



Policy Document	ABCW/PD/V/001				
Policy Title	Health, Safety and Environmental Policy				
Policy Reference:	ABCW/P/HSE-001V	Date	July 2022	Review Date	July 2023

HEALTH AND SAFETY

POLICY AND PROCEDURES

Policy Document	ABCW/PD/V/001				
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DOCUMENT CONTROL RECORD


PERIODIC REVIEW OF THE HEALTH AND SAFETY POLICY

ABC WorkSafe (ABCW) Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews which should take place at least annually. SME Advisor Health and Safety Consultants employed by ABCW will also review the Health and Safety Management Documentation system to ensure that it meets current statutory requirements and good practice relevant to the organisation.

Rev No	Document Date	Record of amendments	Created by	Approved by
001V	July 2022	Initial issue	Ben Bolebano Grad IOSH	

This record should be endorsed by all persons who carry out these periodic reviews, e.g. ABCW employees and SME Advisor staff.

Note: Where a new Health and Safety Policy General Statement of Intent has been signed and dated, this record should be endorsed to this effect and the new signed and dated statement should be distributed to all sites replacing the previous statement. All other signed and dated copies (on Notice Boards, sites etc.) should be replaced.

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Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, ABCW are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at ABCW main place of business.

ABCW are aware that to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with SME Advisor Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by ABCW management and reviewed particularly following changes to the business, following accidents or incidents and changes to the legal statutes thus ensuring continual legal compliance. SME Advisor Ltd will review the policy at the time of annual inspection.

In order for ABCW to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. ABCW encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

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Health and Safety Policy Statement

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

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

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

Managing Director will implement the ABCW health and safety policy and recommend any changes to meet new circumstances. ABCW recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of ABCW looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. ABCW will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

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

ABCW regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.


Signature: -

Name: -

Position: -

Date: -

Review Date: -

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Environmental Statement

ABCW is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

ABCW will regularly evaluate the environmental impact of our activities, products and services and will act to continually improve ABCW environmental performance.

It is ABCW policy to:

- Minimise the use of energy, water and natural resources.
- Minimise waste through prevention where possible by following the standards of:
 - Reduce
 - Reuse
 - Recycle
- Dispose of waste safely and legally.
- Avoid the use of hazardous materials, where practical. Work with environmentally responsible suppliers.
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

ABCW will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects and will regularly evaluate progresses.

ABCW is committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

ABCW will implement processes to prevent environmental nonconformities and to ensure that ABCW are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.


Signature: -

Name: -

Position: -

Date: -

Review Date: -

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Environmental Policy

Introduction

It is the aim of ABCW who operate from a site in ABCW to do as much as is reasonably practicable to protect both the local and global environment. ABCW main services and products are, this; however is not an exhaustive list;

- Provide First Aid training.
- Provide Fire marshal training
- Provide AED training
- CPR/BLS Food Safety
- Provide Health and safety and health & social care.

ABCW recognise that our operations and products result in emissions to air and water, and generation of waste. It is our aim to comply with environmental legislation and all other requirements relating to the protection of the natural environment of the plant. Also, ABCW will continue to reduce the environmental impacts of the business and to operate in an environmentally responsible manner at all times.

This policy describes how ABCW will achieve these aims.

Responsibility

This environmental policy applies to all of ABCW operations including management, office services, site operations, and procurement. Senior management of ABCW has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve the environmental objectives and targets and that the policy is implemented. ABCW has the day to day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives. However, all employees have a responsibility in their area also to ensure that the aims and objectives of the policy are met.


Objectives.

At all times ABCW aim to: -

- Make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible
- Meet all duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste
- Use recycled materials whenever these can be commercially justified
- Keep transport use to a minimum and regularly service vehicles to maintain their efficiency
- Always during the purchasing of new vehicles research to find out the best vehicles at the time to protect resources and protect the environment.
- Work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation
- Include environmental considerations in investment decisions for new plant, equipment or working practices
- Inform and train all employees of ABCW on the environmental objectives and how they can assist in meeting targets
- use the most environmentally friendly cleaning products whenever possible

To achieve ABCW aims, targets have been made to

- Reduce vehicle emissions to air by the scheduling of work to reduce mileage and servicing all vehicles

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- Reduce the generation of general and hazardous wastes by reducing the amount of stock held in stores and ensuring all jobs are accurately scoped and priced to ensure material usage is minimised
- Recycle or reuse off cuts of raw materials to reduce the need for deliveries
- Recycle as much paper, cardboard, plastic and waste in general generated in the office as possible
- Reduce paper usage by increasing the use of e-mail and electronic documentation
- Reduce energy consumption by monitoring energy usage and training staff on basic housekeeping

Monitoring and Auditing

Progress against these objectives will be monitored through a number of mediums including:

- Annual management review of this environmental policy and any associated environmental procedures
- Regular internal audits of environmental procedures
- The monitoring of environmental objectives and associated KPI targets
- Monthly management meetings.

Communication

This environmental policy is available in hard copy at the main office location;

Europa

54 Sunningdale Road

Worthing

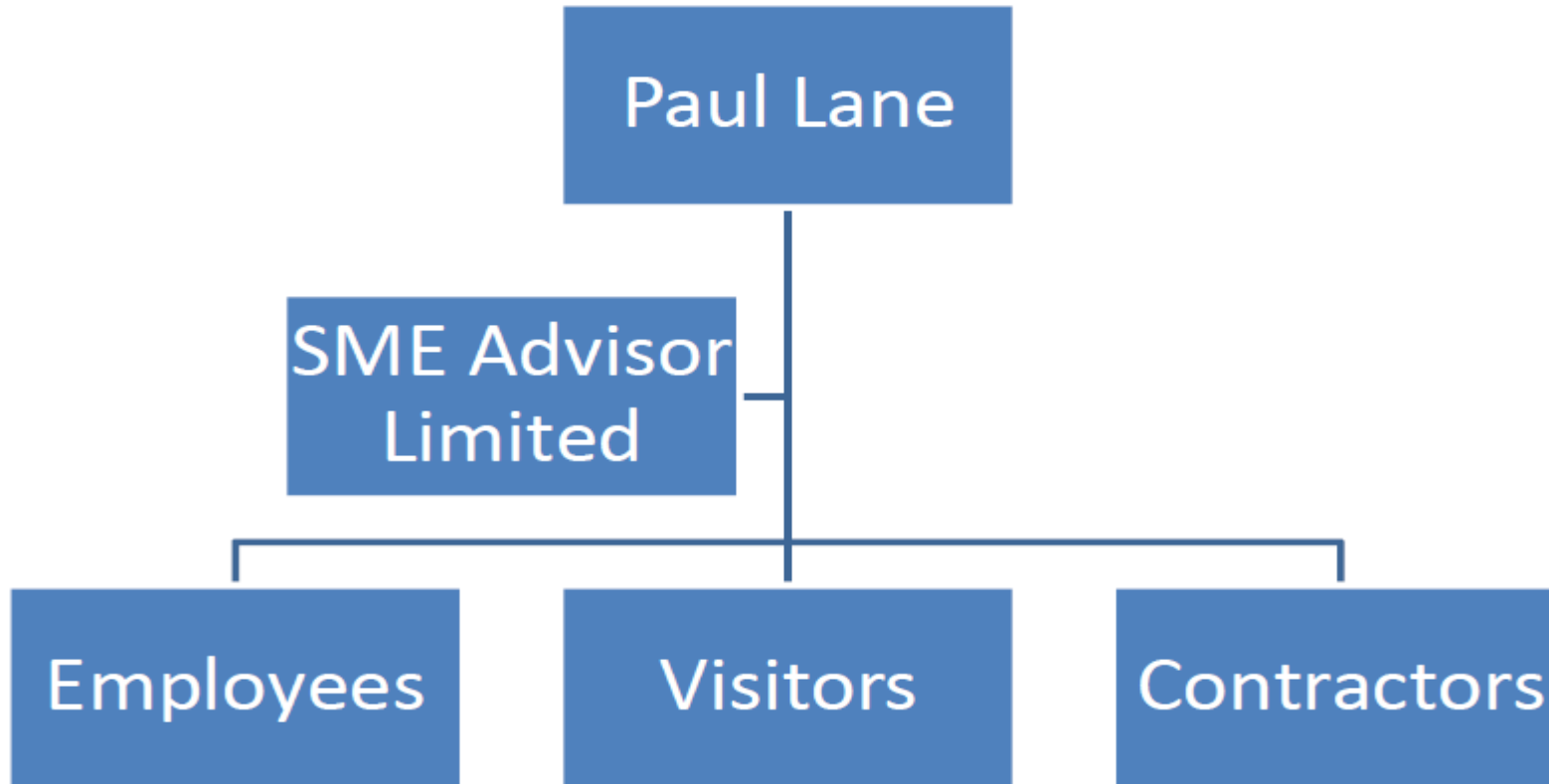
West Sussex


BN13 2NE

All members of staff will receive training on the environmental responsibilities of their role and will be informed of any updates or revisions via e-mail or team meetings.

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Health, Safety and Environmental (HSE) Management Organisation Chart



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RESPONSIBILITIES

The Managing Director


Main duties and Responsibilities are: -

- The Managing Director (MD) is responsible for the safety policy being implemented, amended or up-dated as required.
- The MD is responsible for ensuring the requirements of ABCW Health, Safety and Environmental Policy (HSEP) are effectively communicated to all employees and for effective implementation of the policy requirements.
- The MD is responsible for ensuring all employees are competent to conduct the work in a safe manner, and to assist in developing safe systems of work. In addition, they are responsible in assisting all levels of line management under their control.
- The external Health, Safety and Environmental (HSE) SME Advisor Consultant is responsible for providing all specialist health, safety and environmental advice to all ABCW sites.
- All Managers/Team Leaders are responsible for ensuring that all aspects of the ABCW HSEP are complied with on individual sites.
- Employees are expected to involve themselves in safety matters and report any unsafe equipment or dangerous situations ABCW to their immediate manger.
- All functional management and specialist employees, advisers, etc. will be actively encouraged to provide essential safety support to all employees. Particular regard will be given to the introduction of better, safer systems of work for the benefit of all employees.
- Anyone who may be affected by operations undertaken by ABCW will be kept fully informed and the requisite liaison between the parties will be effectively maintained.

E.g. Principal contractors and any utilised sub-contractors will be advised on ABCW policies and safety procedures. Sub-contractors will be informed that they must work to equal or better standards than those laid down in the HSEP. Failure to do so may result in the sub-contractor being removed from site and may disqualify that sub-contractor from tendering for future work with ABCW Managers, via the monitoring process, are to ensure there is the required liaison between all parties and that it is effectively maintained.

No HSE policy can work without the full co-operation of all the employees of ABCW and the co-operation of all those working on behalf of ABCW. The HSEP cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the HSEP.

In order to achieve a HSEP that can work in practice with the full approval of everyone concerned, ABCW regards employer/employee consultation and co-operation as essential.

