.10 First aid procedures

PLF Limited will ensure that all first aid kits that are provided are fully stocked at all times and will only contain items that the First Aider has been trained to use, therefore they will not contain any medication such as creams, lotions or drugs.

PLF Limited are committed to ensuring that adequate numbers of trained First Aiders are available at all times to deal with any accidents and injuries that occur.

The management will ensure that: -

- Employees are familiar with the identity and location of the nearest trained First Aider and the location of the first aid kit.
- The first aid kit is easily accessible at all times.
- Professional medical assistance is summoned where necessary.
- All relevant details are recorded in the accident book.

The names of the First Aiders can be found on the first aid notices, which are displayed in prominent locations around the company's premises.

If medical treatment is required dial 999 and ask the emergency services to send an ambulance, giving the address and the nature of the injury. If necessary, post a look out for the ambulance and crew so that they can be directed to the casualty quickly.

The contents of the first aid kits will be checked and replaced as required by the Managing Director.

Nearest hospital with accident and emergency facilities

Head Office Blackpool Victoria Hospital Whinney Heys Road Blackpool FY3 8NR Tel: 01253 300000	**Site:** Information regarding the nearest hospital plus emergency procedures will be incorporated within your site induction. Emergency details shall be displayed on site.

3.11 Hazard detection

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations both state, that employers and employees have a legal duty to inform persons of hazards within the workplace. The management informs employees by means of risk assessments, training and documentation. The employees inform management by means of safety representatives or verbal and written communication.

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all members of the workforce have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it must be reported immediately to the Managing Director. It is his/her duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

If the workforce is encouraged to use this system then accidents should be reduced considerably and working conditions will improve. This will in turn improve the attitude of the workforce towards safety and will aid the company in consulting with employees.

If a hazard is detected then ensure that you: -

- Complete part one of the hazard report form.
- Liaise with the Managing Director who will carry out the necessary remedial action.

Near miss

Near misses are accidents that nearly happened, e.g. potholes, trailing cables or faulty equipment. These need to be reported when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if the problem is put right immediately.

To record a near miss contact the Managing Director and explain the incident, location and type of problem. He/she will ensure that the correct remedial action is undertaken.

INCIDENT
REPORT FORM

Note: **This form should be completed as soon as possible after the discovery of a Near Miss or Incident.**

Section 1: Please complete this section in block capitals.					
Incident type:		General activity taking place			
Location/Site		Time of Incident		Date of Incident	
Location on site (where)		Date of Report		Project Number	
Customer / client		Time of Report		Report No.	
Identified By*		Method Statement Nº			

* This Form Can Be Completed Anonymously

Section 2: Please tick the one box which best describes what could have happened or did occur			
Contact with moving machinery or material being machined	☐	Being hit by a moving, flying or falling object	☐
Fall from a height - metres	☐	Being hit by a moving vehicle	☐
Slip, trip or fall on the same level	☐	Being hit by something fixed or stationary	☐
Exposure to, or in contact with, a harmful /hazardous substance	☐	Exposure to Fire or Hot Substance	☐
Contact with electricity or an electrical discharge	☐	Damage to the Environment	☐
Injury whilst handling, lifting, pushing, pulling or carrying	☐	Exposure to an explosion	☐
Trapping by something being lowered/raised, falling, collapsing	☐	Drowning or asphyxiation	☐
Equipment Damage	☐	Deviation From Method Statement	☐
Theft/Breach of Security	☐	Deviation From Procedure, Rule or Regulation	☐
A physical assault by a person	☐	Another kind of Incident/Deviation (describe below)	☐
Exposure to Disease / Bacteria	☐		

Section 3: Details of Incident - Brief description of actual event							
Who else notified?							
Permit in Place?	Yes ☐	Permit Number		Permit Holder		Issued By	

