

HEALTH & SAFETY AT WORK



JT & Sons Relocations Ltd
LOWER MORGAY FARM
JUNCTION ROAD
STAPLECROSS
EAST SUSSEX
TN32 5SH

HEALTH & SAFETY POLICY AND ARRANGEMENTS

APRIL 2018





POLICY DOCUMENT

CONTENTS

| SECTION HEALTH AND SAEFTY POLICY | PAGE |
|---|-----------|
| DOCUMENTATION | |
| SECTION 1 - INTRODUCTION | 1 |
| Introduction | 1 |
| Document amendment record | 2 |
| Health and Safety Management System | 3 |
| Health and Safety System Structure | 4 |
| Health and Safety Management Planning Form | 5 |
| What You Must Have at Each Location | 6 |
| SECTION 2 - HEALTH AND SAFETY STATEMENT | 8 |
| Health and Safety policy Statement | 8 |
| Environmental policy | 10 |
| Alcohol and Drugs Policy | 11 |
| Inappropriate behaviour | 13 |
| SECTION 3 – ORGANISATION AND ARRANGEMENTS | 15 |
| Health and Safety Contacts | 15 |
| Health and Safety Responsibilities for: - | |
| Managing Director | 16 |
| Operations Managers | 16 |
| Team Leaders | 16 |
| Employees | 16 |
| Fire Wardens | 17 |
| First Aiders | 17 |
| External Health and Safety Advisors | 17 |
| SECTION 4 - ARRANGEMENTS | 19 |
| Accident, RIDDOR, Incident, Near Miss Policy and accident investigation | 19 |
| Alcohol and Substance Abuse Policy | 20 |
| Asbestos Policy | 20 |
| Contractors (Selection and On-site Control) Policy | 21 |
| Control of Substances Hazardous to Health (COSHH) Policy | 22 |
| Display of Notices | 23 |
| Driving Policy | 24 |
| Electricity at Work Policy | 24 |
| Fire Safety Policy | 25 |
| First Aid Policy | 26 |
| Health Surveillance | 26 |
| Manual Handling Policy | 26 |
| Lone Working Policy | 27 |
| Permit to Work Policy | 27 |
| Prevention of Violence at Work Policy | 28 |
| Risk Assessment and Operations Policy | 29 |
| Smoking Policy | 31 |
| Skin Policy | 32 |
| Stress Policy | 32 |
| Training Policy | 33 |
| Visitors Policy | 34 |
| Working at Height | 34 |
| Workplace Safety | 34 |
| Work Equipment | 36 |
| Wiels Disease | 37 |

SECTION 1 – INTRODUCTION

JT & Sons Relocations Ltd recognizes its duties under health and safety legislation to ensure as far as reasonably practicable the health, safety and welfare of its employees and any other persons who may be affected by the Company's operations, such as visitors and contractors.

The Health and Safety at Work Act 1974 is the main legislation which was introduced so that everyone at work would be able to benefit from a high standard of health and safety in the working environment at all times. **Every employee has legal obligations to co-operate with the Company and to take reasonable care for health and safety at work for both yourselves and those who may be affected by what you do.**

JT & Sons Relocations Ltd will always try to make sure that your health and safety is protected while you are at work. To do this we provide safe-guards, enforce safety rules and train people to work safely. This policy can only be successful if you and every employee play your parts. This manual is provided as a guide to help you do this.

- Obey safety rules and signs – they are for your benefit
- Listen carefully to instructions and act responsibly
- Report anything you think may be dangerous to your manager or the Safety Officer
- If you are not sure about something ask, there is no such thing as a silly question where safety is concerned
- The Safety Officer will always be available to answer any questions you may have

A manual is not a substitute for alertness and common sense – it's up to you to provide these...

You are shown how to do your job the correct way by people with knowledge and experience. If you think you can improve the way a job is done – discuss it with your manager before you go ahead.

- Listen and learn
- Stop, call a manager, wait until you are clear
- If in doubt – ask someone who knows
- Don't be tempted to take short cuts
- The right way – is the safe way

To comply with Section 2 (3) of the Health and Safety at Work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999 the Company has produced this document.

This policy document is divided into 5 sections.

| | |
|-----------|---------------------------------|
| Section 1 | Introduction |
| Section 2 | Policy Statements |
| Section 3 | Organisational responsibilities |
| Section 4 | Arrangements |

It is the duty of the employer to communicate this document to all employees.

Bravanark Ltd are acting as the Company Competent Person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.



Philip Vandenberg
Health and Safety Director
Bravanark. April 2018

HEALTH AND SAFETY MANAGEMENT SYSTEM

HEALTH AND SAFETY MANAGEMENT SYSTEM

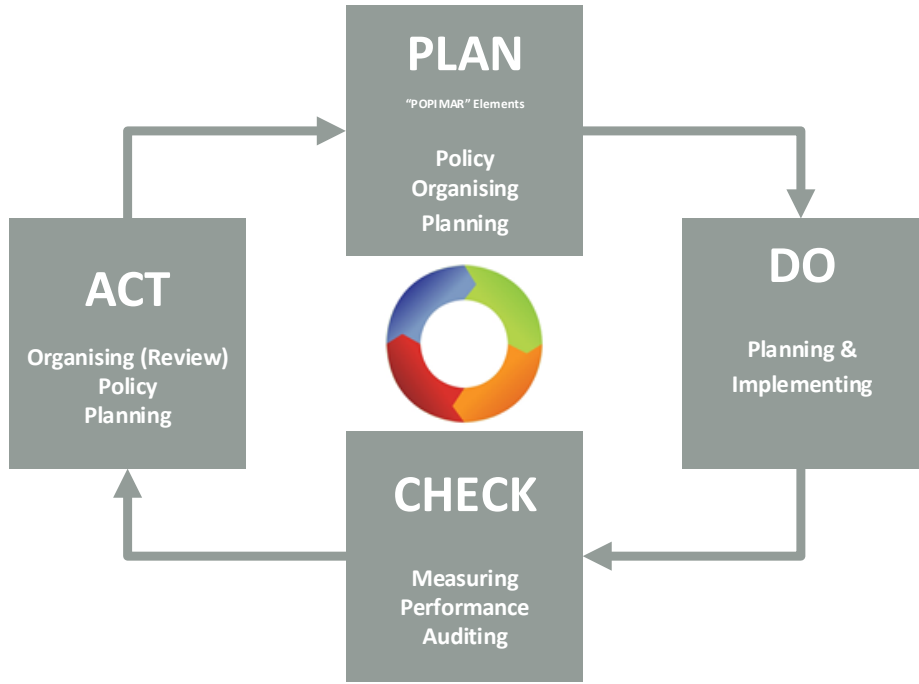
The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Company.

The arrangements when implemented however will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: -