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Director

Main duties and Responsibilities

- To help formulate the ABCW HSEP and organise revision of the document.
- To ensure that the contents of the HSEP are circulated as appropriate to all employees of the ABCW.
- To arrange for sufficient funds and resources to meet the requirements of the HSEP.
- To ensure that all levels of staff receive appropriate and adequate training and each employee have the opportunity to contribute to discussions on health, safety and environment.
- To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in their duty.
- To encourage all employees to work in a safe manner and at all times to set a good personal example when visiting sites etc.
- To minimise the risk of injury and damage to the health of all persons affected by ABCW operations by having suitable and effective safe systems of work.
- To provide and ensure preventative maintenance of plant and equipment are in place.
- To review with the HSE Consultants all incidents or accidents, which affect ABCW operation.
- To monitor the effectiveness of this HSEP at all levels and bring into effect changes, which are considered necessary.
- To review all breaches of ABCW HSEP.

In addition to the above the Financial Director will

- To ensure that the Finance Department recognises its responsibilities under the Health and Safety at Work etc. Act 1974, with regard to ensuring adequate resources are available for ABCW health safety and welfare of its employees and others who could be affected by the activities of ABCW.
- Provide adequate resourcing of health and safety requirements, so far as is reasonably practicable, in terms of support and facilities for employees to undertake their work in a safe, healthy and effective manner, in compliance with legislative and ABCW procedures.
- Ensuring that adequate resources are available for ABCW to: -
 - Training, both for the tasks employees need to perform, this is for all levels of employees, as well as Health and Safety
 - Delivering Health and Safety
 - Monitoring Health and Safety
 - Reviewing Health and Safety
 - Auditing and reporting on Health and Safety


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Health, Safety and Environmental (HSE) Consultant Responsibilities


Main responsibilities: -

- To provide all specialist health, safety and environmental advice on all aspects of ABCW activities.
- To provide regular visits to all notified sites and premises belonging to or worked on or by ABCW. At the discretion of the visiting HSE Consultant, visits may be more frequent depending on the circumstances noted at the time of visit.
- To keep ABCW fully aware of all new legislation and any changes to current legislation.
- To assist the Manager in keeping the safety, health, environmental and welfare policies under review; and to advise on changes to the policy as appropriate.
- To assist management in any investigation into an accident or incident; and to prepare a report on the accident or incident as deemed necessary.
- To liaise with the enforcing authority, ABCW representative on matters of health and safety.
- To liaise with the enforcing authority, client and client's representative on matters relating to environmental concerns
- To advise on health, safety and environmental training requirements and to arrange, upon request, such training.
- Advise and assist in the identification of hazards and risks.
- Advise and assist in the preparation of risk assessments and the development of preventative and protective measures to combat the risks.
- Prepare as required full reports of ABCW health and safety performance and make available such reports for management review.

Responsibilities of Managers

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- To read and understand ABCW Health and Safety Policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing ABCW activities and their application.
- To ensure that the requirements of health, safety and environmental legislation are complied with as they apply to ABCW activities.
- To ensure the health, safety and welfare at work of employees and contractors under the control of ABCW by providing and maintaining:
 - Safe places of work and safe access/egress,
 - Safe systems of work,
 - Adequate levels of supervision, training, instruction, information,
 - Relevant risk assessments,
 - Safe plant or equipment,
 - A safe and healthy working environment,
 - Adequate personal protective clothing and safety equipment,
 - Welfare facilities,
 - Safe methods of handling, transporting articles and substances.
 - Accurate health and safety records.
 - Medical surveillance (where the nature of the substances used and or encountered requires it).
- To ensure all employees are aware of and have knowledge of their health, safety and environmental responsibilities while undergoing their tasks and do not take unnecessary risk.
- Employ best practice as defined by the and the industry on the site at all times with regard to issues such as housekeeping, welfare, etc.
- Set a personal example and carry out your own work in a safe manner, e.g. take precautions when working on or near public roads and use personal protective equipment issued by ABCW to protect health and safety.
- To ensure that other people, including visitors and members of the public are not placed at risk as a result of ABCW activities.
- When ABCW is in control of additional premises including construction sites to ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access/egress to their work.
- Responsibilities of Working Supervisors/Foremen
- Set a good example to other employees, by following ABCW instructions, guidelines and arrangements when working.
- Ensure workplaces are inspected prior to use.
- Monitor waste disposal procedures.
- Ensure Method Statements and Risk Assessments are being correctly implemented and others are using control measures identified.
- Ensure the correct Personal Protective Equipment is being worn and used correctly.
- Ensure any plant and equipment is used in a safe manner on site.
- Liaise with ABCW operatives on health and safety issues.
- Ensure that work is being carried out without risk to the health and safety of others that may be affected by our works risks

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- Where it is not possible to avoid the hazards pass on information in relation to the residual risk to the client
- Appoint workers who have, or are in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks that have been allocated.
- To promote safe working methods by providing detailed information and instruction to all employees and consult them about matters which affect their health, safety and welfare.
- Provide adequate information, as required, to the relevant parties to ensure the correct implementation of designs, where design changes affect the risk environment on the site.
- Prevent unauthorised access to site.

Responsibilities of First Aiders

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident records are maintained.
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation.


Team Leaders Responsibilities

Team Leaders are responsible for conducting their activities and those activities over which they have control in a safe manner and in accordance with the ABCW HSEP.

They must ensure that, together with employees under their control, they know and understand their responsibilities under the HSEP and associated guidance notes. They must ensure all reasonable precautions are taken when in charge of employees or visitors, either individually or in groups, to ensure, so far as is reasonably practicable, the safety of those persons.

In addition, Team Leaders shall ensure:


- ABCW HSEP on health and safety is carried out by all employees and visitors under their control so far as is reasonably practicable.
- To identify and assess any risks to people, property or the environment.
- All employees under their control understand the major issues arising from risk assessments, site inspections etc. and deal with any concerns or issues.
- They notify the Health and Safety Consultants of any accidents, incidents or near misses.
- All accidents or incidents of individuals under their control are properly investigated.
- Regular inspections of their areas to eliminate potential hazards and minimise risks.
- There is sufficient communication and display of health & safety information and actions required for the area in which they work and or supervises.

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Employees

All employees including site operatives must: -

- Develop a personal concern for safety for themselves and for others and to co-operate with others in the provision of safe working conditions and the observance of the requirements of our safety procedures.
- Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
- Use and take care of any safety equipment and protective clothing supplied, e.g. safety gloves, eye and ear protection etc. Report any defect or loss of the equipment or clothing to your immediate supervisor.
- Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
- Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to yourself or other persons or damage to property and equipment. Report to your immediate manager any defects in plant or equipment and hazardous situations that you believe may present danger.
- Report **ALL** accidents, dangerous occurrences and near misses immediately.
- Ensure that reference is made to ABCW Control of Substances Hazardous to Health (COSHH) procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill-health.
- Bring to the attention of the Director any deficiencies in personal ability, e.g. untrained to operate plant and equipment.
- Do not engage in 'horseplay' or other practical jokes that may lead to injury or an escalation of practical joking by other employees.
- All employees are reminded that they have a duty under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 to take reasonable care of their own safety and the safety of others who may be affected by their actions or inaction's and also co-operate with ABCW in its arrangements to perform or comply with statutory safety obligations which includes adhering to the health and safety plan requirements and ABCW HSE Policy.
- Failure to observe the provisions of the ABCW HSE Policy, health and safety plan, appropriate regulations and Codes of Practice etc. may lead to action being taken under ABCW Disciplinary Procedure.


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GENERAL FIRE RESPONSIBILITIES

The Managers will ensure that: -

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- A register of employees is kept up to date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for information/inspection by the local authority fire brigade.
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

This is explained in greater detail in section 11 below.

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ARRANGEMENTS

1. Access and Egress

Description

Safe access and egress include movement of persons, equipment and vehicles into, around and out of the place of work.

Associated hazards

- Slips, trips and falls.
- Falling objects.
- Vehicle movement.
- Uneven/obstructed floor.
- Trailing cables.
- Opening in the floor.
- Unsuitable/insufficient lighting.

ABCW will ensure that: -


- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible.
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place.
- Floor coverings are in good condition and free from slipping and tripping hazards.
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

These procedures will be subject to regular monitoring and review.

Employee's responsibilities

Employees will: -

- Follow advice and information given by the employer in relation to safe access and egress.
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
- Report any situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

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2. Accident Reporting

Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all members of staff, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Employer's responsibilities

ABCW will ensure that: -

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury.
- All members of staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work-related accident where: -

- A member of staff, or a self-employed person, working for or on behalf of ABCW is killed or suffers a specified injury (including as a result of physical violence).
- A member of the public or other person not at work is killed.


RIDDOR reportable instances include those described below. This list is not exhaustive and ABCW will contact SME Advisor for advice for further guidance, support and clarification.

Death

- Workers and non-workers who have died of a work-related accident.

Specified injuries

- Fractures, other than to fingers, thumbs and toes. Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which: -
 - Covers more than 10% of the body, causes significant damage to the eyes, respiratory system, or other vital organs.

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Any scalping requiring hospital treatment.

- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational disease

- Occupational dermatitis.
- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Hand arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to occupational exposure to a biological agent.

Dangerous occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.: -

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead lines.
- Electrical short circuit or overload causing fire or explosion.
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

People deemed to be not at work


- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury.
- A member of the public or person who is not at work has died.

In addition, ABCW will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent reoccurrence.
See Accident Investigation procedure ABCW-D-AIIP-001V and Document ABCW-AIIF-001V
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any members of staff who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs.

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The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements

3. Alcohol and Drugs Misuse

Description

There is evidence that the effects of drinking alcohol, or drug use or misuse, can reduce personal performance and potentially increase absence rates. Any form of drug or alcohol related problem is a very serious matter and, in some circumstances, may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over the counter or prescription medication if abused or taken in an irresponsible manner.

Associated hazards

Impairment of co-ordination.

- Inability to drive or use equipment safely.
- Lack of awareness, judgment and sense of danger.
- Heightened sense, and use of, aggression towards others.
- Overconfidence in potentially dangerous situations.
- Employer's responsibilities

ABCW will: -

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees and others.
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring.
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable.
- Treat all information in the strictest of confidence.

Disciplinary procedures


If an alcohol or drug related problem becomes known that results in unacceptable behaviour or performance, it may be dealt with in accordance with ABCW disciplinary or capability procedures.

Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal for Gross Misconduct.

Employee's responsibilities

Employees will: -

Inform management/supervisor if employees are taking any prescription medications that may affect their ability to safely operate vehicles, equipment or machinery or to carry out their duties.

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4. Communication and Consultation

Introduction

There is a duty on employers to consult either directly or through elected representatives, with employees who are union or non-union members.

ABCW is committed to providing workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

It is recognised that workplace health and safety performance benefits significantly from effective consultation with employees often best placed to identify health and safety hazards and issues within the workplace.

Health and Safety Meetings

These meetings will aim to identify, discuss and communicate health, safety and welfare matters including' but not exclusive to:

- Changes in legislation.
- Good practice to be adopted or shared.
- Changes in the company policy.
- Findings from investigation into; for instance, accidents and incidents.
- Change in industry standards.
- Accepted guidance from professional bodies.

Health and safety meeting attendees include as a minimum;


- Most senior manager assigned to attend.
- Health and safety consultant.
- Heads of departments required for a specific services area.
- Employees from each service area.