Section 4: What substandard actions and conditions, in your view, caused or could cause the incident (Tick no more than 3 boxes)					
A) Substandard Conditions		Poor Housekeeping	☐	Incorrect use of tools/equipment	☐
Inadequate guarding/fencing	☐		☐	Rush/Not paying attention	☐
Incorrect protective equipment	☐	B) Substandard Actions		Influence of Drugs/alcohol	☐
Confined Working Space	☐	Operating Equipment without authority	☐	In proper use of P.P.E.	☐
Inadequate Lighting	☐	Inadequate training	☐	Poor quality of Method Statement	☐
Inadequate signs/warning	☐	Using defective equipment	☐	No explanation of rules & procedures	☐
Defective tools, Equipment or Materials	☐	Improper Lifting	☐	No explanation of Regulations or Best Practice	☐
Hazardous substances	☐	Making Safety Devices Inoperable	☐	Risk assess work activity versus weather conditions	☐
Hazardous Environmental Conditions	☐	Horse play	☐	Nothing specific	☐

Section 5: What inadequate job/individual factors caused or could have caused this incident? (tick no more than 3 boxes)			
Job Factors		Individual Factors	
Inadequate Engineering	☐	Inadequate Information	☐
Inadequate Leadership/Supervision	☐	Inadequate Design	☐
Inadequate Tools/Training provision	☐	Failure to Recognise consequences	☐
Inadequate Maintenance	☐	Mistaken Actions	☐
Inadequate Equipment	☐	Mistaken Priorities	☐
Inadequate Purchasing	☐	Wilfulness	☐
Inadequate Work Standards	☐	Fitness to Work	☐
Inadequate Working Environment	☐	Physical Ability	☐
Inadequate Knowledge	☐	Inadequate Skill	☐
Inadequate Motivation	☐	Disregard of Regulations Procedure Rule	☐

Section 6: Risk Assessment Potential worse case scenario	
Severity	
Multiple Fatalities	☐
Single Fatality	☐
Major Injury	☐
Minor Injury	☐
Environmental Harm	☐
Damage to Plant/Property	☐
Probability of recurrence	
Frequent	☐
Occasional	☐
Seldom	☐

Section 7: Immediate Action Taken & Recommendations to Prevent Recurrence (Brief Explanation)	
Key Learning Point from This Incident	

Section 8: What management controls could be strengthened to help prevent recurrence? (Tick no more than 3 boxes)					
Supervision	☐	Competence	☐	Team Work	☐
Communication	☐	Consultation and Discussion	☐	Setting Standards	☐
Information Training	☐	Audit/Inspection Systems	☐	Promotion of Safety	☐
Improved Procedures	☐	Hazard Identification	☐	Health Surveillance	☐
Resources	☐	Risk Assessment	☐	Method Statement	☐

Section 9: Name and Signature of the Author of this report*			
Name Signature		Designation Date	

* This Form Can Be Completed Anonymously

Section 10: Action & Recommendations Carried Out			
Name Signature		Designation Date	

Section 11: Further Action Required and site representatives comment:			
Name Signature		Designation Date	

(OFFICE) USE ONLY

Health & Safety Advisor or Project Manager comments:		Date Received:			
Site Investigation Required	Yes ☐	Investigation to be undertaken by:			
Investigation Report Number:		Date Investigation Report Issued:		Date Closed Out	

3.12 Hazards and risk

A hazard is something that has a potential to cause harm, including ill health or injury.

A risk is the likelihood that a hazard will cause harm during the course of the work activity.

The company accepts that some of its work activities could unless properly controlled create risks to employees and other people, therefore it is PLF Limited's policy to take all reasonable steps to reduce the risks to an acceptable level.

A risk assessment will have been completed for all work activities undertaken by the company that contain significant risk. These risk assessments are kept in the risk register and you have access to the assessments through the Managing Director.

You should ensure that you are familiar with the relevant risk assessments for the work that you are undertaking prior to commencement of work.

If you identify any hazards that may put someone at risk you should report it immediately to the Managing Director.

3.13 Ladders

More accidents occur from the use or misuse of ladders than any other item of work equipment!

Ladders should only be used when the work is of a short duration and can be completed safely.

