

INTRODUCTION

The prevention of accidents and ill health is one of the most important functions of Management because:-

We do not want any employee or other person to suffer as a result of our work.

We intend to comply with all health and safety legislation.

We recognize that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This document has therefore been prepared to define the way that the Company intends to manage health and safety and to meet the requirements of Section 2 (3) of the Health and Safety at Work Act 1974 which requires any employer to prepare a statement of general policy with respect to the health and safety of employees, others not in his employment but for whom he is responsible, and the organization and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of The Health and Safety at Work Act 1974 which are simply summarized as follows; (note that this is not a legal interpretation of the Act).

The employer must ensure, so far as is reasonably practicable, the health and safety at work of his employees and others not in his employ but for whom he is responsible for by providing:-

A safe system of work

Safe plant and equipment

Safe means of handling and transporting articles and substances

Adequate training, instruction, information and supervision

A safe place of work with safe access and egress from the place of work

A safe and healthy environment

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the employer to assist in meeting the statutory requirements. No person must recklessly or willfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notices which will interfere with the progress of work and / or prosecution of the Company, individual Directors, Managers or employees with substantial fines and for certain offences, imprisonment.

Monitoring and review of Company Safety Policy

- 1) All employees will be expected to bring to the notice of their immediate Foreman or Manager any area where the Company Policy on Health, Safety and Welfare appears to be inadequate.
- 2) M White, Safety Advisor, will carry out site visits at regular intervals and will report on any hazards, defects or breaches of legislation observed during the visit.
- 3) At 12 monthly intervals, or other intervals as arranged, a meeting will take place between M White, Safety Advisor, and the Management of the Company to discuss the performance of the Company in accident prevention, compliance with its Policy, to establish areas where improvements in Company procedures, training etc, could be made and to review, and where necessary, revise the Company Safety Policy.
- 4) In accordance with the Statutory duties imposed by The Management of Health and Safety at Work Regulations 1999 the Company will undertake suitable and sufficient risk assessments of the work activities carried out.

The results of risk assessment will detail the foreseeable hazards, personnel affected, degree of risk and the precautionary measures to be taken to eliminate or effectively control the risks.

SECTION 1

COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

1.1 The following is the formal policy statement of Leedale Ltd which confirms the importance which the Company attaches to the safety and health of its employees and to the general public and its local neighbours, according to the nature of the business and operations.

The Company recognises that it is one of its prime responsibilities as far as is reasonably practicable to provide facilities, safeguards and methods of working which, if properly used by employees and other authorized persons on its premises, will be conducive to their safety and health.

It is the Company's intention, as far as is reasonably practicable, to maintain and operate all plant facilities and to control the use of materials in such a manner as to prevent harm to their employees, the general public and the environment.

All employees and contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Mr A Litchfield has particular responsibility for health, safety, and welfare and the operation of this Policy will be monitored by him.

To assist him in this respect, the Company have appointed Mr M White, of Michael White Associates to give advice on the requirements of the relevant statutory provisions and safety matters generally.

Signed.....	Oliver Walkup	Director
Signed.....	Christian Stone	Director
Signed.....	Andrew Litchfield	Director

01/04/2019

(Original signed)

ORGANISATION FOR HEALTH AND SAFETY

Overall responsibility for safety, health and welfare rests with the Directors but Managers, Foremen and all other employees who are in any way responsible for the Company's activities must take account of safety, health and welfare at all times.

All Company employees have health and safety responsibilities.

These are defined in Section 1.3

1.3 **PERSONS RESPONSIBLE FOR HEALTH AND SAFETY**

1.3.1 **DIRECTORS**

Are responsible for:-

- 1) Ensuring that this safety policy and other relevant safety policies are implemented to achieve the highest possible standards of safety for all persons on site.
 - a) Determining the organisational requirements necessary to fulfill this policy.
 - b) Ensuring that all those responsible to them understand their responsibilities and duties with regard to this policy and in accordance with the Health and Safety at Work Act 1974 and other relevant legislation.
 - c) Ensuring that all plant, equipment and systems of work are safe and operate within the requirements of relevant health and safety legislation.
 - d) Monitoring of the general operation and effectiveness of this safety policy.
- 2) Ensuring through their respective senior staff that:-
 - a) Information, guidance or advice is made available to those persons involved, so they may handle, transport, store, use and dispose of products and materials safely.
 - b) No member of the public or any third party is exposed unduly to hazard or risk resulting from activities on the company's premises.
 - c) Operations present no nuisance to the public, such as excessive noise, dust or fumes.

1.3.2 **MANAGERS**

Are responsible for:-

- 1) Ensuring that the employees under their control fully understand and observe all aspects of the Health and Safety Policies and associated Procedures.
- 2) Ensuring that all employees under their control are instructed regarding the provision, location and use of safety equipment and making every practical and reasonable effort to ensure that employees use the safety equipment.
- 3) Ensuring that all employees under their control are instructed regarding the provision, location and use of first aid and fire equipment.
- 4) Ensuring that any matter concerning health and safety brought up by any employee under their control is communicated to a Director if they cannot effectively deal with it.
- 5) Ensuring that all employees under their control are instructed concerning relevant safe systems of work and eye and ear protection is used whenever required.
- 6) Ensuring that all employees under their control are adequately trained and instructed to perform the tasks required of them.
- 7) Ensuring that all accidents and/or dangerous occurrences which occur within the area under their control are investigated, reported and recorded as detailed in the Accident Reporting Procedure.
- 8) Ensuring and conducting all routine monitoring procedures in all work areas under their control as and when required by senior management.
- 9) Ensuring that all areas under their control are maintained in a condition that is safe and without risk to health and that any defective equipment or facilities reported are, where necessary, taken out of use until repaired or replaced or appropriate action taken.
- 10) Ensuring that all employees safely handle and store any hazardous substances in accordance with established rules and procedures.

1.3.3 ALL EMPLOYEES

Have a responsibility to:-

- 1) Take all reasonable care for the health and safety of themselves and others who may be affected by their work activities and to co-operate with employers and others in meeting statutory requirements.
- 2) Become conversant with issued safety documents relating to their particular work activity and also general rules appertaining to safety,
- 3) Report any dangerous occurrences, whether or not it leads to an accident, to their immediate manager
- 4) Enthusiastically participate in all relevant safety programmes such as training in first-aid, fire fighting, safe systems of work and course, lecture or other activities designed to increase safety standards.
- 5) Maintain good housekeeping standards in their area of work particularly keep access and egress, stairways, platforms and walkways clear from obstruction.
- 6) Ensure that no one shall intentionally or recklessly interfere, destroy or misuse anything provided for the purpose of generating health and safety at work.
- 7) Maintain in good condition and use at all times for the purpose issued, all protective clothing and equipment.
- 8) Continuously examine their workplace and equipment and inform their immediate manager of any deficiencies, or any other factors which influence safety standards in their work area.

1.3.4 THE SAFETY ADVISOR

Is responsible for:-

- 1) Advising the Company on the precaution, implementation and review of the Policy for Health, Safety and Welfare including the organization and arrangements for carrying out the Policy.
- 2) Giving advice to Directors and Managers as requested on:-
 - a) Legal requirements affecting health, safety and welfare.
 - b) Prevention of injury and damage.
 - c) Provision, selection and use of protective clothing and equipment.
 - d) New working methods, equipment or materials which could reduce risks.
 - e) Proposed changes to legislation.
 - f) Specialist services required in relation to the control of substances hazardous to health, noise at work etc.
- 3) Carrying out safety inspections / audits as requested.
- 4) Assisting the Company in any dealings with the Health and Safety Executive or any other legislative body.
- 5) Carrying out investigations following serious accidents / incidents and providing reports.
- 6) Promoting interest and enthusiasm for health and safety throughout the Company.

1.4 **ARRANGEMENTS**

The following procedures and safe working practices are in operation throughout Company premises.

1.4.1 **FIRE EMERGENCY PROCEDURES** are established.