Also, may but not unless detailed to include.

- Chief Executive Officer (CEO).
- A representative of the Board of Directors and or Trustees.
- A representative from each service.
- Elected health and safety representatives (Trade Union).

ABCW fully encourage staff involvement in all Health and Safety matters with an emphasis on staff involvement in writing and completing risk assessments, with this in mind, ABCW will meet their commitment to Health and Safety by consulting with health and safety representatives and employees so far as is reasonably practicable, when making any decision or change in relation to their health and safety in the workplace including the following;

- Identification of workplace hazards
- Assessment of the risks associated with workplace activities and hazards
- Decisions made in relation to measures taken to eliminate or control workplace risks
- Review of workplace risk assessments
- Introduction of, or alteration to procedures for monitoring workplace risks
- Decisions made in relation the adequacy of workplace facilities
- Proposed changes to the work premises, systems of work, plant or substances used at the workplace
- Decisions made in relation to changes in job responsibilities.
- Decisions made in relation to consultation procedures, and any legislative requirements.

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Staff with concerns over any health and safety matters should first raise them with their immediate line Manager to try and resolve locally. Further advice and guidance are available from the Health & Safety Consultant.

Non-urgent matters or concerns can be raised for discussion at a local level with the person who is deemed in charge of the local site/area. This should be done via the Spot and Stop procedure.

Accident, incident, Spot and Stop as well as Near Miss reports are an important means of communication and employees are encouraged to use them, these are discussed at local level in the first instance with a view to assessing whether any measures need to be taken to prevent an incident from occurring or to stop a recurrence.

ABCW employees, visitors and contractors are required to:

- Consult and co-operate with Management on matters related to health and safety
- Openly communicate any instances of hazards or incidents in the workplace
- Provide feedback to Management on the effectiveness of established consultation and communication arrangements.

Trade Unions

Where a business recognises a Trade Union, those members have the right to elect a Health and Safety representative, under SRSCR 1977, to represent the group or groups of employees. Not all members of these groups of employees may be members of a trade union, but are still represented by the Union Representative, as decision, relating to Health and Safety, and action will affect them as well.

Communication Functions of the Health & Safety Consultant

The Health and Safety Consultant will:

- Co-ordinate and arrange **** H & S meeting
- Arrange for minutes to be taken and distributed
- Receive reports and agenda items and ensure that the agenda is circulated to members well in advance


Principles of Consultation & Communication

This involves a two-way process as all employees are valued equally (accepting that across the business there are clear variations in the levels of accountability and responsibility)

- All sections are of equal status
- Should involve internal and external stakeholders
- Should be informed by appropriate levels of information presented in an open way
- Should inform a process of evaluating, developing and improving delivery of the business goals
- Outcomes should be explained and shared
- The purpose of consultation should be clear
- The process should be transparent
- Consultation should be representative of all interests
- Procedures should ensure that participation is encouraged.

Monitoring, Audit & Review

The ongoing implementation of this policy will be monitored by Senior Managers and the Health & Safety Consultant during audits and visits.

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This policy will be reviewed as part of the regular cycle of reviews, unless changing circumstances require an earlier review to be taken.

5. Compressed Gases

Description

A compressed gas either from a cylinder or from a compressor must be treated with respect. It must never be used for blowing dust or other material from clothing, skin or glassware or for ventilation purposes. It is particularly dangerous to direct a jet of compressed gas at the body as this may introduce air into the bloodstream, or inflict serious eye injury, or cause a burst eardrum.

Pipe connections must be appropriate for the type work to be undertaken.

Associated hazards

- Skin penetration.
- Eye damage.
- Hearing damage.
- Explosion.


Employer's responsibilities

ABCW will: –

- Carry out a suitable risk assessment to identify the significant hazards associated with the use of compressed gases.
- Implement suitable control measures to eliminate or minimise the significant hazards associated with the use of compressed gases.
- Communicate the hazards and controls to all affected employees.
- Provide information, instruction, training and supervision in respect of the use of compressed gases.
- Ensure all pipe connections are appropriate for the pressure work and are secure.
- Permit competent and trained employees only to work with compressed gases.

Employee' responsibilities

- Never use compressed gas to dust themselves down.
- Follow the manufacturers and any specific ABCW instructions at all times.
- Only use tools for which they are trained.
- Wear the personal protective equipment which has been provided for use with the equipment.
- Report any defects immediately and do not use the equipment until the problem has been safely rectified.

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6. Compressed Gas Cylinders

Description

Accidents involving gas cylinders can be very serious and may result in major injuries or death.

The term 'gas cylinder' includes varying types of pressure vessel used to transport and store gases under pressure. They are used for different purposes e.g. providing heat to soldering and welding activities, oxygen supply, in heating appliances and for firefighting appliances.

Associated hazards

- Fire and explosion.
- Manual handling
- Unsecure or unstable gas cylinders.
- Accidental release or leaks of hazardous substances.
- Cold surfaces.

Employer's responsibilities


To reduce the risks posed during the handling, storage and use of compressed gas cylinders,

ABCW will: –

- Carry out a risk assessment to identify the significant hazards associated with using and handling compressed gas cylinders and implement suitable control measures to minimise harm.
- Check that cylinders are labelled or marked indicating their content and hazards associated with their contents.
- Ensure that affected employees are fully trained in the safe operating and handling of cylinders.
- Follow manufacturer's instructions on how to store, handle and use compressed gas cylinders correctly and safely.
- Store cylinders in their designated location in a secure, suitably restrained, upright position.
- Ensure that storage areas are dry, well ventilated, preferably outdoors, and positioned away from any source of heat, naked flame or direct sunlight. Risk assessments must consider compatibility of the gases stored.
- Ensure that limited numbers of gas cylinders are stored at any time.
- Ensure that gas cylinders and valves are regularly maintained, tested and examined in accordance with the manufacturer's recommendations and statutory requirements.
- Undertake and record regular visual inspections of gas cylinders and their associated holders, clamps, couplers, regulators and hoses.
- Provide Personal Protective Equipment (PPE), as identified by risk assessment.

Employee's responsibilities

- Undertake training in the safe use of compressed gas and follow information and instruction provided.
- Wear any Personal Protective Equipment (PPE) issued. Report any damage to cylinders or attachments.
- Do not drop, roll or drag gas cylinders.
- Use equipment provided by the organisation to handle cylinders.

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7. Control of Substances Hazardous to Health (COSHH)

Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include: –

- Substances used directly in work activities, e.g. paints, adhesives, cleaning agents.
- Substances generated during work activities, e.g. soldering, welding fumes, silica dust.
- Naturally occurring substances, e.g. grain, dust.
- Biological agents, e.g. bacteria and other micro-organisms.
- Effects from exposure to hazardous substances can range from mild irritation to acute or chronic illness or even death.

Associated health issues may include: –

- Skin irritation.
- Asthma or other lung disease. Losing consciousness.
- Cancer
- Infection from bacteria and/or micro-organisms.

N.B. The above list of hazards is not exhaustive.

Employer's responsibilities


ABCW recognises its responsibility to provide a safe working environment therefore,

ABCW will: –

- Identify and list those hazardous substances that are used or stored within ABCW premises and or on any site.
- Identify all work activities likely to produce or generate hazardous substances.
- Obtain Material Safety Data Sheets from suppliers.
- Identify who may be affected (e.g. employees, contractors, public).
- Appoint a competent person to complete and record the COSHH assessment and review the assessment regularly if it is deemed to be no longer valid.

ABCW where reasonably practicable, will prevent exposure by: -


- Changing the process so that a hazardous substance is not required or generated.
- Replacing the hazardous substance with a less hazardous substance. Using the substance in a safer form
- If prevention is not practicable, the organisation nursery will control exposure by: –
 - Total enclosure of the process/isolation of the activity, where reasonably practicable or partial enclosure and installation of extraction (Local Exhaust Ventilation, LEV).
 - Providing suitable storage and transport facilities for hazardous substances following manufacturer's guidance and ensuring containers are correctly labelled.

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Employee’s responsibilities

Employees will: –

- Take part in training programmes.
- Observe container hazard symbols.
- Practice safe working with hazardous substances.
- Report any concerns to their immediate supervisor.
- Wear, use correctly and maintain any Personal Protective Equipment (PPE) provided.
- Return all hazardous substances to their secure location after use.
- Use the control measures provided properly.

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8. Display Screen Equipment

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health. Problems tend to be caused by a combination of badly designed jobs, unsuitable workstations and equipment, the work environment and poor personal posture.

Associated health issues

- Musculoskeletal injuries.
- Work related upper limb disorders (WRULD). Repetitive Strain Injury (RSI).
- Visual fatigue and headaches. Stress.

Employer's responsibilities

ABCW is committed to ensuring that employees are not subjected to adverse health effects as a result of the use of DSE. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of their working day.

ABCW will: -

- Identify all DSE users as defined by regulations.
- Undertake workstation risk assessments with the involvement of employees.
- Reduce the risks associated with DSE use to the lowest reasonably practicable level.
- Provide suitable work equipment.
- Provide all DSE users with sufficient information, instruction, training and supervision.
- Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity. Insure arrangements for regular breaks.
- Arrange and pay for eye and eyesight tests on request by identified DSE 'Users'.
- Contribute towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.
- ABCW will ensure that, both all current and all new starters complete a DSE assessment questionnaire. Appendix 2

Where a user raises, a matter related to health and safety in the use of display screen equipment,


ABCW will: -

- Take all necessary steps to investigate the circumstances.
- Review the DSE risk assessment and implement any additional control measures required.
- Ensure appropriate corrective measures are taken. Advise the user of the actions taken.

Employee's responsibilities

Employees will: -

- Inform their Manager/Supervisor in confidence as soon as possible, if a health problem arises through the use of display screen equipment.
- Work in accordance with any advice or guidance given by ABCW.
- Familiarise themselves with the contents of the relevant risk assessments.
- Request ABCW to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

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9. Electricity

Description

The safe management of electrical installations and equipment is essential to ABCW. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care.

Associated hazards

- Contact with live parts, causing shock and burns. Faults that could cause fires.
- Fire or explosion where electricity could be the source of ignition.

ABCW responsibilities

With regard to fixed installations ABCW will: –

- Ensure that electrical installations and equipment are installed and maintained in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended).
- Identify all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Have regard to the design, construction and selection of electrical equipment when purchasing such equipment for use in the workplace.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) ABCW health and safety arrangements.
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working i.e. they are EN/BS approved.

Portable equipment and testing

Definition


Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply or is intended to be moved while connected to the supply.

ABCW is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify when tested and next test due date. The results of inspections shall be logged, and records made available for inspection.

Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.


Any defective equipment will be removed from use until it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

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Employee's responsibilities

Employees have a responsibility to: -

- Co-operate with management arrangements for electrical safety in the workplace.
- Use the protective and safety equipment provided.
- Not endanger themselves or others.
- Report hazardous or dangerous operations.
- Follow the training and guidance provided to prevent injury to themselves and others.
- Comply with safety rules and use work permits/lock out procedures as applicable.
- Not bring private electrical equipment onto ABCW premises without prior authorisation from management e.g. mobile telephone chargers, radios, kettle and so on.
- Any such equipment must be tested in accordance with ABCW procedures.

