



## HEALTH AND SAFETY POLICY STATEMENT

Premier Engineering Ltd, hereinafter referred to as the 'Company' is committed to the application of the best practicable health and safety standards in all aspects of its business for the benefit of The Company, our employees, customers and the community. The Managing Director has overall responsibility for health and safety within the company. In addition, Managers and Supervisors have a duty to implement the Safety Policy within their area of responsibility.

It is this Company's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, insofar as they come into contact with the Company or its products.

In particular, the Company has a responsibility:

- To provide and maintain safe and healthy working conditions and accepting responsibility for any statutory requirements.
- To provide training and instruction to enable employees to perform their work safely and efficiently
- To make available all necessary safety devices and protective equipment and to supervise their use.
- To maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees of their representatives, wherever possible.
- To accept responsibility for the health and safety of people, other than employees, who may be affected by the Company's work activities.

Employees have a duty to co-operate in the operation of this safety policy:

- By working safely and efficiently, observing all the safety rules appropriate to their job and place of work, and using tools and equipment in a safe manner.
- By using protective equipment provided and by meeting statutory obligations.
- By reporting incidents that have led or may lead to injury or damage.
- By adhering to the Company procedures, jointly agreed on their behalf for securing a safe workplace.
- By assisting in the investigation of accidents, with the object of introducing measures to prevent recurrence.

The Company will provide up to date information on the toxicity and potential hazards of all substances used on or off site. Exposure to such substances will be limited and where necessary, their use monitored, as an ongoing priority. Care will be taken with the introduction of new substances and the risks assessed, as required. The Company is also committed to reducing and controlling potentially hazardous waste from the premises.

This policy, and the way in which it is operating, will be reviewed a minimum of annually or in the light of changes in the organisation, the nature of the work being undertaken, the scale of the activities, information that becomes available and any relevant changes in legislation

A handwritten signature in blue ink that reads "Brent Richards".

Approved by: .....Brent Richards (MD) 28<sup>th</sup> July 2022



# LIST OF POLICIES

Note all policies were last amended *28<sup>th</sup> July 2022* and remain current until reissue is agreed with Brent Richards.

1. Safety Policy
2. Risk Assessment
3. Accident Investigation and Reporting
4. Manual Handling
5. Personal Protective Equipment
6. First Aid
7. Training
8. Control of Substances Hazardous to Health
9. Display Screen Equipment
10. Transport and Travel
11. Fire Procedure
12. Electrical
13. Contractors
14. Lone Working
15. Work Equipment Policy
16. Working at Heights
17. Noise
18. Abrasive Wheels
19. Asbestos



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>HEALTH AND SAFETY POLICY</b>
<b>Procedure Ref: SMS/001</b>	<b>last Review: 28<sup>th</sup> July 2022</b>

*Premier Engineering (Yorkshire) Ltd recognises that its employees are a key resource and is committed to their well-being by protecting them against ill health and accidents caused by work activities. This will be achieved through compliance with relevant Health and Safety legislation and guidance, the effective management of risks and by promoting a positive attitude in the organisation towards health and safety standards.*

The company is equally committed to the safety of other persons, such as visitors, contractors, customers, our products and the protection of the environment.

The protection of both human and fixed assets against accident, deliberate damage, theft or fire will also contribute to the long-term prosperity of the Company.

The identification, assessment and control of health, safety and other risks is a management responsibility and of equal importance to productivity and quality. The company believes in the involvement and co-operative effort of everybody in the organisation so as to achieve continuous improvement in all aspects of Company performance.

Accidents and ill health are preventable, and this is our long term goal. The detailed organisation and arrangements to achieve this are set out in the health and safety policy.

The legal, operational and financial responsibility for integrated health and safety management rests with the Managing Director who responsible for the implementation, execution and control of the above detailed arrangements and standards.

The Safety Policy will be reviewed at regular intervals notably, where a change in responsibility takes place and in accordance with changes in legislation.

A handwritten signature in black ink, appearing to read "Brent Richards".

**Brent Richards**  
**Managing Director**

**Dated: 28<sup>th</sup> July 2022**



## **2 Introduction**

### **Purpose**

This document sets out the policy with regard to occupational health and safety and the organisation, responsibilities and arrangements necessary to implement and maintain their effectiveness.

### **Scope**

The requirements, responsibilities and standards set out in this document are mandatory throughout the company's activities and operations.

### **Objectives**

The objectives of the health and safety policy are to ensure as far as we are able;

the health, safety and welfare of employees, customers, contractors, visitors and others who may be affected by our actions.

that persons are not put at risk during the development, manufacture, use or disposal of our products.

that the organisation complies with all statutory requirements, industry standards and identified best practice associated with health and safety.

to publicise the organisations health and safety policy.

to provide objective evidence of our commitment to achieving the highest standards of health and safety.

## **3 Organisation and Responsibilities**

### **Managing Director**

Ensuring the implementation of the Policy for Health, Safety and Environment and establishing the necessary procedures and standards to ensure its effective operation.

Provide adequate resources and organisation to carry out the policy arrangements.

Ensuring prompt reporting of accidents/incidents in compliance with RIDDOR Regulations.

Demonstrate personal involvement and support on Health and Safety matters.

Ensuring a clear line of communication exists between management and worker's intent to promote safety awareness and co-operation.



### **Managers**

The responsibility for the implementation of health and safety standards within the factory or out on-site rests with Managers where these are appointed and the duty will be discharged in accordance with the Company health and safety policy and include:

Coordinating risk assessments and involving employees in the risk assessment process.

Investigating accidents or incidents and ensuring employee awareness of the company accident/incident reporting procedures.

Identifying training needs notably at induction, task, promotion and where new responsibilities are given.

### **Health and Safety Advisor**

The Health and Safety Advisor is responsible for developing health, safety, hygiene and working environment policies, arrangements and standards, overseeing their implementation, auditing performance and reviewing effectiveness.

Is responsible for the provision of advice on occupational health, safety, hygiene and working environment matters, investigating and reporting on significant accidents, fires and environmental discharges and for the selection of external assistance in specialist areas.

Is responsible for assisting the company in liaison with the enforcement bodies, the organisation's insurance brokers and insurers on matters affecting employer's liability and fire precaution / business interruption standards. Assisting the company with its risk assessment process.

### **Supervisors**

Supervisors are responsible for the provision of advice and information to employees, monitoring of compliance with laid down standards, liaising with Management and the Health and Safety Advisor.

Directly responsible for the health and safety of the employees and others in the areas over which they have control.

Implementing company safety procedures and safe systems of work and ensuring they are complied with.

Completing risk assessments evaluating hazards and implementing risk control measures.

Managing accident/incident reporting procedures and ensuring employee compliance.



### **All Employees and Sub-Contractors**

Each employee has a statutory duty whilst at work to: -

take reasonable care for their own health and safety and that of others with whom they work or may be affected by their acts or omissions.

co-operate with their employer and others to enable their employer to comply with statutory obligations, this includes involvement in risk assessments and safe systems of work.

refrain from recklessly or willfully interfering with anything provided in the interests of health, safety or welfare.

refrain from using any machinery, equipment, substance, transport, means of production or device other than in accordance with the instructions and training provided;

inform the employer of any work situation representing a serious or imminent danger and any shortcomings in the employer's health and safety arrangements in so far as it affects themselves and has not been previously reported.

Reporting accidents and incidents in compliance with company rules.

Obey all lawful instructions from their supervisors and to comply with Company rules and health and safety standards:

bring to the attention of their supervisor any faults in plant, equipment or premises that could give rise to a hazardous situation.

### **Medical First Aid**

Provision of emergency first aid to employees taken ill or injured on duty as required by the First Aid at Work Regulations.

Maintaining an adequate stock of first aid supplies within the factory and in company vehicles.

Having an adequate number of trained first aid staff.

### **Accidents/Incidents**

All accidents, incidents and dangerous occurrences must be reported to a Manager without delay. Accidents must be entered in the accident book and recorded on the company internal report form as applicable. >7-day injuries, dangerous occurrences and Specified Injuries must be reported to the HSE Accident Contact Centre in compliance with RIDDOR. The person responsible for ensuring accidents/incidents are reported to the enforcing authorities on time is Brent Richards – Managing Director.

Accidents occurring away from the premises must be entered in the relevant site accident book and then on the company internal accident/incident report form.



### **Fabrication / Installation**

The company will ensure so far as is reasonably practicable:  
that systems of work are safe and without risk to health.  
that activities are carried out in a safe place with safe access and egress.  
providing a safe working environment.  
that plant, equipment and the premises are maintained in a safe condition.  
that statutory examinations are carried out. (e.g., Power press & plant)  
the provision of washing, eating and toilet facilities. (Including site works)  
the safe storage, handling and transport of materials and substances.  
the provision of adequate information, instruction, training and supervision.  
the prevention of fires through fire procedural control.  
the control of contractors.  
the control of emissions to ground, water and air.  
the correct disposal of waste materials.

### **Health and Safety Consultation**

Premier Engineering Ltd is a non-unionised workplace and falls outside the scope of the Safety Representatives and Safety Committees Regulations 1977. However, action has been taken to provide a means of regular consultation with the employees, in accordance with the Consultation with Employees Regulations 1996. Where persons are employed who are non-English speaking, then Brent Richards will be responsible for ensure that an interpreter is used to communicate relevant health and safety information to the workforce.

### **Manual Handling**

The company will take positive action to comply with the Manual Handling Regulations by assessing all significant operations requiring pushing, pulling, lifting and carrying. The assessment programme will include a review of factory operations and off-site fabrication / welding activities and be co-coordinated by Brent Richards.

### **Vibration**

The company will take all reasonable action to assess the risks to our employees from vibration in line with the Control Vibration at Work Regulations 2005. All tools and plant will be subject to a risk assessment where any vibration hazard will be individually assessed, and relevant control measures implemented to control the risk.

### **Task Competence**

Action will be taken to ensure each operative is correctly trained and competent to carryout their work duties safely and without risk as far as is reasonably practicable. Notably this will include accredited and approved training in the areas of welding, fabrication and tower scaffold erecting, significant operations associated with our company's day to day work activities.