1.4.2 **HAZARD DATA SHEETS** are kept on file in the office.

1.4.3 **SAFETY INSTRUCTION** is included in the basic induction of new employees and for existing employees on their being exposed to new or increased risks.

1.4.4 **SPECIAL TRAINING** is presented to employees whenever the need arises.

1.4.5 **GOOD HOUSEKEEPING** arrangements have been made by the Company to ensure all working areas are kept as clean and tidy as is reasonably practicable.

1.4.6 **MAINTENANCE OF EQUIPMENT** is carried out by competent personnel. Written arrangements exist where appropriate.

1.4.7 **PERSONAL PROTECTIVE EQUIPMENT** is issued to all personnel whose job requires such equipment to be worn.

Personnel who do not take the necessary precautions by not using or wearing the protective equipment provided are liable to disciplinary action.

SECTION 2
PROCEDURE RELATING TO
FIRE AND EVACUATION

2.1 APPLICATION

This procedure applies to all employees of the Company whilst at work.

2.2 GENERAL RESPONSIBILITIES

This responsibility is placed upon every individual whilst at work and is the duty of Managers to enforce.

It is essential that all employees familiarize themselves fully, not only with the established escape route from their own areas, but also with the routes from other areas.

Written evacuation procedures are posted throughout the premises.

2.3 FIRE

Fire fighting appliances are located at designated fire fighting points throughout the office.

Only attempt to extinguish fire in circumstances where this can be undertaken with no danger to yourself and when the fire is of a minor nature.

Fire fighting procedures and action to be taken in the event of a fire are displayed throughout the building.

2.4 EVACUATION

When it is necessary to evacuate the premises, personnel should comply with the procedures displayed.

Under normal circumstances these procedures would be carried out in the event of fire. There are however other circumstances which may require evacuation of the premises i.e. gas leak, potential explosion etc.

Evacuation procedures as posted apply equally to these circumstances.

SECTION 3

PROCEDURE RELATING TO ACCIDENTS, DANGEROUS OCCURRENCES

NEAR MISSES AND ILL HEALTH AT WORK

3.1 GENERAL RESPONSIBILITIES

The responsibility to comply with the procedure is as prescribed by The Health and Safety at Work Act 1974. This is placed upon every individual whilst at work and upon Managers to enforce.

3.2 ACCIDENTS AND DANGEROUS OCCURRENCES

In the event of illness, or accident requiring treatment by a first-aider or any accident on Company premises, the following procedure is to be adopted:-

- 3.2.1 The first priority is to the patient, therefore a first-aider should be summoned and treatment commenced immediately, within the guidelines issued to all Occupation First Aiders.
- 3.2.2 In the event of an ambulance being summoned Mr A Litchfield or his nominated deputy should be notified immediately.
- 3.2.3 Nothing is to be moved in the vicinity of an accident or dangerous occurrence until such time as the investigation is completed, unless this is absolutely necessary in order to treat an injured person, or for the safety of the personnel involved.
- 3.2.4 Details of accidents are to be entered into the Accident Book by the injured person or by the first-aider.
- 3.2.5 Where an accident is serious, or in cases where the employee will be delayed in returning home, the next of kin will be informed. In the event of the individual not being able to notify the next of kin personally, this will be undertaken in the most appropriate manner by the injured person's Manager.
- 3.2.6 Appropriate records will be maintained in the office.
- 3.2.7 Notifiable accidents and dangerous occurrences will be reported to the Health and Safety Executive by Mr A Litchfield as detailed in 3.4 below.

3.3 **NEAR MISSES**

- 3.3.1 In the event of a 'near miss' incident, employees are required to report details of the incident to their immediate Foreman or Manager who is responsible for recording adequate details in the 'near miss register'.
- 3.3.2 Should the event be of a serious nature the Foreman or Manager should inform Mr A Litchfield and M White, Health and Safety Advisor, of the details and then carry out an immediate investigation and introduce measures to prevent a possible re-occurrence.

3.4 **STATUTORY REPORTING (RIDDOR 2013)**

- 3.4.1 In the event of a fatality, a major specified injury or a reportable dangerous occurrence the HSE must be notified immediately on 0845 3009923.
- 3.4.2 Depending on the circumstances the HSE may give verbal instructions as to further actions, these instructions must be followed.
- 3.4.3 For all injuries resulting in a person being absent from work for more than seven days (do not count the day of the injury but count Saturday and Sunday as working days) Form 2508 should be sent to the HSE within fifteen days via their website – www.hse.gov.uk

SECTION 4
PROCEDURE RELATING TO
GENERAL SAFETY, HEALTH AND HYGIENE

4.1 GENERAL RESPONSIBILITIES

The responsibility to comply with this procedure is as prescribed by the Health and Safety at Work Act 1974. This responsibility is placed upon every individual who uses such equipment and facilities and it is the duty of Managers to enforce.

4.2 DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED

4.2.1 GENERAL – ALL AREAS

- a) All floors and walk areas shall be kept free from obstruction and from substances liable to cause a person to slip e.g. oil, water, etc.
- b) All stacking of materials, spares and other equipment is to be executed in a manner which ensures stability. Extreme care is also to be exercised to avoid creating tripping hazards at ground level, and facial or eye injuries at head level.
- c) Safe means of access and egress shall be provided and maintained to and from every place where a person has to work at any time.
- d) All fire extinguisher points and Emergency Exits must be kept clear of obstruction at all times and should be suitably marked.
- e) A clear area must be maintained around all control switches, such that they are readily accessible to isolate the electricity supply in emergency situations.
- f) Precautions are to be taken to prevent the production of noxious and offensive dusts, smokes, vapours and fumes. In circumstances where this is impractical, effective means of extraction shall be employed.
- g) Noxious and offensive substances are to be rendered harmless prior to emission into the atmosphere.
- h) Reasonable temperatures are to be maintained in the office.
- i) Necessary precautions are to be taken to prevent risks arising due to infestation by insects or vermin.

4.2.2 **TOILETS AND WASHING FACILITIES**

- a) The lighting of toilet and washing areas is to be maintained in order to ensure good visibility at all times.
- b) Toilets and washing facilities are to be cleaned at regular intervals to secure the highest possible standards of hygiene.
- c) Hot and cold water, together with a supply of water suitable for drinking, shall be provided.
- d) Adequate supplies of soap and towels are to be available at all times.

4.2.3 **OFFICE**

- a) General office cleaning will be undertaken on a regular basis.
- b) Suitable artificial lighting is to be provided and maintained in the office and on the stairway.
- c) Trailing electrical leads etc., should be positioned so as not to create a potential trip hazard.
- d) All fire exits and fire fighting appliances should be kept free from obstruction.

SECTION 5

FIRST AID AT WORK

5.1 POLICY

This policy is to ensure that adequate first aid facilities are provided throughout the Company's operations, and in providing this facility, the following factors will be taken into consideration.

- a) The distribution of employees within the organization.
- b) The volume of work.
- c) The hazards and risk employees are exposed to.

5.2 FIRST AID EQUIPMENT

First aid equipment is provided and the responsibility for ensuring adequate first aid supplies are maintained lies with the first-aiders.

5.3 RECRUITMENT AND SELECTION OF FIRST-AIDERS

In order to ensure that there is an adequate number of first-aiders, the management will, from time to time, need to recruit or select suitable personnel to undergo training.

At all times, consideration will be given to the qualities likely to make a good first-aider.

Any first-aider appointed will be in a position to leave their normal duties immediately to go rapidly to the scene of an emergency.

5.4 RECORDING FIRST AID TREATMENT

Records of accidents and all cases treated will be kept by the first-aider in the official record book.

SECTION 6

PROCEDURE RELATING TO PROTECTIVE CLOTHING

AND SAFETY EQUIPMENT

6.1 GENERAL RESPONSIBILITIES

The responsibility to comply with this procedure is as prescribed by the Health and Safety at Work Act 1974. This responsibility is placed upon every individual who uses such equipment and facilities and it is the duty of Managers to enforce.