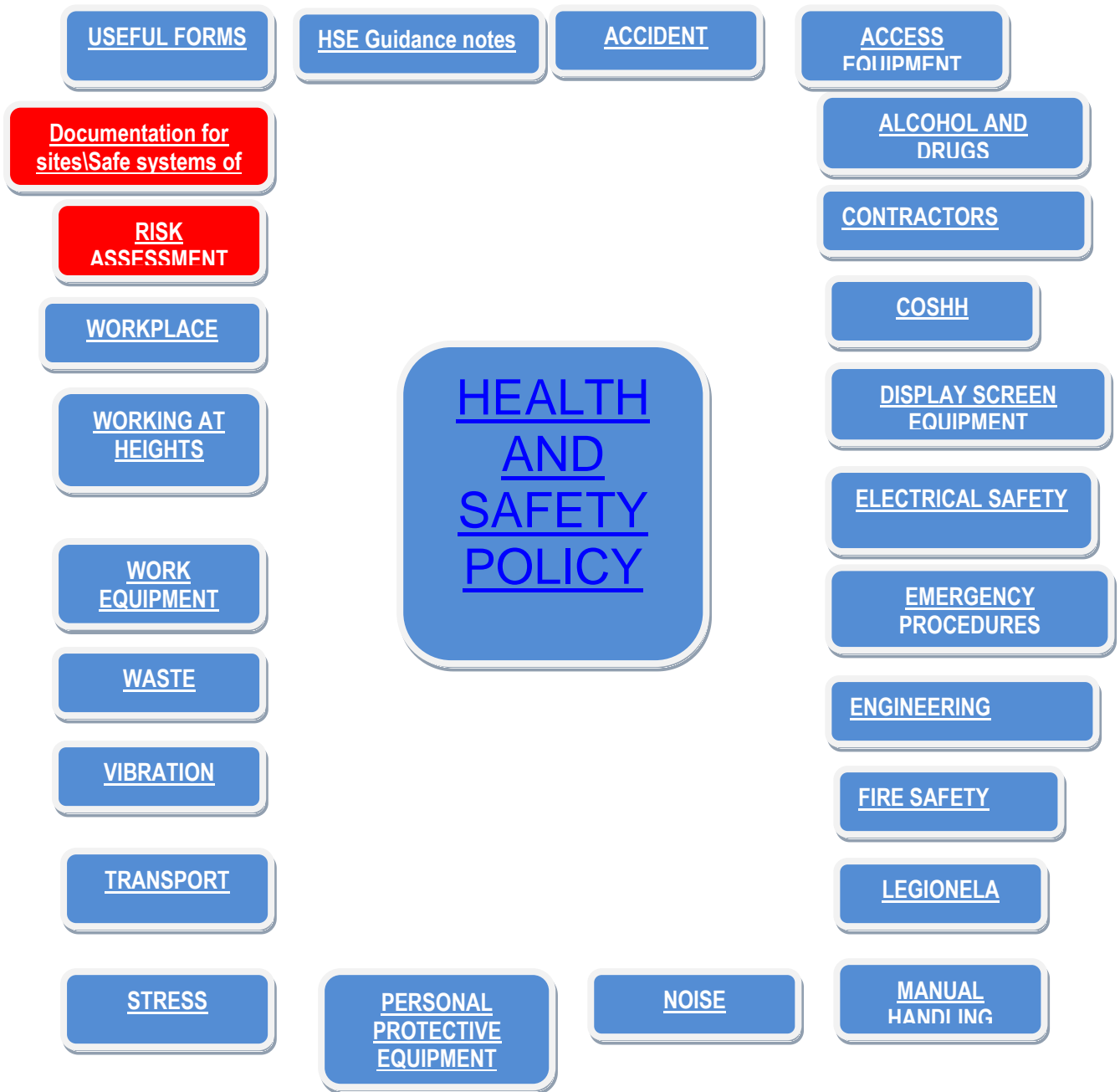
- Plan
- Do
- Check
- Act.

This Health and Safety policy includes a management structure and arrangements that have been developed for the Company to ensure compliance with the law. It can be integrated into the Company’s present management system. Including the factors mentioned above and using current health and safety principles and management practises, the system outlines clearly how to manage the requirements. This policy can be used as part of an effective health and safety management system to ensure compliance and control in a logical manner, by describing the services provided externally and the contributions required by the Company.

The flow diagram below provides a pictorial representation of good management practises as described in HSE Document HSG65 Managing for Health and Safety. This was originally referred to under the acronym “POPIMAR” which has been reviewed more recently (to reflect other management system protocols) to “Plan Do Check Act”. A pictorial representation summarising both is reproduced below:



HEALTH AND SAFETY SYSTEM STRUCTURE



HEALTH AND SAFETY MANAGEMENT PLANNING FORM

| Arrangements | Responsible person | Frequency | Date reviewed | Comments on performance |
|--|--------------------|-----------|---------------|-------------------------|
| Risk assessments | Office manager | Annually | | |
| | | | | |
| Accident statistics | Office manager | Annually | | |
| | | | | |
| Fire precautions | | | | |
| Fire evacuation drills | | | | |
| Office | Employer | Annually | | |
| | | | | |
| Alarm testing | | | | |
| Office | | | | |
| | | | | |
| Fire fighting equipment | | | | |
| Office | Contractor | Annually | | |
| | | | | |
| Portable electrical equipment | | | | |
| Visual check condition | User | When used | | |
| | | | | |
| Full appliance test | | | | |
| Static portable appliances e.g. computers etc | Employer | 3 yearly | | |
| | | | | |
| All other | Employer | Annually | | |
| | | | | |

WHAT YOU MUST HAVE AT EACH LOCATION

Prominently Displayed -

- Safety policy Statement**
- Employers Liability Insurance Certificate**
- Law Poster with Address Completed**
- Accident Book**

For Help, Consult:

- Main Site Office
- Main Site Office
- Main Site Office
- Main Site Office

Available At All Times -

- Health & Safety policy Manuals**
- Inspection Register for Electrical Equipment**
- Monitoring System Manual**
- Fire Manual**
- Fire Extinguishers**
- Risk Assessments**
- Equipment Register**
- Training Records for Employees**
- HSE Report Form (F2508)**
- Internal Accident Report Forms**

- Main Site Office
- Main Site Office
- Main Site Office
- Main Site Office
- Main Site Office
- Main Site Office
- Monitoring System Manual
- Employee Development
- Main Site Office
- Main Site Office



1. WHAT YOU MUST DO:

For Each Job -

Method Statements

Site Risk Assessments

Daily -

Fire Checklist

Monthly -

Monthly Health, Safety & Fire Inspection

Accident Statistics Return

Near Miss Reports

**Company Meeting including H&S issues
(discuss and minute)**

If there is any change to the business or process which may affect health and safety -

New Risk Assessments

For Help, Consult:

Office Manager

Office Manager

H&S Manager

H&S Manager

Company Secretary

H&S Manager

SECTION 2 - HEALTH AND SAFETY STATEMENT

In accordance with its duty under *Section 2 (3) of the Health and Safety at Work etc. Act 1974*, and in fulfilling its obligations to employees, visitors, neighbours, contractors and the general public who may be affected by its activities, JT & Sons Relocations Ltd (hereon known as The Company) has produced the following statement of policy in respect of health, safety and welfare concerns. It is our policy to comply with the following regulations:

Legislation relating to this policy

| | | |
|---|------|--------------------|
| Health and Safety at Work etc. 1974 | 1974 | Substantive |
| Safety Representatives and Safety Committees Regulations 1977 (S.I. 1977/500) | 1977 | Substantive |
| Health and Safety (First- Aid) Regulations 1981 (S.I. 1981/917) | 1981 | Substantive |
| Electricity at Work Regulations 1989 (S.I. 1989/635) | 1989 | Substantive |
| Health and Safety Information for Employees Regulations 1989 (S.I. 1989/682) | 1989 | Substantive |
| Health and Safety (Training for Employment) Regulations 1990 (S.I. 1990/1380) | 1990 | Substantive |
| Health and Safety (Display Screen Equipment) Regulations 1992 (S.I. 1992/2792) | 1992 | Substantive |
| Manual Handling Operations Regulations 1992 (S.I. 1992/2793) | 1992 | Substantive |
| Personal Protective Equipment at Work Regulations 1992 (S.I. 1992/2966) | 1992 | Substantive |
| Workplace (Health, Safety and Welfare) Regulations 1992 (S.I. 1992/3004) | 1992 | Substantive |
| Health and Safety (Consultation with Employees) Regulations 1996 (S.I. 1996/1513) | 1996 | Substantive |
| Health and Safety (Safety Signs and Signals) Regulations 1996 (S.I. 1996/341) | 1996 | Substantive |
| Lifting Operations and Lifting Equipment Regulations 1998 (S.I. 1998/2307) | 1998 | Substantive |
| Provision and Use of Work Equipment Regulations 1998 (S.I. 1998/2306) | 1998 | Substantive |
| Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) Revised 2007 | 1999 | Substantive |
| Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) | 2002 | Substantive |
| The Personal Protective Equipment Regulations (PPE) 2002 | 2002 | Substantive |
| Control of Substances Hazardous to Health (Amendment) Regulations 2003 (S.I. 2003/978) | 2003 | Administrative |
| Control of Substances Hazardous to Health (Amendment) Regulations 2004 (S.I. 2004/3386) | 2004 | Administrative |
| Control of Noise at Work Regulations 2005 (S.I. 2005/1643) | 2005 | Substantive |
| Control of Vibration at Work Regulations 2005 (S.I. 2005/1093) | 2005 | Substantive |
| Work at Height Regulations 2005 (S.I. 2005/735) | 2005 | Substantive |
| Work at Height (Amendment) Regulations 2007 (S.I. 2007/114) | 2007 | Administrative |
| Control of Asbestos Regulations 2012 (S.I. 2012/632) | 2012 | Substantive |
| Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (S.I. 2013/1471) | 2013 | Substantive |

Given the complexity of the regulations The Company has employed Bravanark Ltd to give advice on the responsibilities of the above.