The Managing Director Brent Richards, or delegated secondary, will organise periodical training and competency reviews to ensure trained employees maintain their competency levels. The competency of new starters will be assessed at induction through formal interview.

## 4 Arrangements

### MANAGEMENT OF RISK

The diagram below shows the main elements in effective management of risks. The company shall adhere to these elements in the day-to-day management of their risks.

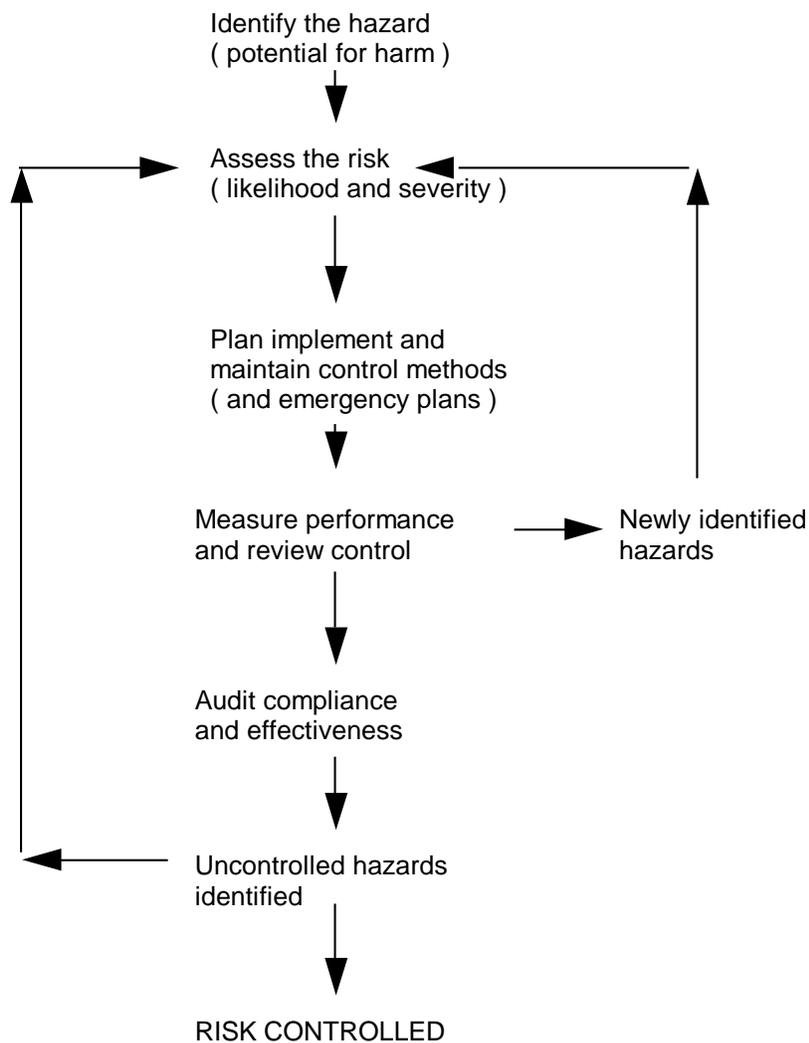


Figure 1



Application of the most effective control methods are essential if risks are to be properly managed. Often the most cost-effective options are those implemented at the earliest stages of a project or design as a result of early hazard identification and risk assessment.

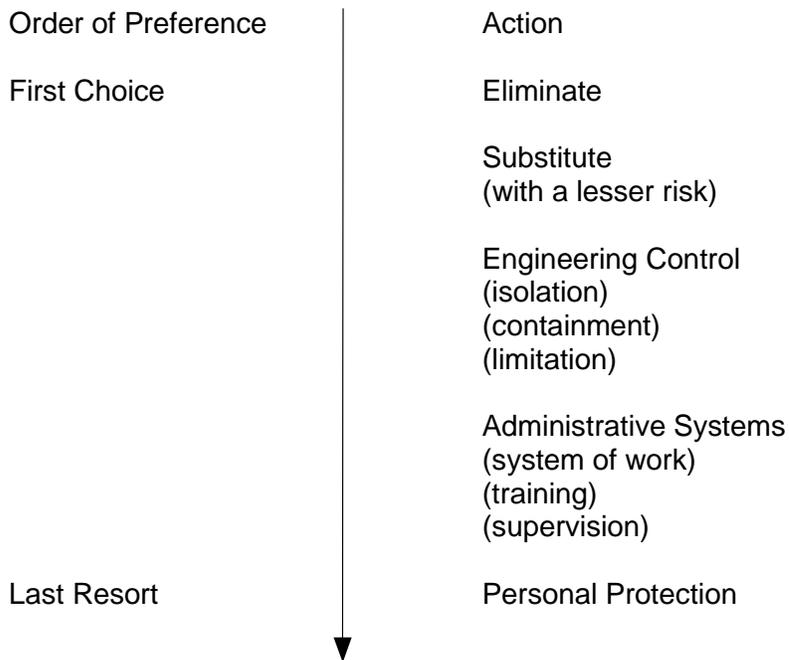


Figure 2

NOTE:

A combination of some or all of the actions may be needed until the risk is adequately controlled.

Risk assessments will be co-coordinated and progressed by the following team:

- Brent Richards – Managing Director
- General Manager
- Workshop Manager
- Small Projects Manager
- Installation Manager
- Health and Safety Advisor



### **Hazard Identification**

The Company shall ensure that the hazards to employees, nonemployees, property, plant; equipment and the environment are identified recorded and regularly reviewed.

### **Risk Assessment**

A risk assessment shall be carried out on all significant hazards identified. Such assessments shall take account of any legislative or external standards to be applied, be recorded and reviewed at intervals of not more than one year or whenever changes may alter the validity of the current assessment. Where 'Young Workers' are employed a specific Young Worker Risk Assessment will be completed, considering their inexperience within the working environment and detailing the specific supervision arrangements to be implemented.

Risk assessments shall follow the model shown at Fig 1

### **Control Methods**

The control methods to be implemented shall be determined by the likelihood and severity of the risks and the practicability of options shown in Fig 2 and any requirements of statutes, approved codes of practice or guidance.

### **Implementation of Controls**

Implementation of controls following an assessment shall be undertaken without delay. Where substantive controls are required and take some time to implement temporary methods such as personal protection shall be used.

### **Maintenance of Controls**

Management shall ensure that levels of supervision and systems of work are maintained, enforced and continue to be effective and relevant.

### **Statutory Examination**

All plant and equipment requiring statutory examination shall be identified and examined by a competent person within the laid down time scale. Records of all examinations shall be kept for the specified periods relevant to the statutory requirement. No item in this category shall be used if it has exceeded the prescribed examination period or has been found to be defective.

### **Maintenance of Plant**

Plant, equipment and protection systems shall be inspected and maintained to the standards necessary to eliminate failure that may give rise to danger. Personnel involved in maintenance activities shall be competent to carry out their tasks so that neither they nor others are put at risk through their work.

### **Health Surveillance**

The company will assess all risks to its employees from potential occupational health hazards. Where the risk is deemed to be significant the company will provide its employees with the relevant health surveillance in order to monitor any effects.



### **Training**

The Company shall ensure that all staff are adequately trained for the tasks they are required to undertake. Managers are responsible for identifying training needs and bringing this information to the attention of the Managing Director. All training shall be recorded and include an induction on introduction to the company along with task specific training to enable workers to be competent in their work.

### **Discipline**

In the event of serious or persistent breach of health and safety rules, refusal to abide by laid down controls or aiding and abetting another to defeat safety systems or rules the disciplinary procedure shall be invoked.

### **Records**

All records required by statute and good practice shall be readily available and maintained in an up-to-date manner. The Company shall maintain a register of the records it maintains, where they are kept and who is responsible for maintaining them.

### **Information**

The Health and Safety Advisor (as appointed) shall provide the Managing Director with information, advice and guidance on legislation, approved codes of practice and standards that will assist him in the management of risk.

### **Risk Transfer**

Where risks to employees, property and other assets cannot be eliminated then such insurance as required by law and prudence shall be obtained.

### **Monitoring**

Monitoring of the effectiveness of risk shall be undertaken at regular intervals.

Daily visual inspections by Supervisors

Periodical inspections by Management

Periodical inspections by Safety Advisor

### **Inspection and Auditing**

#### **Inspections**

Inspections of work areas shall be undertaken by management and supervisors at regular intervals and action plans developed and implemented.



### **Audits**

Audits of performance in the management of Health, Safety, Hygiene and Environmental controls shall be co-coordinated by the Managing Director Brent Richards or delegated secondary. The results of the audits shall be reported to the employees.

### **End of Safety Policy**

#### **Role as Designer under) The Construction (Design and Management) *Regulations* 2015 (CDM 2015).**

Ensure the client is aware of the client duties under CDM 2015 before starting any design work. When preparing or modifying designs; take account of any pre-construction information provided by the client (and principal designer if one is involved) and eliminate foreseeable health and safety risks to anyone affected by the project (if possible). The company shall take steps to reduce or control any risks that cannot be eliminated. The company shall provide information to the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file and the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared. The company shall communicate, cooperate and coordinate with; any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond. It will include all contractors (including the principal contractor), to take account of their knowledge and experience of building designs. This shall be coordinated by Brent Richards or delegated secondary.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>RISK ASSESSMENT POLICY</b>
Procedure Ref: SMS/002	DATE: 28 <sup>th</sup> July 2022

## Objectives

Premier Engineering (Yorkshire) Ltd will provide a system that will ensure that so far as is reasonably practicable, risks to company employees, visitors and contractors are assessed, eliminated or reduced to an acceptable level.

## Responsibility

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director of the company.

The Managing Director shall nominate a responsible person to manage implementation of this policy within the company.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

## Arrangements

### Premise and off-site activities

Welding and fabrication projects will be risk assessed at design stage and before work commences. The Project Manager and Supervisor will oversee the formulation of risk assessments, with the involvement of the workers specifically affected by that operation. A register of significant items of plant and equipment and tasks associated with that equipment shall be developed and maintained. A risk assessment shall be carried out on each significant item of equipment and be supported by a further risk assessment for each task or activity associated with that equipment.