Prior to the issue of personal protective clothing or equipment, every effort must be made to reduce or eliminate possible hazards.

When the situation has been investigated and it is found necessary to provide personal protection, only clothing and equipment which affords the desired level of protection is to be made available.

In addition, it is essential that consideration is given to the compatibility with other clothing and equipment in use and the individual's acceptance of it.

6.2 DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED

6.2.1 PROTECTIVE CLOTHING

Boiler suit or similar protective clothing is to be worn when working in contaminated situations or with equipment and materials which may be contaminated. Boiler suits are to be changed and suitably laundered on a weekly basis.

Different types of gloves should be worn dependent upon the specific activity. Further detailed advice is given within this manual, per activity, and will also be given during training.

If gloves need to be worn when using drilling machines or other machines with rotating parts they must be of a type that will tear easily on contact with the rotating parts.

IF IN DOUBT ASK!

6.2.2 **PROTECTIVE EQUIPMENT**

- a) The wearing of eye protection is as detailed in Section 7, procedure relating to the protection of eyes.
- b) Respiratory protection is available and is to be used when working in environments, or with substances which produce toxic or otherwise harmful dust or fumes. The respiratory protection selected must be suitable for the specific dust, gas, fume, vapour, smoke or mist produced.
- c) Ear protectors are available and are to be used in situations where there is a high continuous noise level or impulse noise (see Section 12, Noise at Work).
- d) Safety footwear is provided and must be worn at all times.

SECTION 7

PROCEDURE RELATING TO

THE PROTECTION OF EYES

7.1 APPLICATION

This procedure specifically applies to specific work activities where any of the processes defined take place.

7.2 GENERAL RESPONSIBILITIES

The responsibility to comply with this procedure is as prescribed in The Health and Safety at Work Act 1974. This responsibility is placed upon every individual who uses such equipment and facilities, and is the duty of Managers to enforce.

7.3 DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED

7.3.1 TYPES OF EYE PROTECTION

Eye protection serves to guard against the hazards of impact, splashes from chemicals or molten metal, liquid droplets (chemicals, mists and sprays), dust, gases, welding arcs, non-ionizing radiation and the light from lasers. Eye protectors include safety spectacles, eyeshields, goggles, welding filters, face shields and hoods. Some types of eye protection can be worn over ordinary spectacles if necessary.

7.3.2 PROCESSES AND ACTIVITIES

The following are examples of activities and processes involving a risk to the face and eyes for which specific eye protection should be used. It is not an exhaustive list.

- a) Handling or coming into contact with acids, alkalis and corrosive or irritant substances (goggles or full face visor).
- b) Working with power driven tools where chippings are likely to fly or abrasive materials propelled (goggles).
- c) The removal of swarf, dust, dirt or other particles by means of compressed air where there is a risk of particles or fragments being thrown off (goggles).
- d) During any welding operations or oxy-acetylene cutting, where intense light or other optical radiation is emitted at levels liable to cause risk or injury (welding visor or goggles).
- e) The cutting of wire or metal strapping under tension (goggles).

SECTION 8
PROCEDURE RELATING TO THE CONTROL OF
SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS
(COSHH)

8.1 GENERAL RESPONSIBILITIES

The responsibility to comply with this procedure is prescribed in the COSHH regulations. This responsibility is placed upon every individual whilst at work and is the duty of Managers to enforce.

8.2 DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED

- a) The Company will make an assessment of the health risks arising from work with hazardous substances.

The main elements of the assessment will be:-

- j) Identification of the hazardous substances involved.
- ii) Determination if the work presents risk of exposure.
- iii) Determination of the degree of exposure.
- iv) Decisions on the action required to prevent or control risks and if monitoring and/or health surveillance are needed.
- b) Mr A Litchfield is to ensure that:-
- i) Hazard Data Sheets are up to date and available for inspection upon request.
- ii) All employees are informed of any special requirements as may be listed on the Data Sheets.
- iii) All containers of substances bear the correct label providing adequate information on health risks and handling precautions.
- iv) Where data is inadequate, M White, Safety Advisor, is consulted to determine the nature of the substance and its potential for harm.

- c) The Company will ensure that the exposure of employees to substances hazardous to health is prevented or, where this is not reasonably practicable, that it is adequately controlled.
- d) Respiratory protection shall be suitable for the task and HSE approved.
- e) Where it is necessary to control exposure to absorption via the skin or ingestion, by using personal protective equipment, the protective wear e.g. clothing, eye protection etc., must conform to appropriate standards, must protect the wearer and be suitable for the task.
- f) Monitoring of exposure must be carried out where failure of control measures could pose a serious risk to health either because of the toxicity of the substance or the extent of exposure.
- g) The Company will ensure suitable health surveillance where appropriate.
- h) The Company will provide suitable and sufficient information, instruction and training for employees to know the health risks created by any exposure to substances hazardous to health and the precautions which should be taken.
- i) All employees must make full and proper use of whatever is provided to control exposure to harmful substances and must report any equipment defects or potential hazards to the appropriate Manager.

LEEDALE LTD

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (AS AMENDED) REGULATIONS 2002

8.3 POLICY STATEMENT

The Control of Substances Hazardous to Health (As Amended) Regulations 2002, impose statutory duties on employers and employees. To enable these statutory duties to be carried out, The Company committed, so far as is reasonably practicable, to safeguard the health of its employees and other persons who may be exposed to substances hazardous to health caused by its work activities.

- 1) Where work is liable to expose employees to any substances hazardous to health, it is our intention, so far as is reasonably practicable, to ensure that:-
 - a) A suitable and sufficient assessment of the risks to health and of the steps necessary to comply with the Regulations is carried out.
 - b) Exposure is prevented or, where this not reasonably practicable, adequately controlled to minimize the risk to health.
 - c) Any control measures provided are properly used, effectively maintained, periodically examined and, if appropriate, tested.
 - d) Where appropriate, health surveillance will be undertaken.
 - e) Suitable and sufficient information, instruction and training is provided.
 - f) The assessment is reviewed, as and when necessary and any changes will be communicated to the affected employees.
- 2) It shall be the duty of every employee at work to:-
 - a) Make full and proper use of any control measure, including personal protective equipment, and to report any defects therein to their Manager
 - b) Present them self during working hours for health surveillance procedures and when under medical surveillance provide such information concerning his/her health as the employment medical adviser or appointed doctor may reasonably require

SECTION 9

SAFE SYSTEM OF WORK

WELDING

LEGAL RESPONSIBILITY

Health and Safety at Work Act 1974

Under the requirements of the Health and Safety at Work Act the employer is responsible for ensuring as far as is reasonably practicable, the health and safety at work of employees.

Hence the employer is responsible for ensuring that a welder is not exposed to excessive levels of fume.

COSHH Regulations 2002

Under these regulations as applied to welding the employer is responsible for:-

- 1) Controlling and documenting the storage and use of toxic, harmful, corrosive or irritant materials.
- 2) Preventing or controlling the exposure of employees to substances hazardous to health and for carrying out assessments of the risks to health from any work which may expose employees to hazardous situations.

What is welding fume

Welding fume is made up of two components, visible and invisible fume.

Visible fume appears as a smoke plume rising above the weld and is effectively a multitude of small particles, generally metal or metal oxide.

Invisible fume as the name implies cannot be seen and is a mixture of a number of gases.

Both visible and invisible fume must be considered in any welding situation in order to assess possible hazards.

These two components are quite different and if present in sufficient quantities can be hazardous.

Typical materials found in visible fume are; Aluminium, Chromium, Copper, Iron, Magnesium, Molybdenum, Nickel and Silicon.

Typical fumes found in invisible fume are; Carbon Monoxide, Carbon Dioxide, Nitric Oxide, Nitrogen Dioxide, Ozone, Argon and Helium.

Argon and Carbon Monoxide are heavier than air and will collect at the bottom of any closed container being welded.

