



PARAMOUNT
TRADES & LABOUR LTD

Health and Safety Policy

Health and Safety Policy

The following statement is prepared in compliance with the Health and Safety at Work etc. Act 1974, Section 2(3), and sets out the general policy of the limited company known as **Paramount Trades and Labour Limited**, with respect to Health, Safety and Welfare at work of the company's staff and the organisation and arrangements for carrying out this policy.

In this document - '**Paramount Trades and Labour Limited**' is forthwith simply referred to as 'the company'.

Statement of General Policy

The Company regard the occupational health and safety of its staff as being of the highest importance. It is the company's policy to seek to provide as far as is reasonably practicable, healthy and safe working conditions for all its employees. The company seeks to conduct its undertaking in such a way as to ensure as far as it is reasonably practicable; that persons not in its employment who may be affected by its activities are not thereby exposed to risk to their health and safety.

Every employee of the Company has a duty whilst at work to take reasonable care for his or her acts or omissions at work. They also have a duty to co-operate with their employer, or the Client on whose premises they are, in any duty or requirement imposed by the relevant statutory provisions.

The objectives of the policy are:

- ❖ To promote standards of health and welfare that comply fully with the terms and requirements of the **Health and Safety at Work etc. Act 1974** and all other relevant statutory provisions and approved Codes of Practice.
- ❖ To maintain healthy and safe work places, systems, equipment, methods of work and to protect staff, others and the public, in so far as they come into contact with foreseeable work hazards. To provide and maintain means of access and egress from the workplace which are so far as is reasonably practicable safe and without risks to health.
- ❖ To ensure the safety and absence of risks to health, so far as is reasonably practicable, in connection with the use, handling, storage and transport of articles and substances.
- ❖ To provide and maintain a healthy and safe working environment for the staff, with adequate facilities and arrangements for welfare.
- ❖ To provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of staff and other persons using the Company's services or equipment.
- ❖ To develop safety awareness among the staff and individual responsibilities for health and safety at all levels.

If the Company provides services to other bodies or individuals, it will carry out the duties laid upon the classes of persons referred to under section 6 of the **Health and Safety at Work etc. Act 1974**, e.g.: persons who design, manufacture, import, supply, erect or install articles or substances for use at work.

This policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed annually.

Martin Campbell
Director

1 Responsibilities

1.1 Organisation and Responsibilities

1. The Director will have ultimate responsibility for ensuring the health, safety and welfare at work of the company's employees and others towards whom it has duties under the Act.
2. The Director will have day- to- day responsibility for the health, safety and welfare of staff under his control. However, staff/employee's should ensure that they in-turn take reasonable care of their own health and safety at work and do not put the health and safety of others at risk by their acts or omissions at work.
3. Each and every individual employee of the Company has the responsibility to co-operate with the management to achieve a healthy and safe workplace. They also have a responsibility for his or her own health and safety at work and for that of others who may be affected by his or her acts or omissions at work (**section 7 of the Health and Safety at Work etc. Act 1974**).
4. The Director will be responsible for:
 - Arranging for the undertaking of statutory safety surveys, audits and assessments within the Company, advising the Health and Safety Manager, Management and staff on the results and their effect on health and safety, e.g. COSHH, manual handling, working with display screen equipment, work equipment, PPE, etc.
 - Arranging for and coordinating the 'in-house' employee training on health and safety, and organising external health and safety training for staff as may be required from time to time.
 - Reviewing accident reports together with the client and to take the necessary action to avoid a re-occurrence.
 - The client is responsible for organising regular inspections of fire equipment and escape routes.
 - Making all new employees aware of the fire procedures during their induction to the company.

1.2 Individual Responsibilities

Supervisors / Foremen.

Have a responsibility under the **1974 Health and Safety at Work etc. Act**.-

1. To recognise the span of control placed in your hands by means of delegated authority, to take decisions in relation to safety health and welfare which are appropriate to your level of control, and to act accordingly.
2. To understand that you will be judged as a success or failure partly on your competence in dealing with the health safety and welfare part of your sector of control.
3. To make those persons for whom you are responsible answerable in turn for their success or failure in achieving the safety, health and welfare elements of their delegated tasks.
4. To take reasonable care for the health, safety and welfare of yourself and others, be they work colleagues or members of the general public who may well be affected by your actions.
5. To ensure the prompt and accurate reporting and recording of all accidents.
6. To assist in the investigation of accidents where required, and to identify unsafe working methods or acts and to take appropriate actions.