This assessment shall take into account:

- The nature of the hazards notably (welding and fabrication)
- The people at risk
- The harm potential of each hazard
- The probability of exposure to the hazards
- The adequacy of existing controls
- Further action that is required.



The risk assessment shall be documented and retained safely.

This will assist in the development of Safe Systems of Work and demonstrate compliance with the relevant statutory provisions.

Further regulation specific risk assessments shall be carried out as identified

Each risk assessment shall be reviewed annually or in the event of significant change to equipment, environment or process.

### **Newly Installed or purchased Plant or Equipment**

Before completion of commissioning of new plant and equipment or second hand or relocated plant and equipment, the Managing Director Brent Richards, or delegated secondary, will organize a risk assessment with the relevant staff. The Managing Director Brent Richards, or delegated secondary, will be responsible for ensuring that actions identified from risk assessments are progressed/closed out.

### **Information and Training**

Advice or assistance on the implementation of this policy may be obtained from Brent Richards Managing Director and the General Manager.

### **Monitoring of Compliance**

On an annual frequency the Managing Director or his appointed deputy shall carry out a random sample to examine compliance with this policy.

### **Documentation**

Documentation to administer this procedure

- 1) Risk assessment forms: Task
- 2) Risk assessment forms: Machinery / PUWER
- 3) Safe systems of work: SSW



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>ACCIDENT INVESTIGATION AND REPORTING POLICY</b>
<b>Procedure Ref: SMS/003</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

### **Objective**

Premier Engineering (Yorkshire) Ltd will ensure that any accident or incident within the company is adequately investigated, appropriate corrective actions applied and reported to the relevant individual or body where required.

### **Responsibility**

Responsibility for communication and local compliance with this policy rests with Brent Richards - Managing Director.

Responsibility for the investigation of an accident/ incident to an employee rest with the immediate Manager of the person submitting the accident / incident report.

Responsibility for the investigation of an accident / incident involving a visitor rest with the Factory Manager / Safety Advisor.

Responsibility for the reporting of personal injury, property damage accidents and near miss incidents rests with the person directly affected by the situation.

### **Arrangements**

All personal injury, property damage accidents and near miss incidents shall be reported by the affected person to their immediate manager by the quickest practicable means.

An accident / incident report shall be completed on each occasion and passed to the safety advisor for investigation.

Accident / incident report forms shall be held by the Administrator.

Following receipt of an accident / incident report the immediate manager shall complete an accident investigation report and pass the completed document through normal communication channels to the Managing Director or his nominated secondary.

The types of incidents to be investigated and the personnel to be involved in the investigation shall be as follows:



<b>Incident Type</b>	<b>Investigating Team</b>	<b>Reporting Arrangements</b>
<b>Minor Injury</b> e.g., small cuts	Immediate Manager / Supervisor /Foreman	Accident book
<b>Incident Type</b>	<b>Investigating Team</b>	<b>Reporting Arrangements</b>
<b>Any time loss injury</b> over 5 Hour to include RIDDOR Seven days absence injury or any property damage incident	Immediate Manager / Supervisor/Foreman	Accident book and accident/incident report form. Copy to MD within 24hr and to H.S. E. on form F2508 if required.
<b>Visitor Injury</b>	Senior Manager	As previous
<b>Contractor</b>	Contracts Manager	As previous
<b>Specified Injury</b> Fatality Fracture (other than finger/toe) Amputation Permanent loss of sight or reduction in sight. Crush injuries leading to internal organ damage. Burns to more than 10% of the body.	Managing Director Immediate Manager Health & Safety Advisor.	Immediate notification by senior Manager by telephone to: Managing Director and Health & Safety Advisor. Also, HSE as applicable.  Accident book and accident/incident report form. Copy to MD. and Safety Advisor within 24 hr and to HSE on form F2508 if required.

On return to work following the accident/incident the affected person shall be interviewed by their immediate manager to communicate any actions that the individual or the Company has to take. The result of the investigation and the interview shall be recorded on the personnel file of the affected person.

### **Information and Training**

Advice or assistance on the implementation of this policy may be obtained from the Managing Director Brent Richards or delegated secondary.

### **Monitoring of Compliance**

The Managing Director Brent Richards, or delegated secondary, with assistance from the Safety Advisor shall carry out a random sample annually to review compliance with this policy.



## **Documentation**

Accident book and accident/incident report form  
Form F2508 or HSE web site reporting.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>MANUAL HANDLING POLICY</b>
<b>Procedure Ref: SMS/004</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

### **Objective**

Premier Engineering (Yorkshire) Ltd will ensure that so far as is reasonably practicable that company employees are not put at risk of injury while carrying out manual handling activities during activities at work.

### **Responsibility**

Responsibility for communication and local compliance with this policy rests with Brent Richards - Managing Director of the company.

The Managing Director shall nominate a responsible person/s to manage implementation of this policy.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

### **Arrangements**

An evaluation of all work activities shall be undertaken to identify situations where staff are required to lift, lower, carry, push or pull materials or objects which pose a risk to their health and safety in the course of their duties. Where such activities are identified an assessment of the activity shall be carried out

On completion of the assessment action shall be taken to reduce the identified risks to the lowest practicable level.

When taking into account methods to reduce risks consideration shall be given to, introduction of mechanical assistance, adjustment of existing equipment heights or locations, changes in working patterns or duties and the capability of individuals. Action taken to reduce the risks shall be recorded on the assessment. Assessments shall be reviewed in the event of any significant change in the process or situation and annually if no change has taken place to ensure their continuing suitability.

### **Information and Training**

All staff shall undergo a period of manual handling training at induction and on specific welding and fabrication work during their task training. This training shall be refreshed at regular intervals throughout their employment. More than a third of lost time injuries at work are caused by manual handling activities. Common sense measures will be taken to reduce these risks.

The three most important steps are to:

- (a) follow safe systems of work, use handling aids properly and effectively.



- (b) never take personal risks by attempting to lift any item or object which is beyond your individual capability to safely handle.
- (c) report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.
- (d) Use crane and material handling devices during metal fabrication operations.

### **Safe System of Work**

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.

1. Ensure that formalised systems of work which have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as crane, and trolley equipment.
3. Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
4. Use the legs and knees to bend and lift — do not stoop or bend the back.
5. Take extra care with tasks which require stretching or twisting.
6. Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
7. Ensure that there are no sharp, hot or cold edges which could cause injury.
8. Ensure that walkways and work areas are free from obstruction.
9. Make full and proper use of personal protective equipment.
10. Report any problems or concerns associated with manual handling operations to the Factory Manager or Managing Director.

Advice or assistance on the implementation of this policy may be obtained from Brent Richards Managing Director, or the General Manager.

### **Record Keeping**

Records will be kept of all manual handling assessments which have identified a significant risk of injury and will include the following.

1. Location/Site
2. Activity under assessment.
3. Description of activity/present system of work.
4. Previous accident/damage statistics
5. Numbers and groups of employees involved.
6. Groups or individual employees identified as being at higher risk.
7. Significant risks identified from assessment.
8. Existence and effectiveness of existing control measures.
9. Any further controls which are required.
10. Target date for implementation of controls.
11. Date for review.
12. Name of assessor(s).
13. Date of assessment.



### **Monitoring of Compliance**

On an annual frequency the Managing Director Brent Richards, or delegated secondary, shall carry out a random sample to examine compliance with this policy.

### **Documentation**

Documentation to administer this procedure can be found in the safety procedures manual.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>PERSONAL PROTECTIVE EQUIPMENT POLICY</b>
<b>Procedure Ref: SMS/005</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

### Objectives

Premier Engineering (Yorkshire) Ltd ensure that where risks cannot be removed or reduced by engineering or other means Company personnel other contractors and visitors are protected from hazards by the most suitable and effective equipment.

### Responsibilities

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director of the company.

The Managing Director shall identify & nominate a responsible person to manage implementation of this policy.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

### Arrangements

The need for the use of Personal Protective Equipment (PPE) shall be identified by specific legislative requirement or by risk assessment in line with E. C. Directives and UK Legislation on safety of staff in workplaces. Risk assessments shall be led by those who have had training in Risk Assessment techniques and undergone Health and Safety training to an approved standard.

During risk assessment consideration shall be given to the risks to: -

Head	hazards from articles falling from above and bumps in space restricted areas.
Eyes	hazards from flying particles, splashes or burning equipment.
Hearing	hazards from exposure to excessive levels of noise.
Respiratory	hazards from inhalation of dusts or welding fumes.
Body /Hand	hazards from skin contamination, chemicals, cuts, burns, falls or abrasions.
Feet	hazards from chemical contamination or by falling/rolling objects.

Personal Protective Equipment shall only be used if there is no reasonably practicable engineering solution, or to assist an engineering control of the hazard.

Personnel issued with Personal Protective Equipment shall be given information, instruction and training on: -

- The nature of the hazard the equipment is designed to protect them from.
- The likely effects of exposure to the hazard.



When the equipment is to be worn.  
How to fit/wear the equipment.  
How to store the equipment.  
How to maintain the equipment.  
When and how to replace the equipment.

On completion of training staff shall be required to sign an acknowledgment that this training has been received.

Areas where Personal Protective Equipment has to be worn shall be identified by signs that comply with Safety Signs and Signals Regulations 1996. This is the responsibility of the Principal Contractor where our employees are working on construction sites.

The use of Personal Protective Equipment in designated areas is obligatory and noncompliance is a disciplinable offence.

Personal Protective Equipment issued shall comply with relevant BS or CEN standards. Where possible a choice of equipment shall be made available.

Storage arrangements shall ensure prevention of damage and contamination of the equipment.

### **Information and Training**

Advice or assistance on the implementation of this policy may be obtained from Brent Richards Managing Director or the General Manager.

### **Monitoring of Compliance**

On an annual frequency the Managing Director Brent Richards, or delegated secondary, shall carry out a random sample to examine compliance with this policy.

### **Documentation**

Documentation to administer this procedure.

PPE Assessment form located in the safety procedures manual.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>FIRST AID POLICY</b>
Procedure Ref: SMS/006	DATE: 28 <sup>th</sup> July 2022

## OBJECTIVE

Premier Engineering (Yorkshire) Ltd ensure all employees shall have access to adequate and appropriate first-aid equipment and facilities while they are at work, including situations where shift-work and off-site activities are undertaken.

