



James King (Plant) Ltd

Occupational Health and Safety Management System

Prepared by:

Wayne Hodgson CMIOSH

On behalf of

Safety Management Limited

Index

Overview	5
Contents	6
Introduction	10
Organisation	10
Health & Safety Management Structure	10
Responsibility Matrix	11
Safety Arrangements Index	14
<i>Management of Health and Safety at Work</i>	16
<i>Risk Management</i>	16
<i>Accident, Incident and Near Miss Reporting and Investigation</i>	17
<i>Health and Safety Induction, Consultation, Information, Instruction and Training of Employees</i>	19
<i>Disciplinary Procedures</i>	19
<i>Safe Systems of Work and Working Procedures</i>	20
<i>Fire Safety and Other Emergencies</i>	21
<i>First Aid</i>	22
<i>Welfare and the Working Environment</i>	22
<i>Refusal to Work on the Grounds of Health and Safety (Work Safe)</i>	22
<i>Alcohol, Drugs and Solvent Abuse</i>	23
<i>Control of Contractors and Visitors</i>	24
<i>Slips Trips and Falls</i>	24
<i>Electrical Safety</i>	25
<i>Asbestos</i>	25
<i>Manual Handling</i>	26
<i>Workplace Transport</i>	26
<i>Occupational Driving</i>	26
<i>Control of Substances Hazardous to Health (COSHH)</i>	27
<i>Personal Protective Equipment</i>	27
<i>Provision and Use of Machinery, Plant and Equipment</i>	28
<i>Noise at Work</i>	28
<i>Abrasive Wheels</i>	29
<i>Gas Cylinder Storage and Use</i>	29
<i>Lifting Equipment and Operations</i>	30
<i>Pressure Systems and Equipment</i>	30
<i>Racking and Storage Equipment</i>	30

Hot Work, Welding and Flame Cutting31
Hand Tools31
Display Screen Equipment (DSE)31
WRULD (Work Related Upper Limb Disorders)32
Smoking at Work.....32
Occupational Health/ Health Surveillance32
Working at Height.....33
Permits to Work33
Construction Design Management (CDM)34
Lone Working.....34
Control of electro magnetic fields35

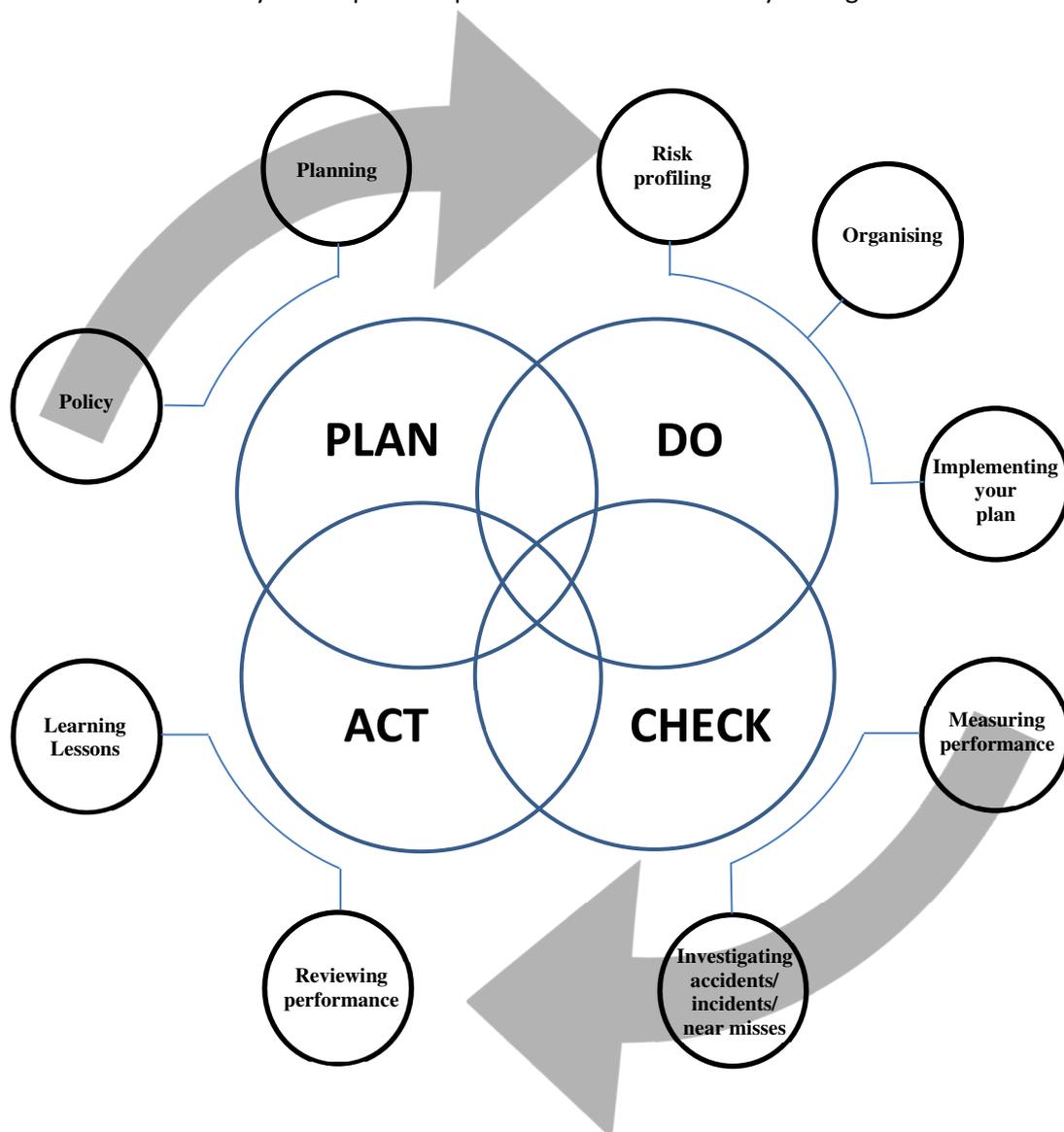
Section 1 - Health and Safety Policy

Overview

As employers, James King (Plant) Ltd are required under the Management of Health and Safety at Work Regulations to have suitable arrangements in place ensuring that we effectively manage risks within our undertakings. These arrangements will require the following factors to be considered when implementing them:

- Policy – to be established
- Planning how we manage our activities
- Risk Profiling to manage our significant hazards
- Organising who has responsibility to implement, manage and maintain our systems
- Implementing our plans and arrangements
- Measuring our performance
- Investigating accidents, incidents and near misses
- Review performance to ensure our systems are effective
- Learning lessons and improving

The diagram below provides a flowchart of how the management system is implemented and integrated into our organisation to continually develop and improve our health and safety arrangements.



Contents

Health and Safety Policy Statement

This is a top level statement demonstrating our commitment to health and safety and outlining how we intend to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment to our employees or others (contractors, visitors etc.) that may be affected by our acts and omissions.

Health and Safety Management Structure

This section of the Health and Safety Management System identifies key persons who have been designated with responsibilities towards implementing, managing and maintaining the health and safety arrangements within the organisation.