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10. Emergency Plans

Description

As part of our overall Health & Safety Management plan ABCW will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

This will not however diminish any responsibility on our part, to do all that is reasonably practicable to prevent such an event occurring in the first place.

Associated hazards


- Fire and explosion. Flooding.
- Asphyxiation.
- Working at height or in confined spaces. Hazardous substances.
- Collapse of structures and excavations.
- Bomb threat.
- Spillage.

ABCW responsibilities

- Undertake risk assessments for significant workplace activities and develop emergency plans and procedures before work commences.
- Assign responsibilities for controlling and dealing with emergencies ensuring that responsible people are trained and competent in their role.
- Where applicable, liaise with principal contractors, client representatives, safety representatives, external emergency services, and local authorities, regarding the emergency plans.
- Provide clear systems for contacting the emergency services.
- Provide information, instruction and training to employees and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc.
- Make arrangements to recover and treat injured people. Undertake emergency practice drills.
- Ensure that any equipment used as part of the emergency plan such as first aid, firefighting, fire detection, alarms, gas release detection, communication systems, lighting, signage and rescue equipment are maintained and that persons are trained and competent in using such equipment.
- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services.
- Investigate all emergency situations.
- Develop a strategy for dealing with the media.

Employee's responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures.
- Attend training in the actions to be taken in the event of an emergency. Raise the alarm on discovering an emergency situation.
- Only use emergency equipment if you have been trained and authorised to use such equipment.
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

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11.Fire

ABCW is committed to taking all reasonable steps to protect our employee, visitors, contractors and those in the vicinity of our premises from the effects of fire. In doing so ABCW will concentrate on fire prevention measures designed to eliminate or reduce fire hazards in our premises, thereby reducing the likelihood of a fire occurring and indeed the impact of any fire should one occur.

The likelihood of fire can, however, never be totally removed. ABCW will, therefore, also ensure that we are vigilant and have suitable fire protection measures in place, to afford all relevant persons in our buildings sufficient time to safely evacuate the premises. ABCW will take all practical steps to ensure that our employees are provided with the necessary support to effectively manage fire safety in the building. ABCW will also provide the assistance and training necessary for all employees to competently fulfil their fire safety duties and responsibilities.

The Managing Director has primary executive responsibility for the ABCW building and is therefore deemed as the Responsible Person within the meaning of the role within the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

Delegated Powers

The Managing Director has delegated the role of Fire Management to the ***. The Managing Director retains the legal responsibilities for fire safety within the ABCW business though.

These duties under the RRFSO include cooperation and coordination between areas/departments/functions as is necessary to ensure that full, adequate and uniform fire safety arrangements are implemented and maintained.

Fire warning and detection arrangements

An electrical fire alarm system with manual call points and heat and smoke detectors are provided throughout the ABCW premises. The system and installation comply with BS5839 and associated guidance. ABCW hold all relevant plans of the system layout and design. The fire alarm panel is in the main reception area at the foot of the internal staircase from the office area situated on the first floor this is also adjacent to the main delivery entrance for the building.

The general alarm signal is clearly audible throughout the premises. The alarm sound is a siren.


Action in the event of fire

On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate the building via the nearest emergency exit. If an alarm call point is not available, they should alert as many persons as possible by shouting "FIRE!, FIRE!" as often as they can and if possible telephone the emergency services number from a safe place, this can also be done from a mobile phone by using the same numbers.

On hearing the alarm all person's present should immediately and calmly evacuate the premises by the nearest available emergency escape route and proceed to the Assembly Point as displayed on local Fire Action Notices.

All persons evacuating must:

- Obey Managers' and Fire Marshals' instructions
- Ensure others in the vicinity also evacuate
- Assist any person who needs help, if safe to do so
- Not stop to collect any personal belongings

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- Proceed directly to the Assembly Point (the location is indicated on Fire Action Notices near to all alarm call points)
- Remain there until officially instructed otherwise.

Emergency Escape Routes

Emergency escape routes are clearly signed and must always be kept immediately available and unobstructed. All employees within the building should ensure they are fully aware of both obvious/familiar and alternative escape routes from the area they work in.

Arrangements for Fighting Fires

Firefighting equipment is provided as determined by fire risk assessment and maintained. Employees with no specific training are not expected to fight a fire, but all staff should familiarise themselves with the location and basic operating principles of the equipment, in case they need to use it (i.e. only in order to affect their escape, if cut off by fire).

Procedures for Coordinating Evacuation and for Liaising with The Fire Service

The most Senior Member of staff present will check the fire alarm panel and report the indications to The Fire Service once they arrive on site. If necessary, direct available fire marshals from the Reception area to confirm evacuation is underway and following this, then control the fire evacuation at the front of the building and direct evacuating persons towards the assembly point.

On arrival, the Fire Service will usually take charge of the situation and all employees and other relevant persons at the assembly point will follow the instruction given by the Fire Service personnel.


Arrangements for collating information from Fire Marshals, to confirm complete successful evacuation of the premises, or otherwise, must be gathered then this must be communicated to the Fire Service following the steps outlined below:

- Senior member of staff will give the information to the officer-in-charge of the first fire appliance to arrive whether the building is known to be fully evacuated; or whether persons remain in the building;
- Which areas have not been checked?
- All dangerous substances stored in the building and or Flammable Store that are likely to become involved and or their effect on the incident e.g. toxic fumes and or vapours, acting as an accelerant, explosive and so on
- If know where the seat of the fire is thought to be located
- The best route to get any trapped persons out of the building

During inclement weather, the decision may be taken to accommodate evacuated persons in an adjacent building.

Other key responsibilities in the event of fire

- In an evacuation, adequate Fire Marshals are available at all practicable material times for the following, under the direction of the senior person present checking that each designated area is clear of all personnel, this responsibility it not just the duty of the Fire Marshals, it is also the responsibility of all employees to ensure that the work area is clear and empty. If a person is trapped or unable to evacuate, employees **MUST** not remain with this person, as this could result in all persons becoming trapped. It is therefore advised that if a person is unable to evacuate safely they must be left and the employee once safe themselves must report all information to the person in control of the situation, this maybe either the Senior ABCW manger on site and or the Senior Fire Service person.
- Closing doors if safe to do so

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- Directing evacuating persons to the assembly point
- Reporting each area as clear (or otherwise)
- Preventing persons from entering the building
- Tackling fires with available fire-fighting equipment if trained and safe to do so
- Conducting regular fire safety inspections of their area and recording the results.

Persons leading or facilitating events have responsibility for ensuring that all person’s present evacuate safely to the final assembly point, and for reporting that the area is clear (or otherwise) to a Fire Marshal or the person in charge of the situation.

Note –

Any ABCW employees who adopt a voluntary role in relation to emergency evacuation, such as that of Fire Marshal, will not be held personally liable for any injury or loss suffered while they are carrying out those duties in accordance with information, instruction and training they have received.

Persons Who are at Increased Risk

The fire risk assessments has determined that no persons, within the ABCW building, are considered to be especially at risk from fire, provided that all relevant fire safety arrangements, as described in this Plan and the Fire Risk Assessment for the building, are fully implemented and maintained.

At certain times Young Persons may be present, it is therefore important that sufficient relevant information and advice is communicated to the Young Persons directly and/or via communication with their immediate supervisor.

Special arrangements for disabled, young person’s evacuation

Fire Marshals or other nominated persons will assist disabled visitors and or employees from the building during fire evacuations. Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should report to Reception and ask for the Fire Emergency Plan Arrangements for the safe evacuation of persons with disabilities.

These arrangements are as follows are as follows:

- Visitors with disabilities should make themselves known to Reception and/or departmental management where they should receive information and guidance on what to do in an evacuation.
- Regular users of the building are consulted, and their needs discussed and assessed with appropriate members of staff. Individual Personal Emergency Evacuation Plans (PEEP’s) are agreed, documented and implemented.


Note –

Any ABCW employees who adopt a voluntary role in relation to emergency evacuation, such as assisting a disabled person, will not be held personally liable for any injury or loss suffered while they are carrying out those duties in accordance with information, instruction and training they have received.

Presence of visitors, contractors etc

Building contractors, window cleaners, external Sale representatives etc and other visitors (members of the public) may be present from time to time. Where planned events exceed normal conditions and arrangements for evacuation, the Responsible Person or relevant Manager of the Department will ensure that a Fire Risk Assessment is undertaken, and appropriate provisions are made.

Relevant Managers of Departments are responsible for ensuring that all contractors formally agree to all fire safety arrangements and are adequately informed and instructed, that Safe Systems of Work are adhered to

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throughout (e.g. Permit to Work arrangements), and that all Dangerous Substances present and their exact locations are declared and made known to appropriate persons as necessary. All substances must be declared as these could interact with those substance present in the ABCW building and create hazardous mixtures which could have an effect of the situation.

Shutdown/isolation of critical machines, appliances, processes, power supplies etc in the event of a fire

The Senior Manager on site will ensure that the shutdown of all equipment at the emergency cut-off switches and confirm the area clear, if safe to do so, before leaving the building.

Specific arrangements for high fire risk areas of the workplace, and dangerous substances


Some areas of the building are considered high fire risk, the office and or welfare areas have small quantities of various janitorial substances present.

Other significantly dangerous substances are normally present due to the substance which are store and held on site. These are detailed in the Emergency Plan Section.

If any dangerous substances are brought into the building (e.g. by contractors) the following details must be given to ABCW for each substance:

Chemical identity and/or trade name, quantity, location, brief details of use and storage, Material Safety Data Sheet, and name of person.

These details are held by ABCW for the duration of the task, the contractor concerned must report when the substance has been removed.

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12. First Aid in the Workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential; it can save lives and prevent minor injuries becoming major ones.

Associated hazards

- Bodily injuries:
blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls.
- Illnesses:
asthma, diabetes, epilepsy etc.

Employer's responsibilities

ABCW will: -

Carry out a first aid risk assessment for the workplace to identify: -

- The level of first aid cover required, e.g. 'First-Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc.
- First aid equipment and facilities. Emergency procedures.
- Ensure employees are aware and kept aware of the first aid arrangements for each workplace including in vehicles and on third party premises.
- Provide the minimum numbers of first aid personnel at all times.
- Display the names of trained first aiders and the location of first aid kits.
- Regularly monitor the contents of first aid kits and replenish stock.
- Provide training and refresher training of First Aiders and Appointed Persons.
- Dispose of contaminated waste properly.

First aid kits in vehicles


Where at-risk employees travel in and operate from a specific vehicle, the First Aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

First aid provision for non-employees

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non-employees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation's first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time have been taken into account.

First-Aiders are responsible for: -


- Undertaking an appropriate training course and, if required, attending refresher courses annually.
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date.
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe.
- Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

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- Appointed persons are responsible for
- Calling for the appropriate medical assistance. Keeping first aid signs up to date and legible.
- Ensuring first aid kits are checked regularly and contents are in date.
- Notifying the designated person if there are any entries in the accident book.