There are three classes of ladders, class 1. 2. 3. However, class 1 is the only type of ladder that should be used within the premises. All ladders should be of sound construction and free from any defects.

Before using any ladder always inspect it to see that it has not been damaged. Always check the stiles and rungs for any splits or cracks and ensure that none of the rungs are loose. Always check that the base of the ladder is in good condition and where fitted, rubber sole pads are not missing. **Under no circumstances attempt to repair damaged ladders.**

Ladders should always be set on a firm base at the correct angle of approximately 75° 1 rung out for every 4 rungs high.

If the ladder cannot be secured at the top it must be either secured at the bottom or footed by another member of staff. Always extend the ladder at least 1.05m (5 rungs) beyond the working platform, or the highest rung on which the worker will be standing.

Always: -

- Ensure your footwear is free of excess mud or grease before you climb the ladder.
- Face the ladder when climbing it in order to maintain your grip.
- Ensure that a minimum of three rungs overlap when using extension ladders.

Never: -

- Carry heavy or bulky items up a ladder.
- Over reach when working on a ladder.
- Allow more than one person on a ladder at any one time.

3.14 Manual handling

Incorrect methods of lifting and handling can often result in back injury, which is one of the most common types of injury in industry.

It is the policy of PLF Limited to comply with all legislation that is outlined in the Manual Handling Regulations.

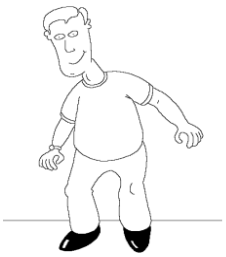
Wherever possible manual handling operations will be avoided as far as is reasonably practicable if there is a possible risk of injury.

Where it is not possible to avoid the manual handling operations, an assessment of the operation will be made taking into account the task, load, working environment and the capability of the individual concerned. The assessment will be reviewed if there is any reason to suspect that it is no longer valid.

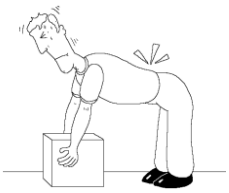
All possible steps will be taken to reduce the risk of injury to the lowest level possible.

- Wherever reasonably practicable, mechanical devices should be used for the lifting and moving of objects rather than manual handling. The equipment used should always be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
- The route over which the load is to be lifted or moved should be inspected prior to undertaking the lifting operation to ensure that it is free of obstacles or spillages which could cause tripping hazards.
- Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.

These steps should be reversed when lowering the object to the ground. See the diagrams below.


STOP AND THINK

ADOPT A COMFORTABLE POSITION


BAD LIFTING STYLE

KEEP LOAD CLOSE TO BODY

(PUTTING DOWN) ADOPT GOOD RISING POSTURE

PUT DOWN, THEN ADJUST

Duties of the employee

In addition to the duties placed on employees under Section 7 of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This regulation adds that employees should follow all safe systems of work that have been developed by the organisation for safe manual handling operations.

3.15 Noise

Noise is commonly defined as unwanted sound. It can be a hazard and can cause illness when noise levels are very loud or prolonged.

As far as reasonably practicable, PLF Limited will take all reasonable steps to ensure that the risk of hearing damage to employees is reduced to a minimum.

You are encouraged to take notice of all warning signs that are displayed around the premises that state that ear protection must be worn. Failure to wear the equipment may result in your hearing being irreversibly damaged.

3.16 Personal protective equipment (PPE)

All employees engaged in work activities on site for PLF Limited shall wear suitable head and foot protection along with hi-visibility clothing unless advised otherwise by the Managing Director. PLF Limited will compile detailed risk assessments for all work activities that are undertaken by the organisation. Where risks cannot be controlled by any other means, then suitable personal protective equipment will be provided. Where equipment is required to be worn, safety signs will be displayed in prominent positions.

All personal protective equipment or clothing should: -

- Fit correctly.
- Be comfortable and fully adjustable where required.
- Be compatible with any other personal protective equipment that is required to be worn, e.g. safety glasses and ear defenders.