The responsibilities of key personnel are monitored to ensure that they are fulfilling their responsibilities with the review of their health and safety checklists and the completion of the annual review completed by the senior management team.

Safety Arrangements

The Safety arrangements identify how we manage key topics relevant to our organisations with regard to health and safety requirements imposed on us due to our undertakings.

Safety Records

Supporting documentation has been provided to enable the responsible persons to record key safety records, these include:

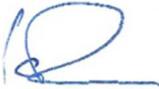
- An 'Annual Health and Safety Management System Review' is utilised to review our Health and Safety Management System when either changes dictate or as a minimum requirement at least annually.
- 'Safety Monitoring Checklists' have been developed for key responsible personnel to ensure that they are fulfilling their health and safety responsibilities (as defined within the 'Health and Safety Management' Section) for areas within their control.
- Day to day safety records for the recording of activities conducted / monitored, including training records, maintenance of equipment, fire safety checks, accident reporting, etc.

We also have access to the services of Safety Management Limited (SML) who periodically evaluate our health and safety systems and provide guidance and support.

REVISION / REVIEW HISTORY AND DOCUMENT CONTROL

To ensure that our Health and Safety management system is current, and meets our business needs we ensure that it is reviewed at least annually either by ourselves or by our external health and safety consultancy 'Safety Management Limited (SML)'. The below record is evidence of these reviews and what (if any) changes were made.

This record should be completed by any person conducting a review of the health and safety management system and then accepted by senior member. Amendments must be communicated to all relevant persons effectively.

Issue Number	Date	Reviewed / Amendment details	Name	Signature	Accepted by
01	August 2016	1 st Issue	W Hodgson		N Lindon
02	October 2019	Reviewed, policy statement updated and new	Ian Dakin		N Lindon
03	December 2021	Added arrangements for control of electromagnetic fields	Ian Dakin		N Lindon



James King (Plant) Ltd
HEALTH & SAFETY POLICY STATEMENT

James King (Plant) Ltd is committed to the Health and Safety of our employees and others who may be affected by our business activities. We will achieve this by ensuring, so far as is reasonably practicable, that:

- We provide the necessary Organisation and Support needed for management and staff to maintain and develop our Health and Safety standards;
- Adequate resources, including the provision of competent personnel, are made available to ensure the effective implementation of this Policy;
- There is a systematic approach to the identification of hazards and the reduction of risk through the process of Risk Assessment;
- There is a safe and healthy workplace and work environment, including the provision of safe tools, plant and equipment and safe systems of work as appropriate;
- We provide the necessary instruction, information and training to our employees and to others, including temporary staff, to ensure their competence with respect to Health and Safety;
- Suitable arrangements are made for consultation with our employees on matters relating to health, safety and welfare and that effective communication on such matters takes place throughout our Company;
- As our minimum standard, all relevant legislation, regulations and codes of practice are monitored and complied with, whilst seeking constantly to improve our standards and levels of performance;
- We will support the aims, objectives, targets and initiatives of our clients;
- We will not compromise Health and Safety for other objectives;
- This Policy will be reviewed at least annually and amended as necessary to ensure its continued relevance and currency.

James King (Plant) Ltd also acknowledge employees / workers' rights to refuse to perform any activity based on a reasonable concern regarding imminent risk to their health or safety, others in the work group or third parties.

In pursuance of this Policy, James King (Plant) Ltd operates a comprehensive Health & Safety Management System (HSMS). This system is implemented by line management and, when required, is made available to others working on our behalf. The overall HSMS has been prepared to illustrate how we propose to manage our Health and Safety obligations and meet the requirements of current legislation, best practice and our clients.

This Policy is endorsed wholeheartedly by our Managing Director. A copy of this Policy will be displayed in a prominent position at our premises.

Signed.....*S. King*.....

Date:.....December 2021.....

Managing Director

The policy is reviewed on a periodic basis.



Section 2 - Health and Safety Management Structure

Introduction

To ensure that our Occupational Health and Safety Management System is integrated into our business's activities, managed and maintained effectively, the overall responsibility has been allocated to the Managing Director and key responsible personnel as identified within the organisations structure below being assigned responsibilities and duties to manage day to day aspects.

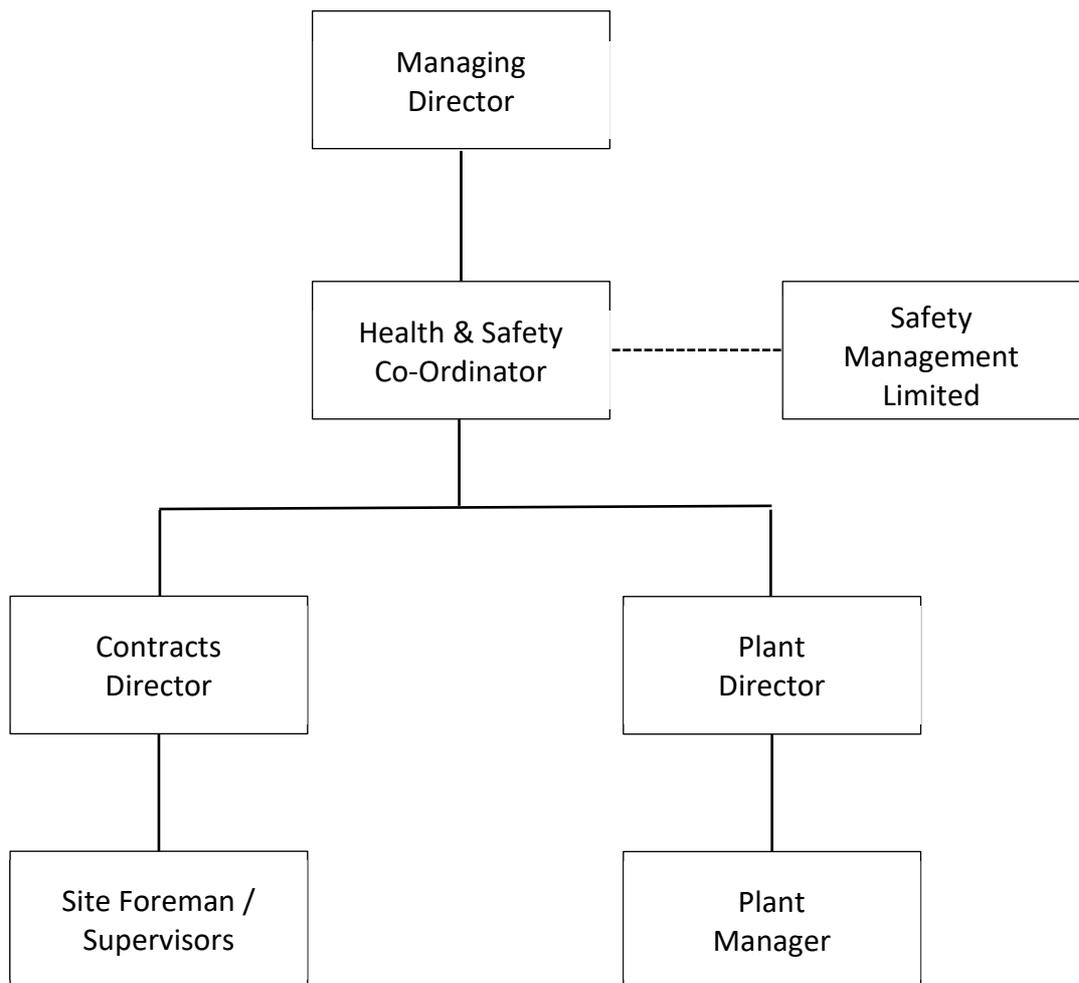
These personnel have responsibility for areas under their control and workers under their responsibility.