## RESPONSIBILITY

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director.

The Managing Director shall nominate a responsible person/s to manage implementation of this policy. Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

## ARRANGEMENTS

Employees will be informed of all arrangements for first-aid provision in their workplace. Such information will be included in induction programmes for new employees and any changes in first-aid arrangements made known to all employees. Equipment and facilities include the provision of first-aid kits in the factory and in each company vehicle and designated trained first-aid personnel. Adequacy of the company's first aid arrangements will be determined through the risk assessment.

### Risk Assessments

Risk assessments required under the Management of Health and Safety at Work Regulations, the Control of Substances Hazardous to Health Regulations, or other broad principled legislation will be completed in accordance with statutory regulation. In addition, the company will take into account the following factors:

- size and nature of the workforce, i.e. number of employees, any disabled employees, young persons, new or expectant mothers, peripatetic and/or lone workers, trainees, volunteers.
- distribution of the workforce.
- access to external accident and emergency facilities, i.e. local hospital accident and emergency departments from the work premises.
- accident statistics from accident records, RIDDOR reports, sickness absences.
- arrangements between employers where work premises are shared.
- contingency plans to cover temporary absences of trained first-aid personnel.

### First-aid equipment

All first aiders will have access to any equipment, and all employees will have reasonable access to first aid.



## **Signage**

Any signs used to indicate first-aid equipment or facilities will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, i.e. a white St George's cross on a green background.

## **First-aid boxes**

Will be suitably stocked and clearly marked. As a general rule contain: -

- a general guidance leaflet on first aid, such as IND(G)347.
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment. (detectable dressings should be available for the catering industry)
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages. (preferably sterile)
- 6 safety pins.
- 6 medium-sized individually wrapped sterile medicated wound dressings. (approx 12cm x 12cm)
- 2 large sterile individually wrapped medicated wound dressings. (approx 18cm x 18cm)
- 1 pair of disposable gloves.

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers will be provided.

## **Travelling first-aid kits**

A travel first aid kit will be kept in each company vehicle. The location of the vehicle first aid kit will be brought to the attention of the vehicle driver.

## **Care and replacement of equipment**

Any equipment used will be replaced as soon as possible after use. All first-aid boxes, first-aid kits will be checked regularly to ensure no contents are outside their expiry date.

Note: First aid will not include the treatment of minor illnesses such as headaches — therefore headache pills and/or other medications, etc will not be kept in any first-aid box.

## **First-aid Personnel**

An adequate and appropriate number of approved HSE certificated first aiders will be provided to render first-aid treatment. Again, what is adequate and appropriate will be based on risk assessment. There is no precise ratio for the number of first aiders to employees although the company will follow ACOP guidance:

- low risk workplaces, e.g. offices, shops, etc — one trained first aider to every 50 employees with an additional first aider for every 100 employees
- high risk workplaces, e.g. factories, docks, warehouses, etc — one trained first aider for five or more employees, with an additional first aider for every 50 employees.

## **Record Keeping**



A record will be maintained of all trained first aiders and appointed persons.  
In addition, a record of all first-aid treatment provided will also be maintained.

**Monitoring of Compliance**

On an annual frequency a Senior Manager shall carry out a random sample to examine compliance with this policy.

**Documentation**

Documentation to administer this procedure can be found in the form of a first aid risk assessment and accident report form.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>TRAINING POLICY</b>
Procedure Ref: <b>SMS/007</b>	<b>DATE:</b> <i>28<sup>th</sup> July 2022</i>

## **OBJECTIVE**

Premier Engineering (Yorkshire) Ltd will ensure all employees, temporary workers and where applicable contractors are provided with suitable and sufficient training to enable them to carry out their work safely and without risk.

The Managing Director Brent Richards, or delegated secondary, is responsible for the organisation and arrangements required to facilitate the company's training programme.

All levels of management are responsible for identifying HSE training needs for people within their area of control.

### **1. Training**

A key element of most legislation is the provision of adequate training for employees. It is company policy that all statutory requirements for training will be met. A record of all training given will be retained with relevant safety files and in the individual's personnel records.

### **2. General Training**

Suitable training will be provided in the following areas for all personnel:

- Induction training for new personnel
- Awareness of Health, Safety, Hygiene, and Environmental issues
- Emergency plans and fire procedure
- Risk assessment
- Safe manual handling
- Hygiene standards as applicable
- Welding and fabrication competency (shop floor workers)
- Appropriate training for personnel with specific health and safety responsibilities Safety Committee members

### **3. Management Training**

To enable managers at all levels to be aware of their responsibility for the health and safety of all personnel who report to them, they will be provided the following training.

- General health and safety
- Health and safety legislation
- Occupational health
- Risk Assessment and hazard identification
- Environmental awareness



- Construction site safety (Off site welding and fabrication projects)
- Company safety rules and standards<sup>1</sup>

#### **4. Task Training**

Personnel will receive an appropriate level of task related training to enable them to carryout their work competently and understand their responsibility for compliance to safe systems/methods of work introduced to ensure safety.

Specific task training needs relevant to the company's activities include:

- Introduction of new work equipment
- Welding and fabrication
- Construction site safety
- Safe use and maintenance of hand tools
- Safe work at height
- Use of tower scaffold and trestles
- Machine safety
- Use and maintenance of personal protective equipment
- Handling goods and materials
- Housekeeping standards
- Drivers of vehicles
- Crane and slinging

The company is aware that 88% of accidents are due to human error and that dangerous incidents often occur due to inadequate training, lack of knowledge or experience. Managers are required to monitor individual performance to the company's HSHS standards and take action where people are not meeting our expectations for safe working practice.

Correctly implemented training will improve competence, performance and productivity. In particular management will aim to progress training programmes and raise a high level of safety awareness from all employees, contractors, and temporary workers. The training programme will include both shop floor workers and management, ensuring all have a clear understanding of their health and safety responsibilities and the part that they must play to maintain a safe working environment. Where required both in house and accredited training will be provided and appropriate records kept confirming the integrity of the courses and trainer.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH POLICY</b>
<b>Procedure Ref: SMS/008</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

### **Objective**

Premier Engineering (Yorkshire) Ltd will ensure that any substance used by the company in manufacturing, welding and fabrication processes is assessed, controlled and the precautions to be taken communicated to those involved.

### **Responsibility**

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director of the company.

The Managing Director shall nominate a responsible person to manage implementation of this policy.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

### **Arrangements**

An inventory of substances in use on and off sites shall be developed and maintained.

All substances shall be assessed against the criteria below

- 1 Any substance which is listed as very toxic, toxic, harmful, corrosive or irritant.
- 2 Any substance assigned a maximum exposure limit or for which the Health and Safety Commission has approved an occupational exposure standard.
- 3 Any micro organisms creating health hazards.
- 4 Any fume/dust in a substantial concentration in air.

Any substance not in 1 - 4 above but which creates a health hazard comparable to any of them.

Assessment shall be carried out on the documentation identified below.

Monitoring of exposure shall be undertaken where there is an identified exposure limit, or it is considered that there is a potentially hazardous concentration of fume, organism or dust.

Methods to control exposure shall be implemented on completion of the assessment.

Control methods shall where practicable follow the criteria of elimination, substitution, prevention or reduction of exposure by engineering controls, formal documented safe systems of work and the prevention of eating drinking and smoking in production areas.



Where there is no practicable alternative personal protective equipment shall be provided.

The results of assessments mean to control exposure and the results of any monitoring shall be directly communicated to those at risk and recorded.

A copy of the communication record shall be posted in the area that substance is used. A master set of records shall be available and retained safely.

Training in the full and proper use of control measures shall be given to those at risk and recorded.

Where personal protective equipment is provided the above standard shall also apply. Where control measures are provided there shall be a system to ensure that they are maintained in an efficient state, in efficient working order and in good repair.

Records of tests, examinations and maintenance shall be retained for a period of not less than five years.

The use of control measures shall be enforced during all relevant activities.

A system shall be developed to prevent new materials entering the workplace until an assessment has been carried out.

Assessments shall be reviewed annually or in the event of any significant change in circumstances or use of the substance.

### **Asbestos**

The company does not allow its employees to carry out work on asbestos. Any material suspected to be/contain asbestos, should be treated as such, until it has been proven otherwise by a competent person. Any employee discovering asbestos should report the discovery to a company director immediately and cease work. Any employees deemed to be at high risk of contact with asbestos shall be provided with the necessary information, instruction and training to allow them to identify potential asbestos sources and then perform the correct course of action.

### **Information and Training**

Advice or assistance on the implementation of this policy may be obtained from Brent Richards Managing Director or the General Manager.

### **Monitoring of Compliance**

On an annual frequency a Senior Manager shall carry out a random sample to examine compliance with this policy.

### **Documentation**

Documentation to administer this procedure.

PE-42 Issue 06

Date Created:21.01.2017



Form: COSHH Assessment Form.  
Form: Substance Register.  
Form: Material Safety Data Sheets.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>DISPLAY SCREEN EQUIPMENT POLICY</b>
<b>Procedure Ref: SMS/009</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

### **OBJECTIVES**

Premier Engineering (Yorkshire) Ltd provide a system that will ensure that the company does not put its personnel at risk during operations involving the use of Display Screen Equipment.

### **RESPONSIBILITY**

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director of the company.

The Managing Director shall nominate a responsible person to manage implementation of this policy.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

### **ARRANGEMENTS**

Each person who is required to operate display screen equipment shall complete a display screen equipment workstation assessment questionnaire.

The completed questionnaire shall be reviewed by the nominated person to establish that;

1. All staff using display screen equipment have received training in workstation arrangement and adjustment.
2. All equipment in use meets current statutory requirement.
3. All staff using display screen equipment have been instructed to ensure that where possible their working patterns are to be arranged in such a manner that periods of continuous use for above one hour are avoided
4. Staff who normally use display screen equipment and in arrangement with their manager cannot avoid periods of continuous use of an hour or more at a time; and use it in this way more or less daily; and have to transfer information quickly to or from the screen are identified.

Staff who may fall into category 4 above could include, e.g. management secretaries, computer programmers, accounts and computer aided design operators.