Employee’s responsibilities

- To reduce the risks of suffering personal injury or delay in getting treatment, employees must: –
- Co-operate with management arrangements for first aid in the workplace.
- Know the procedure for summoning help.
- Follow any guidance or instruction given, to prevent injury or ill health.
- Report any hazardous or dangerous situations to the employer.

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13.Fixed Electrical Wire

Practically every business relies on power, so it is essential to ensure the power supply and the systems in place are running safely, whether this be the consumer units and main panels, lighting, power sockets, distribution boards and the quality and age of the electrical wiring in place. Poor quality wiring can lead to fires and potentially electrocution, so it is vital to ensure the power supply is fit for purpose.

Fixed Installation Testing or Periodic Inspection and Testing forms an important part of any Health and Safety system. The Health & Safety Executive recommend that in order to comply with the current BS7671 Wiring Regulations an electrical inspection and testing programme should be undertaken at all places of work. The time frame recommended is 5-yearly, but this can alter as dictated by the findings of the Fixed Wiring Report.

The purpose of your Fixed Wiring Report is to officially report on the condition of your electrical installation. The HSE say "Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property." If the unthinkable happens and someone receives a shock from part of your installation or if there is an electrical fire in your building then a court, inquest or insurance company will want to refer to the Fixed Wire testing report which makes this document very important


All electrical equipment and installations should be maintained to prevent danger.

Therefore, ABCW will: -

- Have an appropriate system of visual inspection and, where necessary, testing. By concentrating on a simple, inexpensive system of looking for visible signs of damage or faults, most of the electrical risks can be controlled.
- Ensure that fixed installations are inspected and tested periodically by a competent person. The frequency of inspections and any necessary testing will depend on the type of installation, how often it is used, and the environment in which it is used.
- Ensure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger - ensure that people know what they are doing before they start.

Employee's responsibilities

- Know limits of personal ability and not to attempt to fix any item no matter how easy they think it is.
- Use personal knowledge, training and experience to understand the potential hazards and risks
- Act on information and instructions received.
- Manage/use electrical equipment and systems safely.
- Report matters and or points of concern to the relevant manager as soon as possible.

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14. Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Associated hazards

- Tripping on trailing wires or loose floor coverings.
- Faulty electrical fittings.
- Unguarded edges.
- Obstructed emergency exit routes.

N.B. This list of hazards is not exhaustive.

Near misses are hazardous incidents with the potential to cause an injury, e.g. employee tripped over a trailing cable, but no injury occurred.

Employer's responsibilities


ABCW accepts that some of its work activities could, unless properly controlled, create hazards to employees and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

Consequently, ABCW will inform employees of likely hazards by means of risk assessments, information, instruction, signage, training and documentation.

To aid the recording of hazardous situations ABCW has implemented a hazard reporting procedure for employees, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Employee's responsibilities

- Employees will use the employer's hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace.
- Hazards should be reported to a Supervisor as soon as possible.

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15. Health Surveillance

Description

Health surveillance is conducted by observing, communicating and systematically watching for early signs of work-related ill health. Health surveillance is essential if there is an identifiable disease or adverse health effect related to an employees' exposure to a health risk, which a risk assessment has identified as having a reasonable likelihood of occurring.

It requires implementing procedures to achieve this, including simple methods (e.g. looking for skin damage on hands), technical checks (i.e. audiology tests) or more involved medical examinations.

Some hazardous substances require health surveillance as a condition of use.

Health surveillance records should be kept for forty years and include: –

- Surname and forename.
- Permanent address.
- Sex.
- Date of birth.
- National Insurance Number.
- Date of commencement of present employment.
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.


Associated hazards

- Noise.
- Whole body or hand-arm vibration.
- Solvents, fumes, dusts, biological agents and other hazardous substances.
- Dermatitis. Asthma
- Asbestos, lead or work with compressed air.
- Ionising Radiation

Employer's responsibilities

ABCW will: -

- Carry out a risk assessment to identify the health hazards within the workplace and communicate the findings to employees.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that new staff are included in health surveillance programmes.
- Ensure that staff transferring to different work activities are included in the health surveillance programme if required.
- Provide staff with relevant information and training.
- Communicate the results of health surveillance to relevant employees.
- Ensure that employees and their representatives are consulted on the need and procedures for health surveillance.
- Ensure that personal files are kept up to date.
- Ensure that staff attend the health surveillance programme.
- Ensure that sickness absence is monitored, and employees are referred to management if the reason for absence is thought to be work-related.


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- Provide personal protective equipment where required.
- Monitor and review the effectiveness of the arrangements.

Employee’s responsibilities

Employees must co-operate with ABCW on matters of health and safety. This extends to health surveillance where it has been identified as a necessary control measure or where there is a specific statutory requirement.

If an employee has a concern about health and safety or experiences symptoms of ill health, they must inform management immediately.

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16. Housekeeping

Description

Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated hazards

- Fire.
- Slipping, tripping/falling over.
- Poor cleanliness.
- Dirty equipment.
- Cluttered pedestrian gangways.

Employer's responsibilities


ABCW will: -

- Carry out a risk assessment in relation to housekeeping within the company and introduce control measures as appropriate.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Implement steps for the maintenance, cleaning and repair of the premises.
- Train employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment.
- Inform every employee of the risks which exist.
- Re-assess housekeeping as necessary if work processes change.

Employee's responsibilities

Employees must: –

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

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17. Information, Instruction and Training

Description

Preventing accidents and ill health caused by work is a key priority for ABCW Health and Safety information, instruction and training helps ABCW to ensure its employees are not injured or made ill by the work undertaken, promotes a positive safety culture where safe and healthy working becomes second nature to everyone and enables the organisation to meet its legal duty to protect the health and safety of its employees.

Employer's responsibilities

ABCW will: -

- Consult with relevant persons to identify the information, instruction and training required for the company considering the level of skills required, the risks identified in the workplace, the position of the employee within the organisation and any relevant, specific individual needs.
- Undertake a risk assessment to identify any further specific training needs.
- Provide the necessary training, taking into account the capabilities, previous training, knowledge and experience of employees.
- Ensure that the demands of the job do not exceed the employees' ability to carry out their work without risks to themselves and others.
- Prioritise information, instruction and training to ensure that any high-risk needs are met first.
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers.
- Assess the suitability of the training and its effect on the employee and/or the business to enable changes, modifications or additions to be made if required.


Specifically, ABCW will provide information, instruction and training for employees:

- On recruitment.
- When moving persons to another task or promotion.
- When the process, equipment or system of work is changed. If a review determines a refresher program is required.
- Suitable records will be maintained of all information, instruction and training provided.

Employee's responsibilities

Employees will: -

- Co-operate with the company in relation to all training aspects.
Attend any training courses that are identified as necessary.
- Follow training, guidance and instruction to prevent injury or ill health. Use protective and safety equipment provided.
- Report to their line manager any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.

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18. Lighting

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of employees will create a work environment that is welcoming, energising and productive.

Associated hazards

- Bodily injuries.
- Slipping/falling over.
- Electrical hazards.
- Poor housekeeping.


Employer's responsibilities

To safeguard employees and visitors from the potential hazards presented by inadequate lighting, ABCW will: –

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account employees with visual limitations together with the needs of older people.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Train employees on how to adjust for proper lighting in their jobs to prevent visual fatigue.
- Ensure that work is carried out by natural light wherever possible.
- Take precautions against glare.
- Ensure that lights are positioned to avoid risks to health and safety (fire etc).
- Ensure that supplementary lighting is provided, as necessary.
- Ensure that safe access is provided in order to clean or replace the lights or windows.
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards may be adopted by ABCW: –

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained.
- Loading bays and outdoor work areas - 50 lux.
- Work requiring limited perception of detail - 100 lux.
- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded lightbulbs etc).
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps.
- Cellars and storerooms - 300 lux.
- Crossing points on traffic routes - 300 lux, constantly maintained.
- Emergency lighting
- Emergency lighting may be needed to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).


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Escape lighting will be provided to: –

- Clearly indicate the escape route.
- Allow safe movement along the route and through exits.
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.
- Escape lighting should come on within five seconds of the failure of normal lighting and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.
- The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

Employee's responsibilities

- Report any defective lighting to the employer.
- Report any discomfort experienced as a consequence of lighting in the workplace.
- Co-operate with management arrangements for workplace lighting.

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19. Lone Working

Description

Lone workers can be anyone who works by themselves without direct contact or supervision. Examples include a person working on their own in a workshop, plant room, undertaking gardening activities or making home visits.

Associated hazards

- Accidents.
- Fire.
- Inadequate provision of rest, hygiene and welfare. Violence whilst at work.
- Manual handling activities.
- Transport breakdown/accident en-route. Severe weather conditions.
- Tracing of home address through vehicle registration. Injury received whilst entering unsafe premises.
- Lack of adequate visibility, due to poor lighting.

Employer's responsibilities

ABCW realise that there may be concerns surrounding lone working.

To allay these fears, ABCW will: -

- Identify all employees who are lone workers.
- Make a suitable and sufficient assessment of the risk to the health and safety of these employees and others who may be affected.
- Identify the preventative and protective measures needed, so far as is reasonably practicable.
- Ensure that mechanisms are in place to account for and trace the whereabouts of employees who work alone and that these systems are regularly checked.
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to employees.
- Check that lone workers have no medical conditions, which make them unsuitable for working alone.
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment.
- Establish emergency procedures in consultation with employees.
- Ensure that appropriate support is given to staff following an incident.


Employee's responsibilities

Employees who are recognised as lone workers will: –

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker.
- Attend personal safety training programmes as directed by the employer.
- Provide information on their whereabouts during working hours to the employer.
- Report all incidents relating to lone working using ABCW reporting procedure.

Reference Documents

Also see **ABCW-LWP-001** for more detailed procedure, as well as documents **ABCW-LWCL-001** & **ABCW-FCLWRA-001**

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20. Manual Handling

Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated hazards

- Sprains
- Strains
- Hernias

Damage to the: -

- Ligaments
- Muscles
- Joints
- Vertebrae.

As a result of: -

- Slips
- Trips
- Falls.

Employer's responsibilities

ABCW will ensure that: –

- Manual handling operations that present a risk of injury are identified.
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation.


Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change.

Measures required to eliminate the risk or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work.

Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences.

Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed.

Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents.

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Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that staff in post continue to be suitable for the work.

Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed.

Sufficient information about loads and environment is given to other employers who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations.