Before any employee is issued with personal protective equipment they will be instructed on the following points: -

- The importance of wearing the equipment and how to wear the safety equipment correctly.
- How to maintain and clean the equipment correctly.

It is important to report **all** defects, damage, or loss to the Managing Director immediately to ensure the item is repaired or replaced.

Detailed records will be compiled for all equipment that is issued along with a record of any specific training that has been given.

3.17 Safety signs

It is important that you take notice of all warning signs at work. They have been installed for your safety.

All safety signs are colour coded and each colour has a meaning: -

Circular red signs indicate **PROHIBITED.** Red is also used to show the position of fire fighting equipment or No Smoking	Blue signs indicate that it is **MANDATORY** to carry out an action such as wearing of personal protective equipment.	Yellow and black give the **WARNING** of a hazard	Green signs identify or locate safety equipment as well as marking emergency escape routes.

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises.

The Health and Safety (Safety Signs and Signals) Regulations 1996 came into force on the 1st April 1996 and replace the previous Safety Signs Regulations 1980. The regulations now state that employers must use a safety sign where there is a risk to health and safety that cannot be controlled by any other means.

Safety signs are now required to convey the messages pictorially as well as in writing to ensure that the information can be understood by everyone in the workplace.

It is important that you make yourself familiar with all safety signs that are displayed around the company premises.

3.18 Smoking

Smoking is the main cause of preventable disease and premature death. It is now recognised that smoking not only affects the smoker but also effects non-smokers through passive smoking i.e. where non-smokers inhale smoke from other people's cigarettes.

Under Section 2 of the Health and Safety at Work Regulations, all employers must protect the health of employees and provide a healthy and safe working environment. Therefore, it is the aim of PLF Limited to implement a suitable policy to control smoking within areas under their control.

PLF Limited have implemented a strict no smoking policy which is enforced through disciplinary action.

Breaches of any smoking policies will be dealt with through education and counselling. As a last resort if counselling and negotiation fail, staff who refuse to observe the policies will be subject to normal disciplinary procedures.

All visitors and contractors are expected to abide by the policy and it is the responsibility of all members of staff to instruct them of the company requirements as necessary.

3.19 Stress

Stress is the adverse reaction people have to excessive pressure or other demands that are placed upon them. It can be caused by issues at work or by concerns outside work or in some cases both.

Stress may be caused by a number of factors including: -

- Long hours.
- Too much or too little work.
- Poor management.
- Working alone.
- Bad relations with work colleagues.
- Low pay.
- Lone working.
- Low job satisfaction.
- Shift work.
- Either actual or threatened violence, bullying or harassment.

Work-related stress is not an illness but can lead to increased problems with ill health (if it is prolonged or particularly intense) e.g. heart disease, back pain, insomnia, gastrointestinal disorders and other illnesses including anxiety and depression.

PLF Limited has a duty to ensure that your health and safety is not harmed by work-related stress and will consult with you about organisational or workplace changes that are likely to increase demands. Management also have a duty to assess the risk to your health from work–related stress. The management will appreciate any suggestions you have for reducing work related stress.

If we don't know there is a problem then we can't help.

Furthermore, the management realises that all employees should contribute ideas and have some influence over decision making, especially regarding their own work.

The following advice will not prevent work-related stress but may help you take care of yourself and ensure that you do not make the problem worse.

You can: -

- Help by talking to your Manager, family or friends.
- Be physically active, it stimulates you and gives you more energy.
- Eat healthily.
- Watch your caffeine intake, stop smoking and keep within the government limits for alcohol intake.
- Speak to your local GP if you are worried about your health.
- Try learning relaxation techniques, some people find it helps to cope with pressures in the short term.
- Think about what would make you happier and discuss this with your Manager.

Remember – work-related stress is a symptom of an organisational problem not an individual weakness.

3.20 Training

All employees have a legal responsibility to take reasonable care of themselves and others who may be affected by their acts and omissions. Employees must also co-operate with the organisation in relation to all training aspects and will be expected to attend any training courses that are provided.

It is company policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure that PLF Limited complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the organisation's undertakings.