These responsibilities are identified within the 'Responsibility Matrix' detailed within the proceeding pages.

Organisation

The Health and Safety Management Structure below shows the key personnel with responsibilities to assist the organisation to effectively manage health and safety throughout the organisations activities.

Health & Safety Management Structure



Responsibility Matrix

Safety Arrangements	Managing Director	Health & Safety Co-Ordinator	Contracts Director	Plant Director	Plant Manager	Site Foreman
Management of Health and Safety at Work	✓					
Risk Management		✓	✓		✓	✓
Accident, Incident and Near Miss Reporting and Investigation	✓	✓	✓	✓	✓	✓
Health and Safety Induction, Consultation, Information, Instruction and Training of Employees	✓	✓	✓	✓	✓	✓
Disciplinary Procedures	✓	✓	✓	✓	✓	✓
Safe Systems of Work and Working Procedures		✓	✓			✓
Fire Safety and Other Emergencies		✓				✓
First Aid		✓				✓
Welfare and the Working Environment		✓				✓
Alcohol, Drugs and Solvent Abuse		✓	✓	✓		✓
Control of Contractors and Visitors		✓				✓
Slips Trips and Falls		✓	✓	✓	✓	✓
Electrical Safety		✓				✓
Asbestos		✓				✓
Manual Handling		✓				✓
Workplace Transport		✓			✓	✓
Occupational Driving		✓			✓	✓
Control of Substances Hazardous to Health (COSHH)		✓			✓	✓

Safety Arrangements	Managing Director	Health & Safety Co-Ordinator	Contracts Director	Plant Director	Plant Manager	Site Foreman
Personal Protective Equipment		✓			✓	✓
Provision and Use of Machinery, Plant and Equipment		✓		✓	✓	
Noise at Work					✓	✓
Abrasive Wheels					✓	
Gas Cylinder Storage and Use					✓	
Lifting Equipment and Operations		✓			✓	✓
Pressure Systems and Equipment		✓			✓	
Racking and Storage Equipment					✓	
Hot Work, Welding and Flame Cutting					✓	
Hand Tools					✓	✓
Display Screen Equipment (DSE)		✓				
WRULD (Work Related Upper Limb Disorders)		✓			✓	✓
Smoking at Work		✓				✓
Occupational Health/ Health Surveillance		✓				
Working at Height		✓			✓	✓
Permit to Work						✓
Construction Design Management (CDM)		✓	✓			
Lone Working		✓			✓	✓

Section 3 – Safety Arrangements

Safety Arrangements Index

Management of Health and Safety at Work	16
Risk Management	16
Accident, Incident and Near Miss Reporting and Investigation	17
Health and Safety Induction, Consultation, Information, Instruction and Training of Employees.....	19
Disciplinary Procedures.....	19
Safe Systems of Work and Working Procedures.....	20
Fire Safety and Other Emergencies	21
First Aid	22
Welfare and the Working Environment.....	22
Refusal to Work on the Grounds of Health and Safety (Work Safe).....	22
Alcohol, Drugs and Solvent Abuse	23
Control of Contractors and Visitors.....	24
Slips Trips and Falls.....	24
Electrical Safety	25
Asbestos.....	25
Manual Handling	26
Workplace Transport.....	26
Occupational Driving.....	26
Control of Substances Hazardous to Health (COSHH).....	27
Personal Protective Equipment.....	27
Provision and Use of Machinery, Plant and Equipment	28
Noise at Work.....	28
Abrasive Wheels	29
Gas Cylinder Storage and Use	29
Lifting Equipment and Operations	30
Pressure Systems and Equipment.....	30

Racking and Storage Equipment..... 30
Hot Work, Welding and Flame Cutting..... 31
Hand Tools 31
Display Screen Equipment (DSE)..... 31
WRULD (Work Related Upper Limb Disorders)..... 32
Smoking at Work 32
Occupational Health/ Health Surveillance 32
Working at Height..... 33
Permits to Work 33
Construction Design Management (CDM) 34
Lone Worker 34



Management of Health and Safety at Work

We acknowledge our legal responsibilities and duties to effectively manage health and safety throughout our organisation and the benefits that that can bring us.

To ensure that our Health and Safety Management System is effective and integrated into our business activities we have identified the **INSERT RESPONSIBLE PERSON JOB TITLE** as having overall responsibility for the management of health and safety at work.

It is the responsibility of the **INSERT RESPONSIBLE PERSON JOB TITLE** to ensure that;

1. Suitable resources are available for implementing and maintaining health and safety arrangements and safe systems.
2. Suitable health and safety information, instruction and training is given to all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
3. The recording and analysing of our health and safety statistics are carried out, including; risk assessment data, accident and near misses, responsibility check sheets, etc.
4. Our health and safety systems are monitored and reviewed to ensure their effectiveness.
5. Any new legislation, amendments / updates are effectively communicated to the relevant personnel and integrated effectively.

Risk Management

We recognise that to provide a safe place of work we must ensure that all significant hazards have been identified and appropriately controlled and that the risk level has been reduced So Far As Is Reasonably Practicable (SFAIRP).

To meet the above requirement, we will;

1. Ensure that key personnel are responsible for the management and monitoring of the risk assessment process under the areas of their control.
2. Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
3. Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.
4. Ensure that all risk assessments are reviewed when they are no longer valid, or if there is a significant change.
5. Carrying out regular inspections of our work activities to identify hazards that require assessing.
6. When controlling / assessing risk we shall ensure that the 'Hierarchy of Control' is applied:
 - o Elimination – Eliminate the hazard i.e. redesign the job.
 - o Reduce / Substitute – For a safer article, product or substance.
 - o Engineering controls - for example use work equipment or other measures to prevent falls where we cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
 - o Administrative Controls – Introduce safe working practices / procedures. For example: reducing the time workers are exposed to hazards (e.g. job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage.
 - o Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, will personal protective equipment (PPE) be used. Workers will be trained in the function and limitation of each item of PPE.
7. Act promptly to address any issues/ concerns raised.
8. All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

Accident, Incident and Near Miss Reporting and Investigation

It is our policy to ensure that a positive culture is instilled to promote the reporting of accidents, incidents and near misses. It is essential that all employees and others (e.g. contractors, visitors etc.) report all accidents, dangerous occurrences and near misses (no matter how minor) whilst in our employment or visiting our premises and that appropriate action is taken to address the circumstances accordingly.