7. It is the individual's responsibility to ensure that accidents are reported accurately and quickly in one of the Company Accident Books (BI510).

8. Disregarding Safety Procedures could well constitute gross misconduct and may incur a legal proceedings from the enforcement authorities.

Individual Operatives

Will be responsible for:

1. Ensuring that all safety equipment is correctly used.
2. Ensuring that all such safety equipment is regularly examined and maintained.
3. Reporting any faulty equipment so that it can be either repaired or replaced.
4. Being aware of the procedures to be implemented and adopted in the event of an accident.
5. Reporting to the supervisor any mechanical defect or damage to any vehicle(s) provided for business as soon as possible.
6. No individuals will be permitting on site if considered to be unfit or under the influence of alcohol or drugs. This should be reported to the client and the company as soon as possible.
7. Always setting a good example of safe working methods, by the wearing and use of any and all safety equipment or designated safety clothing as may be required.
8. To always take reasonable care for the health and safety of himself/ herself and fellow employees, and in addition members of the general public who may well be affected by the clients' activities.

2 Policy on Leptospirosis. (Weil's disease)

Leptospirosis has symptoms resembling those of cold and/or 'flu. However these symptoms should not be dismissed out of hand if there is any doubt at all then a physician should be consulted. It should be made clear to the doctor that the patient may have been in contact with a leptospira source.

The attention of the Doctor should be drawn to the fact that the person works in the pest control industry and under certain conditions will be at risk from infection.

Should the doctor suspect that the patient is suffering from Weil's disease it is essential that any blood samples are sent to a laboratory equipped to carry out the ELISA BLOOD TEST.

Persons can be exposed to Leptospira whilst their work brings them into contact with areas which have recently become contaminated with infected urine.

Persons can be exposed to Leptospira whilst their work brings them into contact with infected animals

Persons can be exposed to Leptospira whilst their work brings them into contact with animal carcasses.

Precautions against Weil's disease

- Always wear protective clothing (coveralls and gloves), and cover any cuts or abrasions with waterproof plasters.
- Do NOT eat, drink or smoke while working. On completion of work ALWAYS wash your hands.
- Whenever you visit your doctor or hospital on account of illness inform them of your work involving pest control, or alternatively show them your Weil's Disease Alert card.

3 Arrangements

All new staff will be given instruction on the Company's health and safety procedures normally on their first day of employment.

4 Substances

All substances introduced to the company should be notified to the Operations Director. This is to enable records to be kept in line with the **Control of Substances Hazardous to Health Regulations 1995** (COSHH) and updated, also to enable management to acquire the relevant safety data sheet from the manufacturer in line with the requirements of the COSHH regulations. All COSHH assessments are available to all staff on request.

The company will carry out an annual audit of the substances/materials in use by the company, in line with the COSHH regulations.

Arrangement Guidelines for COSHH

Because the chemicals / substances used, by the company are in fact used in relatively small amounts and are for the main part proprietary brands readily available to the general public from a number of retail outlets, there is no specific requirement for specialist precautions to be taken when these materials are in use.

However, both management and employees are indeed mindful at all times of their responsibility both to themselves and others, be they clients or members of the public who may be affected by their undertakings. They will therefore wear appropriate personal protective equipment, and take adequate precautions as may be necessary from time to time.

The following is intended as a general guidance, there are some points which may not be applicable to the company in its normal day to day undertaking.

COSHH stands for the Control of Substances Hazardous to Health, Regulations. (1998)

These Regulations set out how employers control risks to health arising from the substances used at work. Substances classified as being 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 (MEL) or Occupational Exposure Limit (OES)
- Substantial quantities of airborne dust of any kind.
- Harmful micro-organisms.
- Any other substance that creates a comparable health hazard.

As an employer COSHH requires you to take the following action.

IDENTIFY substances hazardous to health used in your premises - Look at the labels on product containers and suppliers health and safety data sheets.

ASSESS the risk to health that may arise.

- Look at the way substances are used, by whom and for how long.
- Find out if there is a health risk from exposure to vapour, aerosol mist, dust or fume, or by skin contact or by ingestion.
- Check the storage and handling arrangements.
- Consider what might happen in an accident or emergency, e.g. a spillage.
- Compare standards in your premises with those described in accepted guidance.
- Decide what steps need to be taken so that exposure is prevented or adequately controlled.
- Consider whether you need expert medical or technical advice to help you with the assessment.
- Discuss the assessment with your staff/employees.
- Make a written record of the assessment and review it from time to time.