Management will ensure that all new employees undertake a thorough induction course on the first day of employment that will include all relevant health and safety issues.

The Managing Director is responsible for the health and safety training of all employees in areas under his/her control. He/she is also responsible for the induction of existing employees who are transferred into other departments. All health and safety training will be undertaken as far as possible during working hours.

All training will be recorded, signed by the employee and trainer and will be retained on each individual employee's personal file for future reference.

3.21 Visit from enforcement officers

The Health and Safety at Work etc Act 1974 conveys certain powers on inspectors who are appointed by the relevant enforcing body, in order that they may ensure that the relevant statutory requirements are being complied with.

PLF Limited recognises the need to co-operate with enforcement officers once they have produced satisfactory identification. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include the health and safety policy, relevant risk assessments, emergency plans etc.

It is every employee's responsibility to co-operate with the company to ensure that all health and safety documentation is kept up-to-date and all relevant documentation is completed where necessary.

3.22 Work equipment

Machinery is often fitted with guards to prevent any person coming into contact with moving parts.

The law requires all dangerous machinery to be guarded. **It is illegal** for you to remove any guards or tamper with any safety devices such as interlocks. If you are required to remove any guards it is important to ensure you are authorised to do so and the machine is isolated.

Before you operate any machinery, make sure you are aware how to stop the machine. Always check that guards are in position and functioning correctly.

Safety "Do's and Do not's" for machinery: -

Do

- Make sure you know how to stop the machine.
- Ensure all guards are in place.
- Check that no oil or grease drips on the floor and always wipe up any that is accidentally spilt.
- Always report any faulty machinery immediately.
- Carry out a pre-start safety check of all guards and safety devices on any machinery to be used prior to the commencement of each shift and when taking control of a machine from another employee.

Do not

- Talk or distract any machine operators.
- Clean the machine whilst it is in motion.
- Clean machines with compressed air blowers.
- Wear any jewellery that may be caught in moving parts.
- Undertake any maintenance operations without the machine being isolated.

If you are unsure about the safe operation of a piece of machinery immediately inform the Managing Director. Remember loose clothing and hair can be easily caught in moving parts with disastrous consequences so always protect yourself.

3.23 Working at height

Work at height covers all industries and is defined as: -

Work in any place from which a person could fall a distance liable to cause personal injury.

Do not commence any work at height unless you have been authorised to do so by your site Supervisor. If necessary, you should complete and sign the permit to work.

All working at height must be supported by a risk assessment. If you cannot avoid the work then select the right work equipment. Examples are given below: -

- Select guardrails/working platforms before personal fall protection (e.g. Work restraint)
- Select nets/airbags before personal fall arrest
- Assess work conditions, access and egress, distances and consequences of a fall, duration and frequency of use, ease of rescue and risk of use, installation and removal of equipment

If using ladders then the risk assessment must justify their use: low risk, short duration or site conditions dictate. Prior to use visually check the ladder for obvious defects, in accordance with the following hierarchy: -

- Ladders used for access to another level should be tied
- Ladder with a stability device(s)
- Wedge it
- Foot it

Remember, you should maintain three points of contact at all times.

Any fixed or tower scaffolding must be erected by competent persons, in accordance with current statutory requirements, and its condition regularly monitored.

When working on sloping or fragile roofs, the risk assessment will identify if roof ladders, crawling boards or other suitable means of access are to be used. You must use the safe access methods provided by the company.

Where safety harnesses are provided you will be trained in their use. It is the wearers' responsibility to inspect the harness prior to use, defective equipment must be reported to the site Supervisor and removed from use.

3.24 Young persons

PLF Limited are aware that there may be additional risks as a consequence of employing young persons and will take all measures that are necessary to minimise the risks as far as reasonably practicable. It is company policy to assess and record any risks to the young persons along with the necessary control measures for future reference.

If any employee has any concerns regarding work or the young person they should address their concerns to the management so that the appropriate measures can be taken to investigate and rectify the problem.