This will be achieved by:

1. Ensuring that key personnel are responsible for the management and monitoring of the recording and reporting accidents process under the areas of their control (see Responsibility Matrix).
2. Ensuring that employees and others are aware of their responsibilities to report accidents, dangerous occurrences and near misses. This will be detailed in our Employee Health and Safety Handbook and communicated during all Inductions of employees, contractors and visitors.
3. Ensuring that once reported, all accidents, dangerous occurrences and near misses are investigated appropriately and proportionately in line with the level of severity / potential severity of the incident.
4. Where an accident investigation reveals matters that are required to be implemented in order to prevent a recurrence, the required action must be given an appropriate target date and responsible persons informed accordingly.
5. Near Miss report forms will be readily available to employees and others (displayed on notice boards) and persons encouraged to complete with the responsible person for site monitoring and completing, giving feedback to relevant persons.
6. Identifying whether accidents, incidents and dangerous occurrences are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (refer to Appendix A for reporting criteria) and are reported by the relevant means within the statutory timescales.
7. Statistics and trends of accidents, dangerous occurrences and near misses will be analysed to identify areas of improvement.
8. Ensuring that we have access to competent health and safety advice and guidance via Safety Management Limited.

In order to avoid misunderstanding, the organisation defines an accident and near-miss as follows:

An '**Accident**' is an unplanned event that results in personnel injury or damage to property, plant or equipment.

A '**Near-miss**' is an unplanned event which does not cause injury or damage, but could have done so.

Appendix A

Instances reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

This is a quick summary of the main reportable injuries, dangerous occurrences and diseases for easy reference.

Full details can be found in the HSE's 'A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'.

How to make a report:

To make a report, go to www.hse.gov.uk/riddor and use the online reporting facility. A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Fatality:

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay.

Evidence:

Following any incident ensure that any evidence is collected and documented for use in an investigation, for instance:
Details of any witnesses, including statements contact details etc.
Photographs of the accident scene, any injuries and any equipment.
Diagrams, including measurements, of the accident area.
Details of any injuries and medical treatment.

Lost Days:

You must report work-related injuries where a worker has been incapacitated for more than seven consecutive days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. The deadline by which an over-seven-day injury must be reported is 15 days after the accident.

Reportable major injuries:

Fracture other than to fingers, thumbs or toes.
Amputation.
Dislocation of the shoulder, hip, knee or spine.
Loss of sight (temporary or permanent).
Chemical or hot metal burn to the eye or any penetrating injury to the eye.
Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
Acute illness requiring medical treatment, or loss of consciousness arising (i) from absorption of any substance by inhalation, ingestion or through the skin.
Acute illness requiring medical treatment where there is reason to believe that (j) this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences (including):

Collapse, overturning or failure of load-bearing parts of lifts and lifting machinery.
Explosion, collapse or bursting of any closed vessel or associated pipework.
Plant or equipment coming into contact with overhead power lines.
Electrical short circuit or overload causing fire or explosion.
Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
Accidental release of a biological agent likely to cause severe human illness.
Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
Collapse or partial collapse of a scaffold over 5 metres high, or erected near (k) water where there could be a risk of drowning after a fall.

Reportable diseases (including):

Certain poisonings:
Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Health and Safety Induction, Consultation, Information, Instruction and Training of Employees

We acknowledge the advantages of communicating information and consulting with our employees in relation to Health, Safety and Welfare relative to our undertakings. Additional to this we also recognise our duty to provide suitable information, instruction and training to enable our employees to conduct their activities in a safe manner

For this reason, we have devised a policy which sets out our approach in identifying the needs for a robust management system.

This will be achieved by:

1. If requested, allow employees to nominate safety representatives who will co-ordinate issues arising from their colleagues in respect of health, safety and welfare.
2. Providing suitable arrangements for communicating health and safety matters (i.e. health and safety committee meetings).
3. Promoting an open door policy for employees to raise any concerns to management.
4. Acting promptly to address any issues/ concerns raised.
5. Providing suitable induction training for employees and temporary staff.
6. Ensuring that training needs are identified upon commencing employment with the organisation, that training standards are reviewed at least annually and that suitable resources are made available to implement any identified training needs.
7. Ensuring that training records are maintained.

Disciplinary Procedures

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes prescribing rules that must be followed by all employees and disciplinary procedures that may be followed when employees breach these rules.

The Company will endeavour to comply with all relevant employment legislation when considering or taking disciplinary action against employees.

This section should be read in conjunction with the Companies Working Procedures and the individuals Terms and Conditions of Employment and the Employees Health and Safety Handbook.

It is every employee's duty to observe the identified Safety Rules as detailed within the Employee Health and Safety Induction Handbook and to behave in a reasonable way towards management, other employees, suppliers, customers and visitors.

Where the working procedures and general rules are not followed, employees may be liable to disciplinary action, as outlined in the disciplinary procedures.

Safe Systems of Work and Working Procedures

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes providing safe systems of work and/or safe working procedures where there is a significant risk of injury from conducting work activities or tasks.

It is our policy that where warranted i.e. there is a significant risk and as identified within the risk assessment a formal Safe Systems of Work will be documented for our employees, to give them safe methods of working, ensuring that all hazards are controlled sufficiently and risks minimised to an acceptable level while undertaking the hazardous work.

In particular the considerations that will be applied in relation to the preparation and development of safe systems of work and safe working procedures may include:

- The work or tasks being carried out
- The associated potential hazards
- Any existing instructions or procedures
- Who is doing the work
- The skills and abilities of the people
- The level of control and supervision required
- The tools or equipment that are required
- The personal protective equipment required
- Review and updating requirements
- The associated training requirements
- Any isolation or locking-off requirements
- Any permit to work requirements
- Other activities being carried out concurrently
- Communication requirements
- Emergency planning issues
- Handover procedures upon completion
- Monitoring requirements

To ensure that the above are developed and integrated into our activities effectively we will:

1. Identify through the risk assessment process all areas, tasks and activities that require a formal Safe System of Work (SSOW) to be developed and implemented.
2. Ensure that SSOW are documented to a satisfactory level by competent persons with the involvement of employees.
3. Effectively communicate any SSOW to key personnel involved. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with these systems.

Fire Safety and Other Emergencies

We recognise that we have a responsibility to ensure that procedures are developed and followed in respect of fire and other emergencies.