It is the aim of the Managing Director so far as reasonably practicable, to ensure that: -

- The working environment for all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for first aid and welfare at work.
- The provision and maintenance of plant and systems of work that are assessed to ensure they are safe and without undue risk to health.
- Persons in our premises who are not in our employ are not unduly exposed to risks to their Health and Safety.



- Information, instruction, training and supervision are provided, as necessary, to secure the Health and Safety at work of all employees.
- Arrangements for the use, handling, storage and transportation of articles and substances for use at work that are safe and without undue risk to health.
- Adequate information is available with respect to articles and substances used at work, dealing with the conditions and precautions necessary to ensure that, when properly used, they present no undue risks to health or safety.
- There is suitable provision for the safe access and egress to and from all working areas.

The Managing Director has a responsibility for the implementation of this Health and Safety policy, arrangements and associated procedures.

Employees are reminded of the legal requirement to comply with the company's policy, arrangements and associated procedures.

In particular, they are required:-

- To take reasonable care for their own and their colleagues' Health and Safety at work and of those who may be affected by their acts or omissions.
- To co-operate with their employer to ensure that they comply with any duty or requirement for Health and Safety, imposed upon their employer by law, and contained in this statement or the company's policy, arrangements or associated procedures.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

This document will be reviewed annually or when significant changes in legislation are notified.

April 2018

Timon Thorncroft – Managing Director
Signed on behalf of JT & Sons Relocation Ltd

Date

ENVIRONMENTAL POLICY STATEMENT

JT & Sons Relocations Ltd recognises the importance of continual improvement and the prevention of pollution within our environmental considerations. These will be taken into account at all stages of our printing, data management and fulfilment activities. Our responsibilities as an outsourced service to the print industry include full compliance with all relevant legislation and regulations which relate to health, safety and environment.

In particular the following objectives will be pursued:

- a) Minimise of harmful emissions into the atmosphere
- b) Control of noise and nuisance to cause the least practicable inconvenience to our neighbours
- c) Conservation of energy and natural resources used in our operations
- d) Minimise the waste in production, packaging and distribution
- e) Recycling, disposal and treatment of waste by the least objectionable method.
- f) Maintaining a visual appearance of our operations
- g) Provision of safe, hygienic and attractive working environments having regard to the nature of our activities
- h) The responsible operation and maintenance of machinery, equipment and processes to reflect the principles above
- i) Prioritise and give preference to suppliers that are working towards best environmental practice

Our ongoing targets and objectives support this policy. They are based on our commitment to continual improvement and the maintenance of standards which are regularly reviewed, audited and assessed by ourselves as well as by accredited external assessors.

This will give confidence to our customers, public and staff that we are a company with proper and responsible attitudes towards improving the environment in which we live and work

April 2018

Timon Thorncroft – Managing Director
Signed on behalf of JT & Sons Relocation Ltd

Date

ALCOHOL AND DRUGS POLICY

Aims

The Company recognises that for a range of reasons individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business. The effects of drug and alcohol misuse range from absenteeism, low productivity and increased disciplinary action to injury in the workplace. This policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned. The policy applies to all workers and employees from senior managers to temporary workers.

Responsibility

The Company encourages all staff to take responsibility for awareness of the problems, but ultimately responsibility for the operation of this policy lies with Managing Director.

Definitions

Alcohol misuse is defined as being in possession or consumption of alcohol during working hours, or attending work under the influence of alcohol.

Drug misuse refers to the possession or use of illegal substances and or misuse of prescribed drugs and other substances such as solvents.

During working hours includes during breaks or on the way to work.

The rules

The Company does not permit:

- drug or alcohol possession or misuse during working hours
- being under the influence of drugs or alcohol while at on the Company premises
- encouraging others to misuse alcohol or drugs.

Safeguards

The Company recognises the difficulties that can be faced by those who misuse drugs and alcohol, and therefore:

- absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness
- it will be recognised that relapses do occur
- this policy will be monitored and reviewed regularly in consultation with workplace representatives to ensure that it continues to be appropriate and effective.

Confidentiality

If an employee requests help from their line manager prior to management being aware of poor performance, then in accordance with the disciplinary or capability procedure any information regarding an employee's problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

Help

We can offer practical support to those experiencing problems. We may be able to refer employees to an appropriate advisory service, for example. The Company encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

Information

The Company is also committed to providing information to employees about the effects of drugs on health and safety.

Disciplinary action

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or capability procedure, subject to the letter and spirit of this policy, particularly where help is refused and/or impaired performance continues.

- Dismissal may result from disciplinary action.
- Possession of and dealing in illegal substances will be immediately reported to the police in all cases; there is no alternative to this procedure.

April 2018

Timon Thorncroft – Managing Director
Signed on behalf of JT & Sons Relocation Ltd

Date

INAPPROPRIATE BEHAVIOUR POLICY

INTRODUCTION

It is in everyone's interests for the environment in which we work to be harmonious and respectful. Although we would like to think that this is always the case, this policy recognises that inappropriate behaviour, which may include harassment, can and does take place. This policy aims to ensure that if inappropriate behaviour does occur in the workplace it is dealt with in a serious, sensitive and confidential manner so that the matter can be resolved as quickly as possible for all concerned.

We are committed to tackling incidents of inappropriate behaviour swiftly and decisively. A strong stand is needed on this issue to enable people of all backgrounds to have dignity at work, and enable them to progress in the organisation and fully contribute to our success.

IDENTIFYING HARASSMENT

Different things affect us all in different ways, and therefore what one individual might think of as harmless could be felt to be harassment by another. It is important to remember that harassment is defined by the way that someone feels about your behaviour, and not by your intentions. For example, you tell a joke that you think is funny. Although it was just a bit of fun and you did not intend to upset anyone, one of your colleagues finds it offensive. This individual may have a valid claim that they have been harassed.

It is important to note that the question of whether or not behaviour constitutes harassment rests with the person on the receiving end of the behaviour. Friendly, welcome and reciprocated actions are fine, but great care should be taken when interacting with others to distinguish between behaviour that is viewed as welcome and behaviour that is unwanted and potentially offensive to another person.

A single incident can constitute harassment, if it is sufficiently serious. Alternatively, a series of relatively minor incidents or actions can be collectively viewed as harassment, in particular if the behaviour persists after the individual has expressed an objection to it or asked for it to stop. The organisation's position is that no harassment of any kind should take place and all employees have a responsibility to ensure at all times that their own behaviour does not offend others.

It is important to remember that harassment:

- depends on the view of the individual on the receiving end of another person's behaviour
- does not depend on the severity of the behaviour - a joke or a throw-away comment could be perceived as harassment by anyone who hears it
- can include behaviour that you hear or see, even if it is not directed at you and has nothing to do with you.

BULLYING

Bullying is regarded as any behaviour, occasional or persistent, by anyone that intimidates or oppresses another person, possibly through misuse of authority or power. It invariably has a negative effect on the victim's self-confidence, self-esteem and general well-being. It can be subtle in nature and is intended to hurt. It can take place with your work colleagues in public or in private, at work or socially.

Examples of bullying may include:

- shouting or swearing at an individual
- persistent, excessive, unfair or unjustified criticism
- public humiliation and/or insults
- persistent undervaluing of a person's effort
- constant ignoring of opinions
- withholding information without justification that would be beneficial to an individual
- unjustified, excessive monitoring and/or supervision

- setting someone up to fail - for example, setting a target/objective that simply cannot be achieved
- constant changing of targets for no justifiable reason
- unreasonably blocking requests for leave
- aggressive communications
- intimidating or threatening behaviour.

PREVENTING HARASSMENT

We all have a responsibility to discourage harassment and prevent it from taking place by:

- being aware of the problems that harassment can cause, and ensuring that our behaviour does not cause others to feel harassed
- making our colleagues aware that certain conduct or behaviour is causing concern or offence to ourselves or to others.