ENSURE that exposure is prevented or adequately controlled.

- Check that the least hazardous product is being used for the job.
- Minimise the risk of inhalation of vapour, dust or fume wherever possible by the use of pumped and piped systems or by the enclosure and exhaust ventilation (if applicable).
- See that workrooms are well ventilated.

- Prevent skin or eye contact, whenever possible by using appropriate handling methods rather than by the use of protective clothing.

CHECK that the necessary control measures are used and are properly maintained.

- See that the precautionary measures are in day to day use and in good repair.
- Check the performance of engineering controls against their design specifications.

- In particular see that local exhaust ventilation, if used, is examined and tested at least once every 14 months and that the results are recorded.

- Keep the control measures under review and make adjustments as necessary to reflect the changes in processes, substances and throughput as may occur.

WHERE required monitor the exposure of employees to hazardous substances and where appropriate make arrangements for suitable health surveillance.

- Make sure you are aware of any established occupational exposure limits for substances used.
- Undertake monitoring if you are not sure whether exposure is below the MEL or OES, or if you are not sure whether the control measures are working properly.
- Also undertake monitoring if failure or deterioration of the control measure could result in serious ill health.
- Use an occupational health service or occupational hygienist if monitoring cannot be done 'in-house'.
- Keep a record of the results of the monitoring.
- Determine whether health surveillance is appropriate and keep the required health records.

INFORM, instruct and train employees and safety representatives about the risks and about the precautions to be taken.

Make sure they know and understand;

The nature and extent of risks to health.

The reasons for the control measures and their proper use.

The results of monitoring.

The reasons for personal protective clothing and when it should be worn.

The procedures to be followed in an emergency.

The importance of using washing facilities provided.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH METHODOLOGY

1. Name of the Substance.
2. Use of the Chemical or Substance.
3. In what volume will the Chemical or Substance be used?
4. How often will the Chemical or Substance be used.
5. What will the Chemical or Substance be used for.
6. How is the Chemical or Substance used?
7. How is the Chemical or Substance handled?
8. What protective clothing or equipment is required?
9. What protective clothing or equipment was issued?
10. How is the Chemical or Substance to be disposed of?

11. Are the manufacturers guidelines followed in its use?
12. Are the manufacturers guidelines followed in its disposal?
13. What Control measures are used during its use?
14. Is there any specific HAZARD i.e. is it 'Harmful' 'Explosive', 'Corrosive', 'Toxic', 'Dangerous to the Environment' etc.
15. What are the Risks to Employees?
16. What if any, are the Risks to other persons?
17. What contacts should be avoided. i.e. Inhalation, swallowing, skin, eyes.
- 18 First Aid procedures in the event of Contact etc.
19. Are all Employees made aware of the dangers of this Chemical or Substance?

5 DEFINITIONS FOR -PERSONAL PROTECTIVE EQUIPMENT

PROTECTIVE

Means made of a material or substance which impedes the passage of a substance or material such that a wearer is protected from potential contamination in the normal circumstances of use.

FACESHIELD

A transparent shield covering the whole of the forehead and face so designed as to protect the forehead and face from being splashed.

GLOVES

Protective gloves not less than 300 millimeters in length measured from the tip of the second finger to the edge of the cuff.

BOOTS

Protective boots extending from the feet upwards to either above the ankle, or just below the knee.

APRON

A protective apron covering the front and sides of the body from immediately below the shoulders to at least 70millimetres below the tops of any boots that are being worn.

COVERALL

A protective garment or combination of garments offering no less protection than a single garment. Covers the whole body and all clothing other than which is covered by a hood, face-shield, respiratory protective equipment, suitable eye protection, footwear and gloves, and which minimise thermal stress to the operator when worn.

RESPIRATORY PROTECTIVE EQUIPMENT

Any respirator or breathing apparatus of issued to individuals must comply with the relevant standards approved by the Health and Safety Executive.

BASIC NOTES ON MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

ALL items of P.P.E should be checked before use and any defective items replaced.

Cleaned or unused P.P.E should be stored away from possible contaminants in a locker separate from personal clothing.