Concentrations of these gases can be high enough to cause a risk of life through displacement of air.

Additionally Carbon Monoxide presents a risk through its own toxicity.

When considering the fume hazard in any welding situation;

- Consider ALL the elements of both the visible and invisible fume.
- Decide which ones might exceed the permitted concentration.
- Take the necessary action.

Condition of the metal surface

Both the condition of the metal surface and its treatment prior to welding may introduce additional materials into the fume e.g. painting or coating adds lead or hydrocarbon based and other chemicals.

Remove this coating prior to welding whenever possible.

General hints to minimize welding fume

General ventilation – Ensure good general ventilation of the whole welding area to ensure the atmosphere is being continually replenished with fresh air.

Local extraction – Local fume extraction at the side of each welding point to draw the visible and invisible fume away from the welder without disturbing the shielding gas cover over the weld is very important.

Surface coating – Avoid welding metal which has a protective coating i.e. painted, plastic covered etc.

When welding or carrying out any other hot work with galvanized metal local exhaust ventilation should be used and the person carrying out the work should wear suitable and sufficient respiratory protective equipment.

Surface cleaning – Cleaning metal surfaces using chemical cleaners must be carried out in a separate building. Any residual cleaner which is left on the metal can react with the welding arc to produce toxic gases such as phosgene.

Correct welding operating data – adherence to the correct welding conditions will help to produce lower fume levels. Read the recommended operating data from the supplier.

Correct shielding gas – always use the correct recommended shielding gas.

Welding technique – the welders stance can greatly affect the level of fume in the breathing zone.

Avoid placing the head inside the plume of rising fume.

Welding helmet – the correct design of helmet will reduce the fume levels breathed by the welder.

The helmet should be shaped to cover each side of the face, the throat and the upper part of the chest.

SECTION 10

SITE TRANSPORT RULES

1. There is one site entrance. Staff, visitors and contractors car parking is outside the office. Heavy goods vehicles proceed directly onto site.
2. The site speed limit is 5mph.
3. All persons entering site must wear 'high visibility' clothing.
4. All delivery drivers and contractors must first report to the office.
5. Visitors are not permitted on site unaccompanied. All visitors must report to the office on arrival.

The unloading of delivery vehicles using the fork lift truck

Only trained and authorised employees are permitted to operate the fork lift truck.

When operating outside or on uneven ground fork lift truck operators must wear the safety belt restraint fitted

Employees must not climb onto the back of any delivery vehicle.

Any reversing is only permitted in the designated area outside the garage.

Minimise any reversing activities, both the amount and distances travelled.

If it is absolutely necessary to reverse into the off loading area the lorry driver should seek assistance from an employee but ensuring that at all times their presence does not put them at risk.

If using such assistance the lorry driver must be clear about what their signals mean and obey them.

If the lorry driver cannot see the employee assisting at any time when reversing – **Stop!**

Lorry drivers must ensure there are no other pedestrians present in the area before reversing.

The lift truck operator must ensure that all employees and the delivery driver stand at least 3m from the fork truck during off loading.

Should any person encroach into this area the lift truck operator must immediately stop the vehicle until the person has moved away to a safe distance.

Should a person wish to approach the lift truck operator or to pass the vehicle if stationary or carrying out any movement the person should signal their intent and wait for a signal to proceed.

If no signal is given this course of action must not be attempted.

Under no circumstances should the safe working load of the fork truck be exceeded.

Delivery drivers must wear 'high visibility clothing if not remaining in the vehicle cab.

If remaining in the cab the driver should remove the vehicle ignition key and hand over to the lift truck operator until off loading is complete.

Prior to off loading the lift truck operator must ensure the load is secure on the forks of the lift truck and not likely to fall when elevated.

SECTION 11
PROCEDURE RELATING TO
THE USE OF ABRASIVE WHEELS

11.1 APPLICATION

This procedure applies to all areas where either portable or pedestal grinding machines using abrasive wheels are in use.

11.2 GENERAL RESPONSIBILITIES

The responsibility to comply with this procedure is as prescribed by the Health and Safety at Work Act 1974. This responsibility is placed upon every individual who uses such equipment and facilities, and is the duty of Managers to enforce.

11.3 DETAILED RESPONSIBILITIES AND RULES TO BE COVERED

- a) All abrasive wheels must be clearly marked, by the manufacturers, with the maximum speed permissible operating speed in revolutions per minute (rpm).
- b) Only approved persons are permitted to change grinding wheels and then only of the type they have been trained to change and authorised to do so by the Company.
- c) No person is to operate any abrasive wheel machine unless they are wearing approved goggles.
- d) Immediately upon discovering a defect to either the machine or to the abrasive wheel, the machine is not then to be used until such time as the defect has been remedied satisfactorily.
- e) All machines must be clearly marked with the maximum operating speed in revolutions per minute (rpm).

SECTION 12
POLICY DOCUMENT
NOISE AT WORK

12.1 **PURPOSE**

To ensure the risk of hearing damage to employees is reduced to the lowest level reasonably practicable.

12.2 **NOISE AT WORK REGULATIONS 2005 AND HEARING PROTECTION**

The employer is under a general duty to reduce the risk of hearing damage to the lowest level reasonably practicable.

Noise legislation requires the Company to take specific action at certain action values, these relate to:

- * the levels of exposure to noise employees averaged over a working day or week; and
- * the maximum noise (peak sound pressure) to which employees are exposed to in a working day.

Where the daily or weekly personal noise exposure is 80 dB or more, or there is exposure to a daily peak sound pressure of 135 dB, employees can request suitable ear protectors.

When this exposure is at or above 85 dB the Company must provide ear protectors and you **MUST** wear them. The same applies to a peak sound pressure of 140 dB.

THE RISK OF DAMAGE TO YOUR HEARING

Generally there is deterioration in the sensitivity of hearing as we get older. This condition known as Presbycusis is the result of changes in the inner ear causing a change in one's hearing level.

Loud noise can also induce hearing loss, the degree of which depends on a number of factors including:- overall intensity of noise, the duration of exposure and individual susceptibility.

Normally the first sign of damage is a temporary dullness of hearing. This may be accompanied by a ringing in the ears, known as Tinnitus. This normally passes after exposure ceases. However, if exposure is repeated before recovery is complete some degree of permanent damage may set in. Sometimes the peak pressure and sound wave from impact noise may be so great that there is a risk of instantaneous damage.

WEARING EAR PROTECTORS

There are different types of ear protection that can be used.

Under certain work processes the wearing of ear muffs is not possible, i.e. when grinding and wearing a face visor or when wearing a welders visor.

In these cases foam ear plugs are suitable and offer just the same protection.

It is a legal obligation on employees to wear ear protection in areas designated 'Hearing Protection' zones.

It is also common sense for you to protect your hearing.

NO SURE REMEDY EXISTS FOR PERMANENT LOSS OF HEARING CAUSED BY NOISE.

YOU MUST WEAR EAR PROTECTORS AT ALL TIMES

WHEN GENERATING HIGH NOISE LEVELS

SECTION 13
PROCEDURES RELATING TO
ELECTRICITY AT WORK

13.1 **APPLICATION**

The regulations apply to every person engaged in, or associated with, electrical work.

13.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with these procedures is as prescribed by the Health and Safety at Work Act 1974. This responsibility is placed upon every individual who is engaged in, or associated with, electrical work.

13.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

- 1) All electrical systems should be constructed and maintained so as to prevent danger.
- 2) No equipment shall be put into use where strength/capability may be exceeded in such a way as may give rise to danger.
- 3) Where electrical equipment is exposed to adverse weather conditions, high or low temperatures, dusty and dirty conditions, the integrity of the equipment shall be of such construction as to prevent danger.
- 4) All conductors in a system must be suitably covered with insulating material.
- 5) Every joint and connection in a system shall be mechanically and electrically sound.
- 6) Precautions must be taken, either by earthing or by other suitable means, to prevent danger arising when any conductor (other than a circuit conductor) may become charged as a result of either the use of a system, or a fault in that system.
- 7) There must be suitable means of isolating or cutting off of the electricity supply to any item of electrical equipment.