Heads of departments have a particular responsibility to prevent harassment taking place by:

- being alert to the possibility that harassment may be happening in their area
- using their judgement to correct behaviour that could be considered offensive, and reminding employees of organisational policy on this matter
- taking prompt action to stop harassment as soon as it is identified
- dealing with all incidents quickly, seriously, sensitively and in confidence.

DEALING WITH HARASSMENT

We will deal with all complaints of harassment promptly, fairly, sensitively and in confidence.

Most people who complain that they are being harassed simply want the behaviour to stop. Where appropriate, they can be encouraged to take charge of the situation themselves by informing the harasser that his or her behaviour is unacceptable and that it must stop.

If you feel that you are unable to deal with a particular situation without support, you should ask your team leader or manager to explain to the person causing offence that their behaviour is unwelcome and must stop.

If this initial approach fails to resolve the problem, you may use the formal grievance procedure. Disciplinary action will be considered in all cases where a claim of harassment is substantiated.

April 2018

Timon Thorncroft – Managing Director
Signed on behalf of JT & Sons Relocation Ltd

Date

SECTION 3 - ORGANISATIONAL STRUCTURE AND ARRANGEMENTS

The organisational statement identifies the area and level of responsibility for implementing the Company Health and Safety Policy. Health and Safety control often suffers from a lack of definition in the minds of employees. It is intended that the following paragraphs will assist in identifying key individuals within the Company who have specific roles to play and in clarifying the responsibilities of all members of staff. Where functions are assigned to specific personnel it is expected that they will appoint deputies to cover the task when they are not available.

SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES: The following designated individuals will be responsible for all health and safety management:

| Health and Safety Consideration | Duty Holder | Position in the organisation |
|--|---------------------|-------------------------------------|
| Health and Safety Policy implementation and review | Timon Thorncroft | Managing Director |
| Office Safety | Jennifer Thorncroft | |
| Accident reporting and Safety inspections | Timon Thorncroft | Director |
| Site welfare | TBC | Contracts Manager / Site Supervisor |
| Risk Assessments | Timon Thorncroft | Managing Director |
| COSHH assessments | Timon Thorncroft | Managing Director |
| Method Statements | Timon Thorncroft | Managing Director |

Managing Director

The Managing Director has overall responsibility for health and safety and in particular for:

- ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business;
- determining health and safety objectives and assign clear responsibilities for meeting them;
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;
- ensuring health and safety performance is regularly reviewed at board level;
- monitoring the effectiveness of the health and safety policy;
- reviewing the policy annually.
- ensuring that health and safety responsibilities are clearly communicated to staff;
- assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of JT & Sons Relocation Ltd's health and safety policy and strategy.
- ensuring that all members of the team are aware of their responsibilities and have received appropriate training;
- carrying out regular documented safety inspections that highlight unsafe conditions and acts;
- ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.;
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees;
- investigating all accidents that occur in their areas of responsibility.
- sourcing additional specialist health and safety assistance when necessary;
- displaying the Health and Safety Law poster, a copy of JT & Sons Relocation Ltd's Health and Safety Policy Statement, Employers Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure;
- ensuring the site has adequate fire wardens and first aiders at all times;
- conducting display screen assessments for new staff or whenever there has been a significant change in the workstation. (Remember expectant mothers will require several assessments).
- Maintain health and safety records, e.g. staff development and training, etc.

Operations Manager

The Operations Manager is responsible for the day-to-day implementation of the company Health and Safety policy and is directly responsible to the Managing Director. He would act in the absence of the Managing Director but this would not absolve the Managing Director of their duties outlined above.

Team Leaders

Each Line Supervisor is responsible for the day-to-day implementation of the company Health and Safety policy for their areas of responsibility and would act in the absence of the Operations Manager but this would not absolve the Operations Manager of their of their duties outlined above.

Employees

Employees have responsibilities in respect of health and safety. In particular they will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
- take reasonable care for their own safety and for the safety of others who may foreseeable be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to Team Leader;
- assist with the completion of the risk assessment programme.

Fire Wardens

- Fire wardens will be named for each area on clients site.
- Fire wardens will ensure that all staff and visitors in their area vacate the premises in an orderly manner and assemble at the designated assembly point as indicated by client.
- Fire wardens will take temporary control of any fire evacuation situation until relieved of that task by an incident controller or the Fire Brigade.
- Fire wardens are not expected to become fire fighters. In the event of fire, their prime responsibility is for the safety of human life including their own. However, there are some outbreaks of fire that may be safely tackled by any member of staff, provided they have received the appropriate training.

First Aiders

All first aid staff must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aid staff to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aid staff and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties shall be treated as confidential.

First aiders will:

- ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.

DUTIES AND RESPONSIBILITIES OF EXTERNAL HEALTH AND SAFETY ADVISOR

Bravanark are responsible for assisting in the development of the Company's Health and Safety documentation through the period of contract and for keeping it updated for changes in Health and Safety legislation relevant to the Company and for organisational changes which affect the company's Management system.

Bravanark will also:

- Carry out annual site visit to nominated site to ensure compliance with current legislation applicable to the company.
- Following the site visit, provide advice on implementing changes and system procedures with a prioritise action plan.
- Assist in the completion of detailed risk assessments
- When requested, provide/liaise with other training providers on relevant agreed topics
- Provide advice on implementing changes and system procedures.
- Act as the Company Competent Person, providing advice and assistance on Health and Safety issues to the Company Managing Director.
- Provide telephone advisory service - this is available 24 hours per day, 365 days of the year. This service is also available for all site Foremen.

- Liaise with enforcing authorities in the event of a serious accident or incident, and when requested, assist in an accident investigation.
- Provide regular contact by email to ensure appropriate updates are notified.
- Provide a dedicated advisor who will be available for any advice during normal working hours. (9am-5pm)

SECTION 4 - HEALTH AND SAFETY ARRANGEMENTS

Accident, RIDDOR, Incident and Near Miss Policy

Introduction

When an accident or injury occurs in the workplace, we all have a legal and moral duty to record the incident.

The Company defines an accident as:

“Any unplanned or unexpected event that has the potential to cause injury or property damage”.

It is recognised by the Company that injury or damage does not have to occur for an event to be classed as an accident.

The Accident Reporting and First Aid Procedures will help in reducing incidents in the workplace, ensure legal compliance, and reduce the risk of repetition.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Injuries Notifiable to Enforcing Authorities

All reportable incidents/accidents/dangerous occurrences and work related illness where an individual is absent from work for more than 7 days must be reported to the Health and Safety Executive by way of the HSE website. Visit www.hse.gov.uk/riddor

You must report the incident/accident within 15 days of the incident.

In the event of a major injury or fatality report to the HSE at the following address: contact the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The term "accident" here includes acts of non-consensual violence to a person at work with the reason for the violent act being work related (e.g. two Members of Staff fighting over a personal disagreement is not reportable).

All accidents where an employees is off work for 3 days or more needs to be recorded.

Accident Investigation

Following any accident/incident or near miss, the Team Leader deemed to be in control of the area where the incident occurred will ensure that an accident investigation will be undertaken.

The investigation will be to establish the immediate and underlying causes in order to prevent a similar incident occurring in the future.

A copy of the completed investigation form must be returned to the HR Department within 5 days of the accident/incident or near miss.

Advice and/or assistance for completion of the accident/incident investigation form can be sought from Bravanark Ltd 01189541700.

The HR Department will investigate any incident/accident or near miss which results in a report having to be made under the RIDDOR 2013.

All members of staff are required to cooperate fully with investigations conducted in the interests of health and safety.

Alcohol and Substance Abuse Policy

Introduction

The definition of alcohol and/or drug abuse is to use to such an extent they damage the health, attendance, performance or conduct at work. This policy is not concerned with the social use of alcohol but the Company encourages sensible drinking habits and a drug free lifestyle.

Policy

The Company will help employees who acknowledge their addiction by offering advice and guidance and encouragement to help them overcome it. To heighten awareness, managers and employees will be made aware of courses and meetings and keep up-to-date on the subject.