Separate storage should be provided in any accommodation (or a vehicle if necessary) for P.P.E, personal clothing and contaminated PPE.

GOGGLES

Wash with clean water. Rinse under running water and leave to dry, out of direct heat.
(A mild nonabrasive detergent may be used to aid cleaning)

FACESHIELD

Wash with clean water. Rinse under running water and leave to dry, out of direct heat.
(A mild nonabrasive detergent may be used to aid cleaning).

COVERALL

With Water proof type, it is recommended that they are hosed down and left to dry out of direct heat. Ordinary overalls can be laundered in a warm water, (40 C) machine wash.
Dry naturally or on an air cycle not exceeding 70 C/160 F.

APRON

Wash off contamination, rinse with water and leave to dry, out of direct heat.

RESPIRATORS

For rubber half masks and full face-masks follow manufacturer's instructions:

Generally remove the filter and rinse mask under running water, leave to dry out of direct heat.

Filters for odors, vapors and gases should be stored in an air-tight bag when not in use.

REPORT TO YOUR SITE SUPERVISOR ANY INCIDENT WHERE GROSS CONTAMINATION OR FAILURES OF PPE HAS OCCURRED.

6 Manual Handling

Following assessment of manual handling within the company, mechanical aids have been supplied for the moving of materials and equipment around the various work locations. All staff should ensure that they are physically capable of lifting/moving such items and to request assistance when in doubt.

Lifting and Handling Tasks.

A Risk Assessment Checklist.

➤ The Task

- 1) Does the overall physical workload seem unreasonably heavy, considering the strength and fitness of the workforce?
- 2) Does the task require a weaker person to exert himself to the limit of his or her strength?
- 3) Does the task require the person to support a load or exert a force for more than a short period? -by:
 - i. Lifting
 - ii. Pushing
 - iii. Pulling
 - iv. Carrying

- v. Other?
- 4) Does the lifting action commence in an unsatisfactory position?-
 - i. Does the lifter bend from the waist / hips?
 - ii. Does the lifter twist the trunk?
 - iii. Does the lifter lean over to reach out sideways?
 - 5) Is the lifting action performed outside the range of heights which is acceptable, given the nature of the load?
 - i. Is it necessary to lift above shoulder height?
 - ii. Is it necessary to lift below knee height?
 - iii. Is it necessary to make awkward movements to complete the lift?
 - 6) Is it necessary to handle heavy or difficult loads outside the preferred range of heights (from knuckle to elbow height)?
 - 7) Does the lifting action involve potentially hazardous movements
 - I. A turning motion?
 - II. A side-stepping motion?
 - III. A Change of grip?
 - 8) Does the task require reaching actions which are beyond the capacity of a short person?
 - 9) Is it necessary to work for long periods in an unsatisfactory posture?-In a stooped position?
 - i. In a crouching position?
 - ii. With the hands above mid torso height?
 - iii. In a twisted position?
 - 10) In an asymmetric or side bending position?
 - i. Do the demands of the task prevent the worker from changing position at will?
 - ii. Is the worker required to take their weight on one leg?
 - 11) Are repetition rates unreasonably high?
 - i. Is it necessary to perform more than 10 handling actions per minute?
 - ii. Is it necessary to handle heavy loads more than once per minute?
 - 12) Does the person work continuously without adequate rest periods?
 - 13) Does the person perform the same task continuously throughout the day?

➤ The Load

- 1) Does the weight of the load seem unreasonably heavy, considering the nature of the task and the fitness of the workforce?
- 2) Is the load difficult to handle?
- 3) Is it too bulky?
 - i. Is it too long?
 - ii. Is it too wide?

- 4) Is it difficult to grip firmly?
 - i. Is it unstable?
 - ii. Are the contents likely to shift during movement?
 - iii. Does it have sharp edges, splinters etc.?
- 5) Can it trap fingers?
- 6) Does it obstruct the person's vision?
- 7) Is it hazardous or offensive in some other way?
- 8) Is it difficult for the person to obtain assistance when handling difficult or heavy loads?
- 9) Could the person's task be made easier or safer by marking or labelling the load in some way?
- 10) Weight?
- 11) Heavy end?
- 12) Contents?
- 13) Handling procedures?