4.0 Working practises

4.01 Abrasive wheels

The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. The types of injuries that can be sustained vary from fairly minor types to major injuries or in the worst-case fatal injuries.

Where such equipment is being used by employees all reasonable steps will be taken by PLF Limited to ensure, so far as is reasonably possible, the health and safety of employees and other persons who could be affected by their use.

PLF Limited acknowledges that safety hazards may arise when using this type of equipment and will ensure that the guidance note below are followed before using any such equipment.

The company will: -

- Complete a documented risk assessment for the use of the equipment and issue copies to all employees who use the equipment.
- So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment.
- Ensure that all equipment used for grinding / disc-cutting operations is maintained in good condition and is suitable for the task and the environment in which it is used.

If and when any employee's raises a query relating to health and safety of abrasive wheels or disc-cutting equipment it is the company's policy to: -

- Take all necessary steps to investigate the circumstances
- Take corrective measures as appropriate
- Advise the employee of the actions taken

Where a problem arises in the use of abrasive wheels or disc-cutting equipment employees are instructed to: -

- Inform the Managing Director or other responsible person immediately.
- In the case of an accident or emergency take all necessary actions, in accordance with company accident procedures.

Information and training

The company will provide sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels or disc-cutting equipment. Employees authorised to fit or dress abrasive wheels or cutting discs will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of abrasive wheels and disc-cutting equipment will cover aspects of health and safety legislation in general and PUWER 98 in particular.

The main types of injury relating to the use of abrasive wheels are those that result from flying particles that occur when the wheel or disc bursts and those that are caused by the wheel and the operative's hand coming into contact.

It is the company's policy to adapt the following safety precautions in order to reduce the risk of the accident and injury: -

- Ensure that all persons who use abrasive wheels or disc-cutting equipment are adequately trained.
- Ensure that all grinding, cutting machines and abrasive wheels are maintained and in good working order.
- Ensure that the correct types of abrasive wheel or disc for the job are selected.
- Ensure that grinding wheels or disc cutters are not operated at excessive speed. Both spindles and the abrasive wheels/discs will be marked with their maximum operating speed.
- Ensure that trained and competent persons mount all abrasive wheels/discs as failure to mount the wheel/discs correctly can cause them to burst or shatter. All damaged wheels/discs will be disposed of safely.
- Ensure that guards are securely attached to the body of the grinding /disc-cutting machines and are strong enough to withstand the impact of flying fragments should a wheel/disc burst or shatter.

That operators are issued with the appropriate PPE where defined by risk assessment and that the Managing Director will check to ensure that the operator is using/wearing the PPE in accordance with company policy and the manufacturers recommendations.

Employees are reminded that if they find any defects in the equipment they must report them immediately to the Managing Director and the equipment must not be used until the problem has been safely rectified. Any equipment that is involved in an accident must be withdrawn from service and tagged and stored at company head office pending the outcome of any investigations and may not be used under any circumstances until the equipment has been cleared.

4.02 Confined spaces

In order that PLF Limited comply with the Confined Space Regulations, the company will undertake suitable and sufficient assessments for the work activities being undertaken. If possible mechanical means will be used to avoid entering confined spaces, however, due to the nature of the work undertaken by the company, this may be unavoidable and a well-defined safe system of work will be implemented.

Where relevant, employees will be trained by an approved training body to enable them to undertake:-

- Safe access and egress.
- Breathing apparatus.
- Gas monitoring.
- Accident and emergency procedures.

All work that is undertaken in confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary safety precautions are in place.

4.03 Cranes and lifting equipment

No employee under the age of 18 years of age is permitted to operate or direct a crane or lifting equipment. Only trained and qualified banksmen will be permitted to direct the crane using the appropriate signals to avoid confusion.

All lifting equipment that is used on the work site will be thoroughly examined and inspected. Copies of the inspection certificates will be made available at all times. Where mobile cranes are used copies of the certificates will be checked by the site controller prior to the equipment being used.