Asbestos Policy

Introduction

Asbestos is the collective name for a group of fibrous minerals which are mechanically strong and resistant to heat and chemicals. Asbestos has been used in a wide range of applications in the past because of its excellent thermal insulation, fireproofing and other physical and chemical properties.

Inhaling asbestos fibres can lead to asbestos related diseases - these are mainly cancers of the lungs and chest. Asbestos does no harm provided it is in good condition and remains undisturbed. However, when it is disturbed or damaged it can release fibres into the air, which when inhaled can become a danger to human health?

The Control of Asbestos at Work Regulations (CAW) requires the Company to carry out a risk assessment on work with or near asbestos materials or any material suspected as, or likely to contain, asbestos.

Responsibilities/Duties

The Regulations impose duties on the owner, landlord and/or the tenant. The circumstances will decide how and whether these responsibilities are shared. In accordance with the CAW Regulations, the Company will:

1. Determine the location of materials likely to contain asbestos;
2. Presume that materials contain asbestos unless there is evidence that they do not;
3. Make a written record (the Register) of the location of asbestos and suspected asbestos material and keep it up-to-date;
4. Keep a check on the condition of asbestos and suspected asbestos materials to ensure that they are not deteriorating;
5. Assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to ensure that:
 - any material known or suspected to contain asbestos that may create a risk of exposure (because of its state and location) is repaired or, if necessary, removed. This can only be conducted by approved and licensed contractors who will be monitored by the enforcing authority.
 - any material known or suspected to contain asbestos is maintained in a good state of repair;
 - information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known and is given to anyone likely to disturb it.

6. Prepare and implement a written management plan to control these risks and ensure that information about the location and condition of any asbestos is provided to any person who is liable to disturb it.

Contractors (Selection and On-site Control) Policy

Introduction

The Health and Safety at Work etc. Act provides that the Company and the contractor have duties to ensure the health and safety of their own and each others employees. This means that the place of work, the equipment used, the systems of work employed and the competence of the personnel are covered by legal requirements.

Selection of Contractors

Section 3 of the HSW Act implies a duty on the Company to ensure that any contractor is competent to carry out the tasks required. Cost will never be the main criteria for the selection of a contractor. Before commencing major works a pre-contract meeting will be arranged by the Project Manager to discuss safety matters.

Safety Policy

Managers selecting contractors to carry out works must ensure that their safety policy, where appropriate, outlines their commitment to safety. A copy of the contractor's Safety Policy will be requested during the tender process.

The Company must also satisfy itself that a copy of the policy document has been distributed to the employees and self-employed staff of the contractor and that its procedures are understood by them.

Risk Assessment

Contractors must provide the Company with risk assessments and detailed method statements on how the tasks will be completed and what tools/equipment will be used.

The commissioning manager must also investigate the following:

- Have the workers received training for the works to be carried out?
- To what extent is there supervision for the task?
- What is the competency of the contractors in the management of health and safety?
- What are the proposals for safe working?
- Has the contractor ever been subject to enforcement action?
- How does the contractor's accident record compare to that of other companies?
- Can the contractor's health and safety attitudes be checked with previous clients?

The investigations must be recorded and kept on file by the Commissioning Manager for future reference.

Control of Contractors on Site

Managers wishing to engage any contractor must send them a copy of the Company's Safety Requirements for Contractors on Site form for their signature prior to their engagement.

This form identifies all of the safety requirements for contractors working on any of our sites.

Managers engaging contractors will be expected to monitor their compliance with this form.

On-site Safety Checklist

When the contractor arrives on site and prior to the commencement of any work, the Commissioning manager will complete the Control of Contractors on Site Checklist.

Control of Substances Hazardous to Health (COSHH) Policy

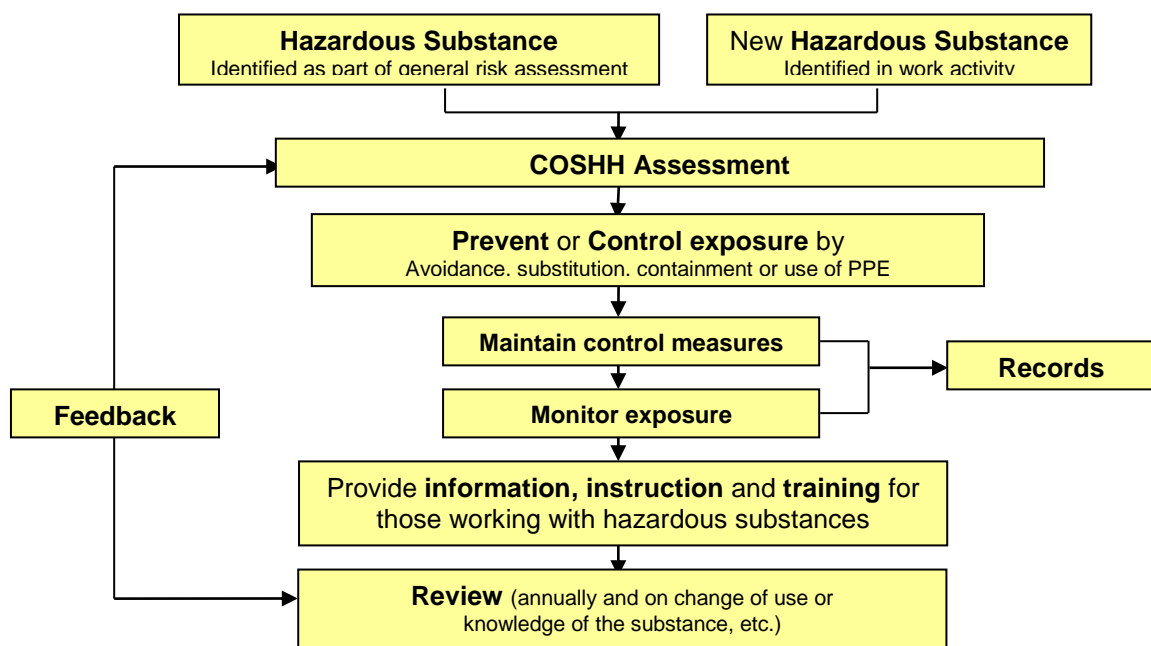
The Control of Substances Hazardous to Health Regulations aim to control the exposure of employees to hazardous substances encountered at work, therefore requiring employers to assess the risks from hazardous substances and take appropriate precautions.

COSHH was introduced to produce a systematic means of information on health and hazards to workers and to also place a general responsibility on employers to do all that is 'reasonably practicable' to ensure the health and safety of employees. To meet these regulations the Company will:

1. Identify which substances are used in the every day operation of the building(s).
2. Establish how each substance is used, the work practices and the method of handling, storing, etc.
3. Assess the exposure and risk to health of employees that may be affected by the process, either from one exposure, short-term or long-term exposure.
4. Agree upon the action required to reduce the exposure where an assessment indicates an unacceptable exposure or risk. Suggestions are:
 - to remove the substance from use;
 - make changes to work practice;
 - to use a less hazardous substance;
 - to use a less hazardous form of the same substance;
 - to improve the environment by possible ventilation or exhaust extraction;
 - to introduce control measures.
5. Complete the initial assessment and assessment reports. These must be retained on site for viewing by the Environmental Health Officer/Health and Safety Executive.

Where it is appropriate for the protection of the health of employees who are, or are liable to be, exposed to a substance hazardous to health, the Company will ensure that such employees are under suitable health surveillance.

The Company will ensure that employees are trained in the use of hazardous substances.



Display of Notices

The Company will ensure that there is displayed information in the form of notices, documents and other articles as follows:

- **The Health and Safety Information for Employers Regulations**

This requires employers to bring to the attention of their employees information relating to general requirements, duties, etc. under, health and safety law. The Company will display a poster in each building. However, the distribution of a leaflet to each employee with the full detail required will fulfil the requirements of the Regulations.

- **Employers Liability (Compulsory Insurance) Act**

This act places a duty on employers to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease sustained by their employees during the course of their employment. The Company is required to display an up-to-date Certificate of Insurance at each place of business for the information of employees.