➤ The Environment

- 1) Are there obstructions in the working area which will prevent the worker from keeping the load closer to the body throughout the lift?
 - i. Is it necessary to reach over obstructions?
 - ii. Is it necessary to reach into containers?
 - iii. Is the worker free to adopt?
 - iv. Is the worker free to adopt the most advantageous foot placements?
- 2) Are there heavy or frequently used objects stored in inaccessible places?
- 3) Are there obstacles or hazards in the working area?
 - i. Things to bump into?
 - ii. Things to trip over?
 - iii. Steps or changes of level?
 - iv. Does the floor need cleaning?
 - v. Is there rubbish or clutter that needs clearing up?
- 4) Are there environmental problems?
 - i. Lighting levels?
 - ii. Heat?
 - iii. Humidity?
 - iv. Cold?
 - v. Wind?
 - vi. Ventilation?
 - vii. Dust?
 - viii. Noise?

➤ The Person

1. Are any workers who are carrying out manual handling tasks:
 - i. Less than 18 years old?
 - ii. More than 55 years old?
2. Do any workers have-
 - i. Limited range of motion in limbs and / or the back.
 - ii. Heart or respiratory problems?
 - iii. Any history of hernias?
 - iv. Any muscular-skeletal disorder, especially a previous history of back-pain?
 - v. A temporary impairment or disability?
3. Are any of the workers pregnant?
4. Does any worker have specific difficulties in carrying out the manual handling tasks allotted to them?
5. Are there problems with regard to clothing or personal equipment?
6. Does it hamper or constrain the workers movements?
7. Are there items of clothing which are?
 8. Required, but not readily available?
 9. Readily available, but not appropriate?
10. Both readily available and appropriate, but not used?
 - i. Gloves?
 - ii. Headgear?
 - iii. Eye protection?
 - iv. Foot protection?
 - v. Respiratory protection?
 - vi. Other?
11. Is there anything else, which makes the task more difficult or hazardous than it need be?

Mechanical Lifting Aids.

1. Levers can be attached to the load to increase the mechanical advantage for the lifting action for:-
 - i. oil drums
 - ii. gas cylinders
 - iii. Man-hole covers etc.
2. Handles can be fitted to the load to make it easier to transport such as:-
 - i. sack trolleys
 - ii. Wheel barrows etc.

3. Wheels may be fitted to the load to make it easier to transport – such as sack trolleys, luggage trolleys, wheelbarrows etc.
4. Platforms or trestles may be provided to allow the load to be handled at the most convenient height. These must be stable and capable of bearing the load.
5. More complex mechanical aids include: palletisers, fork lift trucks, conveyors, cranes and hoists.

These and similar aids can be very effective in reducing the physical hazards of the manual handling task, but other safety problems can arise if insufficient thought is given to their installation and use e.g. Fork lift truck operators require training, and vehicle movements around both the shop floor and work areas require careful planning to avoid accidents and injuries to operators and pedestrians alike.

Similarly conveyors must be guarded against mechanical entrapment, and maintenance considerations of systems, especially space and access, are essential to ensure safe and continuous operation.

Additionally, the conveyor speed must be considered as this will dictate the pace of the work whether loading or unloading.

In selecting either a simple or complex aid to lifting and handling, consider the following questions: does it:

- Reduce the level of the hazard?
- Reduce the level of physical stress?
- Create a NEW hazard?
- Meet with approval of the workforce?
- Operate over the full range of conditions where it is planned?
- Prolong the time taken to complete the operation?
- Accommodate the gloved hand?
- Require training in its use?
- Offer the potential for abuse?

These are some of the issues that should be discussed as part of the participative approach to devising safer working systems for lifting and handling loads.

MANUAL HANDLING OF LOADS AT WORK.

EMPLOYEE BASIC TRAINING.

IDENTIFY THE PROBLEM.

35% of ALL Occupational Injuries are currently (1996-97) caused by the Manual Handling of Loads.

e.g. Lifting, Lowering, Carrying, Pushing, Pulling

Body Posture

Stooping can seriously affect the lifting capacity, and increase the likelihood of a physical injury.

Angle of Stoop.

20 degrees.

45 degrees.

90 degrees.

Capacity Reduced.

One Quarter

One Third

One Half

Twisting

This can reduce the lifting capacity by up to one third.

Reaching forwards to pick up or lower a load reduces the capacity by up to 80% at full arm's reach. At half arm's reach the capacity is reduced by about one third.