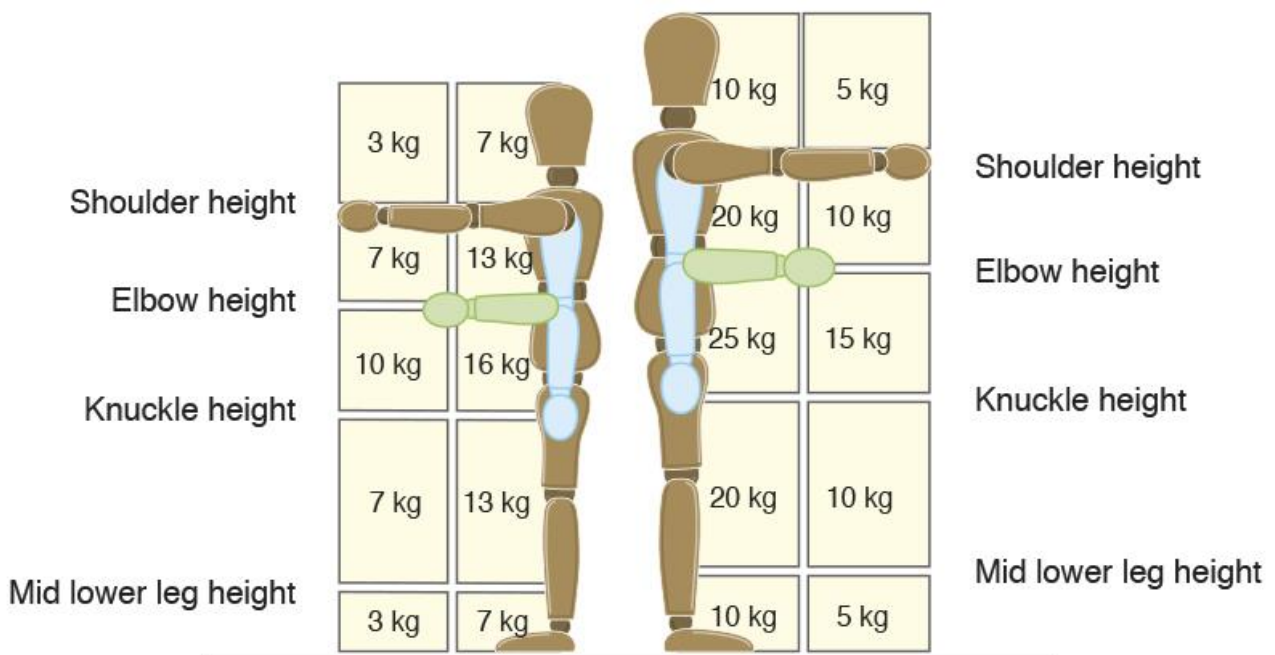
Premises outside the regular workplace at which employees may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment.


Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

Employee’s responsibilities

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.



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21. Medical Conditions

Description

A medical condition is a broad term that includes all diseases, lesions, and disorders. While the term medical condition generally includes mental illnesses, in some contexts the term is used specifically to denote any illness, injury, or disease except for mental illnesses. But for the purposes of this policy “Medical Condition” will be used to cover all condition, of a medical nature, that have an impact on the ability of an individual employee to work as the person had done before the condition was diagnosed.

Procedure

The procedure is intended to:


- Provide a sympathetic, equitable and consistent process for dealing with employees whose attendance or work performance are affected by ill health in order to ensure as far as possible that they are given the necessary support to enable them to attend work on a substantive basis;
- Encourage regular and appropriate communication between an ill employee and his/her manager.;
- Ensure that, where an employee's attendance or work performance are affected by ill health, appropriate steps are taken to ascertain the nature of that illness, and that no decision is taken concerning his/her employment without consultation with him/her.

In order to ensure as far as possible that employees are treated fairly and consistently in accordance with the policy and procedure, all sickness absence must be reported to Human Resources. Both managers and employees are responsible for ensuring that they are fully aware of their obligations for reporting sickness absence as detailed in the Sickness Absence Procedures. Hard copies are available on request.

With the previous in mind the safety of the individual, in relation to the impacts the medical conditions will or is having on the person concerned, are vital, as failure to consider and address these may expose others in the workplace to hazards situations. To control these potential hazardous situation ABCW will attempt to exercise reasonable measure to both protect the individual and others how maybe affected.

Therefore, ABCW will instruct Managers, who have a responsibility to:

- Monitor attendance levels and patterns of absence of their staff.
- Contact your HR where stress is the reason given for an absence, so that steps can be taken to find out if there are any work-related issues that need to be addressed. In such cases, managers should carry out a Stress Audit.
- Ensure that they are in regular communication with a member of staff on sick leave. This includes maintaining contact with an employee who is on long-term sickness.
- Conduct informal return-to-work discussions, in private, with staff returning to work after a period of sickness absence, whether short or long-term. Such discussions should certainly be held on the return to work of any member of staff whose attendance is a matter of concern. The purpose of return to work discussions is to ascertain the reasons for the sickness absence, whether further absences for the same or related reasons can be anticipated, and whether any support can be provided to the employee to ensure that such absence is kept to a minimum.
- Request information on the impacts the workplace is having and or going to have on the employee, so that safety concerns can be taken into account.
- Take into consideration the possibility of incidents relating to the condition, e.g. diabetes, where the impacts could result in a greater hazard being introduced to the workplace.

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- Request a medical assessment promptly as to the capability of the individual to undertake to role they did before any diagnosis.
- Take account of any medical evidence supplied by, or on behalf of, the employee concerned.

Employee's responsibilities

Employees who have either been diagnosed or are suffering from a medical condition should: -

- Inform their manager as soon as possible.
- Give full details of the condition they have been diagnosed with.
- Actively contribute to measures that are needed to be adopted to ensure safety in the work environment.
- Attend any training course that are required to ensure their and others safety.
- Alert other employees of the possible consequences of an incident relating to the medical condition e.g. Hypoglycaemia, very low blood sugar, where the person's ability to control and act in a normal manner is severely impaired.
- If required carry or have in a known location medicine and or substances that may lessen or stop incidents from occurring.
- Inform the First Aiders of the conditions and the action to follow to help the individual to recover and or protect themselves or others from hazardous situation.


ABCW will also ensure that all levels of staff are informed of the potential signs that other members of staff may be affected by ill-health such as stress and mental health conditions.

Personnel may exhibit one or more of the following:

- Feeling sad or down.
- Confused thinking or reduced ability to concentrate.
- Excessive fears or worries, or extreme feelings of guilt.
- Extreme mood changes of highs and lows.
- Withdrawal from friends and activities.
- Significant tiredness, low energy or problems sleeping.
- Detachment from reality (*delusions*), paranoia or hallucinations
- Inability to cope with daily problems or stress.
- Trouble understanding and relating to situations and to people.
- Major changes in eating habits.
- Sex drive changes.
- Excessive anger, hostility or violence.
- Suicidal thinking.

Sometimes the symptoms may not be behavioural and may appear as a more physical problem, such as; stomach pains, back pains, headaches, or other unexplainable aches and pains.

It is the responsibility of all ABCW personnel to ensure that if they believe a colleague may be suffering with mental health issue; they inform the appropriate member of the management team.

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22.Method Statements

Description

A method statement sets out how a particular process will be carried out. It is commonly used to describe how works will be carried out safely and will detail the possible hazards, risks and dangers associated with the task. As the Method Statement describes the task, to be done, in a step by step format it helps identify the associated risk. Therefore, from the Method Statement it is possible to formulate the necessary risk assessments for the task and these Risk Assessments can then be incorporated into the RAMS for the task concerned.

Associated hazards

- Construction work.
- The use of hazardous substances in large quantities.
- The use of explosives.
- Lifting operations.
- Difficult and or complex operational processes.
- Potential exposure to hazardous dusts and substances.

Employer's responsibilities


Following the completion of the detail of the task to be performed, ABCW may feel it necessary to also compile a method statement to further control the work activity, the statement will include: -

- Working systems and methods of control to be used.
- Arrangements for access e.g. to fragile surfaces.
- Methods for safeguarding those in and around the possible area and or location.
- Arrangements for the safety of employees, visitors and members of the public.
- Plant and equipment to be used.
- Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created.
- Procedures to ensure compliance with legal requirements under, for instance, the Control of Noise at Work Regulations, Control of Lead at Work Regulations and Workplace (Health, Safety and Welfare) Regulations.
- Any training needs for all employees who undertake the work.
- Any training needs for contractors' employees.
- The use of competent advice when constructing a Method Statement

Employee's responsibilities

Employees must: -

- Carry out work in accordance with the method statement.
- Ensure that the Risk Assessments are read and understood by those partaking in the task concerned.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

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23. Monitoring, Inspection and Review

Description

There is a legal requirement to monitor and review health and safety arrangements.

This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.


Monitoring includes: –

- Checking compliance in following the Health and Safety Policy, control measures stated in risk assessments and safe systems of work.
- Inspecting and testing of work equipment.
- Inspecting workplace locations and activities.
- Checking competence of workers.
- Checking the wellbeing and health of workers.

Employers responsibilities

ABCW will: -


- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements.
- Arrange with SME Advisor for annual inspections of the workplace and processes to be undertaken.
- Monitor employee's health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment.
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements.
- Regularly inspect the workplace and activities to ensure a safe working environment.
- Regularly check progress in complying with health and safety plans.
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc.
- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel.
- Record results of inspections and monitoring that is undertaken.
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence.
- Take any necessary remedial actions to safeguard the health and safety of employees, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review.
- Prioritise when, how and who implements any actions required.
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

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Employee’s responsibilities

Employees must: –

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to ABCW Management immediately.

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24. New and Expectant Mothers

Description

ABCW is committed to protecting the health and safety of all new and expectant mothers. The phrase “new and expectant mother” means a worker who is pregnant, or who has given birth within the previous six months or who is breastfeeding. “Given birth” is defined in the regulations as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated hazards

- Physical.
- Biological.
- Chemical.
- Psychological.

Employer’s responsibilities

To safeguard the health and safety of new and expecting mothers, ABCW will: -


- Carry out a risk assessment to identify any actions that need to be addressed or implemented to ensure a safe working environment for new or expectant mothers. The risk assessment will be ongoing to take into account the possible risks that may occur at different stages of the pregnancy.
- Ensure that all practical measures will be taken to minimise exposure to chemicals and other potentially harmful agents.
- Provide information to employees as part of their induction and ongoing safety training of any recognised reproductive problems associated with their employment.
- Consider the possible or adverse effects to the new or expectant mother and her unborn child during the assessment of risks posed by workplace conditions. These assessments will be made available to the relevant employees.
- Request that employees report to the employer as soon as pregnancy is suspected so that any necessary advice can be given.
- Arrange for frequent rest breaks to be taken by the new or expectant mother.
- Provide appropriate facilities for expectant and breastfeeding mothers to
- rest e.g. rest room equipped with a comfortable chair.

In spite of all practicable measures being taken, if the employer considers that there is an unacceptable reproductive risk to a new or expectant mother, ABCW will take all reasonably practicable steps to find employment for her. If satisfactory alternative employment cannot be found, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Employee’s responsibilities

Employees will: -

- Report to their employer as soon as pregnancy is confirmed.
- Follow advice and information given by the employer in relation to safe working practices.
- Report any hazardous situation to the employer so that arrangements for the appropriate remedial action can be taken.
- Use all protective or safety equipment provided by the employer. Co-operate with management arrangements for health and safety.

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25.Noise

Description

Hearing damage caused by exposure to noise at work can be permanent and incurable. Hearing loss is usually gradual due to prolonged exposure to noise.

Associated hazards

- Hearing damage/loss.
- Tinnitus.
- Acoustic shock.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values: -

Lower exposure action values: –

- Daily or weekly exposure of 80dB(A).
- Peak sound pressure of 135dB(C).

Upper exposure action values: –

- Daily or weekly exposure of 85dB(A).
- Peak sound pressure of 137dB(C).