- **Health and Safety (Safety Signs and Signals) Regulations**

All safety signs, regardless of when they were erected or placed, must comply with this regulation. The Regulations also lay down requirement for:

- emergency escape signs;
- fire-fighting signs;
- signs on containers and pipes;
- identification and location of fire-fighting equipment;
- signs for obstacles and traffic routes;
- illuminated signs;
- acoustic signals;
- verbal, communication and hand signals;
- periodic inspection to confirm that standards are maintained.

The types of signs specified are as follows:



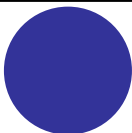
Prohibition Signs

These must be round with a white background, red border and cross bar. Symbols must be black and placed centrally on the background without obliterating the cross bar. These signs mean that something **must not** be done.



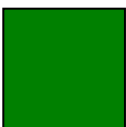
Warning Signs

These must be triangular with a yellow background, black border and black symbol which is centrally placed. These signs warn of a particular hazard.



Mandatory Signs

These must be round with a blue background and white symbol. These signs state what action must be carried out, e.g. wear protective equipment.



Safe Condition Signs

These must be square or oblong with white symbols on a green background. These signs indicate safe conditions such as first aid points or emergency routes.

Driving Policies

It is the policy of the company to ensure that all employees who use company vehicles are competent to do so. All employees who use their own vehicles for business purposes the company will ensure that the vehicles have passed an MOT with the past 12 month, display a current road tax disc and the driver hold the appropriate insurance (fully comprehensive with business use).

Before any person is authorised to drive a company car they must produce the above document.

JT & Sons Relocation Ltd will reserve the right to assess driver's competence before a car is allocated.

All drivers of company vehicles are responsible for ensuring the vehicle complies with current Road Traffic legislation.

Electricity at Work Policy

Employees, unless adequately trained, will under no circumstances attempt to install or repair sockets, plugs and tools or interfere with plant, appliances or electrical installations. These jobs will be undertaken by an authorised and competent person, either employed by the Company or by contractors, agents or manufacturers called to the building.

Guidelines and Precautions

The Electricity at Work Regulations were introduced to ensure that precautions are taken against risk or death or personal injury from electricity in work activities. All electrical work undertaken will conform to these Regulations. The Regulations address a number of different aspects to the achievement of electrical safety, which may be summarised as follows:

- planning and design;
- installation;
- commissioning;
- use;
- routine maintenance and fault repairs;
- dismantling at end of required life.

Within the Regulations are specific guidelines for the requirement of suitable 'hardware', i.e. the components used to make up electrical systems and also for safe systems of work. Furthermore, the Regulations impose general requirements to ensure that all electrical systems are, first, of such construction and, second, are maintained so as to prevent danger.

The Company will ensure, through planned preventative maintenance, that:

- mains supplies are inspected and checked for breaks, clean and tight connections and loading;
- plant and equipment is maintained according to the manufacturers and installers guidelines;
- appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

In view of the dangers represented by electricity it is extremely important that electrical work, other than small tasks such as the changing of light bulbs, is undertaken only by those with the expertise (in the form of technical knowledge, experience, skills and competence) to do so, in all aspects of the job or task. Such work is often assigned to contract electrical engineers, and work must conform to the Regulations in every respect.

Portable Appliance Testing (PAT)

The Company is required by law to ensure all electrical equipment whether fixed or portable used within the workplace is safe to use. The term 'portable appliance' is deemed as being an appliance or equipment that can be readily disconnected from the system, typically via a 13-amp plug top. Many items which fall within this classification, e.g. appliances, kitchen equipment, DSE, photocopiers, etc., The guidance from the Health and Safety Executive requires that visual inspection of all portable electrical equipment is to be carried out annually and any electrical equipment that comes into contact with water is to be appliance tested annually. All inspections must be carried out by a competent person and items that require full testing must be tested using approved testing equipment.

The results of these inspections/tests will be logged using a Testing Log Sheet and a self-adhesive label must be affixed to each appliance showing the date tested and by whom. Should an appliance fail the test, the item must be removed immediately for repair or replacement. These tests represent a legal requirement and the Environmental Health Officer is entitled to call on-site without notice and demand to see the log sheets and evidence that the required tests have been carried out.

The Company will ensure that this required testing is undertaken on a periodic basis.

Fire Safety Policy

The Company will conduct and maintain a fire risk assessment to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

These obligations are of particular relevance at the time of any consultation with the Fire Authority on subjects that were originally contained within the fire certificate. The Company's insurer will require a suitable and sufficient risk assessment to be undertaken.

The fire risk assessment will focus on:

- Identifying potential fire hazards
- Identifying who could be at risk in the event of a fire.
- Evaluating the level of risk from the fire hazards and deciding how effective are the existing controls to eliminate, control or avoid the fire hazards (control measures include: fire safety emergency plan, fire detection and warning systems, means of escape, means of fighting fire, fire safety training and fire prevention measures).
- What needs to be done to mitigate the risk.
- Recording the assessment and communicating information to persons at risk.
- Confirming that an appropriate process is in place to review and monitor the control measures.

The Company will also ensure that:

- All fire call points are identified and weekly call point tests (different call point every week) undertaken and recorded.
- Adequate and suitable fire extinguishing appliances are provided and maintained.
- Suitable means of fire detection and signalling of the presence of fire is provided and maintained.
- Adequate means of escape are provided and maintained.
- Suitable signs designating fire fighting equipment and means of escape are provided and maintained.
- A fire logbook is provided and maintained.
- Fire training is provided to employees.
- Evacuation drills are undertaken at all of the Company's premises at least twice a year and the results recorded.

- Suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key personnel in the event of a fire.

The Company will liaise with local Fire Authorities regarding any changes likely to affect the means of escape at the planning stage.

First Aid Policy

- It is the policy of the Company to ensure that there are sufficient suitable persons trained either as First Aiders or Appointed Persons, as appropriate, to meet the needs of Company taking into account:-

- proximity to external medical services;
- staffing levels;
- risk levels and workplace hazards e.g. tools, machinery, hazardous substances;
- previous incidents that required first aid treatment;
- annual leave, other foreseeable absences of first aiders and appointed persons;
- lone-working

All first aid treatment must be recorded in a first aid book or similar. In addition, where first aid is carried out in connection with a work-related injury or occupational ill health, a Health and Safety Incident/Violence Report Form must also be completed.

Health Surveillance Policy

The Company recognises that employees may at some stage be exposed to activities or substance that may cause harm to the health and well being of the employee. All reasonable steps will be taken to prevent this from occurring. In the event of exposure employees will undergo appropriate health surveillance for; Exposure to Noise, Dermatitis, Respiratory conditions and Vibration.

All activities will be assessed to ensure exposure is removed or brought down to below WEL's.

Manual Handling Policy

The Company will ensure, so far as is reasonably practicable, that all hazards arising from manual handling activities are eliminated where possible and where it is not the risk will be reduced to a minimum.

Risk Assessments

Manual handling operations will be identified and assessments conducted where necessary with results recorded.

The assessment is carried out under four main headings: load, task, individual and environment.

Employees are required to report any health problems which may affect their ability to lift safely, and also to co-operate with the Company.

Following the risk assessment, sufficient training, information, instruction and advice will be provided to ensure that employees can carry out their duties safely.

Lone Working Policy

Lone working is defined as working with no other person within visual or normal audible range. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work will be considered as 'lone-working'.

When the work to be undertaken consists solely of work such as office administration, no special action is required, but if outside normal working hours the notifications relating to such work must be given.

A risk assessment will be made of the work environment and task to be completed. This may conclude that one person cannot control the risks involved.

Lone Working

1. All employees who are going out of the office should ensure that either their line manager, receptionist or office manager knows where they are going and the time they are expected to arrive at and leave their destination.
2. When lone working you should contact the office (or if out of hours your line manager) to notify them that you have arrived at your destination, and again when you leave.
3. If you are travelling to a known trouble area then:
 - a. Consider with your line manager whether you should be accompanied by a colleague;
 - b. If you feel threatened then you should walk away and leave the area immediately. You should contact the office when you believe you are in a safer area.
 - c. Read and follow the personal safety procedures laid out in this manual.

Permit to Work Policy

Requirements

The Company must observe a safe system of work and this is required for all work situations. The basic steps of all safe systems of work are as follows:

- correct planning of work activities;
- selection, provision and use of suitable equipment;
- provision of properly trained, competent personnel;
- adequate supervision by properly trained, competent personnel having the necessary authority to control the activities;
- ensuring that any necessary equipment test certificates and other documents are available;
- preventing any unauthorised movement or use of work equipment;
- ensuring the safety of persons who are involved in, or affected by, work operations.