Safe Load Weights and Forces

Load Weight or Force Level	Conditions
Up to 3Kg.	None.
3 to 15Kg.	No special conditions apply except to ensure that all employees have received training in the handling operations required.
15-33Kg.	Workers should be selected to handle these load weights or forces. They should be suitably trained in the handling operations required.
Above 55kg.	Mechanical aids should be used, or teams of at least two selected, trained and supervised. Trained and supervised workers should be used.
Above 90Kg.	Mechanical aids should be used.

7 First Aid

An assessment should be carried out by the client in line with the revised **Health and Safety (First Aid First) Regulations 1981**, Approved Code of Practice (ACOP) published in 1997. The result of the assessment is to ensure that the client will comply with the above regulation and will be based on the hazards and risks present on the site and all operatives will be made aware of the arrangements.

8 Accidents

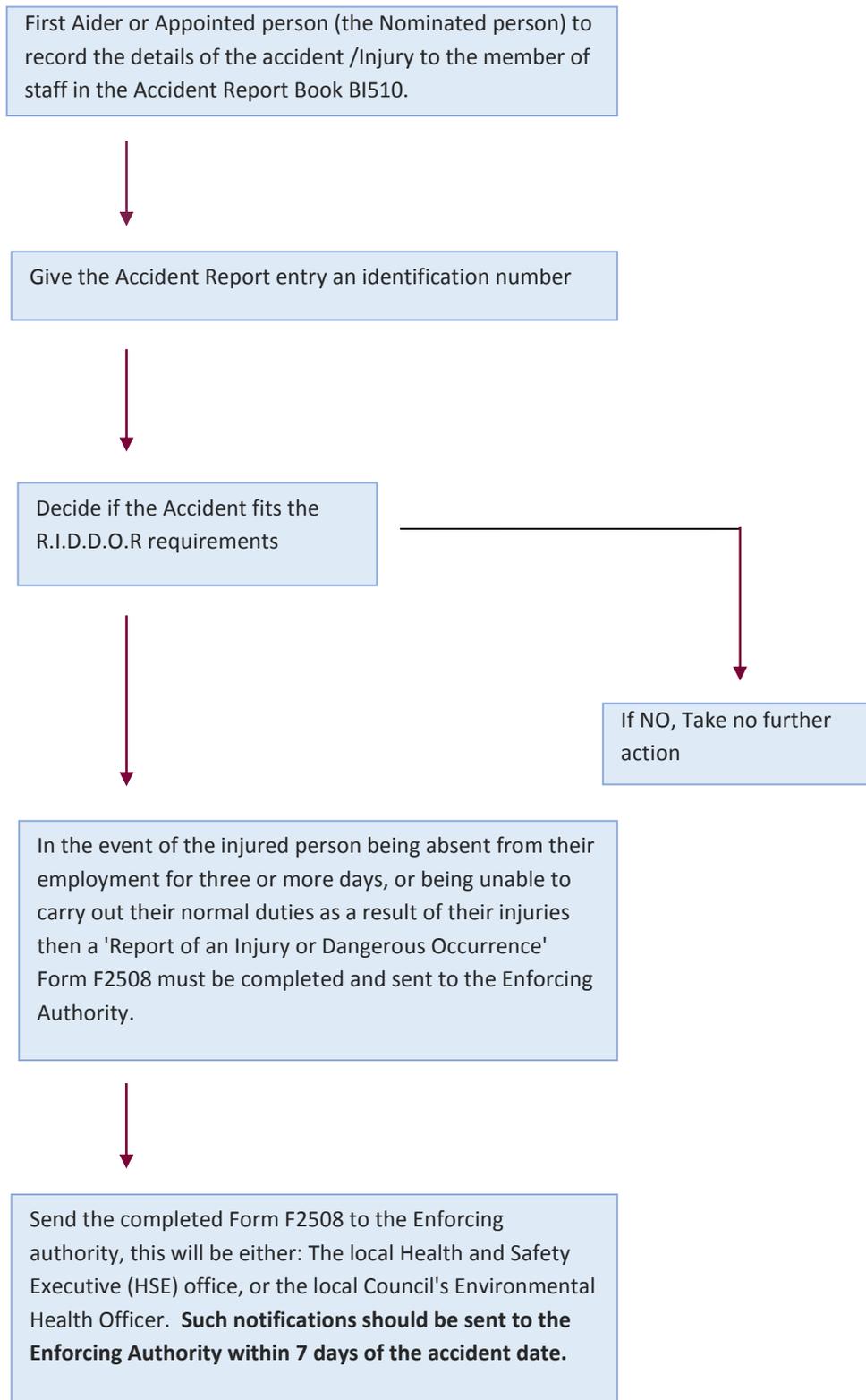
All accidents sustained by operatives of the company (regardless of however trivial) will be reported in the accident book (BI 510) which is kept in the main site office. This book will be inspected regularly by the Operations Director to determine any particular trends or causes of accidents with a view to preventing a re-occurrence.