Before any lift is undertaken, a risk assessment of the task will be completed in order to comply with the Management of Health and Safety at Work Regulations. When the hazards have been identified the appropriate control measures will be put into place.

Lifting slings, ropes, blocks, shackles and all items of lifting equipment will be inspected every six months by an inspector appointed by PLF Limited. In order to ensure that these inspections have been carried out, suitable identification will be attached to all lifting equipment.

4.04 Head protection

Where there is a foreseeable risk of head injury the company will issue those operatives exposed to the risk with suitable and adequate head protection, which will conform to BS EN 397.

If stipulated by the site rules or where an operative employed by the company is exposed to risk of head injury, those operatives exposed must wear the required head protection.

All employees must take reasonable care of any head protection issued to them by the company and also report any loss or defects immediately.

All operatives should regularly inspect their head protection for any damage or defects.

The company will issue new helmets as and when required.

4.05 Housekeeping

It is company policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

A tidy site leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the site is kept in a clean and orderly condition at all times.

The Managing Director is responsible for maintaining a well-ordered and tidy site and must insist on sub-contractors fulfilling their obligations in this respect. In particular the Managing Director will ensure as far as is reasonably practical that the following actions are taken wherever practicable: -

- Floors, walkways stairways and work areas must be kept clear of tripping hazards.
- Nails must be removed from lose timbers to prevent foot and other injuries.
- All combustible rubbish will be cleared away on a regular basis and disposed of in the authorized waste skips.
- Rubble and waste building materials must not be left on working platforms and waste material on the site is to be cleared as work proceeds.
- Steel and nylon bands used to contain bundles of materials are to be disposed of safely. These can cause serious cuts or abrasions to the ankles if not properly controlled.
- Disposal of any hazardous materials will be undertaken according with all laid down environmental policies and procedures. Special waste, such as asbestos, will only be removed and disposed of by authorised contractors.
- As the arrangements will vary from site to site due to the nature and size of the project being undertaken, an assessment will be completed at the beginning of the project to ascertain what housekeeping control measures are required.

Employees are required to report any housekeeping problems to the Managing Director.

4.06 Overhead power lines

Where there is work in the vicinity of overhead electric power lines, PLF Limited will consult the local electricity board/owner of the utilities.

All rules, regulations, and guidance specified by them will be followed, and endorsed through a risk assessment. This assessment will be carried out by the Managing Director and will include ascertaining the ground stability conditions.

Easily identifiable ceiling barriers and solid goalposts will be erected to a height and position specified by the electricity board, and HSE guidelines. Full safety requirements must be complied with when entering within these restrictive zones. These barriers will take into consideration the safety height and lateral securing stays of the pylon. Appropriate warning signs will be displayed at adjacent areas, warning of the risks and deterring persons not involved in the operation from encroaching in the high-risk area of operations.

Operations involving movement of metal objects such as ladders and scaffold in the vicinity of the overhead lines will be subject to specific authorisation and supervision.

The movements of visiting vehicles and plant will be controlled at all times and barriers and warning signs will be continuously monitored to ensure they remain intact and in place. Instructions will be written for the purpose of briefing drivers on overhead hazards and crossing points where required.

All crane operations in the vicinity of overhead lines will be supervised continuously, along with all crane movements. Where deemed necessary a permit-to-work system will be introduced for some work activities that are below the power lines. Such systems will introduce measures such as the securing of plant/vehicle-elevated attachments to their transport position.

Employees and sub-contractors will be briefed on the hazards and the requirements of the relevant Health and Safety Executive guidance note.

Receipt of Health and Safety Handbook

PLF Limited have compiled a health and safety policy as legally required under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations.

The main health and safety policy documentation is located in the office container and is available for inspection upon request.

It is the organisation's policy to issue each employee with a copy of the health and safety policy in the form of an employee health and safety handbook. It is important that you read and understand the details written within the handbook prior to signing your name at the bottom of this page.

I confirm that I have read and understand the employee health and safety handbook and will comply with all rules that are imposed in the interest of safety.

Date……

Name …….

Signature…….

Please return this form to the Head office.