This will be achieved by:

1. Ensuring that were required those persons responsible are suitably trained and competent to undertake or arrange for a competent contractor to conduct and document the following legal requirements:
 - Ensuring that hazards that may result in emergency situations are appropriately identified and assessed to control the risk of occurrence (so far as is reasonably practicable).
 - Ensuring that access, egress and emergency escape routes are free from obstruction and final exit doors open easily to a final place of safety.
 - Appropriate means of raising the alarm are available, where a fire alarm system is fitted:
 - Weekly - Testing the system by activation of break glass points ensuring that different call points are used systematically and records recorded.
 - Six Monthly – Ensuring that arrangements are in place to have a competent contractor maintain the fire alarm system with records retained.
 - If standalone smoke detectors are fitted, the testing / activation on a weekly basis to ensure functionality with records recorded.
 - Where emergency lighting systems are fitted:
 - Monthly - Conducting activation tests of emergency lighting systems to ensure that they are functioning correctly.
 - Annually – Ensure that arrangements are in place for a competent contractor to service the emergency lighting systems.
 - Ensuring persons are appropriately trained in what action to take in the event of an emergency and testing the evacuation procedure at least annually by carrying out a fire drill.
 - Ensuring that firefighting equipment is service / maintained annually.
 - Ensuring that the Fire Risk Assessment is reviewed at the required time interval (minimum annually or when significant changes are made that warrant a review i.e. changes to the layout / construction of the premises).
 - Ensuring that a suitable fire and emergency evacuation plan is developed from the findings of the premises fire risk assessment and relevant persons trained in its implementation.
 - Where required liaising with the emergency services.
 - Ensuring that all new employees receive suitable induction training covering fire and emergency arrangements.
 - Ensuring that visitor and contractors visiting our premises are adequately supervised or receive site induction training.
 - Ensuring that where required sufficient fire marshals have been identified and trained.
 - Ensuring that Personal Emergency Evacuation Procedures are completed and communicated to any employee who might have difficulty in safely evacuating the premises.
 - Ensuring that contractors' activities that may create greater fire risks (i.e. hot work) are appropriately identified and additional controls implemented.

First Aid

We recognise our legislative requirement in providing suitable first aid arrangements for our employees and others (e.g. contractors, visitors, etc.).

We shall ensure that suitable provisions are provided by:

1. Conducting a suitable First Aid Risk Assessment to identify our requirements and provisions needed.
2. Ensuring that a sufficient number of staff have been identified and suitably trained in First Aid to provide adequate cover at all times during normal business hours.
3. Maintaining documented training records to ensure refresher training is delivered at suitable intervals and an adequate amount of trained first aiders are available to cover sickness and absenteeism, etc.
4. Ensuring that sufficient first aid facilities, equipment and consumables are provided, maintained and sited appropriately.
5. Displaying names and locations of first aid trained personnel in prominent positions throughout the premises.

Welfare and the Working Environment

We are obliged to make and maintain arrangements for welfare and the provision of a safe working environment for our workforce whilst they are at work.

We shall achieve this by;

1. Nominating senior staff members to oversee our provision of welfare facilities and a safe working environment.
2. Maintaining our workplace including buildings and fixtures in good order and according to required standards.
3. Providing welfare facilities that include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation, sufficient light, heat and ventilation.
4. Implementing housekeeping, cleaning and maintenance regimes.
5. Regular monitoring of the workplace and facilities to ensure that the facilities remain sufficient and are adequately maintained.

Refusal to Work on the Grounds of Health and Safety (Work Safe)

We acknowledge and accept that employees may refuse to perform any activity based on a reasonable concern regarding imminent risk to their health or safety or any others.

The refusal shall not be interpreted as an industrial act of defiance and all due diligence is to be accorded to an individual who refuses to carry out their work through concerns for health and safety.

Any employee may exercise their “refusal to work” rights without fear of reprisal. It should be noted that the Refusal to Work procedure can be implemented by any employee at any level within the company and at any time. Any display or evidence of discrimination against an employee who has exercised their right to refusal by a supervisor / line manager is unacceptable, and will result in a comprehensive investigation into such behaviour if reported. If the investigation indicates discriminatory behaviour, formal disciplinary proceedings will be brought against the instigator.

During the process of “refusing to work”, the employee may contact the Health and Safety Co-Ordinator to advise on the issues, if they feel that the line supervisor or manager is not reacting appropriately to the issue.

Alcohol, Drugs and Solvent Abuse

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this may be jeopardised by those who misuse alcohol, drugs or solvents within the working environment.

We shall, therefore, take appropriate action to protect all employees' health, safety and welfare, company property and general levels of efficiency and success against substance abuse.

Definitions;

Substance abuse is divided into three main categories:

- (a) Alcohol Dependence/Excessive Consumption*
- (b) Taking or possession of illegal drugs*
- (c) Solvent abuse (inhalation of glues or gases)*

The Company will review each case on its own merits and consider the options of rehabilitation instead of, or in addition to, disciplinary action.

Arrangements;

(a) Alcohol Control

Employees, under normal circumstances, are prohibited from bringing or consuming alcoholic drinks on Company premises or sites. Breach of this rule may result in disciplinary action including dismissal.

(b) Illegal Drugs

The possession or taking of illegal drugs is a criminal offence and as such is viewed seriously by the Company. The possession, use, or sale of illegal drugs on Company premises or sites is strictly prohibited. Breach of this rule may result in disciplinary action, including dismissal.

(c) Solvents

The misuse of solvents on Company premises or sites is strictly prohibited. Breach of this rule may result in disciplinary action including dismissal.

(d) Medication

Many medicines, obtained with or without a prescription, can affect performance at work. Employees in safety critical posts must therefore inform the pharmacist or doctor of their job before taking any medication. All employees must inform their immediate manager if they need to take any medication which may cause drowsiness, impair reflexes or reaction times. If any employee is using a drug that could cause safety or significant performance problems the Company will make every effort to re-deploy them.

Attendance at work under the influence of any substance including those above, which will impair performance or effect health and safety at work, is considered a disciplinary offence, which may result in dismissal.

The Company will endeavour to recognise the early signs of substance abuse through the provision of suitable training for employees and management.

If required the company may conduct testing, of which a positive test result may be deemed as gross misconduct and the employee will normally be dismissed, although Management reserves the right to offer a programme of rehabilitation.

Searches for drugs and alcohol may be conducted where the Company has reasonable grounds to believe that drugs or alcohol have been brought on to the Company's premises or sites without permission.

Searches may be conducted of individual's personal effects and or their desk/locker and other areas in the workplace under the individual's control, and Company property within their possession.

This will only be done with the individual's permission but withholding consent will be regarded as gross misconduct.

If drugs or alcohol are found or are in the possession of individuals this may also be regarded as gross misconduct and will normally result in dismissal.

Control of Contractors and Visitors

We acknowledge that when present on our premises, contractors, sub-contractors and visitors may be exposed to hazards that they are not familiar with and their activities can create additional hazards that may pose a risk to our employees.

In order to protect the health, safety and welfare of our employees and others (e.g. contractors, visitors etc.) we have introduced control measures to ensure that all contractors, sub-contractors and visitors that attend our site or conduct work on our request are competent and conduct their activities in a safe manner.

This will be achieved by:

1. Ensuring that key personnel are identified and aware of their responsibility for the selection of suitable, competent contractors / sub-contractors.
2. Ensuring that contractors used are competent to undertake the engaged work and provide suitable supporting documentation, this will be proportionate to risk and may include; previous history / knowledge of working practices, membership to regulatory bodies, insurance certificates, risk assessments / method statements, safe systems of work, training records, etc. and will be retained and evaluated by the responsible person engaging with the contractors / subcontractors at tendering stages.
3. Effectively communicating any significant findings from the result of risk assessments to contractors, sub-contractors, visitors and employees of any significant hazards identified and associated controls.
4. Effectively communicating with employees, informing them of contractor's activities, and any additional controls that have been implemented due to their activities, etc.
5. Ensuring that contractors and visitors receive suitable induction training upon attendance to our site. Visitors that are not supervised 100% must also complete an induction programme.
6. Ensuring that contractors, sub-contractors and visitors comply with our site specific company rules.
7. Ensuring that contractors, sub-contractors activities are effectively monitored/ supervised to ensure that they conduct their activities in a safe manner and in line with method statements and risk assessments.
8. Ensuring that any equipment brought onto site is suitable and adequately maintained / tested in line with any statutory timescales applicable by competent persons and documentation relating to this confirmed.
9. Conducting regular communication with contractors and ensuring any additional hazards / concerns or near misses, etc. are appropriately dealt with.