There are also Exposure Limit Values (ELV) which must not be exceeded: -

- Daily or weekly personal noise exposure of 87dB(A).
- Peak sound pressure of 140dB(C).

The ELV should account for any hearing protection provided and worn.


Employer's responsibilities

ABCW will: –

- Identify work equipment and workplace areas where there may be a risk of noise exposure and if necessary, engage the services of a competent person to carry out a noise risk assessment.
- Identify those employees and other workers, who are likely to be at risk from noise exposure particularly new and expectant mothers and young workers.
- Not expose employees above the exposure limit values (ELV).
- If the lower exposure action values are being exceeded, make appropriate hearing protection available to employees.

If the upper exposure action value is being or likely to be reached or exceeded: –

- Develop and implement a formal action plan to reduce the risk to as low as reasonably practicable by, for example
- minimise the noise at source, e.g. modify equipment.
- reduce noise exposure times, e.g. by task planning, job rotation.
- isolate noisy areas, e.g. with use of sound proofing.
- Designate hearing protection zones, using specific signage, restrict access and ensure that appropriate hearing protection is being worn in these areas.
- Purchase work equipment with the lowest noise levels, where reasonably practicable.

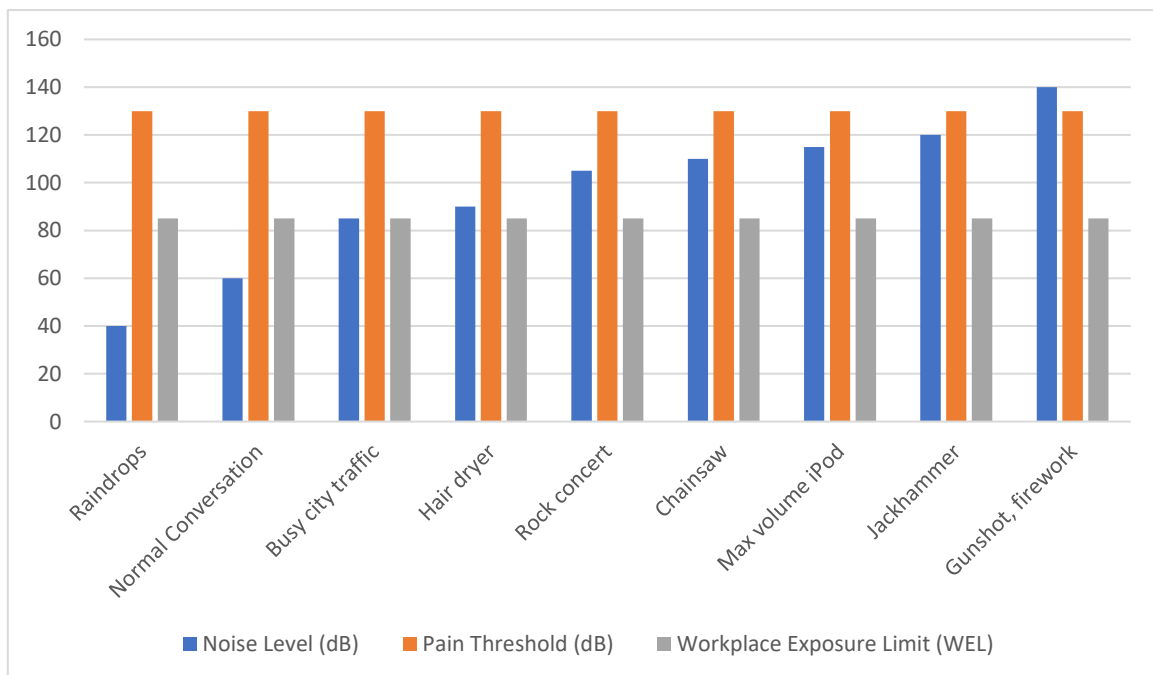
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- Regularly inspect and maintain work equipment including personal protective equipment (PPE).
- Provide employees with information, instruction, training and supervision on noise, including its effects on health, control measures, safe systems of work, maintenance of equipment, health surveillance and hearing protection.
- Record the findings of noise assessments, including those for which no action was required.
- Regularly monitor and review the assessment. Undertake further noise measurements, if necessary, particularly where new equipment or processes, or layout of the workplace change.
- Provide hearing checks for all employees who are regularly exposed to noise levels above the upper exposure action value, or to those who, e.g. have prior partial hearing loss. Maintain records of any hearing checks undertaken.
- Identify any likely detrimental health effects arising from synergistic effects or interaction between noise and other agents e.g. vibration.

Employee’s responsibilities

Employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use, keep clean and store hearing protection as instructed and as trained to do.
- Report any faults of the hearing protection to management.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks where required.
- Report any noisy areas or equipment to management.



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26. Personal Protective Equipment

Description

Personal Protective Equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

Associated hazards

- Bodily injuries: - blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height.
- Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi. Noise.
- Vibration.
- Slipping/falling over. Electrical hazards.
- Non-ionising radiation.

Employer's responsibilities

ABCW will provide protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who use PPE. It is the intention of the ABCW to ensure, through the proper use of PPE, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. ABCW will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.


In addition, ABCW will: –

- Carry out an assessment of proposed PPE to determine whether it is suitable.
- Train employees in the safe use of PPE and inform them of any residual risks.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately.
- Arrange for adequate accommodation for correct storage of the PPE.
- Implement steps for the maintenance, cleaning and repair of PPE.
- Maintain and replace PPE that has been provided to meet a statutory obligation, as necessary, and at no cost to the employee.

Employee's responsibilities

Employees must: -

- Make full and proper use of all PPE that has been issued to them.
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

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27. Portable Electrical Appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated hazards

- Electrical shock or burns.
- Uncontrolled start-up of equipment.
- Fire or explosion.
- Trips and falls.


Employer's responsibilities

ABCW will: –

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks.
- Ensure that trained and competent persons undertake the work.
- For equipment connected to power sources either use “double insulated” or earthed cables and ensure cables are protected against damage.
- Ensure that equipment is regularly maintained by following the manufacturer’s instructions.
- Ensure users visually check equipment before and during use.
- Regularly undertake, by trained appointed persons, formal visual inspections of the equipment including inspection of the plug and its assembly.
- Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept.
- Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks.
- Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD’s), 110v reduced voltage equipment, etc.
- Ensure that the power supply is within the operating range of the appliance.
- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

Employee's responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding.
- Immediately stop work if faults are found and report any defects to the supervisor.
- Do not carry out any repairs or adjustments to equipment unless trained to do so.
- Take care of the equipment that has been provided.
- Disconnect the equipment from the supply before making any adjustments.
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

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28. Production Workshop Area

Description

About two thirds of all accidents occurring during an engineering activity these are caused by the movement of vehicles, materials and goods. These include slips, trips and falls and the lifting or moving of goods. Accidents and incidents of ill health can be greatly reduced by following safe systems of work and maintaining a high level of personal hygiene.

Associated hazards

- Slips and trips.
- Collision with vehicles. Entanglement.
- Crushing.
- Cuts.
- Skin disease.

ABCW responsibilities

To prevent adverse health effects ABCW will ensure the provision of: -

- Training for employees on existing and new machinery.
- Washing facilities adequate for the number of employees in the workplace.
- Areas for eating and drinking that are separate to the general work area.
- Barrier and after-work creams.
- Storage facilities suitable for all substances used in the workshop.
- Appropriate personal protective equipment and train employees in its use.

Lighting


This will be selected to ensure that it does not produce any glare or stroboscopic effects that can result in rotating machinery appearing stationary. Workplace lighting will be installed independent to any machinery with emergency lighting placed strategically in case of power failure.

Guarding and Interlocks

- Guards and interlocks are fitted to various machines within the workshop in order to prevent access to dangerous moving parts. Under no circumstances are employees permitted to: -
- Remove guards.
- Override interlocks.
- Attempt to access moving parts of machinery that are guarded.
- All vision panels that are provided in guards will be kept clean and replaced immediately if they become excessively scratched.

Swarf/Offcuts

Swarf and or Off Cuts will not be removed with bare hands. Employees are advised to use a brush or other tool where automatic removal is not provided. Under no circumstances will compressed air be used to blow swarf / offcuts away. Where swarf/ offcuts must be handled, suitable gloves will be used, and consideration given to arm protection where appropriate.

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Gloves

Various types of gloves are provided for general use to help safeguard employees suffering cuts and chemical injuries. The wearing of gloves on some machines is not allowed (see relevant risk assessments).

Any employees breaching the above will be subject to disciplinary action.

Employee's responsibilities

- Don't wear rings, watchstraps or other jewellery that may pose a snagging hazard or trap substances next to the skin.
- Don't eat, drink or smoke in work areas.
- Wash with soap and water at regular intervals.
- Wear clean overalls and keep oily rags out of pockets. Cover any abrasions or cuts with a waterproof dressing. Follow guidance of the metalworking fluid supplier.
- Keep machines clean and free of debris, as detailed in the section on swarf/offcuts above.

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29. Risk Assessment

Description

In many workplaces there are risks, which may affect the health and safety of employees. A properly conducted risk assessment is an important step in protecting employees and business, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Associated hazards

- Physical, chemical and/or biological agents.
- Working conditions and processes.
- Manual handling activities.
- Exposure to infectious diseases. Work-related stress.
- Long working hours.
- Workstations and posture.
- Other workplace hazards.
- Employer's responsibilities


ABCW will ensure that: -

- Employees undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process.
- Identify all hazards with the potential to cause harm to employees and others who may be affected by our undertaking.
- Evaluate the probability and severity of potential injury or damage.
- Identify the options for eliminating, reducing or controlling the identified risks and taking the necessary action.
- Provide employees with any additional training identified within the risk assessment process as being a necessary control measure.
- Review the risk assessments annually, where they may no longer be valid, or where there has been a significant change in work activities or processes.
- Keep records of the significant findings of the risk assessments and identify employees who may be especially at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work activity.
- Provide employees and employees of other employers working on the premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Employee's responsibilities

Employees must: -

- Co-operate with management arrangements in respect of workplace risk assessments.
- Follow any training, information, guidance and instruction given by the employer.
- Comply with any control measures laid down within risk assessments.
- Report any hazards or defects to the employer immediately.
- Make full and proper use of any PPE provided.

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30. Safety Signs

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation, e.g. photo luminescent signs for fire exits and fire-fighting equipment.

ABCW will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

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

1. White circle with red edging and a diagonal line indicates **PROHIBITED**, e.g. no smoking, no entry and so on.
2. Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the wearing of hearing protection, the wearing of safety goggles if fact all areas where PPE is required.
3. A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram, e.g. radiation, electricity and so on.

Green signs identify or locate safety equipment as well as marking emergency escape routes.

Employer's responsibilities

ABCW acknowledge that signs must comply with the regulations, however where necessary ABCW may design specific signs to maintain and explain hazards presented by internal operation as well as to ensure a safe environment.