Through the Health and Safety Policy the safe system of work must be effectively communicated to all parties concerned, including contractors.

Permit to Work Systems

These systems are designed to ensure that measures identified when work procedures were designed are actually carried out. They involve the use of specially designed forms which can only be issued by nominated people for a designated period only. All permit to work systems include the following basic principles:

- Isolation of plant and equipment from power and services must be adequate and secure.
- Residual hazards must be identified, controlled and understood.
- The equipment and workplace must be clearly and correctly identified.
- Changes of intent must be prevented.
- Instructions must be written clearly and checked.
- The equipment and workplace can be re-commissioned provided that the maintenance and production employees are not in any danger.

Policy on the Prevention of Violence at Work

Introduction

Most people accept that physical force against an individual is an example of violence, but violence can take other forms, including verbal abuse and threats (with or without a weapon).

The Health and Safety Executive (HSE) defines work-related violence as:

“Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”

Even where there is no physical injury, there can still be considerable emotional stress. Threats may indicate a risk of actual injury, while malicious damage to an employee’s property can cause distress and fear of future physical attack. People have different perceptions about behaviour they find threatening or offensive. Something which causes distress to one person may simply annoy another; and what one finds threatening may be shrugged off by others. It is important that you treat each reported incident seriously to ensure that everyone is aware of your commitment.

Violence to employees can include:

- Verbal abuse
- Swearing
- Spitting
- Posturing
- Making threats (race, religion, gender, physical make-up, etc)
- Use of a weapon (anything from a pen to a knife or gun)
- Actual physical attack (being scratched, punched, kicked, hit, hair being pulled, etc)

Violence or the threat of violence is not a ‘gender’ issue, with men at risk as well as women.

Violence or the threat to the personal safety of individuals whilst at work, can lead to low morale, high absenteeism, and high employees turnover, creating anxiety, stress, low self esteem and poor performance for the individuals concerned.

Employees also have a responsibility to take all reasonable steps to ensure that they do not place themselves, or others at risk of harm. Employees must co-operate fully in complying with systems and procedures introduced into the workplace for safety purposes. Thus the employees have an important role to play in ensuring their own personal safety whilst at work.

The aims of this Policy are:

- ◆ To enable JT & Sons Relocation Ltd to create and maintain a safer working environment for all employees, which is so far as is reasonably practicable, free from the threat of violence.
- ◆ To provide support to employees involved in violent incidents
- ◆ To ensure that all incidents of violence/aggression are recorded and reported.

Statement of Policy

JT & Sons Relocation Ltd recognises that there is always the potential for the personal safety of, JT & Sons Relocation Ltd employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence is very low, JT & Sons Relocation Ltd is committed to minimising that risk, so far as is reasonably practicable, in accordance with its’ legislative obligations and its common law ‘duty of care’.

JT & Sons Relocation Ltd recognises that the creation and maintenance of a working environment, which presents a minimum risk to the personal safety of all employees, is mutually beneficial and conducive to the efficient and effective delivery of services. JT & Sons Relocation Ltd undertakes to take all reasonable steps to establish a safe working environment, which protects and provides support for all employees, ensuring their dignity and treating them with respect.

The underlying principle is that violence, in all its forms, is unacceptable to the Company, irrespective of the reasons for that violence. This includes the physical act of violence, threats of violence, aggressive or abusive behaviour, harassment, bullying or other persistent antisocial behaviour.

JT & Sons Relocation Ltd is committed to the continued development and implementation of a range of measures and procedures, to protect and support the individual whilst engaged in JT & Sons Relocation Ltd business, including:

- Robust security systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence
- Provision of adequate and relevant information and training to employees
- Reporting and recording systems for incidents, near misses and suspicious activity
- The provision of all necessary medical and professional support to employees who are victims of violence whilst at work
- Periodic monitoring and review of performance and provision

The measures undertaken to provide a safe and secure environment will be determined by a risk assessment, undertaken by appropriate persons, which considers: -

- The individual
- The location
- The activities
- The existing controls
- The identification of additional measures which further minimise the risk

Risk Assessments and Operations Policy

Introduction

The Company will complete risk assessments to ensure that all hazards to be found in the workplace and work operations are either eliminated or remedial actions implemented to reduce the level of potential harm to a minimum. Following the risk assessment, where required safe working procedures will be written and provided to all appropriate personnel. In assessing the risks in the workplace, the Company will follow the Health and Safety Executive's 5-step approach (<http://www.hse.gov.uk/pubns/indg163.pdf>):

- identify the hazards;
- decide who might be harmed and how;
- evaluate the risks and decide on precautions
- record the findings and implement them;
- review the assessment and if necessary, revise it.

Who Might be Harmed?

- Office workers
- Maintenance workers
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public.

Particular attention will be paid to:

- Employees with disabilities
- Visitors
- Inexperienced employees
- Lone workers

Identifying Hazards

The Company will identify the hazards by the following:

- consultation and conducting inspections of the workplace;
- analysing jobs;
- adopting a “what if” approach;
- listing all Acts and Regulations as they apply to the workplace.

Manufacturers’ instructions, accident records, ill health records, etc., can help to identify hazards.

Evaluating the Risks

For the hazards listed, do existing precautions:

- Meet the standards set by legislation?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

The following should be provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, risks are adequately controlled but the precautions that are in place need to be indicated. If the risk is not adequately controlled, an ‘action list’ will be written.

Recording the Findings

The Company must be able to show that:

- A proper check was made.
- Persons affected are identified.
- Obvious significant hazards are dealt with
- The precautions are reasonable and the remaining risk is low.

Records will be kept for future reference: an inspector may ask for them or if you become involved in any legal action they will be required.

Review and Revision

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new employees, etc., this could present new hazards. Amendments will not be made for trivial changes, only for significant ones.

Risk assessments need to be reviewed to determine their suitability following any related accident.

It is good practice to review assessments from time to time (and especially following any accident) to ensure precautions are still working effectively.

Smoking Policy

Introduction

This policy has been developed to protect all employees and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

It is the policy of our Company that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors. There is no requirement for our Company to provide outdoor smoking shelters.

All staff are obliged to adhere to, and support the implementation of the policy. The Company will inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. New personnel will also be given a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises and in all smokefree vehicles.

Non-Compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

The Company will:

- Maintain a non-smoking environment.
- Display 'no smoking' signs
- Take reasonable steps to ensure that staff, customers and visitors are aware that premises and vehicles are legally required to be smoke free.
- Encourage smokers to give up or reduce smoking (help provided in this task).
- Discourage non-smokers from taking up the habit.

Reasons for Adopting a Non-smoking Policy

- Reduced absenteeism for health reasons.
- Improved employee morale, particularly among non-smokers.
- Reduced fire risk.
- Lower maintenance and cleaning, etc.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Skin Policy

Introduction

The Company is aware that they have legal duties to assess the health risks from skin exposure to hazardous substances at work. They must prevent or, where this is not reasonably practicable, adequately control exposure to the hazards by using and maintaining suitable controls.

Many materials used at work can affect the skin or can pass through the skin and cause diseases elsewhere in the body. If you are an employer, health and safety adviser, trainer or safety representative you can help prevent these disabling diseases. This guidance will help you with practical advice.

It covers:

- the protective role of the skin;
- ill health arising from skin exposure;
- recognising potential skin exposure in your workplace;
- managing skin exposure to prevent disease.

The skin is the largest organ in the human body. Its main functions are to:

- provide a protective barrier against harmful substances;
- protect against injury;
- restrict the loss of moisture;
- reduce the harmful effects of UV radiation;
- act as a sensory organ (eg touch, temperature);
- help regulate body temperature;
- help detect and protect against infections;
- produce vitamin D.

The Company recognises that prevention is always better than cure.

Where skin contamination has been identified the Company have placed adequate measures in place to control the risk. This will reduce the likelihood of health effects occurring.

The preventative measures in place are avoid; protect; check.