Slips Trips and Falls

It is our policy to safeguard our employees and others (e.g. contractors, visitors etc.) who enter our premises from the risks of slips, trips and falls that may occur from poorly maintained access and exit routes, stairs and floors, etc.

This will be achieved by:

1. Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process posed by hazards to pedestrian access and egress facilities, including stairs and floors under the areas of their control.
2. Ensuring that pedestrian walkways are clearly defined (where practicable), illuminated well, maintained and checked on a regular basis.
3. Ensuring suitable arrangements are available for in the event of an emergency (i.e. spillage kits).
4. Ensuring any areas at height are suitably controlled and maintained to minimise the risk of persons or items falling.

Electrical Safety

Due to our activities we have a responsibility to ensure that the provision and use of electrical installations and equipment under our control is safe and maintained in a good condition, minimising risk to our employees or others.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Ensuring that key personnel are responsible for the management and monitoring of the safety of our electrical installation equipment and portable appliances.
2. Ensuring that the fixed wired electrical systems at our premises are maintained in a good condition and inspected on a 5 yearly basis by a competent / qualified electrical engineer with records maintained.
3. Ensuring that a suitable schedule of inspection and where relevant periodic testing of portable electrical appliances is devised and implemented.
4. Ensuring that all electrical equipment purchased is suitable for the particular work in which it is used and maintained within a good condition.
5. Conducting pre-use checks of equipment before use with faulty / damaged appliances taken out of service until suitably repaired by competent persons or replaced.
6. Any personal electrical appliances brought onto our site will be tested / inspected prior to there use.

Asbestos

We have a legal responsibility to our employees and other (e.g. contractors, visitors etc.) to ensure that any Asbestos Containing Materials (ACMs) that are present in our buildings are identified and managed to minimise any risk to health associated with asbestos.

As our premises were built before 1999 we need to identify whether ACMs are present in the building structure of our premises. This will include an asbestos survey will be conducted by a competent person, and based on findings an Asbestos Management Plan will be developed, this may include:

- a. Communication of findings from the survey / management plan to employees and visiting contractors to make them aware of hazard associated with asbestos and to avoid disturbing any ACMs present.
- b. Any identified ACMs will be suitably identified with appropriate signage to ensure that employees, contractors and others are aware of its presence.
- c. Ensure suitable emergency arrangements are in place for any unplanned disturbance.
- d. Competent / licensed contractors are used for any ACM removal or remedial work.
- e. The adequate provision of asbestos awareness training for relevant persons with suitable records retained and maintained.
- f. Periodic monitoring of ACM's to ensure that they remain in a good condition and do not deteriorate.

Manual Handling

We acknowledge that where possible we shall try to minimise manual handling activities, there is still a risk to the health and safety of our employees.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Ensuring that key personnel are responsible to identify manual handling hazards, risk assess appropriately and manage in accordance with the control measures identified within the risk assessments.
2. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with control measures implemented.
3. Ensuring the employees involved with manual handling activities are suitably trained in the correct handling and lifting techniques and that all training is recorded / documented accordingly.
4. Where reasonably practicable we shall eliminate / reduce the need for manual handling through the introduction of mechanical handling equipment or other alternatives.

Workplace Transport

Due to the use of fork lift trucks and delivery vehicles on site, we acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from the use of such transport on our premises.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Ensuring that suitable risk assessments are documented for the use of fork lift trucks and movement of vehicles on our site.
2. Where practicable, providing segregated traffic and pedestrian routes and / or appropriate signed displayed.
3. Ensuring all vehicles that are purchased are suitable for their intended use and maintained in a good order.
4. Ensuring that operators of vehicles are appropriately trained, refresher training provided when required and where applicable licences are checked and copies retained against personnel files.

Occupational Driving

Due to our undertakings there is an increased risk to the health and safety of our employees and others (e.g. contractors, visitors, etc.) who drive on company business.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to employees driving in the course of our business under the areas of their control.
2. Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
3. Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained in line with manufacturers requirements or when damage / faults are identified.
4. Ensuring that all vehicles are properly insured, taxed and tested.
5. Ensuring that operators of vehicles conduct pre-use inspections prior to use and record weekly checks of vehicles.

Control of Substances Hazardous to Health (COSHH)

Due to substances that we use, we acknowledge that there may be an increased risk to the health and safety of our employees and others (e.g. contractors, visitors etc.)

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Identifying, using product Safety Data Sheets, those substances which are defined as hazardous and maintaining an inventory of approved substances used.
2. Where practicable eliminating / substituting the substances for safe alternatives.
3. Documenting suitable COSHH assessments to ensure that the safe use and storage of the substances are provided.
4. Providing suitable equipment (i.e. Local Exhaust Ventilation) to maintain safe systems of work.
5. Providing adequate equipment for the safe storage and segregation of hazardous substances.
6. Where required / identified within the relevant risk assessment/s suitable health surveillance will be arranged and provided with records maintained.
7. Where adequate control of exposure cannot be achieved by other means, suitable Personal Protective Equipment (PPE) will be provided, in combination with other control measures.
8. Providing suitable training to relevant persons, including hazardous properties, health effects and control measures associated with hazardous substances.
9. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with control measures implemented.
10. All new products will initially undergo a process of approval, using the relevant technical information and data sheets, before inclusion in the approved product range.

Personal Protective Equipment

We take every reasonable care to reduce exposure to workplace hazards, however there will be occasions that we need to provide Personal Protective Equipment (PPE) to our employees. This will only occur wherever there are risks to health and safety that cannot be adequately controlled in other ways.

This will be achieved by:

1. Ensuring that when conducting risk assessments, the 'Hierarchy of Control' is applied when reviewing control measures.
2. Ensuring that selection of PPE is appropriate for the risks it is intended to protect against and compatible with any other PPE it is intended to be worn with.
3. Providing suitable facilities for the storage, cleaning, maintenance and replacement of PPE.
4. Providing sufficient training in the use, cleaning, maintenance and replacement requirements.
5. Users receive face fit testing where Respiratory Protective Equipment (RPE) is provided.
6. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with control measures implemented
7. Recording the issuing of PPE to employees.

Provision and Use of Machinery, Plant and Equipment

When providing machinery, plant and equipment for our undertakings we acknowledge our duty to ensure it is fit for intended use, maintained in a good condition and users trained in its safe use.

To help us do this, we have introduced a policy to cover the purchase, maintenance and safe use of any machinery. This applies to second-hand machinery as well as new.