It is ABCW policy to ensure that any signs that are provided for safety reasons are: –

- Maintained in a good condition.
- Positioned in the correct location.
- Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Employee's responsibilities

Employees must: -

- Familiarise themselves and comply with any signs and notices that are displayed.
- Bring any defects or incorrect signage to the attention of Management as soon as possible.
- Follow safe procedures.
- Wear relevant and appropriate Personal Protective Equipment (PPE) as indicated and or instructed.




1 PROHIBITED



2 MANDATORY



3 WARNING

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31. Smoking, or the appearance of Smoking, in the Workplace

Description

Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma, and may lead to increased absence.

ABCW will comply with statutory duties in respect of smoking in the workplace and, in particular, fulfil obligations to assess the risks associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.

This policy is not concerned with the right of individuals to smoke but with where they smoke whilst on ABCW premises and with due regard to the effects this may have upon the health and wellbeing of others.

Associated hazards

- Health risks including stroke, cancers and heart disease.
- Fire damage to building and associated risks to those in and around the premises.

Note: the above list of hazards associated with smoking is not exhaustive.

Employer's responsibilities

ABCW shall ensure that a risk assessment will identify: -

- Persons at risk from smoking in the workplace.
- Significant risk(s) arising from smoking in the workplace.
- Appropriate controls to be implemented.

ABCW is committed to its statement on Health and Safety at Work to take such steps as are reasonably practicable to provide a working environment which is safe and without risks to health.

To help achieve this, ABCW recognises the health issues connected with smoking, not only for smokers, but also for non-smokers affected by inhaling tobacco smoke in the course of their work. To permit exposure where we can control it is contrary to our health and safety philosophy.

ABCW will seek to achieve this objective by applying a series of control measures put forward in the Health and Safety Commission's proposals for an Approved


Code of Practice on smoking at work.

The hierarchy of control measures are as follows: –

- Completely banning smoking at work.
- Banning smoking except in designated areas.
- Having separate smoking and non-smoking areas.
- Providing adequate ventilation or adopting a safe system of work.

ABCW will manage the risks arising from smoking in the workplace by: -

- Prohibiting the creation of tobacco smoke. Local employee attitudes and cultures should determine whether to extend the concept of a "smoke-free" environment to a "tobacco-free" environment (e.g. chewing tobacco).

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- Endeavouring to provide reasonable assistance and support to staff who wish to stop smoking e.g. by publicising or making available self-help guides and other health education guidance or promotional material.
- Designating specific areas or locations with suitable receptacles to dispose of extinguished smoking materials where smoking is permitted.
- Incorporating policy information into new employees' induction.
- Consulting with trade unions, safety representatives and employees to contribute to the provision of a safe and healthy working environment.
- Ensuring agreement between smokers and non-smokers. If smokers and non-smokers cannot agree on a common outcome, then in the event of a conflict of interests, non-smokers shall have priority.

In addition, ABCW will manage the risks associated with smoking in the workplace by: -


- Monitoring the effectiveness of the arrangements.
- Reviewing these arrangements periodically, and as necessary. Ensuring that visitors/contractors are made aware of the policy.

Employee's responsibilities

In order for ABCW to control the hazards associated with the effects of second-hand smoke on non-smokers and to reduce the risks of fire, compliance with our arrangements for smoking is critical to the safety of everyone.

Employees must: -

- Adhere to our arrangements for smoking, follow instructions and comply with 'No Smoking' signage.
- Not smoke in any area or vehicle that is designated as 'Non-Smoking'.
- Any employee who refuses to comply with the smoking policy may be in breach of employment law and subject to disciplinary action.

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32. Stress

Description

It is ABCW policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the organisation's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, ABCW will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.


The main problem with stress is the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

- Possible environmental stressors include noise, temperature, overcrowding and humidity.
- Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: –
- Under challenged / Promotion prospects / Job satisfaction. Racial or sexist remarks.
- Personal relationships with other employees. Travelling.
- Harassment and confrontation.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is ABCW policy that all employees can approach management to raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

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33. Training

Description

Training is an essential element to work life and, in some cases, the only way to become successful in an industry. Every workplace has a duty to ensure that all personnel under their employ are sufficiently trained; to enable them to carry out their role safely and efficiently.

Some of the most efficient forms of training are inductions and toolbox talks, these can be carried out in a small amount of time and for little to no cost, resulting in minimal disruption to the business.

Where training courses such as NVQ's, VRQ's, BTEC's etc. require a large amount of time, dedication as well as some financial input, inhouse training can be carried out and regularly refreshed at low cost with a penalty of a physical qualification after completion.

Associated hazards

With an absence of training or poor-quality training, the risks can increase due to: -

- Missing out vital information associated with the role and/or equipment,
- Misuse of the equipment,
- Failure of the equipment; as a result of poor maintenance or incorrect operating,
- Lack of awareness when in the areas containing or surrounding the activity or equipment where the hazard(s) are present.

Employer's responsibilities

It is an employer's responsibility to protect the health and safety of their employees and any other persons that may be affected by the actions of the business. This means making sure that workers and others are protected from anything that may cause harm, effectively controlling the risks.


One of the main ways to minimise risk to health and safety is training, this must be provided for all aspects relevant to the workers role: -

- The use of any machinery and equipment,
- Correct use of any Protective equipment and devices,
- The understanding of any documentation, such as; risk assessments, method statements, diagrams, drawings etc.
- The environment; all workers are to be sufficiently trained in the surrounding work environment to ensure they are aware of risks that may be present by others,
- Company policies and procedures, all workers must be fully aware and have a full understanding of the organisations policies and procedures, such as; fire evacuation, first aid, lone working, driving for work, working at height etc.

Employees responsibilities

Employees have a duty to cooperate with the employer to ensure they can comply with their statutory responsibilities; to do this they shall: -

- Complete; to the best of their abilities, any training that their employer has requested,
- Notify the employer of any training requirements the employees feel that they need to ensure their role is fulfilled,
- Abide every word of the training received.

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34. Violence and Aggression

Description

ABCW recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support employees and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work. Employees whose job requires them to deal with the public can be at risk from violence.

Associated hazards: –

- Physical attacks.
- Verbal abuse.


This may result in: –

- Bodily injury.
- Anxiety or stress.
- Low morale.
- Depression.

Employer's responsibilities

ABCW will: –


- Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with employees and their representatives, where appropriate.
- Instruction and training regarding violence at work will be given to staff on induction and during other workplace training sessions.
- Record all physical and verbal threats to staff.
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The company will investigate all complaints, which relate to violence at work.
- A risk evaluation will be taken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded.
- If there is a violent incident involving employees, we will provide them with full support, including debriefing, time off work and legal help, where necessary.
- Should an employee request a transfer to other duties, such a request should be considered sympathetically, taking into account all the circumstances.
- Report the matter to the Police at the employee's request.
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

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Employee’s responsibilities

Employees will: –

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression.
- Report any incidents of violent or threatening behaviour to the employer.
- After any violent incident, employees are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring.
- Co-operate with management arrangements for dealing with violence and aggression at work.

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35. Visit by an Enforcement Officer

Description

The Health and Safety at Work etc. Act 1974 and The Regulatory Reform (Fire Safety) Order 2005 as well as other associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties (employers, the self-employed, employees and others) are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution, but this is always seen as the last step in the process, except for: –

- Failure to comply with an Improvement or Prohibition Notice.
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury.
- Reckless disregard for the health and safety of workers or others.
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with.
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

Employer's responsibilities


ABCW recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up to date. Such documentation includes: –

- This health and safety policy.
- All relevant risk assessments. Induction and training records.
- Maintenance, test and inspection records. Health records.
- Emergency plans etc.

Employee's responsibilities include: -

Employees will: –

- Not obstructing any reasonable request made by an Enforcement Officer.
- Complying and co-operating with requests by the officer.
- Follow instruction and guidance given by your employer.

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36. Waste Disposal

Description

This arrangement covers the general waste generated by the company in the carrying out of workplace activities.

Associated hazards

- Build-up of combustibles presenting a fire hazard.
- Health hazard due to possible vermin infestation.
- Poor housekeeping presents a tripping hazard.

Employer's responsibilities


ABCW will: –

- Identify all waste that has the potential to be removed from the premises.
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided.
- Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste.
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the company premises.
- Maintain any copies of waste transfer notes on site for a minimum of two years for future reference.
- Instruct all employees in the correct disposal of waste and maintain records of instruction and training on file.

Employee's responsibilities

Employees will: –

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items from waste receptacles and take or use for personal use.

Policy Document	ABCW/PD/V/001				
Policy Title	Health, Safety and Environmental Policy				
Policy Reference:	ABCW/P/HSE-001V	Date	July 2022	Review Date	July 2023

37. Welfare

Description

The provision of welfare in the workplace should be taken seriously; it applies to all areas including the common parts of shared buildings, private roads and paths on industrial estates, business parks and temporary worksites.

Welfare provisions will also be provided for those people who are not employees but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons, it may be necessary to specifically make parts of the workplace accessible for their use e.g. toilets, washbasins, doors, passageways etc.

Employer's responsibilities


ABCW have responsibility to assess and provide, adequate welfare facilities for employees and other persons using the premises and take account of the general working environment to include: -

- Ventilation.
- Indoor temperature and the impact of working in hot and cold environments.
- Lighting.
- The provision of adequate room and space in which to complete the work activities.
- The safe and frequent removal of waste and the cleaning of the workplace.
- The provision of suitable workstations and seating for the activity being undertaken.
- Assessing the safety requirements of the workplace with regard to: –
- The floors and traffic routes providing suitable standing for vehicles and persons.
- The position, integrity and visibility of transparent windows, doors, gates etc.
- The safe use and maintenance of lifts and equipment to move persons.
- Sanitary conveniences and washing facilities. The provision of potable drinking water.
- Accommodation for clothing and changing facilities.
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

Employee's responsibilities

The welfare facilities provided and maintained by ABCW are for the benefit of all employees and visitors. Employees have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

Policy Document	ABCW/PD/V/001				
Policy Title	Health, Safety and Environmental Policy				
Policy Reference:	ABCW/P/HSE-001V	Date	July 2022	Review Date	July 2023

38. Work Equipment

Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore, items as diverse as tractors, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are included. Scaffolding, access equipment and safety devices etc are also considered to be work equipment.


Associated hazards

- Dangerous/rotating parts of machinery.
- Ejection of materials.
- Rupture or disintegration.
- Fire, overheating or explosion.
- Unintended discharge of gas, liquid, vapour or other substance.
- Excessively hot or cold surfaces.
- Failure of safety controls on powered equipment.
- Dangers from instability, poor lighting or poor maintenance.

Employer's responsibilities

ABCW appreciate that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, maintained properly or stored in a correct manner. To control exposure to the hazards presented by work equipment we will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards and isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records will be kept of all inspections.
- Ensure that work equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use.
- Ensure that work equipment is subject to proper maintenance carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers' instructions.
- Where a risk assessment has identified a potential significant risk of injury from the installation or use of work equipment we will arrange for a suitable inspection (which may include test) to be carried out by a competent person.

Policy Document	ABCW/PD/V/001				
Policy Title	Health, Safety and Environmental Policy				
Policy Reference:	ABCW/P/HSE-001V	Date	July 2022	Review Date	July 2023

Employee's responsibilities

Employees will: –

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.