Reporting Accidents to the Authorities

The reporting of reportable accidents to the relevant authority under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** is the responsibility of the Client and the Director of the Company or in his/her absence health & safety representatives.

Accident Reporting Procedure - In the event of an absence due to Injury

(As per 1995 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).



9 Smoking

The Company has a 'non-smoking' policy during working hours.

10 Good Housekeeping

Staff are responsible for co-operating with the company to ensure that all members of staff, contractors and visitors are not put at risk by:

- i. Ensuring that their work area and walkways are kept tidy, safe and free from all hazards.
- ii. Ensuring that any identified fire routes are kept clear of obstructions at all times.
- iii. Ensuring that all deliveries of supplies and equipment are immediately stored safely, thereby removing the hazard of either you or other people falling over such items.
- iv. Ensure that all documentation that may be required in the future is stored in a suitable manner.
- v. All personal possessions should be stored safely and securely.

If empty boxes or waste designated as being 'Restricted Waste' or otherwise cannot be disposed of in the refuse bin(s) as may be available, it is the duty of the individual members of staff concerned to take such waste to a suitably designated disposal point.

11 Cleaning and Hygiene

Personal hygiene of Company employees is of the utmost importance, given the nature of some of the substances/materials used in the course of their employment.

Hand washing after use of materials and especially before eating, drinking and/or smoking should be encouraged. Measures to avoid such infections as Tetanus (from soil infection) and Leptospirosis or Weil's disease (from rats' urine- contaminated water or undergrowth) should also be brought to the attention of Employees - with the need for awareness of the risk of infection and urgency of acquiring medical attention.

Staff are expected to fully co-operate with the occupiers of any premises at which they are conducting contractual work, to ensure that high levels of hygiene are maintained given the nature of the work being done.

12 Environmental Protection

Disposal of all waste and its recycling wherever possible is carried out by licensed contractors to ensure compliance with the **Environmental Protection Act 2000**. Employees are expected to co-operate with the company to ensure compliance. The company is committed to ISO 1401 and has an environmental statement in place.

13 Planning for Safety

Plan all jobs involving carefully.

1. Hazards anything that can cause harm.
2. Risks and how they will be eliminated or reduced.
3. Health and safety communication needed with the contractor.
4. People who need to be involved for health and safety purposes.
5. Working methods and procedures to ensure health and safety.

14 Identify the Job

Carry out a risk assessment during the planning stage and use it to decide what precautions are needed.

- Has the job or one similar to it been done before?
- Is there a record of how it was done and the hazards involved?
- What are the risks?
- What are the hazards?

Plan how it will be done safely.

Exchange information

- How can the risks be eliminated or reduced?
- How do the risks affect how the job should be done?
- What precautions are needed?
- Who needs to be involved?
- What procedures and working methods should be used?
- What do the people involved need to be told before the job begins?

15 Essential Elements of a Permit-to-Work

- 1 Permit title.
- 2 Permit number: Reference to other permits or isolation certificates.
- 3 Job Location.
- 4 Plant identification.
- 5 Full description of the work to be done and its limitations.
- 6 Hazard identification; including residual hazards and hazards introduced by the work.
- 7 Precautions necessary: Person(s) who carries out the precautions, e.g. isolations, should sign that the precautions have been taken.
- 8 Protective Equipment.
- 9 Authorisation.: Signature confirming that isolations have been made and precautions taken, except where these can only be taken during the work, Date and time of permit.
- 10 Acceptance: Signature confirming understanding of the work to be done, hazards involved and precautions required. Also confirming permit information has been explained to all the workers involved.
- 11 Extension/Shift Hand over Procedure: Signatures confirming checks have been made and that the plant remains safe to be worked upon, and the new acceptor/worker is made fully aware of the hazards/precautions. A new time expiry is also given.
- 12 Hand Back: Signed by acceptor certifying the work is completed. Signed by the issuer certifying that the work is completed and the plant is ready for testing and re-commissioning.
- 13 Cancellation: Certifying work tested and plant has been satisfactorily re-commissioned

16 Vehicle Parking

Parking on the company vehicle(s) should always be done as safely as possible, preferably within the marked bays- if such are available. However at premises without a designated car park area which may result in 'on road/ pavement' parking, the vehicle should always be left in a position which constitutes the minimum obstruction/hazard to either pedestrians or other road users. All staff should drive with due care and attention whilst using the company vehicle(s).