This will be achieved by:

1. Ensuring that Health, Safety and Environmental considerations are taken into account when purchasing new plant, machinery or equipment.
2. All equipment complies with the relevant British Standard and is CE marked, where appropriate.
3. Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the purchase, installation, maintenance, setting and safe use of machinery under the areas of their control.
4. Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
5. Ensuring that plant and machinery is installed by competent persons, in an environment suitable, allowing access for use and maintenance activities.
6. Suitable maintenance regimes developed and implemented, including any applicable statutory inspection requirements.
7. Periodic inspections conducted to ensure that guarding and safety devices remain in a good condition and function correctly.
8. Provision of suitable training in the safe use and maintenance requirements.

Noise at Work

We recognise that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from excessive noise generated from our work activities.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Identifying and assessing work environments and activities that may generate significant noise levels that could present a risk of harm.
2. Where possible eliminate or reduce exposure to noise at work and the consequential risk of hearing damage as far as is reasonably practicable by means other than use of PPE (hearing protection).
3. Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment and health surveillance.
4. Taking measurements of exposure to noise to identify where statutory action levels apply and keeping records maintained. Where the results of noise assessments / surveys identify noise levels above the action levels then the following action will be taken:
 - a. noise exposure to employees is at or above the lower exposure action value (80 dB) but below the upper exposure action value (85 dB), suitable personal hearing protectors will be made available to relevant employees upon request.
 - b. Where the noise exposure is at or above an upper exposure action value (85 dB) mandatory 'Hearing Protection Zones' will be identified and enforced.
5. Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
6. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with control measures implemented.
7. Regularly monitor our working environment and activities to ensure noise levels and controls are maintained and effective.
8. Providing suitable information, instruction and training to employees in the hazards associated with noise and associated control measures, with records of training maintained.
9. Consider noise levels when purchasing new equipment ensuring that all equipment is suitable, fit for purpose and subject to regular maintenance by competent persons where required.
10. When attending our clients sites we shall comply with their identified controls i.e. site specific PPE requirements.

Abrasive Wheels

We acknowledge that due to our work activities there are increased risks to health and safety through our use of abrasive wheels.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Ensuring that only trained competent persons change, dress and maintain abrasive wheels with records of training maintained.
2. Persons using abrasive wheels are appropriately trained.
3. Periodic monitoring of abrasive wheels is conducted by competent persons to ensure that they remain in a good condition.
4. All abrasive wheels will be stored and transported in a safe and careful manner as to minimise risk of damage / fracture of the wheels, etc.

Gas Cylinder Storage and Use

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that the health and safety risks associated with the storage and use of gas cylinders are adequately controlled.

In particular, the following rules and procedures will be applied in relation to this area or work activity:

1. Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to gas cylinder storage and use for the areas of their control.
2. Gas cylinders will only be purchased or hired from an approved and reputable dealer in order to ensure that they are designed and manufactured to the required standard.
3. Cylinders must not be used for any purpose other than that for which they are intended. Any modifications or repairs are strictly prohibited.
4. Cylinders must always be stored and used in a vertical position, unless specifically designed and indicated to be otherwise.
5. Gas cylinders (empty and full) will be securely restrained to prevent falling over.
6. Suitable safety shoes must be worn when handling cylinders and care must be taken to avoid dropping cylinders during handling.
7. Where necessary, suitable lifting equipment (cradles, slings, clamps etc) should be used for moving cylinders. The use of fork lift trucks should be avoided unless suitable means of securing are available.
8. Before connecting gas cylinders to equipment or pipe work pre-use checks will be conducted to ensure equipment and associated pipework is in a good condition.
9. When not in use cylinders must be returned to the allocated storage area with valves closed and dust caps replaced.
10. Any defective cylinders, fitting or pipe work must be reported immediately to the appropriate manager/supervisor.

Lifting Equipment and Operations

It is our policy to ensure that all our lifting equipment and accessories (e.g. slings, shackles, chains, etc.) used in conjunction with lifting operations are suitable for the task, maintained / inspected and used safely to minimise risks to employees and others (e.g. contractors, visitors, clients, etc.).

This will be achieved by:

1. Ensuring that lifting operations are suitably risk assessed and lift plans developed.
2. Ensuring that those persons responsible for risk assessments and lift plans are suitably trained and competent.
3. Ensuring that all lifting operations are planned, supervised and carried out in a safe manner by competent persons.
4. All lifting equipment must be sufficiently strong, stable and suitable for the intended use.
5. All lifting equipment must be clearly marked to indicate the safe working load and any other instructions regarding safe use.
6. All operators of lifting equipment must be provided with suitable and adequate information, instruction and training.
7. All lifting equipment must be properly maintained in accordance with an agreed programme of regular inspection and maintenance.
 - Equipment used for lifting people every six months;
 - Lifting accessories (e.g. slings, chains, hooks, etc.) every six months; and
 - All other equipment annually
8. Any maintenance must be carried out by approved competent contractors in line with an agreed safe system of work.

Pressure Systems and Equipment

We acknowledge that there may be an increased risk to the health and safety of our employees and others (e.g. contractors, visitors, etc.) whilst using pressure systems and associated equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Ensuring that pressure systems and associated equipment is suitable for the intended purpose.
2. All equipment receives scheduled maintenance and pre-use checks.
3. Carrying out regular statutory inspections and tests on any pressure systems present (i.e. air receivers), to identify their suitability for continued safe use. Ensuring that any documentation is recorded accordingly.
4. Ensuring relevant personnel receive any necessary training.

Racking and Storage Equipment

We have a duty to protect our workforce and others from the risks created by our use of racking and storage systems.

We do this by;

1. Assessing the risks created by using racking and storage systems.
2. Developing and implementing control measures, procedures and Safe Systems of Work.
3. Providing information on safe working loads where needed.
4. Periodically inspecting racking and storage facilities to ensure that they remain in a good condition.

Hot Work, Welding and Flame Cutting

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with welding and hot cutting operations. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Ensuring that hot work and welding activities are suitably risk assessed.
2. Where hot work is being undertaken within the designated areas of the workshop, activities will be conducted in line with the Safe System of Work (SSOW) and therefore will not require a permit to work.
3. Where hot work is being conducted in abnormal areas i.e. maintenance or contractors activities, then a suitable hot work permit system will be instigated with appropriate controls and fire watch, etc.
4. Where designated welding / hot work areas are provided, high levels of housekeeping shall be maintained with minimal amounts of combustible or flammable materials / substances allowed and areas suitably screened to prevent harm to other persons in area, etc.

Hand Tools

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of hand tools.

We do this by:

1. Ensuring that hand tools provided are suitable for their intended use and of a good quality.
2. Ensuring that hand tools are properly maintained.
3. Providing suitable storage arrangements for hand tools.
4. Providing and using personal protective equipment where appropriate.
5. Providing relevant training in the safe use of hand tools.
6. Periodically monitoring the safe use and arrangements associated with hand tools.

Display Screen Equipment (DSE)

It is our policy that all computer users (DSE users) and associated workstations will be assessed once they commence employment with us and assessments reviewed as required to ensure that appropriate control measures are implemented to minimise the risk of harm or injury.