- 8) Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger while work is being carried out on or near that equipment, from becoming charged during that work.
- 9) No person shall engage in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless that person possesses such knowledge or experience.

**THERE ARE NO SECOND CHANCES
WITH ELECTRICITY
LEAVE IT ALONE**

SECTION 14

PROCEDURE RELATING TO THE SAFE USE

OF PORTABLE ELECTRIC APPLIANCES

14.1 **APPLICATION**

This procedure applies to all employees who use portable electrical apparatus.

14.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with this procedure is as prescribed by The Health and Safety at Work Act 1974. This responsibility is placed upon every individual who uses such equipment and is the duty of Managers to enforce,

14.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

a) **Accidents**

About a quarter of all reportable electrical accidents involve portable apparatus. The majority of these accidents are caused by electric shock but many others result in burns from arcing or fire.

Many accidents are caused by faulty flexible cables, extension leads and plugs and sockets. Very often the accident happens when the victim touches some part which has become live at main voltage while he or she is standing on, or is in contact with, an earthed conducting surface.

b) **Methods of minimizing the risk of electric shock**

To maximize safety suitable equipment should be selected for use, it should be well maintained and taken out of service immediately should it become defective.

c) **Domestic appliances policy**

Any employee wishing to bring and use a personal electrical appliance on Company premises must comply with the following procedure.

- a) The employee must first have written permission from his/her departmental Manager.
- b) The appliance must be tested, declared safe for use and a dated test sticker attached.
- c) If the appliance is taken off site at any time the conditions in (a) and (b) above apply prior to the appliance being available for use on site again.

14.4 **PRECAUTIONS**

a) **Electrical protection**

Apparatus and cables should always be protected against overload and short circuits by suitable electrical protection such as fuses or circuit breakers. Earth fault protection provides additional safeguards

b) **Cables**

All cables should be flexible and conductors should be electrically insulated and protected against mechanical damage. The protection necessary depends on the conditions of use and must be adequate to withstand foreseeable damage. Where the cable is vulnerable to damage additional precautions such as flexible armouring, protective braiding or superior forms of sheathing will be necessary. For light work in clean dry interiors, tough rubber or plastic insulated and sheathed cables should be adequate.

Long extension leads, trailed over the floor are particularly vulnerable to damage. Whenever possible, the cable route should be chosen to avoid exposing the cable to such damage.

Damaged cables should be replaced by new ones whenever possible, if a repair is essential it should be to the highest standards and undertaken by a competent electrician.

Insulating tapes alone are not considered satisfactory as they do not generally have sufficient adherence or provide enough mechanical protection to repair a cable sheath adequately. The use of insulating tape is therefore forbidden.

c)

Inspection and maintenance

All portable apparatus, including extension leads, should be identified by a serial number which should be recorded in a register. The register should indicate how often each item should be recalled for routine inspection and maintenance.

The inspection and maintenance should be carried out by a competent person.

A unit in unserviceable or unsafe condition should be withdrawn from use until repaired. Repairs should be carried out only by a competent person experienced in this class of work.

For all apparatus there should be a careful and thorough inspection by a qualified electrician for signs of damage or deterioration, including, for example, the casing, the plug pins, terminals and cable anchoring device, the cable sheath, particularly near the terminations, the terminals of the portable apparatus, its controls, brush gear and commutators. Any defects found should be remedied and recorded.

d)

Operator safety

All operators should be instructed in the correct and safe use of electrical apparatus. They should examine the apparatus before use, suspect apparatus should be withdrawn from service and not returned to use until it has been repaired and checked by a competent person. Before making adjustments to any apparatus, operators should unplug from the supply.

SECTION 15

PROCEDURE RELATING TO CHAINS, ROPES, SLINGS

AND LIFTING TACKLE

15.1 **APPLICATION**

This procedure applies to all areas where lifting equipment and tackle is employed.

15.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with procedure is as prescribed by The Health and Safety at Work Act 1974 and it involves every individual who uses such equipment and those Managers directly responsible.

15.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

15.3.1 **GENERAL**

- 1) No piece of equipment shall be brought into use unless the following requirements have been fulfilled:
 - a) New equipment will be proof load tested and a Certificate issued to this effect which is signed by the competent person responsible for the test.
 - b) All equipment is subject to examination by the appropriate Insurance Company's Surveyor at defined intervals.
- 2) No modifications or alterations are to be made to lifting equipment unless the appropriate authority is obtained first. The work must then be executed by a competent person and details of paragraph 1 (b) must be applied prior to use.
- 3) No item of lifting equipment is to be overloaded nor is it to be used if there is any sign of damage. At the first sign of damage, the item s to be removed immediately from service and the appropriate arrangements made either for repairing or scrapping.
- 4) Operators must ensure that adequate arrangements are used when lifting equipment with sharp edges, to prevent damage and subsequent failure of ropes and slings.

- 5) No chain sling should be put into use until a valid test certificate is to hand. Check that the markings on the sling correspond to the information of the test certificate.
- 6) Choose the right type of sling for the load to be lifted. Establish the weights of the load to be lifted and ensure that they fall within the limits of the marked safe working load. Never exceed the marked working load.
- 7) Make sure that the sling master link is of a size which will fit on to crane hook, allowing free articulation. In attaching the sling to the load, ensure that the load is suspended from the bowl of the hook, never from the tip.
- 8) When attachment of the sling is by wrapping the chain around the load, avoid incorrect loading or damage to the chain by providing padding between the chain and any sharp corners.

When using a conventional single or two-legged sling having bottom terminal hooks in the basketed hitch, hook back into the master link, never into any other component.
- 9) Never knot or twist a chain. Chain which is knotted or twisted cannot develop its full strength and may fail prematurely.
- 10) Lift the load gently just clear of the ground and check for balance and stability of the load before proceeding with the lift. Remember also that legs of a multi-legged sling exert a clamping force. Ensure that the load is of the type that can take it. Avoid shock loading at all times.
- 11) In landing the load, do it in such a way as to allow free movement of the sling, using wooden battens if necessary. Never forcibly drag a sling from beneath the load.
- 12) If the sling is to remain on the crane hook after use, hook back on the master link. Swinging hooks are a safety hazard.
- 13) When you have finished using the sling, place it on a suitably constructed rack. Do not leave it lying about on the floor.

SECTION 16
PROCEDURE RELATING TO
THE USE OF THE LIFT TRUCK

16.1 **APPLICATION**

These rules apply to all employees operating the lift truck.

16.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with this procedure is as prescribed by the Health and Safety at Work Act 1974.

This responsibility is placed upon every individual who uses such equipment and is the duty of Managers to enforce.

16.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

- a) No person shall drive the fork lift truck unless he has been selected, trained and authorized to do so or is undergoing formal training, under supervision.
- b) Those supervising and operating a lift truck must understand its basic characteristics. Lift trucks are designed to lift loads, move them and re-deposit them somewhere else. It is vital to know what the limits of the truck are to prevent the possibility of tilting or overturning.
- c) No person is permitted within 3m of any moving fork truck. Should any person encroach into this area the fork truck operator must stop the vehicle immediately until the person has moved away to a safe distance.
Should pedestrians wish to approach the fork truck operator or to pass the vehicle if it is stationary or carrying out a vehicle manoeuvre the person should signal their intention to the lift truck operator and wait for a signal to proceed.
If no signal is given the pedestrian must not attempt this course of action.
- d) The restraint belt fitted must be worn at all times when operating outside.
- e) Be particularly careful when driving where there are pedestrians. It is the operator's job to avoid the pedestrian and the pedestrian's job to avoid the traffic.
- f) The general rule of the road is KEEP TO THE LEFT. However, when driving between rows of machines or racks it is sometimes safer (if a clear view can be obtained) to keep to the center gangway or aisle.
- g) Sound your horn at every potential danger spot but remember that sounding your horn does not give you automatic right of way.
- h) Stop before doorways – sound your horn and go through slowly.