Staff identified in category 4 above who's working patterns cannot be re arranged could qualify for eyesight screening by an Occupational Health Practitioner if required. In the



event that further examination is deemed necessary by an Occupational Health Practitioner this shall be arranged at Company expense with a local optician.

Should corrective assistance be required for use with display screen equipment while at work the Company will provide this to the value of National Health Service prescription costs for lenses and frames. These will remain the property of the Company

### **INFORMATION AND TRAINING**

Display screen equipment safety training will be provided for all classified Users of DSE and include safe setting up workstations and potential hazards from the incorrect use of DSE.

Advice or assistance on the implementation of this policy may be obtained from Brent Richards Managing Director.

### **MONITORING OF COMPLIANCE**

On an annual frequency a Senior Manager shall carry out a random sample to examine compliance with this policy.

### **DOCUMENTATION**

Documentation to administer this procedure

Form: Display Screen Equipment – Workstation Self Assessment Questionnaire



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>TRANSPORT AND TRAVEL POLICY</b>
<b>Procedure Ref: SMS/10</b>	<i>28<sup>th</sup> July 2022</i>

**Objective**

Premier Engineering (Yorkshire) Ltd will ensure that all employees whilst travelling on company business or using company vehicles are adequately protected from injury or harm.

**Responsibility**

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director of the company.

The Managing Director shall nominate a responsible person to manage implementation of this policy. Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

It is the responsibility of the driver to ensure that the vehicles they use (including a trailer) are road worthy and the vehicle meets the requirements of licensing legislation. The vehicle itself may either belong to the user or be in his possession under any agreement for hire, hire purchase, loan or lease.

**ARRANGEMENTS**

**Road worthiness**

All vehicles must be maintained in a road worthy condition as per Ministry of Transport inspection and in conjunction with the manufacturer's recommendations.

**Daily Walk-round Checks and First Use Inspections**

A daily visual walk-round check must be undertaken before a vehicle is used. The check must be carried out by the driver before he first drives the vehicle on the road each day.

All faults must be reported to the Managing Director or Works Manager and prompt action taken to have them put right before the vehicle is used. Daily checks are vital.

**Drivers' Responsibilities**

Drivers will be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects.

This will be achieved by informing each driver of the defect reporting systems as well as any other duties he/she is expected to perform. The driver should sign to show in writing that he has received the instruction and understands what is required.

**Vehicle Cleanliness**

Drivers are responsible for ensuring that all vehicles are cleaned regularly. This will make it easier to spot defects at scheduled safety inspections and during the daily walk-round checks.



### **Vehicle Drivers**

The company recognises that driving is essential for working but also represents a hazardous activity and will accordingly take all necessary steps to reduce the identifiable risks as far as is reasonable possible. Risk Assessments will pay special attention to potential risks from driving and seek to minimise the time taken each working day driving to achieve the minimisation of risk. All personnel are reminded that despite its familiarity driving on the roads is by far the most hazardous activity most of them undertake. All drivers must drive in accordance with the Highway Code.

### **Hazards to Others**

The risks of accidents to staff also extends to risks to other road users and pedestrians. Whatever may increase the risk of a car driver being involved in an accident on the road is likely also to increase the risk of others being involved in the accident being killed or injured.

### **Hazards to Staff**

Travelling on the roads introduces another risk which, whilst much lower than the risk of an accident is not insignificant, the risk of personal injury from criminal activity. From 'Road Rage' to the theft of possessions when in a vehicle stopped at lights. There are many examples of security as a personal safety issue.

### **Checklist for Personal Security when Driving**

- Keep vehicle doors in town or city locked
- Keep valuables mobile phone, tools etc. out of site when driving
- When parking lock whatever is left behind in the boot
- Avoid eye contact with other drivers and do not get into personal battles
- Keep the car well maintained and with a surplus of fuel
- Use a mobile phone where possible to keep in contact with the office (but not whilst on the move unless hands free).
- Always approach the vehicle with the key alarm in hand and be aware of people around.
- Always lock the vehicle when leaving it, with valuables out of sight and look in the back seat when getting in.
- If you believe you are being followed, drive to a police station or a crowded place.
- If anyone stops to confront you, if possible do not stop - in any event keep doors and windows locked and summon help on a mobile phone.

### **Safe use of Mobile Telephones**

Employees shall not use handheld mobile telephones to make or receive calls whilst driving any vehicle unless it is fitted into a suitable hands-free adapter and using the telephone in this manner would not distract them from driving. People who are calling drivers and drivers themselves both need to agree on a policy of not conversing other than a brief 'if you're driving call me back'. The Highway Code advocates stopping on a journey every two hours for 15 minutes, there are a few phone calls that could not wait that long. Although not proven conclusively, current medical evidence suggests that there may be health risks associated with the prolonged use of handheld mobile



telephones. The company is monitoring the situation carefully and will update this section as new information becomes available.

### **Seatbelts**

All drivers and passengers should wear seatbelts. The Highway Code is uncompromising it says plainly 'you must wear a seatbelt if fitted'. This applies to all vehicles.

### **Driving License**

Every year, each company driver will produce their driving license to verify that the driver is still licensed to drive a vehicle. The license of any spouse must also be produced if they also are entitled to drive a company vehicle. All drivers must report any penalty points to the Managing Director or General Manager.

### **Vehicle Breakdown.**

In the event of a vehicle breakdown, tyre replacement / repair, contact  
The allocated Breakdown Cover Agent "AA Recovery"  
For window replacement: contact the allocated Window Replacement Agent

### **Accommodation**

Only use accommodation which has been booked through the correct channels.

### **Foreign travel**

Only use travel arrangements as booked through the correct channels.

### **Drugs / Alcohol**

Only use medicines / drugs as per manufacturers instructions.  
Only use prescription medicines / drugs as per prescription instruction.  
Do not drive whilst under the influence of alcohol.

### **Chemicals**

All chemicals i.e. de-icer, must be used as per manufacturers instructions.

### **Manual handling**

Follow manual handling training as instructed. Minimise the risk when travelling by using trolleys provided at most public transport stations. Obtain assistance when loading and unloading tools and materials into vehicles if required.

### **Information and Training**

Advice or assistance on the implementation of this policy may be obtained from Brent Richards Managing Director or the General Manager.

**Monitoring of Compliance**

On an annual frequency a Senior Manager shall carry out a random sample to examine compliance with this policy.

**Documentation**

Documentation to accompany this policy can be found in the safety procedures manual.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>FIRE SAFETY POLICY</b>
Procedure Ref: SMS/011	DATE: 28 <sup>th</sup> July 2022

### **Objectives**

Premier Engineering (Yorkshire) Ltd shall ensure all employees have clear and concise instructions so that prompt and effective action is taken in the event of a fire.

To provide means of, escape, giving warning, fighting fire and measures to restrict the spread of fire.

To minimise the cost and disruption from fire, hasten a return to normal working and ensure as much as possible is undamaged.

### **Responsibility**

Responsibility for communication and local compliance with this policy rests with Brent Richards Managing Director.

The Managing Director shall nominate a responsible person to manage implementation of this policy.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

### **Arrangements**

Evacuation Planning.

Provision of a designated fire assembly area clearly identified by signage.

A system to establish the presence on site of personnel, visitors and contractors shall be implemented.

A senior member of staff and a deputy shall be nominated to take charge at the assembly area and take a roll call of the above system in the event of an evacuation of the premises.

All designated exits to a place of safety in the event of a fire shall be clearly marked with signs to the current standard.

Escape routes shall be sufficiently wide, and of sufficiently short distance, to allow speedy and safe evacuation.

Escape routes shall be clearly marked and kept free of obstructions at all times.



Emergency lighting shall provide illumination of escape routes and fire equipment in the event of mains failure and shall have routine inspections and tests.

Detailed arrangements for action in the event of a fire shall be posted at regular intervals throughout the factory and office.

#### **Action in the event of a fire**

In the event of a fire being discovered the person discovering the fire shall immediately activate the nearest alarm and if trained in the use of fire extinguishers tackle the fire if they consider it safe to do then report to the person in charge of the assembly point.

On hearing the alarm personnel who have not been trained in fire fighting techniques shall vacate the premises immediately in an orderly manner, shall not stay to collect personal belongings if this delays their evacuation and go to the assembly point for role call.

Special arrangements shall be made for the evacuation of disabled persons.

No one shall attempt to re-enter the premises, for any reason, until informed that it is safe to do so by the person in charge of the assembly area.

Fire evacuation drills shall be held at least every six months.

A written evaluation shall be made by the Managing Director or General Manager following each drill, and the arrangements improved where shortcomings have shown this to be necessary. A copy of this evaluation shall be retained in the fire logbook.

#### **Information and Training**

All personnel shall receive instruction in the action in the event of a fire on induction and at two yearly intervals thereafter delivered through formal training sessions. Instruction generally shall provide for the following:

- The action to be taken upon discovering a fire and the method of raising the alarm
- The location of alarm points and fire fighting equipment
- The action to be taken upon hearing the fire alarm
- Stopping machines and processes and isolating power supplies where appropriate
- The importance of fire doors and the need to close all doors in the event of a fire or on hearing the alarm
- Evacuation of the building, knowledge of escape routes and location of assembly areas.

Records of the instruction, date, duration and name of the person delivering the instruction shall be held in a readily retrievable manner.

All staff required to use first aid fire fighting techniques shall be given training by an organisation that can authenticate the trainees level of achieved competence.



### **Risk Assessment**

A risk assessment shall be carried out to identify hazards, those at risk & precautions to be taken, using a Fire Risk Assessment Form. The risk assessment shall be reviewed annually or when a significant change that could affect the chance of fire occurs<sup>2</sup>.

### **Emergency Plan**

On completion of a risk assessment, the nominated person shall formulate an emergency plan.

#### **The emergency plan shall include a drawing and shall show:**

Essential structural features such as the layout of the workplace, escape routes, doorways, walls, partitions, corridors, stairways.

Means for fighting fire. (Number, type & location of fire-fighting equipment)

The location of manually operated fire alarm air horns.

The location of any emergency lighting equipment & any exit route sign.

The location of the main electrical supply switch, the main water shut off valve & gas/oil shut off valves where appropriate.