This will be achieved by:

1. Ensuring that suitable DSE assessments are documented and reviewed by competent persons and any actions identified (e.g. equipment required or set up adjusted, etc.) are appropriately implemented.
2. The Company will make arrangements and pay the reasonable costs for defined DSE users to receive when requested eyesight tests by a qualified optician and corrective lenses.
3. Effectively communicating any significant findings from the result of DSE assessments conducted to key personnel involved.
4. All DSE users will be provided with suitable and sufficient information, instruction and training regarding the safe use of workstations and the availability of eyesight tests, with training records maintained.
5. Acting promptly to address any issues/ concerns raised by DSE users.

WRULD (Work Related Upper Limb Disorders)

We acknowledge that there may be an increased risk to the health and safety of our employees from Work Related Upper Limb Disorders (WRULD).

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

1. Providing and using mechanical aids where appropriate.
2. Use of ergonomically designed equipment and layout of workstations.
3. Providing suitable supervision and tackling of any poor practices observed.
4. Ensuring the adequate provision and documentation of any necessary training.

Smoking at Work

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the risks associated with smoking at work and exposure to second hand smoke.

In particular, the following rules and procedures will be applied in relation to this area and associated activities:

1. The Company only permits persons to smoke within designated locations on the grounds of our sites.
2. The above requirement also applies to any company vehicle or other vehicle operating on company business.
3. Appropriate `no-smoking` signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.
4. Employees are also strongly discouraged from smoking, particularly during working hours, due to the detrimental effect on their health and the possible increased workload on colleagues who do not smoke.
5. The Company will consider providing advice and assistance to smokers regarding how to reduce or give up smoking.
6. Local disciplinary procedures will be followed against any member of staff who does not comply with this policy.
7. Staff are also advised that failure to comply with smoke-free law may also make them liable to receive a fixed penalty fine and possible criminal prosecution by the local council.
8. Employees concerned about the implementation of this policy or any other smoking related issues should report the matter to the appropriate manager / supervisor.

Occupational Health/ Health Surveillance

It is our policy to provide, so far as is reasonably practicable, a safe and healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease.

This will be achieved by:

1. Ensuring that where risk assessments identify a requirement for Occupational health / health surveillance that a suitable programme is implemented.
2. Ensuring that key personnel are responsible to coordinate and manage health surveillance screening programmes.
3. Ensuring that managers and employees follow our procedures and rules.
4. Ensuring the adequate provision and documentation of any necessary training and health surveillance.

Working at Height

We recognise that due to our undertakings there are times when our employees or those working on our behalf have to work at height. Due to the inherent risks associated with working at height we shall ensure that appropriate controls are implemented to manage these risks to an acceptable level.

We shall achieve this by:

1. Ensuring key persons responsible for identifying and managing work at height are competent to identify and assess the risks to our workers and others from working at height activities.
2. Developing and implementing procedures, control measures and Safe Systems of Work using the 'Hierarchy of Control Measures':
 - o Avoid the need to work at height, where possible carrying out the work at ground level.
 - o Prevent falls using appropriate access equipment such as work platforms.
 - o Reduce the distance and consequences of a fall should one occur.
3. Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked / inspected at the correct frequency.
4. Ensuring that control measures are installed and managed by competent trained personnel.
5. If required developing suitable rescue / emergency plans.
6. Following our risk assessments, procedures, control measures and Safe Systems of Work in practice.
7. Providing and recording training to allow all persons involved to conduct their activities in a safe manner.
8. Supervising our work activities, monitoring and reviewing our systems; and through our experience of operating these arrangements we aim to make improvements to the way we manage the risks from work at height.

Permits to Work

During our work activities there may be key activities undertaken that are identified as 'high risk' and to ensure that these are undertaken as safely as is reasonably practicable to protect our workforce and others we have developed and implemented 'Permit to Work' systems for our employees and other i.e. contractors to adhere to.

Permit to work systems are implemented by:

1. Ensuring that key persons are responsible for identifying during the planning and assessment stages when 'Permit to Work' systems are required to be implemented.
2. Implementing the permit to work procedures and Safe Systems of Work.
3. Ensuring that permit to work systems are developed and managed by competent and trained personnel.
4. Following our permit to work procedures, control measures and Safe Systems of Work.
5. Providing and recording relevant training.
6. Ensuring that permit to work systems are suitable, correctly issued, followed and completed.
7. Monitoring and reviewing our systems; using our experience of operating these arrangements to make improvements to the way we manage our permit to work systems.

A 'Permit to Work' is a formal management system used to control high risk activities. These enable an assessment of risks to be made and to specify control measures which will be put in place in order to minimise the risk.

Construction Design Management (CDM)

Due to the nature of our work there are activities that will fall under the requirements of Construct (Design and Management) Regulations 2015 (CDM) and under these requirements we have duties to comply with as we fall under the category of Contractor.

To fulfil these duties we shall ensure that:

When operating as a Contractor:

1. Ensure that the client is aware of their duties under CDM 2015 before any work starts.
2. Plan, manage and monitor all work carried out by ourselves, taking into account the risks to anyone who might be affected by our activities (including members of the public) and the measures needed to protect them.
3. Check that all workers we employ or appoint have the skills, knowledge, training and experience to enable them to carry out the required work safely.
4. Make sure that all workers under our control have a suitable, site-specific induction, unless this has already been provided by the principal contractor.
5. Provide appropriate supervision, information and instructions to our workers.
6. Ensure work does not start on site until reasonable steps have been taken to prevent unauthorised access.
7. Ensure suitable welfare facilities are provided from the start for our workers, and are maintained throughout the duration of the work.

In addition to the above responsibilities, when working on projects involving more than one contractor we will:

8. Coordinate our work with the work of others in the project team
9. Comply with directions given by the principal designer or principal contractor
10. Comply with parts of the construction phase plan relevant to our work

Lone Working

A lone worker is any employee who works alone for 30 minutes or more, with no one else around or in contact, on a regular and frequent basis.

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone. James King Plant Hire commit to ensuring this is carried out.

James King Plant Hire are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them. Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Lone workers should not be put at more risk than other employees. Establishing a healthy and safe working environment for lone workers can be different from organising the health and safety of other employees.

James King Plant hire commit to carrying out a suitable and sufficient risk assessment and implementing adequate controls for any lone working where the employee is put at additional risk due to working on their own.

Control of Electromagnetic Fields

We recognise and commit to the requirement to protect employees from risks to their health and safety arising, or likely to arise, from exposure to electromagnetic fields.

We will assess the potential exposure of employees to electromagnetic fields at work, this includes the use of welding equipment, by conducting a risk assessment and making employees aware if there are any significant risks.

Employers as part of managing the health and safety of their business already need to control the risks in the workplace. This is a requirement under the Management of Health and Safety at Work Regulations 1999 (MHSW). Employers need to think about what might cause harm to people and take reasonable steps to prevent harm – this includes considering any risks arising from exposure to EMFs.

The majority of employers will not need to take any additional action to reduce the risk from EMF. This is because either:

- the levels of EMF in most workplaces are already at safe levels, and/or;
- in workplaces where employees may be exposed to higher levels of EMFs, the levels and associated risks will already have been assessed and managed