- i) Never run over cables or flexible pipes etc. that are on the floor unless they are suitably protected.
- j) Be careful when braking, as braking violently when loaded may cause the load to fall off or the truck to tip.
- k) Where possible drive with the forks lowered to within 150mm (6in) of level ground and the mast tilted slightly back. Because of the danger of overturning, the truck should not be driven with the load elevated for longer than is absolutely necessary.
- l) When a high load restricts forward vision, drive in reverse, except when going up an incline (see (p) below).
- m) Do not pick up a load if someone is standing close to it.
- n) Stop people from walking underneath the load.
- o) If the load appears to be unstable or the pallet unsound it should be left alone and its condition reported to the supervisor.
- p) When loaded always travel down slopes with the forks facing uphill, and up slopes with the load in front, taking extra care if vision is obstructed. When unloaded travel down slopes with forks facing downhill. At the bottom of slopes, the forks have to be slightly raised.
- r) A truck should not be left unattended on a gradient. If in an emergency it has to be parked on a gradient, chock the wheels.
- s) When leaving the truck, even for a few seconds, make sure that it is in neutral, the parking brake applied and the forks lowered.
- t) On completion of work the truck should be parked in its allotted parking area, forks fully lowered and tilted forward, the engine switched off, the parking brake applied and keys, if fitted, returned to a secure place.
- u) As well as following the manufacturer's instructions as to inspection, maintenance and servicing, checks should be made at the beginning of each shift by the driver of such things as tyres and batteries.

SECTION 17
PROCEDURE RELATING TO
MANUAL HANDLING OPERATIONS

17.1 **APPLICATION**

This procedure applies to all employees carrying out manual handling tasks.

17.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with this procedure is as prescribed by the Manual Handling Operations Regulations 1992.

17.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

- a) Make full and proper use of any handling aid and personal protective equipment provided.
- b) Inform your Foreman or Manager of any physical condition that might affect your ability to undertake any manual handling activity.
- c) Exercise care and diligence at all times, giving consideration to others who may be affected by your activities.
- d) Ascertain characteristics of the load e.g. weight, center of gravity etc., and feel confident and able before lifting.
- e) Maintain a safe environment through good housekeeping. The height of any load carried should not obstruct vision. Know the route before setting off i.e. steps, doors, floor surfaces etc.
- f) Always apply the six points to safe lifting:
 - Arms – kept close to body
 - Chin – look straight ahead with chin tucked in
 - Body weight – use to your best advantage to initiate load movement and then lift using your leg muscles.

- Back and legs – keep the back straight, shoulders level. Bend with the legs not the trunk.
 - Grip – grasp firmly using the palms of the hands, roots of the fingers and thumbs.
 - Feet – face the direction of travel with leading foot at the side of the load, rear foot behind the load and a firm balanced stance.
- g) When lowering loads apply the six points to safe lifting, taking care not to trap hands and fingers on releasing the load.
- h) Team handling calls for adequate space, sufficient handholds and one person in charge.
- i) Always apply commonsense – over confidence can lead to permanent injury.

IF IN DOUBT

SEEK ASSISTANCE AND/OR ADVICE

FROM YOUR FOREMAN OR MANAGER

SECTION 18
POLICY DOCUMENT
TRAINING

18.1 **POLICY**

It is the organisation's intention that, in trusting tasks to its employees, it takes into account their capabilities as regards health and safety.

You are expected to make yourself thoroughly conversant with all health and safety requirements of the Company as they apply to your job. Ignorance of the rules may not be accepted as an excuse for the infringement or non-observance.

18.2 **PROCEDURE**

The Company will ensure employees are provided with adequate health and safety training;

- a) On recruitment
- b) On being exposed to new or increased risks because of:-
 - i) Their being transferred or given change of responsibility
 - ii) The introduction of new work equipment or work procedure
 - iii) Introduction of new technology

The training referred to in (b) shall be repeated periodically where appropriate and adapted to take account of any new or changed risks to the health and safety of the employees concerned.

This training will take place during normal working hours.

HEALTH AND SAFETY INDUCTION PROGRAMME

INTRODUCTION

Section 2 of the Health and Safety at Work Act 1974 requires that an employer should provide such training, information and supervision, as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees

This induction programme introduces you to our system of work, how health and safety plays an important part of your working day and what you need to know to comply with health and safety legislation.

HEALTH AND SAFETY POLICY

The health and safety policy is a written statement of Company policy with respect to the health and safety at work of its employees and of the Company's responsibilities to all those persons with whom it has contact influence.

FIRE PROCEDURE

In the event of fire there are established procedures for evacuation that you are asked to read.

Fire extinguishers can be found at designated fire points throughout the workshop.

FIRST AID FACILITIES

The company has qualified first aiders who will administer treatment when required.

It is very important that should you be injured at work details of the injury and treatment are entered in the accident book.

PROTECTIVE CLOTHING

You are required to use protective clothing and equipment as a condition of your employment.

SAFETY DEFECTS

From time to time during your employment, equipment and machinery you use may become defective. You must report any defect to your supervisor who can then arrange to rectify the fault.

DO NOT turn a blind eye to an unsafe condition – Report it a once!

ELECTRICAL EQUIPMENT

Before using portable electrical appliances you must first check on the condition of the appliance, lead and plug. After use return the tool to the appropriate storage area.

HEARING PROTECTION

The shop floor area is a designated 'Hearing Protection' zone. You must wear ear protection when on the shop floor.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

These far reaching regulations were designed to safeguard employees who work with substances hazardous to their health such as chemicals, oils, dust etc.

As a requirement of the regulations an assessment of work activities has been carried out.

You must familiarize yourself with the contents of this assessment, especially the control measures which have been adopted.

COMPANY VEHICLES

Unless you have been authorized to do so, do not drive any company vehicle.

This applies especially to the fork lift truck, where specific regulations must be adhered to.

MACHINERY

You must not operate any machine unless you have been trained and authorized to do so.

You must make full and proper use of all machine guarding. This is not only to protect you from danger but also a legal obligation on your employers and you.

CONCLUSIONS

The company places great emphasis on health and safety. You are expected to play your part.

IF IN DOUBT.....ASK!

SECTION 19

GENERAL HEALTH AND SAFETY RULES

19.1 **APPLICATION**

These rules apply to all persons employed on Company premises.

19.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with these rules is as prescribed by the Health and Safety at Work Act 1974. This responsibility is placed upon every individual and it is the duty of Managers to enforce.

19.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

WORKING PRACTICES

You must not operate any machine, plant or equipment unless you have been trained and authorized to do so.

You must make full and proper use of all machine guarding.

You must report to Management immediately any fault, damage, defect or malfunction of any machinery or equipment, tools or guard.

You must not leave any machinery or equipment in motion whilst unattended.

You must not make any repairs or carry out maintenance work of any description unless authorized to do so.

You must use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions.

You must return all substances, chemicals, liquids, etc. to their designated safe storage area when not in use.

NOTICES AND WRITTEN INSTRUCTIONS

You must make proper use of all safety equipment and facilities provided to control working conditions/environment.

You must keep work areas clear and in a clean and tidy condition.

You must dispose of all rubbish and waste materials within the working area, using the facilities provided.

You must clear up any spillage of liquids as soon as possible.

You must deposit waste chemicals or oils at the correct disposal points and in accordance with your manager's instructions.

You must not pollute water courses, sewers or drains with chemical, oils or other hazardous substances.

PROTECTIVE CLOTHING AND EQUIPMENT

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

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

You must store and maintain protective equipment in accordance with instructions.

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

FIRE PRECAUTIONS

You must conform with all emergency procedures pertinent to your work activity.

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

You must report any use of fire fighting equipment to your Foreman or Manager.

VEHICLES

You must carry out daily checks of your vehicles prior to use and in conjunction with laid down checking procedure.