#### **The emergency plan shall provide clear instructions on:**

Employees actions on discovering a fire.

How people will be warned of a fire.

How the evacuation of the workplace will be carried out.

Where people should assemble after evacuation, & what procedures are in place for ensuring the workplace has been evacuated.

Identification of key escape routes, how people can gain access to them & escape from them.

The fire-fighting equipment provided.

The identification & duties of people who have specific responsibilities in the event of a fire.

Arrangements for the evacuation of visitors, contractors, disabled people, members of the public.

Where appropriate, any processes or equipment which need stopping or isolating.

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<sup>2</sup> Significant change will apply where the work activities or workplace have changed and have an adverse effect on fire safety, such as the introduction of flammable substances, or the obstruction of clear access



Specific arrangements for high-risk areas of the workplace, if necessary.

How the emergency services will be summoned, & who holds responsibility for this.

Procedures for liaising with the emergency services on their arrival, & notifying them of any specific risk, e.g., the location of highly flammable materials.

The emergency plan must be displayed.

**Training**

As part of the induction training programme, all personnel must receive instruction regarding;

The location & use of the escape routes from where they are working.

The location, operation & meaning of the fire alarm system where they are working.

The Fire Officer (Alan Hartley) shall ensure that the following fire detection systems are inspected & tested as appropriate. All tests/certificates must be recorded in the Fire Safety Log Book

Equipment	Period	Action
Fire alarm system	Monthly	Call points and stations shall be visually inspected. Inspections must be recorded in the Fire Safety log
	Quarterly	Entries in the Fire Safety Log shall be checked & necessary action taken as required. The alarm sounders shall be checked by operation of a call point from one zone. The operation of the air-horn alarm sounder shall be checked. A visual inspection shall be carried out of whether structural or occupancy changes have affected the requirements for the siting of manual call points & sounders.
	Annually	The inspection & test routines detailed above A visual inspection of all fittings & equipment shall be carried out On completion, a record of inspection and results will be entered in the fire log book.
Emergency lighting system	Monthly	Each self-contained luminaire & internally illuminated exit sign shall be energised from its battery by simulation of a failure of the supply.
		Each central battery system shall be energised from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient only to ensure that each lamp is illuminated
		The period of simulated failure shall not exceed one quarter of the rated duration of the luminaire/sign. At the end of the test period, the supply shall be restored & any indicator lamp/device checked to ensure normal supply has been restored

	Six monthly	<p>The monthly inspection shall be carried out &amp; the following tests made:</p> <p>Each 3-hour self-contained luminaire &amp; internally illuminated sign shall be energised from its battery for a continuous period of 1 hour. If the luminaire has a duration rating of 1 hour, then the period of simulated failure shall be 15 min.</p> <p>Each 3h central battery system shall be energised from its battery for a continuous period of 1h. If the system is rated at 1h, the simulated failure shall be 15 min</p> <p>During this period, all luminaires &amp; signs shall be examined visually to ensure correct functioning. At the end of the test period, the supply shall be restored &amp; any indicator lamp/device checked to ensure normal supply has been restored</p>
Smoke detectors	Monthly	A visual inspection of whether structural or occupancy changes have affected the requirements for the siting of detectors shall be carried out. The visual inspection shall also confirm that a clear space of 750mm is preserved in all directions below every detector
	Quarterly	<p>Entries in the Fire Safety Log shall be checked &amp; necessary action taken</p> <p>The alarm functions &amp; indicating equipment shall be checked by operation of a detector in each zone</p>
	Annually	<p>The inspection &amp; test routines detailed above</p> <p>A visual inspection of all cables, fittings &amp; equipment shall be carried out</p> <p>On completion, a certificate of testing shall be supplied</p>
Firefighting equipment, including hose reels	Monthly	<p>Check all extinguishers for apparent working order. Checks should include</p> <p>Checking the safety clip &amp; indicating devices to determine whether the extinguisher has been operated</p> <p>Checking the extinguisher for external corrosion, dents or damage that could impair its operation.</p>
	Annually	Full service by a competent service engineer

Related Documentation  
 Fire Safety Log  
 Emergency Plan  
 Fire Risk Assessment

**Key Targets and Measures**

Completion of six-monthly evacuation drills  
 Completion of two years training cycle for all employees  
 Fire Safety Log maintained (including risk assessment)

**Monitoring of Compliance**

The Managing Director shall carry out a random sample to examine compliance with this policy.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>ELECTRICAL POLICY</b>
<b>Procedure Ref: SMS/012</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

### **Objective**

Premier Engineering (Yorkshire) Ltd will ensure that electrical systems and appliances used by the company in manufacturing and ancillary processes are inspected, tested, and maintained to a standard that so far as is reasonably practicable prevents harm to persons and that the precautions to be taken are communicated to those involved.

### **Responsibility**

Responsibility for communication and compliance with this policy rests with the Managing Director of the company.

The Managing Director shall nominate a responsible person to manage implementation of this policy.

Each nominated person shall be given sufficient time, resource, training and information to carry out their responsibilities effectively. All relevant documentation to this policy shall be held by the nominated person.

### **Arrangements**

#### **Fixed Installations**

Drawings of the electrical system shall be maintained and kept up to date.

Before any new equipment is installed an assessment of system capability shall be carried out to determine system ability to accommodate the load and the results recorded.

On completion of installation of any new equipment the work will be tested and the results recorded.

Protective devices shall be included in all systems to reduce the risk of injury to personnel.

A testing and maintenance programme shall be carried out on the system.

All main electrical switches shall be clearly marked to show the relationship to the equipment that they serve.

Suitable means for cutting off the supply and preventing inadvertent reconnection to individual circuits shall be provided.



Adequate lighting and freedom from obstruction shall be maintained at all machine control boxes and panels.

All equipment shall include individual on / off switching capability.  
The competence of persons working on electrical systems or appliances shall be verifiable by training and experience.

A procedure and Permit to Work to ensure that circuits are not carrying energy while being worked on shall be operated.

Where this is totally unavoidable documented controls shall be applied to safeguard those involved.

### **Portable Equipment**

Where practicable all portable equipment shall be 110 volt or below.

A register shall be maintained of all portable equipment used in the factory and by the fitters.

Portable equipment other than electrically powered hand tools shall be visually inspected and tested with a P. A. T. type tester at least annually.

Where P. A. T. testing could damage the equipment a visual inspection will suffice.

Electrically powered hand tools, transformers and extension leads shall be visually inspected at least every Three months and tested with a P. A. T. type tester at a frequency determined by the complexity of the equipment and its potential to fail or, to industry standards. The date tested and the next test due date shall be displayed on each appliance. Any appliance which has exceeded the test due date shall not be used until it has been tested. Records of test results shall be recorded and held for a period of two years.

Users of portable equipment shall be required to check the equipment before each use and report any visual defect. A procedure shall be implemented for the repair of portable appliances.

This procedure shall include details of the person to whom the defect is to be reported to, where the appliance is to be taken for repair and how the appliance is to be identified as unfit for use until it is repaired or replaced.

### **Information and Training**

Advice or assistance on the implementation of this policy may be obtained from Brent Richards Managing Director or Richard Sage General Manager.

### **Monitoring of Compliance**

The Managing Director Brent Richards, or delegated secondary, shall carry out a random sample to examine compliance with this policy.

### **Documentation**

PE-42 Issue 06

Date Created:21.01.2017



Documentation to administer this policy.

Portable Electrical Appliance Test Record  
Portable Electrical Appliance Register  
Electrical isolation Permit to work  
Fixed Electrical Installation Certificate.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>CONTRACTORS POLICY</b>
<b>Procedure Ref: SMS/013</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

## **OBJECTIVES**

To ensure that so far as is reasonably practicable the Health, Safety and Welfare of Company employees is not put at risk by independent Contractor operations. Or the contractors themselves are put at risk whilst carrying out work on behalf of the company.

## **RESPONSIBILITY**

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director.

The Managing Director shall nominate responsible person/s to manage implementation of this policy.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

## **ARRANGEMENTS**

The company shall nominate a competent person to maintain a register of Contractors regularly used. This register shall include details of the Contractor, the type of services supplied, levels of third-party liability insurance held by the Contractor and their tax status (Sub-Contractor Registration). The nominated person is responsible for all invitations to tender.

### **Invitation to Tender**

When being invited to tender for any contract the Contractor shall, in addition to technical information be provided with a copy of the Contractors general safety instructions (CCP) an indication of the risks that Company activities, services and processes may pose to the Contractors employees during the activity being tendered for and a request to provide the information summarised below.

- Evidence of their current health and safety policy.
- The name of any sub-contractors that will be used and a declaration that no other sub-contractors will be brought onto site without prior consultation.



- Evidence of public liability insurance of the Contractor and any sub-contractors that the Contractor may use. Minimum £5m.
- The name and title of the Contractors manager or supervisor who will be responsible for their employees conduct on site.
- Evidence that only those persons skilled, experienced and competent in the performance of their trade or task are employed on the contract.
- Evidence that any plant or equipment that they intend to bring onto Company premises complies with statutory requirement and is maintained to defined standards.
- Acknowledgement of their agreement to abide by Contractors safety rules.
- A clear statement of the method in which the work will be undertaken and the equipment and materials to be used. Relevant risk assessments and control methods to be applied for these activities.

### **Before Work Starts**

A competent person shall be nominated to oversee the activities of the contractor while on site. The nominated overseer shall be given the statement of the method in which the work will be undertaken, the equipment and materials to be used, the relevant risk assessments and control methods to be applied to these activities in sufficient time to become familiar with them. The Works Manager shall be briefed regarding the arrangements

A safety induction shall be given to all contractors prior to commencement of the work.

### **For the duration of the contract**

At no time during the contract shall Company equipment be loaned to Contractors.

The activities of the Contractor and their compliance with Company rules shall be monitored and recorded by the nominated overseer.

### **On Completion of the Contract**

The Contractors supervisor and the nominated overseer shall inspect the work area and ensure that:

- All guards or protection devices are replaced and in operating condition.
- All Contractors equipment and materials are removed from the area.
- That the Contractor has left the area in a manner that is without risk to Health, Safety or Hygiene from the activity.



### **Information and Training**

Advice or assistance on the implementation of this policy may be obtained from the Managing Director or Works Manager.