17 Health and Safety Assessments

The Director will arrange for the conducting of health and safety section will carry out all mandatory assessments in line with legislation as and when required. They will also review such assessments to ensure they are up to date.

Health and Safety Induction

All new staff will receive health & safety induction prior to visiting the site. Upon arrival a site specific health & Safety induction will be carried out by the client and individuals will not be admitted to site until this is carried out and understood.

Advice

General advice on all aspects of health and safety will be available from the CIPD. Further information can be obtained from or the local office of the **Health and Safety Executive (HSE)**, or the **Local Enforcing Authority** (Local council's) **Environmental Health Department**.

Training

The Director will arrange suitable general health and safety training when requested to prepare staff for new job responsibilities or awareness of new applicable legislation as may be required from time to time- eg the safe use of new pieces of equipment etc.

18 Equipment

The Operations Director is responsible under **The Provision and Use of Work Equipment Regulations 1998**, for the monitoring and assessment of equipment being in use by operatives and instructs necessary maintenance/replacement as may be required from time to time.

New Equipment

The Operations Director will be responsible for the monitoring of safe working practices and safe use of new and existing equipment to comply with **The Provision and Use of Work Equipment Regulations 1998**

Operations Director will also ensure that all electrical tools purchased by operatives after 01.01.96 carries the 'CE' mark under **The Supply of Machinery (Safety) Regulations 1999**.

Electrical Equipment

It is the responsibility of all staff to report any electrical faults to their supervisor who will be responsible for arranging a safety inspection of all portable electrical equipment every twelve months in line with the HSE Guidance Note PM 32 "The Safe Use of Portable Electrical Apparatus (electrical safety)" and the "Electricity at Work Regulations 1989".

Mobile Phones (Radio-telephones)

Mobile Phones are modern necessity, however they do offer some element of hazard by their very use, whilst being occupied doing 'something else' and can therefore break the user's level of concentration. There are also (as yet unconfirmed) possible health risks involved in the use of mobile phones.

The National Radiological Protection Board (NRPB) has reviewed the scientific evidence on exposure to electromagnetic fields and the risk of cancer. Their conclusion was that there is no convincing evidence that electromagnetic fields cause cancer. The hand-held radiotelephones (which emit microwave radiation) currently used in the United Kingdom comply with the set down exposure limit of 100nW absorbed in any 10g of tissue in the head.

Manufacturers of mobile phones warn that their use in vehicles may interfere with the electronic operation of the air bags and the ABS braking system. The Police warn that they will prosecute drivers for using mobile phone when driving, as they are not in full control of the vehicle.

The following points should be noted as being the Company's code of practice for the safe use of mobile telephones

1. Use the Mobile phone when it is necessary to do so and do not use for longer than is strictly necessary.
2. Use of **ANY HAND HELD** mobile phone when driving any company vehicle, or leased vehicle on behalf of the company **is now illegal**, and an unsafe practice, such use of mobile phones without the use of a 'hands free' facility (when driving) should be discouraged.
3. When calling another mobile phone user, always ask whether it is safe to speak.
4. Ensure the phone is removed from the vehicle when it is unoccupied.
5. Before switching a phone on, consider whether being in touch is so essential that you need to compromise your safety and that of others.
6. When driving never initiate calls (without the 'hands free' facility), even in traffic queues and at traffic lights.
7. Only acknowledge incoming calls with a short response indicating that you will call back when safe to do so
8. Never look up numbers or attempt to take notes while driving.
9. Encourage your colleagues to consider your safety first and to take messages instead of giving your number to a third party.

19 Company Safety Policy

All employees /members of staff will be issued with a personal copy of the company's Health and Safety Policy on commencement of their employment.

This document will be revised at least annually, or whenever there are organisational changes made which will affect it.