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

You must not carry unauthorized passengers or unauthorized loads.

You must not use company vehicles for unauthorized purposes.

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

ACCIDENTS

You must seek medical treatment for injuries you sustain, no matter how slight, and ensure that appropriate records are entered into the Accident Book.

You must report all accidents and dangerous occurrences to management as soon as it is practicable.

HEALTH

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

You are expected to co-operate on the implementation of the medical and occupational health provision.

RULES COVERING GROSS MISCONDUCT

An employee will be liable for dismissal if he/she is found to have acted in any of the following ways:-

A serious or willful breach of Safety Rules.

Unauthorized removal or interference with any guard or protective device.

Unauthorized operation of any item of machinery, plant or equipment.

Unauthorized removal of any item of first aid equipment.

Willful damage, or misuse of, or interference with, any item provided in the interests of health and safety or welfare at work.

Unauthorized removal or defacing of any label, sign or warning device.

Misuse of chemicals, flammable or hazardous substances or toxic materials.

Smoking on site in non-designated areas.

Horseplay or practical jokes which could cause accidents.

Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.

Misuse of compressed air, pneumatic, hydraulic or electrical equipment.

Dangerously overloading any item of lifting equipment.

Overloading or misuse of any of our vehicles.

SECTION 20

PROCEDURE RELATING TO

HEALTH AND SAFETY IN THE OFFICE

20.1 **APPLICATION**

This procedure applies to all our employees involved in or associated with office work.

20.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with this procedure is as prescribed by The Health and Safety at Work Act 1974.

This responsibility is placed upon every individual who uses such facilities and is the duty of Managers to enforce.

20.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

- a) The office must be kept in a clean and tidy condition,
- b) A reasonable temperature of at least 16°C must be maintained in all offices where a substantial proportion of the work does not involve severe physical effort.
- c) The office floor must be maintained in good condition and as far as is reasonably practicable, free from materials which may cause a person to slip, trip or fall.
- d) Loose or damaged floor coverings must be repaired or replaced.
- e) Materials or equipment should not be stored on stairways.
- f) Trailing electrical cables from equipment such as visual display units, telephones etc., should be kept to a minimum and positioned so that they do not present tripping hazards.
- g) When manual handling operations are required, staff should ensure that they are physically capable of carrying out the task.

Office machines, supplies and furniture etc., often require moving. If unsure of the weight involved, get assistance from a colleague.

SECTION 21

POLICY DOCUMENT

DISPLAY SCREEN EQUIPMENT

21.1 **POLICY**

It is the Company's intention to optimize the use and application of DSE within the organization, whilst safeguarding the health, welfare and job satisfaction of those involved in operating such equipment.

21.2 **PROCEDURE**

21.2.1 **EQUIPMENT DESIGN**

- a) When new DSE is being selected, due consideration will be given to the health and safety aspects of its design. Screens and keyboards will receive particular attention and, whenever possible, anti-glare screens will be obtained.
- b) All DSE will be serviced regularly to ensure that health and safety standards are maintained throughout the equipment's life.

21.2.2 **WORKPLACE DESIGN**

- a) Chairs with adjustable height and back support will be provided at all DSE work stations. Foot rests will be available on request.
- b) Rooms in which DSE is sited will be lit appropriately and curtains or blinds will be provided at windows.

21.2.3 **USE OF DSE**

DSE operators will be urged to adjust the workplace to suit their own need before commencing work as follows to:

- a) Adjust height and position of chair.
- b) Ensure that lighting is adequate and appropriate, whilst using curtains or blinds to avoid screen reflections.
- c) Ensure that the display screen is clean and to adjust brightness and sharpness of image as necessary.
- d) Position all equipment, such as keyboards, so as to avoid awkward posture or movements. Particular care should be taken to avoid repeated stretching movements.

In relation to the above, employees will be urged to consult their immediate manager for advice concerning any problems which may arise.

Employees whose workload includes the operation of DSE will be encouraged to organize their working time so that DSE work is interspersed with other activities, whilst maintaining an acceptable level of efficiency and productivity.

21.2.4 **HEALTH AND SAFETY**

The company believes that the correct design and usage of DSE and associated equipment is of central importance in safe-guarding the health and welfare of operators. With high standards being maintained in this area it is not envisaged that health problems will arise. However, employees will be encouraged to consult the Health and Safety Advisor if they experience any particular difficulty about any aspect of their health.

21.2.5 **EYESIGHT**

All employees engaged in DSE work will be reminded that they should consult an optician if they:-

- a) Experience any eyesight problem.
- b) Are in any doubt about whether or not they need glasses.
- c) Are in any doubt whether their current prescription is appropriate.
- d) All employees who are required to work regularly at a DSE workstation are entitled to an initial eye test.

Such tests are to be carried out by a registered ophthalmic optician or a suitable qualified medical practitioner.

SECTION 22
PROCEDURE RELATING TO
CONTRACTORS WORKING
ON COMPANY PREMISES

22.1 **APPLICATION**

This procedure applies to all contractors working on the premises of Leedale Ltd.

22.2 **GENERAL RESPONSIBILITIES**

The responsibility to comply with this procedure is as prescribed in The Health and Safety at Work Act 1974. This responsibility is placed upon every individual whilst at work and is the duty of Managers and Contractors' supervision to enforce.

22.3 **DETAILED RESPONSIBILITIES AND RULES TO BE OBSERVED**

The Health and Safety at Work Act 1974 places duties on employers to take all reasonably practicable measures to protect the health and safety of all persons who may be affected by their business activities.

This information (which is part of the Health and Safety Policy) applies to all Contractors and others under their control, engaged to carry out specific work on the premises and forms part of the terms of the contract.

The following conditions are an integral part of the contract.

Prior to commencing work, contractors shall:-

- a) Provide the Company with a copy of their Health and Safety Policy (if requested).
- b) Provide the Company with Risk Assessments and method statements of the work to be carried out (if requested).
- c) Produce proof of General Liability Insurance for the period of work.
- d) Ensure when carrying out any underground work that prior to work commencing a suitable and sufficient survey of the area has been carried out to identify the location of any buried utility services.

Contractors are expressly forbidden to employ any tools, equipment or substances belonging to the Company unless agreed in writing beforehand.

Contractors shall:-

- 1) Familiarize themselves and their personnel with the work and any hazards which may be encountered.
- 2) Conduct their activities in accordance with safe practices taking precautions to protect the work site, all employees and others who may be affected by the activities.
- 3) Comply with our Health and Safety Rules and Safety Policy.
- 4) Comply with all occupational Health and Safety Laws applicable to the work being undertaken.

In particular, Contractors are to fulfill their duties under:-

- Control of Substances Hazardous to Health Regulations 2002
 - Management of Health and Safety at Work Regulations 1999
 - Electricity at Work Regulations 1989
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - Construction (Design and Management) Regulations 2015
- 5) Provide their own personnel with suitable protective clothing at their (the Contractors) own expense.
 - 6) Keep their employees within the areas designated for the work being undertaken and access to it.
 - 7) Engage on the Contract only such persons as are skilled, experienced and competent in the performance of their trade or tasks.
 - 8) Contractors must not carry out any 'Hot Work' unless a 'Hot Work Permit' has been issued by the Company. (See Appendix B for definition of Hot Work)

- 9) Contractors are required to report any incidents involving injury, ill-health or property damage as a result of work activities on the site.

Contractors are not relieved of any of their duties and obligations under Statute or Common Law.

Any breach of the Health and Safety Rules or legal requirements may lead to the suspension, at the Contractors' own expense or termination of the Contract.

- 10) Prior to starting work, Contractors shall receive a copy of these Contractors Rules and before work commences they must acknowledge receipt of such and agree to work in accordance with the conditions laid down.

The Contractor acknowledges his agreement and understanding by signing the acknowledgement slip and returning it to the member of staff directly responsible for the work.

The slip must be retained by the member of staff for future reference.