- Avoid or reduce contact with materials that cause skin/systemic problems.
- Protect the skin.
- Check for early signs of disease.

All employees who are concerned about their skin must inform the line manager immediately.

Stress Policy

Introduction

We are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

We believe that all employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress symptoms.

The prevention and effective management of stress that is work related is central to the Company's responsibility to its employees and to the role of managers and supervisors.

This policy will apply to everyone in the company and managers are responsible for implementation and the company is responsible for providing the necessary resources.

The Company cannot address all potential stressors, especially those emanating from outside the work environment and cannot eradicate all stress from the workplace. It recognises that stress may not be directly work related and can result from a range of causes including domestic circumstances, financial pressures and conflicting demands between workplace and home. However, this policy outlines the Company's intent to prevent and address work-related stress where it is able to do so.

Definition of Stress

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

Objectives

Whilst it may not be possible to eradicate all work-based stress, the Company wishes to create an organisational culture in which issues of employee stress are taken very seriously and the well being of employees is given the highest priority.

This policy statement is an indication that the Company is committed to:

1. Preventing, in so far as is practicable, employee stress resulting from work practices, excessive workloads or interpersonal relationships within the workplace.
2. Where work-related stress does occur, taking steps to minimise the impact of this stress on individuals.
3. Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
4. Consult with Trade Union Safety Representatives and/or Representatives of Employee Safety on all proposed action relating to the prevention of workplace stress.
5. Provide training for all managers and supervisors and employees understand and recognise the nature, causes and management of work-related stress; and, for managers in particular, how to prevent or minimise work-related stress.
6. Provide confidential counselling for employees affected by stress caused by either work or external factors.
7. Provide adequate resources to enable managers to implement the Company's agreed stress management strategy.

Training Policy

The Company will arrange safety training for employees and will identify any special requirements of training for those employees whose duties involve some particular safety or environmental requirement.

All new employees will undergo general and specific (to their intended work area) induction training. It is the responsibility of the department supervisory staff to see that each new or relocated employee understands all of the safety requirements of his/her job and work area.

New employees will be provided with a 'Health and Safety Induction Checklist' which contains the necessary information with regard to fire wardens, first aiders, etc.

A 'Health and Safety Training Matrix' will be completed for each employee.

Visitors Policy

Introduction

Company employees are responsible for the health and safety at all times of visitors and customers they invite onto the Company's premises.

Employee Responsibilities

When confirming dates and times of visits with visitors/customers ensure that:

1. The visitor is asked if they have any special requirements or disabilities that require specific arrangements to be made. Determine exactly what assistance is required, e.g. allocated car parking, etc.
2. You explain the location and layout of the building, and the facilities available, including lack of disabled toilets and that normal toilets are available on the ground floor.
3. Alternative arrangements will have to be made elsewhere for wheelchair users as New Century House is unsuitable.

On the day of the visit ensure that:

1. When you are aware the visitor has arrived you attend reception without delay and escort your visitor to the relevant meeting room pointing out the amenities and health and safety procedures.
2. Your visitor is accompanied at all times during their visit.
3. In the event of a fire or other emergency your visitor is escorted to the assembly point and is accounted for until reoccupation.
4. If in the event that your visitor has an accident you contact a first aider and that an accident form is completed.

Working at Heights

It is the policy of the Company to ensure that working at height is restricted to persons who have received appropriate training in accordance with the Work at Height Regulations 2005.

These regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

These Regulations have been made to prevent the deaths and injuries caused each year by falls at work.

They replace all the earlier regulations about working at height. The Work at Height Regulations 2005 consolidate previous legislation on working at height and implement European Council Directive 2001/45/EC concerning minimum safety and health requirements for the use of equipment for work at height (the Temporary Work at Height Directive).

All work at heights must be assessed as to the risks involved, and must be carried out in accordance with the Work at Height Regulations 2005.

All work will be planned, taking into account the relevant standards, risk assessment and requirements of any Health and Safety Plan required for the work.

Workplace Safety

1. Introduction

Every year in the UK there are more than 5,000 serious injuries sustained by office employees. Falls are the most prolific cause of injury in offices, accounting for almost half of all office accidents. Next comes the handling and lifting of goods, materials and equipment, followed by stepping on and striking against things; falling object; machinery; transport; the use of hand tools; fire and electricity.

2. *Health & Safety at Work Act 1974*

Employer's duties:

Provide a safe place of work, including means of access and egress.

A safe working environment that is safe and without risk to health, as well as adequate welfare facilities

3. *Workplace (Health, Safety and Welfare) Regulations*

Require the employer to provide a safe workplace focusing on areas such as a safer means of access, prevention of falls, sanitary and washing facilities, drinking water etc.

A responsible employee or agency should undertake periodic general inspections of the workplace.

Obligations are imposed upon employers to establish safe systems of work and physical conditions, which ensure, so far as is reasonably practicable, the health, safety and welfare of their employees.

4. *A Safe Place of Work*

- A safe place of work includes:
- Regular maintenance, inspection, and servicing at regular intervals of all fixtures, fittings, lighting, machinery and equipment, and the building itself

- Defect reporting and rectification procedures
- Cleaning the furniture, fixtures, fittings, falls, walls, ceilings etc
- Regular removal of waste
- Provision of appropriate furniture
- Provision of safe windows and doors
- Provision of adequate safety signage
- Building and all rooms properly laid out to ensure safe traffic routes, sufficient walkways etc

5. *The Working Environment*

- Standards must be set and maintained for:
- General maintenance of the workplace
- Ventilation
- Temperature
- Lighting
- Cleanliness
- Waste removal
- Room dimensions and space (Provide space of at least 11 cubic metres for each person)
- Workstations and seating
- Condition of floors and traffic routes
- Protection against falls and falling objects
- Windows and cleaning
- Sanitary conveniences
- Drinking water
- Washing and changing facilities
- Rest areas with provision of clean seating and tables, hot water etc
- First aid provisions
- Fire fighting equipment, fire doors, fire exits, fire alarm, smoke/heat detectors, break glass points, etc

When standards have been set to ensure safety, it is important that they are maintained.

Conducting inspections of the workplace and taking action to rectify deficiencies found, is one method of maintaining the acceptable standard.

6. JT & Sons Relocation Ltd will provide the following:

Heating

- A sufficient number of thermometers shall be provided to enable employees to determine the temperature in any workplace inside the building
- The Agency will aim to maintain the office environment at a comfortable 19°C (office)
- The Agency will aim to maintain the temperature at a minimum of 16°C (factory)
- Air conditioning, where appropriate
- Space heating
- Maintenance of the above.
- All portable heating appliances will be PAT tested as per current guidelines.
- During the summer months all efforts will be made to maintain the temperatures at comfortable levels by means of fans and portable air conditioning units.

Lighting

- Lux (unit of luminance) levels appropriate to the working area
- Task lamps, where necessary will be provided
- Special consideration will be made to those personnel who undertake fine work.

- All emergency lighting will be tested on a regular basis and results recorded.

Sanitary facilities

- Suitable and sufficient toilets shall be provided at readily accessible places
- Sanitary disposal bins will be provided
- Cleaning regime
- Toilet facilities will be available for disabled personnel and visitors.

Workstations

- Sufficient space for each employee
- Suitable software and work equipment
- Workstation assessments
- Suitable training will be provided as required.
- A self-assessment form will be provided for all homeworkers to complete, from which all reasonable remedial actions will be taken.

Resting facilities

- Facilities for pregnant women or nursing mothers to rest
- A smoke-free environment
- Facilities for making hot drinks and heating food, e.g. kettle and microwave
- An adequate supply of wholesome drinking water. Drinking cups or beakers are provided. In the case of non-disposable cups a facility for washing them is provided nearby.

Work Equipment

It is the policy of the Company to comply with the law as set out in the *Provision and Use of Work Equipment Regulations 1998*.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

WEILS DISEASE

The company recognises the danger of contaminants from working with water of ground that is subjected to vermin in the form of Rats or by bovine in the form of cattle.

Weil's disease can be transferred to humans by rat or cattle urine or to foetal fluids from cattle via open cuts and abrasions.

Before any work in any area likely to be contaminated an assessment is carried out and all employees given a toolbox talk on the signs and symptoms and preventative measures to be taken.