### **Monitoring of Compliance**

A Senior Manager shall carry out a random sample to examine compliance with this policy.

### **Documentation**

Contractors General Safety Instructions and Site Rules for Contractors.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>LONE WORKING POLICY</b>
<b>Procedure Ref: SMS/014</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

### **Objective**

Premier Engineering (Yorkshire) Ltd ensure that so far as is reasonably practicable that employees are not put at risk of injury whilst working alone.

### **Responsibility**

Responsibility for communication and compliance with this policy rests with Brent Richards Managing Director.

The Managing Director shall nominate a responsible person/s to manage implementation of this policy.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

### **Arrangements**

Although employers must ensure that all categories of workers are adequately trained, lone workers may need special training. Sometimes the precise whereabouts of workers is not known. Nevertheless, arrangements must be made to ensure that such workers are communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication is for the employer to determine, but the telephone is an obvious means, with mobile telephones or two-way radios for workers who may be working at remote out-stations.

Where workers are "off-site" it would not be reasonable for an employer to disclaim all knowledge of the working conditions. Alternative arrangements can usually be made to provide workers with basic facilities for their safety, health and welfare. Certain lone workers do not always have the right equipment for the job and may want to improvise. Persons at work must be trained and instructed not to employ potentially dangerous short cuts, such as standing a chair on a desk to reach a light fitting, but to request proper access equipment. Often, complete written instructions need to be given. All job functions need to be considered to identify hazards and to assess risks. Written procedures should be issued stipulating the system of work and identifying those jobs where persons should not work alone.

### **Degree of Risk**

Whether or not a person is allowed to work alone out of normal hours depends both on the degree of risk posed by the work, and on the individual. The risks identified are likely to be greater for lone workers.

The health and safety risk involved in "staying behind at the office" is small but lathe work or machine maintenance, for example, give rise to a foreseeable risk of injury. As the risk increases the problems of lone working require greater attention.



The person left to do the work should be responsible and, when necessary, properly trained. The individual's health is also important (for example, it is worth checking with display screen equipment operators that they have no history of epilepsy, certain forms of which may be aggravated by display screen equipment work).

### **First Aid**

If a lone worker sustains a minor injury, he or she may be able to use a first aid box, or phone for help. However, a more serious injury may mean that the worker cannot help him or herself or use the phone. Where more serious injuries are foreseeable then the absence of a colleague to administer or at least organise help could be construed as insufficient first aid cover.

Guidance given in the Approved Code of Practice for First-aid at Work says that for peripatetic workers who work in urban areas and are involved in sales, delivery, inspection or other low hazard work, the central first aid provisions at the employer's establishment should be sufficient. However, lone workers or small groups of workers should be provided with travelling first aid kits if they work in isolated locations, in places where access to emergency facilities is difficult or with dangerous tools or machinery.

Regular phone calls from outside can be used to confirm a lone worker's status and is an example of one method of reducing risks to lone workers.

When taking into account methods to reduce risks consideration shall be given to adjustment of locations, changes in working patterns or duties and the capability of individuals. Action taken to reduce the risks shall be recorded on the assessment. Assessments shall be reviewed in the event of any significant change in the process or situation and annually if no change has taken place to ensure their continuing suitability.

Lone worker in the following environments should be  
Low risk 4 hours  
Medium risk 1 hour  
High risk areas, No lone workers

### **Definitions**

Low risk	Offices
Medium	General production and warehousing
High risk	Working at heights / maintenance / engineering / electrical

On completion of the assessment action shall be taken to reduce the identified risks to the lowest practicable level.

### **Information and Training**

If required staff shall undergo lone worker training at induction and on specific tasks during their operator training. This training shall be refreshed at regular intervals throughout their employment.

Advice or assistance on the implementation of this policy may be obtained from the Managing Director or Works Manager.



### **Monitoring of Compliance**

On a frequent basis the Managing Director Brent Richards, or delegated secondary, shall carry out a random sample to examine compliance with this policy.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>WORK EQUIPMENT POLICY</b>
<b>Procedure Ref: SMS/15</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

## Objective

Premier Engineering (Yorkshire) Ltd will provide a system that will ensure that it does not put personnel at risk during operations involving the use of work equipment. To meet statutory duties to provide and maintain safe work equipment.

## Responsibility

Responsibility for communication and compliance with this policy rests with the Senior Directors of the company (Brent Richards).

The Directors shall nominate a responsible person to manage implementation of this policy.

Preparation of the machine safety policy is the responsibility of the Safety Advisor.

Responsibility for ensuring the machine safety policy is administered on site rests with the Senior Managers, Site Foreman and the Factory Supervisor.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) make more explicit the general duties contained in the HSW Act. The Regulations apply to all work equipment, including second hand, hired or leased equipment. The provisions of the Supply of Machinery (Safety) Regulations 1992, as amended, apply to machinery manufactured on or after 1 January 1993

## Interpretation

The following definitions and terms are important in understanding the requirements laid down by (PUWER98) Regulations.

### Inspection

This means a visual or more rigorous inspection, as required by regulation 6 carried out by a competent person and may include appropriate testing.

### Work equipment

This includes all plant, machinery, tools or installations for use at work — the definition will cover large machines such as piling rigs right through to complete entities such as ladders, hydraulic jacks, air tools, spanners etc.



### **Use**

This includes any activity that may be associated with the work equipment, such as starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning. Unless otherwise stated the requirements of these Regulations are absolute, i.e. they must be achieving.

### **Application**

The Regulations apply to:

- work equipment provided by employers for use by their employees at work
- work equipment provided by self-employed persons for their own use at work
- persons who have control of work equipment, or who use, supervise or manage it.
- the way work equipment is used.

The guidance points out that the duty on employers also extends to personal work equipment provided by the employees, where the employer agrees to this practice and that on multi-occupancy sites arrangements should be made for one employer to be responsible for compliance. The "co-operation and co-ordination" requirement under regulation 11 of the Management of Health and Safety at Work Regulations 1999 (MHSW) is relevant.

### **The Company shall ensure the following:**

#### **Suitability**

Equipment provided for work is constructed or adapted so as to be suitable for its intended purpose. This includes taking account of reasonably foreseeable working conditions, inherent health and safety risks where the equipment is to be used and any risks associated with the equipment itself. Work equipment must only be used for tasks, and under the conditions, for which it is suitable. "Suitable" in this regulation means suitable with respect to the health and safety of any person. Regulation 3(1) of MHSW, i.e. risk assessment, is relevant.

#### **Maintenance**

Work equipment is maintained in an efficient state, in efficient working order, in good repair, and where a maintenance log is required, i.e. under other legislation (e.g. CHSWR96) or (LOLER) such logs must be kept up to date. However, the accompanying guidance does recommend that maintenance records are kept.

#### **Inspection**

Where the safety of work equipment depends on the installation conditions, the work equipment is inspected after installation and before it is used for the first time, or after it has been installed at a new location or premises. The inspections are to ensure that the work equipment has been installed correctly and is safe to use. In addition, work equipment which is exposed to conditions which may cause deterioration and consequent danger as a result of that deterioration must be inspected at suitable intervals, and whenever exceptional circumstances have occurred that may have had adverse effects on the safety of the work equipment. The inspections are to ensure that



health and safety conditions are maintained, and that defects are identified and corrected quickly.

Records of all inspections must be made and kept until the next inspection has been completed and recorded. No work equipment may leave an employer's undertaking, or be used in the undertaking, if supplied by another person, unless there is accompanying physical evidence that the last inspection was carried out. Note: Construction (Health, Safety and Welfare) Regulations 1992 — have specific inspection requirements.

### **Specific Risks**

Ensure that where the work equipment poses a specific risk to health and safety, the use and maintenance of such equipment will be restricted to designated persons who have received adequate training in the operations they have been designated to carry out.

### **Information and Instructions; Training**

Make available to all persons using work equipment adequate health and safety information, and where appropriate written instructions on the use of such equipment. In addition, shall also provide adequate health and safety training in the use of the work equipment, including any associated risks and necessary precautions with specific attention given to young or inexperienced persons.

### **Conformity with EC Requirements**

Take reasonable action to ensure that work equipment provided for use after 31 December 1992 has been designed and constructed in compliance with any essential requirements that are contained in any relevant UK legislation which implements appropriate EC "product" Directives.

### **Dangerous Parts of Machinery**

Take reasonable measures to prevent access to dangerous parts of machinery or stop the movement of any dangerous machinery before any part of a person enters a danger zone. A "danger zone" means any zone in or around machinery in which a person is exposed to a risk to their health and safety arising from contact with a dangerous part.

### **Protection Against Specified Hazards**

Take reasonable measures to prevent, or if this is not reasonably practicable then to adequately control, exposure to any of the "specified hazards" arising from the use of work equipment. The "specified hazards" are: falling or ejected articles or substances; component rupture or disintegration, equipment overheating or catching fire and unintended or premature discharges or explosions.

### **High or Very Low Temperature**

Ensure that work equipment, components or any articles or substances which are at high or very low temperatures are protected so as to prevent burn, scald or sear injuries through contact with the offending surface.

### **Controls and Control Systems**

Ensure, where appropriate, that start and operating controls (i.e. controls that change speed, pressure, etc) are fitted to work equipment, and that where these controls are



fitted, they can only be operated by a deliberate action. Provide work equipment with readily accessible stop controls, where appropriate, that will bring the equipment to a safe condition in a safe manner. Ensure, again where appropriate, that work equipment is provided with readily accessible emergency stop controls, unless these controls are unnecessary by the nature of the hazard and the time required to bring the equipment to a complete stop as a result of activating a normal stop control. ensure that safe systems of work are devised to prevent persons being in a danger zone created by the starting of a piece of work equipment, or where that is not reasonably practicable by ensuring an audible, visible or other suitable warning is given when work equipment is about to start.

### **Isolation from Sources of Energy**

Employers must ensure that work equipment is provided with a clearly identifiable and readily accessible means of isolating it from its energy source, where appropriate. Reconnection of the equipment to the energy source must not expose persons using the equipment to any risks to their health and safety.

Stability Employers must ensure all work equipment is stabilised where necessary to protect health and safety. The guidance expands on this duty by suggesting that equipment liable to fall over, collapse or overturn must be fixed to the ground, stabilised, tied, fastened or clamped as appropriate.

### **Maintenance Operations**

Ensure, so far as is reasonably practicable, that work equipment is constructed or adapted to allow maintenance work that involves a risk to health and safety to be carried out while the equipment is shut down or inactive. Where this is not possible the maintenance operations will be carried out in such a way that the person doing the maintenance work is not exposed to health and safety risks and appropriate measures are taken for their protection. To Implement and maintain the written machine safety procedures and safe systems of work contained in the Work Equipment Maintenance Procedures File.

### **Employees Carried on Mobile Work Equipment**

Mobile work equipment will not be used to carry employees unless it is suitable for that purpose and incorporates measures to reduce any risks to safety (including risks from wheels or tracks), as low as is reasonably practicable.

### **Rolling Over of Work Equipment**

Risks to employees riding on mobile work equipment from its rolling over will be minimised by:

- assessing ground conditions prior to rig operation
- incorporating structures that restrict work equipment from doing anything other than roll on its side, or that provide sufficient clearance to anyone being carried if it does roll over further
- providing any device offering comparable protection.

In the case of forklift trucks ensure suitable restraining systems are fitted and worn, to prevent anyone operating the truck being crushed in the event of the work equipment rolling over.



### **Keeping Information**

Information recorded on external and internal examination/inspection reports will be kept available for inspection for two years after it is made.

### **Monitoring of Compliance**

A senior Manager shall carry out a random sample to examine compliance with this policy.

### **Documentation**

Maintenance procedures file  
PUWER Assessment  
Service report sheet  
Work equipment – Pre-specification form



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>WORK AT HEIGHT POLICY</b>
<b>Procedure Ref: SMS/16</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

## Objective

Falls from height are the single biggest cause of workplace deaths and one of the main causes of major injury. Premier Engineering (Yorkshire) Ltd has a responsibility to do all that is reasonably practicable to prevent anyone from falling and ensure compliance with the Working at Heights Regulations 2005.

## Interpretation of work at height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

## Responsibility

Responsibility for communication and compliance with this policy rests with the Senior Directors of the company.

The Directors (Brent Richards) shall nominate a responsible person to manage implementation of this policy.

## Arrangements

- Work at height is avoided, if possible, by ensuring that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- A risk assessment is carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- Any work carried out at height is properly planned, appropriately supervised and carried out in a safe as way as reasonably practicable to prevent any persons falling a distance liable to cause injury.
- The work is postponed while weather conditions endanger health or safety.
- Everyone involved in the work is competent or if being trained is supervised by a competent person. This includes anyone involved in the organisation, planning, supervision and the supply and maintenance of equipment.
- The place where work is done at height is safe and has features to prevent a fall.
- Any equipment for work at height is suitably selected and appropriately inspected. Collective protection measures are given priority over personal protective measures. Where regular access is made onto roofs, management must ensure that it is checked 'prior' to work commencing. This involves checking every parapet, permanent rail etc.
- No-one under their control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely and a risk assessment has been carried out and suitable control measures put in place.
- Appropriate warnings are in place to prevent anyone working under their control going onto or near a fragile surface.



- The risks from falling objects are properly controlled.
- Access is prevented and clearly signed to areas where there is a risk of a person falling or being struck by a falling object.
- If a ladder is used for any work at height, that a risk assessment has demonstrated that the use of more suitable work equipment is not justified and the guidance in Appendix A is complied.
- When they employ contractors, who will be working at height, that their arrangements are reviewed. This includes asking and monitoring safety method statements and risk assessments before allowing work to commence. Further guidance can be sought from the Health and Safety advisor.

### **Employee Responsibilities**

All employees must ensure that they:

- Report to their Manager or the Health and Safety Officer any activity or defect relating to work at height, which is likely to endanger himself or herself or another person.
- Use any equipment or safety device supplied for work at height properly.
- They comply with any training and instructions.

### **Monitoring of Compliance**

A senior Manager shall carry out a random sample to examine compliance with this policy.

### **Documentation**

Work at height risk assessment form.

Work at Height Regulations 2005.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>NOISE POLICY</b>
<b>Procedure Ref: SMS/17</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

Repeated exposure to high noise levels is known to cause irreversible hearing damage. This is often referred to as noise induced hearing loss. The factors involved in producing this condition includes the noise level, which is given in decibel units (dB(A)), the duration of exposure to the noise and the frequency of this exposure.

Hearing damage can lead to a loss of hearing ability and additionally this can be accompanied by ringing in the ears (known as tinnitus).

The **Noise at Work Regulations 2005** places a duty on all employers to protect the hearing of their employees. The Noise Regulations require employers to take specific action at certain values, these relate to; the levels of exposure to noise of our employees averaged over a working day or week; and the maximum noise (peak sound pressure) to which employees are exposed in a working day.

Lower Exposure Action Level

- Daily or weekly exposure of 80db;
- Peak sound pressure of 135db.

Upper Exposure Action Level

- Daily or weekly exposure of 85db;
- Peak sound pressure of 137db.

**Note:** There are also levels of noise exposure which must not be exceeded:

Exposure Limit Level

- Daily or weekly exposure of 87db;
- Peak sound pressure of 140db

Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.

Hearing protection will be made available upon request when the 'Lower Action Level' is expected to be exceeded. Hearing protection will be compulsory if the 'Upper Action Level' is expected to be achieved.

Where reasonably practicable, noise issues will be tackled at source to prevent the need for hearing protection to be issued to individuals, therefore following the principle of collective control measures over individual control measure.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>ABRASIVE WHEELS</b>
<b>Procedure Ref: SMS/18</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

The legislation which will apply in the use of abrasive wheels within the company will be the '**Provision and Use of Work Equipment Regulations 1998**'.

Abrasive wheels are defined as:

- A wheel, cylinder, disc or cone which, whether or not any other material is comprised therein, consists of abrasive particles held together by mineral, metallic or organic bonds, whether natural or artificial.
- Or a mounted wheel or point and a wheel or disc having in either case separate segments of abrasive material.
- Or a wheel or disc, in either case of metal, wood, cloth, felt, rubber or paper and having any surface consisting wholly or partly of abrasive material.
- Or a wheel, disc or saw to any surface of any of which is attached a rim or segments consisting in either case of diamond abrasive particles and which is, or is intended to be, driven and which is for use in any grinding or cutting operation.

Abrasive wheels present three main dangers to users:

- Contact with the moving wheel.
- The bursting of the wheel.
- Potential exposure to vibration.

All personnel who use abrasive wheels will be trained and competent to undertake their duties.

Personnel who will be mounting abrasive wheels as part of their duties will be trained and such training will include:

- Approved advisory literature with respect to mounting abrasive wheels.
- Hazards of and precautions to be taken when using abrasive wheels.
- Methods of marking abrasive wheels with speed and type.
- Storing, handling and transporting abrasive wheels.
- Inspecting and testing abrasive wheels.
- The function of all flanges, washers, bushes and nuts used with abrasive wheels and correct methods of assembly and balancing of abrasive wheels.
- Dressing of abrasive wheels.
- Adjustment of tool rests.
- Early warning signs of vibration related injury.



<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>ASBESTOS</b>
<b>Procedure Ref: SMS/19</b>	<b>DATE: 28<sup>th</sup> July 2022</b>

The company has a legal duty to provide adequate information, training, supervision and all measures necessary to safeguard its employees whilst carrying out work which may expose them to asbestos. This will include the provision of safe places of work, safe systems of work and all protective clothing and equipment.

Employees will be required to fulfill their legal obligations to work in a safe manner, to use the equipment provided correctly and to co-operate with the company in ensuring that all relevant and necessary precautions are taken and employees will conduct themselves in a way that ensures no person is put at risk by their acts or omissions.

### What is Asbestos

Asbestos is the general name given to a number of naturally occurring fibrous minerals. Asbestos is a useful material because of its fibrous nature, strength, heat and chemical resistance. There are six main asbestos types. The most common are:

- Crocidolite - known as blue asbestos
- Amosite - known as brown asbestos
- Chrysotile - known as white asbestos

Less common types include tremolite, anthophyllite and actinolite.

### Where is Asbestos Found?

Products containing asbestos may still be found in buildings as insulation fire protection (in the form of boards or spray applications), structural boards, woven products, floor coverings and other bonded materials.

### Health Effects

All asbestos types can cause lung damage and cancer. Airborne microscopic fibres may be released when asbestos materials are worked or disturbed. These microscopic particles are capable of penetrating deep into the lungs and may be retained long after exposure has ceased. Inhalation of asbestos dust can lead to the following medical condition

- Asbestos warts
- Pleural thickening and plaques
- Asbestosis
- Lung cancer
- Mesothelioma

### Legislation



All work which is likely to expose employees to asbestos is covered in the **Control of Asbestos Regulations 2012** and associated Code of Practice.

We must also consider more general sections of law, namely:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2007
- Workplace (Health safety and Welfare) Regulations 1992

All legal requirements are aimed at reducing exposure to asbestos fibres to as low as is reasonably practicable, for employees and anyone else who might be affected. These laws all rely on duty holders knowing asbestos is present and taking appropriate precautions.

### Control Limits

The Control Limits are: -

- (i) 0.1 fibres per cubic centimetre of air averaged over any continuous period of four hours for all asbestos fibre types.
- (ii) 0.6 fibres per cubic centimetre short term exposure limit (STEL) over a 10-minute period for all asbestos fibre types.

Generally, we do not expect our employees to be exposed to asbestos while at work, however there is a possibility that workers may come across asbestos containing materials while on construction sites. It is the policy of the company to train our employees to asbestos awareness level to allow them to identify possible asbestos containing materials.

Should you come across any material that you suspect may contain asbestos, halt work and report the finding to your immediate supervisor, who will then inform the principal contractor to arrange for suitable action to be taken e.g. sampling analysis.

### Site Activities

All site going personnel are trained to Asbestos Awareness level to allow them to identify any potential Asbestos and then take correct necessary action.

If Asbestos is suspected on site, employees must stop work immediately and report the findings to the site manager or principal contractor. Under no circumstances will we attempt to move or work with Asbestos.