- 11) Before beginning work, the Contractor must ensure that he is familiar with any audible alarms, fire procedure, evacuation assembly points and first aid facilities.

- 12) All appropriate safety clothing and equipment must be worn in accordance with Company policy.

- 13) Contractors must not drive Company vehicles. Drivers of Contractors' own vehicles must adhere strictly to Company regulations.

- 14) All site warning signs should be obeyed.

- 15) Service supplies must not be interfered with without first consulting a Manager. Before commencing excavations, the location of underground service lines must be ascertained from a Manager.

- 16) All Contractors' machinery, tools and powered equipment must comply with the relevant statutes, Codes of Practices and supporting legislation.

- 17) All machinery, plant or equipment must be isolated to prevent danger.

Depending on the type of machine, plant or equipment, this may require isolation of electrical, pneumatic and hydraulic systems or a combination of the three systems.

- 18) Any work at a height is not permitted unless the contractor carrying out the work has submitted a 'job specific' risk assessment and method statement. Prior to work commencing Mr A Litchfield must satisfy himself that the risk assessment and method statement are both satisfactory and issue a permit to work. If necessary M White, Safety Advisor, should be consulted.
- 19) On completion of work, the appropriate member of works staff should be informed.
- 20) Additional safety statements may be issued in support of these rules, and they must be complied with at all times when on site. Copies will be available for reference in the Health and Safety Manual.
- 21) No materials must be used or removed from the site without written authorisation.

Please return to appropriate member of staff.

Issued by.....on behalf of Leedale Ltd

I acknowledge receipt of the Contractors Rules issued by Leedale Ltd and undertake to work in accordance with the conditions laid down in these and other associated work systems.

These have been fully explained to the operatives carrying out the work and I consider them to be competent to carry out their duties safely.

Signature.....
Name.....
Position.....
Company.....
Date.....

APPENDIX B

HOT WORK

DEFINITION

Hot work shall include but not be limited to the use of gas and electrical powered welding, burning or cutting equipment, blow lamps and blow torches, grinding equipment and vessels for the heating of bitumen compounds.

The Hot Work area shall mean an area of space within a 10 metre radius vertically as well as horizontally of any Hot Work where such Hot Work involves any use of gas and electrical powered welding, burning or cutting equipment.

In respect of other Hot Work, the Hot Work area shall mean an area of space within a 3 metre radius vertically as well as horizontally of such work.

HOT WORK RULES

1) Before Hot Work is commenced, the occupier of the premises must be informed of the proposed safety precautions and asked for specific authority to proceed and a Hot Work Permit completed in the form attached.

2) The Hot Work area is to be cleared of loose or exposed combustible or flammable materials or liquids. If such combustible material or liquids cannot be removed, they should be protected with flameproof covers. Floors, walls, ceilings, roofs, ducts and partitions made of combustible material are also to be protected with flameproof covers.

Openings in floors, walls, ceiling, roofs or ducts within the Hot Work area are to be closed, covered or sealed or otherwise rendered impervious to the passage of air.

3) Before applying heat to metal or other conducting material which is built into or projects through walls, partitions, cavities, ceilings of floors, roofs or ducts, an examination is to be made to ensure that there is no combustible material in hazardous proximity to such metal conducting material which may be ignited by direct or conducted heat.

4) No Hot Work is to be carried out:-

a) In atmospheres which are potentially explosive through the presence of vapours or dusts, or

- b) In areas where flammable liquids and/or flammable materials are not totally enclosed or where processes incorporating the same are not shut down; or
- c) On metal or other conducting materials in contact with combustible walls, partitions, cavities, ceilings, floors, roofs or ducts if close enough to cause ignition by conduction or direct heat.
- 5) Throughout the period of Hot Work and throughout the period of examination, after termination of work, a fire extinguisher of a suitable capacity and type having regard to area at risk shall be kept available for immediate use.
- 6) All persons engaged in the Hot Work shall be made aware of the location of all fire fighting equipment
- 7) All persons engaged in Hot Work must ensure that a thorough examination is made in and about the Hot Work area, including behind walls, partitions, ceilings, roofs or floors during operations. The same examination is to be continuously carried out for a maximum of 60 minutes after any termination of Hot Work before the Hot Work area can be left unattended.
- 8) Hot Work equipment, when lit, or naked flames shall never be unattended for any period of time.
- 9) Blow lamps and blow torches shall only be filled in the open.
- 10) Vessels for the heating of bitumen or bituminous compounds shall only be used in the open and shall be continuously attended whilst heating is taking place.

IF IN DOUBT - ASK

LEEDALE LTD

HOT WORK PERMIT

A – PROPOSAL (To be completed by the person responsible for carrying out the work)

BUILDING _____

LOCATION OF PROPOSED WORK _____

NATURE OF HOT WORK TO BE UNDERTAKEN _____

The above location has been examined and the precautions stated in the rules for Hot Work have been complied with.

SIGNED _____ NAME (Block Caps) _____

DATE _____ POSITION _____

CONTRACTOR (Where App) _____

B – AGREEMENT (to be completed by the company representative)

This Hot Work Permit is issued subject to the following conditions.

TIME OF ISSUE OF PERMIT _____ TIME OF EXPIRY OF PERMIT _____

A FINAL FIRE CHECK OF THE WORK AREAS SHALL BE MADE, NOT BEFORE _____

ADDITIONAL CONDITIONS REQUIRED _____

C – FIRE WATCH (To be completed by a member of staff or contractor responsible for the work before returning this permit to issuer)

The above work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of the work.

TIME INSPECTION C'PTED _____ (This must be at least 1hr after work was completed)

SIGNED _____ NAME(Block Caps) _____

DATE _____ POSITION _____

CONTRACTOR (Where App) _____

NB. The issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

SECTION 23

CODE OF PRACTICE FOR TIPPING VEHICLES

The following Code of Practice is designed to ensure the safe tipping of vehicles at all depots and sites and should be followed at all times

1. Only competent persons are permitted to operate tipping vehicles.
2. On arrival at site drivers must report to the responsible person.
3. Drivers must always comply with any site specific health and safety rules.
4. Drivers must never tip a load if they believe that the conditions are not safe to do so. Consult with the responsible person on site and if doubt remains consult the office.
5. Always ensure the load is evenly distributed across the body (to prevent sideways tip) and correctly distributed front to rear (to ensure correct axle weight distribution).
6. When tipping always ensure all non-essential persons remain at a safe distance. Never start to tip unless all persons are well clear of the tipping area. Should any person enter the tipping area tipping must cease immediately until the person or persons vacate the area.
7. Always check ground conditions prior to tipping. Ensure that the vehicle is on firm, level ground from side to side and if possible not facing downhill.
8. Always ensure the tailgate is released prior to tipping. Never stand or walk immediately behind the vehicle when the body is raised or during tipping.
9. Unless the tipping controls are mounted externally always remain within the cab while the body is fully or partially raised.
10. If a load does not discharge smoothly when the body is raised, lower the body and ascertain the reason.
11. Ensure loads are trimmed correctly prior to tipping to prevent the load becoming jammed under the tailgate.
12. Beware of overhead lines and power cables. Never attempt to tip beneath or adjacent to power lines and cables unless there is appropriate supervision.
13. If it is suspected that there may be a risk of the vehicle overturning lower the body immediately and investigate the cause. Never attempt to jump from a vehicle that is overturning. If the vehicle begins to overturn, brace yourself against the back of the driver's seat and hold the steering wheel firmly.

14. After the load has been discharged always check that the body is completely empty.

Do not drive further than is absolutely necessary before the body is lowered and the tailgate secured.
15. Where possible do not operate articulated vehicles on tasks that may involve tipping on uneven ground or exposed areas where wind forces may create a risk of overturning.
16. Where site rules stipulate the use of a Banksman, this rule must be strictly adhered to.
17. Never reach under a raised vehicle body unless it is adequately propped.

SIGNED:

PRINT NAME:

POSITION:

DATE: