



Web Management Services

**SAYU LTD**

**HEALTH, SAFETY AND  
WELFARE POLICY MANUAL**

**NOVEMBER 2019**

**THIS HEALTH, SAFETY AND WELFARE MANUAL CONSISTS OF THE FOLLOWING SECTIONS;**

- Receipt of Health and Safety policy
- Policy Review receipt
- Disciplinary action
- Safety training record
- Policy statement of intent
- Organisation section – defined roles and responsibilities
- Arrangements section

## POLICY REVIEW RECEIPT

To comply with the Health & Safety at Work Act 1974 (Sec 2), the Health & Safety Policy is required to be reviewed periodically and at least annually. All reviews will be brought to the attention of employees, who must sign and date to acknowledge receipt of any review. All reviews will also be signed and dated by a senior member of management.

DATE OF REVIEW	DESCRIPTION OF REVIEW	STAFF NAME	SIGNATURE
July 2005	Change of Company Name	Catherine Hinchcliffe	
Nov 2005	Update of trained First Aiders	Catherine Hinchcliffe	
Jan 2007	Review completed *Fire Assembly point amended *Notification of emergency services amended	Catherine Hinchcliffe	
Feb 2007	*Added the name SAYU Ltd into the text *Removed 2 references to Spotlight Guides Ltd	Catherine Hinchcliffe	
Feb 2008	*Removed the Name YOONOO Ltd from all text *List of Qualified First Aiders updated *Amended fire assembly point information *Deletion of the fire evacuation test record sheet as this information is now managed by the landlords *Amended the procedure for informing the emergency services in the event of a fire because emergency services used to be called automatically	Catherine Hinchcliffe	

	<p>but in new Scotswood House building they aren't</p> <p>*Deletion of 'receipt of health and safety policy document' page</p> <p>*Inclusion of new 'Acknowledgement of Health &amp; Safety Training' page at end of document</p>		
March 09	<p>Added Fire Warden Training to Training Record Page.</p> <p>Added Laura Smiths Appointed Person course to Training Record page.</p> <p>No other changes required.</p>	Catherine Hinchcliffe	
Oct 2010	<p>Reviewed – no changes made</p>	Catherine Hinchcliffe	
01/10/11	<p>Reviewed documentation – added Alan Ralphs First Aid Refresher course to Training Record page</p> <p>Slight change to wording on final questionnaire.</p>	Catherine Hinchcliffe	
14/05/13	<p>Reviewed documentation.</p> <p>Added Rebecca Cummins Fire Marshall training and added Simon Pitts First Aid training courses to the Training Record page</p>	Catherine Hinchcliffe	
24/07/17	<p>Reviewed documentation.</p> <p>Updated First Aider &amp; Fire Marshall Training Record page</p>	Catherine Hinchcliffe	

13/11/18	Reviewed documentation. Updated First Aider & Fire Marshall Training Record page	Catherine Hinchcliffe	
15/11/19	Reviewed Health & Safety Policy Document. No procedural changes made. Telephone number for the HSE added on page 23	Catherine Hinchcliffe	

## **DISCIPLINARY ACTION**

All employees regardless of position or occupation have a legal duty to co-operate in the compliance with Health and Safety law. Should an individual choose to ignore the Health and Safety policy or any associated procedures, or deliberately act in an irresponsible or dangerous manner, action will be taken against that person, particularly if as a result of their behaviour, a dangerous incident occurs.

Any employee will be liable to disciplinary action if he/she is found to have acted in any of the following ways:

- Unauthorised operation of any item of machinery, plant or equipment
- Removal or interference with any guard or safety device
- Wilful damage to, misuse of or interference with any item provided in the interest of health, safety or welfare at work
- Misuse of chemicals, highly flammable or hazardous substances or toxic materials
- Smoking whilst on the premises
- Horseplay or practical jokes whether or not an incident occurs
- Making false statements or in any way deliberately interfering with evidence following an incident or dangerous occurrence
- Under the influence of alcohol or drugs when reporting for or whilst at work
- Wilful breach of Health and Safety rules

### **THIS LIST IS NOT EXHAUSTIVE**

Any of the above may be classed as gross misconduct and therefore, following a thorough investigation, could lead to disciplinary action, which may ultimately result in the dismissal of the individual, depending on the seriousness of the offence.

## STAFF TRAINING RECORD

TRAINING EVENT	EMPLOYEE NAME	DATE	SIGNATURE
<b>Manual Handling</b>			
<b>Manual Handling</b>	<b>Rod Lumley</b>	<b>21/09/04</b>	
	<b>Lorna Bell</b>	<b>21/09/04</b>	
	<b>Nigel Thwaites</b>	<b>21/09/04</b>	
	<b>Stephen Hanley</b>	<b>21/09/04</b>	
	<b>Grant Hine</b>	<b>21/09/04</b>	
	<b>Scott Reed</b>	<b>21/09/04</b>	
	<b>Neil Goldsbrough</b>	<b>24/01/05</b>	
	<b>Ben Wardle</b>	<b>24/04/05</b>	
	<b>Tim Watson</b>	<b>24/01/05</b>	
<b>IOSH Managing Safely</b>	<b>Catherine Hinchcliffe</b>	<b>11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> Jan 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> Feb 05</b>	
<b>First Aiders</b>			
<b>Emergency First Aid in the workplace for Appointed Persons</b>	<b>Lorna Bell</b>	<b>21<sup>st</sup> April 2004</b>	
	<b>Mike Reid</b>	<b>21<sup>st</sup> April 2004</b>	
<b>First Aid at Work</b>	<b>Sophie Banks</b>	<b>1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> &amp; 22<sup>nd</sup> March 2005</b>	
	<b>Louise Etherington</b>	<b>9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> &amp; 30<sup>th</sup> Aug 2005</b>	
	<b>Alan Ralph</b>	<b>1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> &amp; 22<sup>nd</sup> Nov 2005</b>	
	<b>Lorna Bell</b>	<b>7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> March 2007</b>	
<b>Appointed Person</b>	<b>Colin Maddison</b>	<b>16<sup>th</sup> Sept 2008</b>	
<b>First Aid Refresher</b>	<b>Alan Ralph</b>	<b>23<sup>rd</sup> &amp; 24<sup>th</sup> Oct 2008</b>	
<b>Appointed Person</b>	<b>Laura Smith</b>	<b>27<sup>th</sup> Feb 2009</b>	
<b>Appointed Person</b>	<b>Laura Smith</b>	<b>27<sup>th</sup> March 2009</b>	
<b>First Aid Refresher</b>	<b>Alan Ralph</b>	<b>21<sup>st</sup> &amp; 22<sup>nd</sup> Sept 2011</b>	
<b>First Aid Training</b>	<b>Simon Pitts</b>	<b>23<sup>rd</sup> - 25<sup>th</sup> Jan 2013</b>	
<b>First Aid Refresher</b>	<b>Alan Ralph</b>	<b>10<sup>th</sup> &amp; 11<sup>th</sup> Sept 2014</b>	

<b>First Aid At Work</b>	<b>Alan Ralph</b>	<b>28<sup>th</sup> July 2017</b>	
<b>First Aid At Work</b>	<b>Simon Pitts</b>	<b>17<sup>th</sup> Oct 2017</b>	
<b>Fire Marshalls</b>			
<b>Fire Warden Training</b>	<b>Chris Sutherland</b>	<b>11<sup>th</sup> March 2009</b>	
<b>Fire Warden Training</b>	<b>Paul Heathcock</b>	<b>11<sup>th</sup> March 2009</b>	
<b>Fire Marshall Training</b>	<b>Rebecca Cummins</b>	<b>25<sup>th</sup> Sept 2012</b>	
<b>Fire Marshall Training</b>	<b>Chris Sutherland</b>	<b>24<sup>th</sup> Sept 2015</b>	
<b>Fire Marshall Training</b>	<b>Richard Paget</b>	<b>24<sup>th</sup> Sept 2015</b>	
<b>Fire Marshall Training</b>	<b>Marty King</b>	<b>21<sup>st</sup> July 2017</b>	
<b>Fire Marshall Training</b>	<b>Chris O'Rourke</b>	<b>20<sup>th</sup> Aug 2018</b>	



# HEALTH AND SAFETY POLICY STATEMENT OF INTENT, SAYU LTD

It is the policy of SAYU Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, trainees, contractors, visitors and other persons who may be affected by its operations, as outlined in this document and in accordance with current Health and Safety legislation.

The policy will be applied equally and fairly without exception.

The Company policy aims to provide and maintain places of work and equipment, which are safe by operation (systems of work) and free from risks to health and also provide suitable arrangements for the welfare of employees and trainees, in compliance with current Health and Safety legislation.

Management, employees, and trainees are required to observe and comply with current Health and Safety legislation within the workplace and its activities, and to do all that is reasonable or practicable to avoid and or reduce Health and Safety risks.

The policy will be reviewed annually and upon introduction of new legislation, equipment, substances or working practices as required.

Signed.....

Name...Simon Pitts.....

Position...Managing Director

Date.....

# **ORGANISATION SECTION**

## **SPECIFIC RESPONSIBILITIES**

### **MANAGING DIRECTOR**

#### **SIMON PITTS**

To be directly responsible for the establishment of a Company Safety Programme.

To ensure that there is an effective Policy for Health and Safety.

To periodically appraise the effectiveness of the Policy and ensure that any changes are made as required.

To ensure any changes made are brought to the attention of employees and trainees.

To take an active interest in the Company's Safety Programme and publicly support all persons carrying it out.

To provide adequate staff, materials and resources to meet the Health and Safety programme.

To ensure that the Company's Health and Safety Programme is understood at all levels.

To ensure that responsibility is properly assigned at all levels, that all accountabilities are understood and regularly reviewed.

To promote Health and Safety at all levels.

# **ORGANISATION SECTION**

## **SPECIFIC RESPONSIBILITIES**

### **CATHERINE HINCHCLIFFE**

#### **THE SAFETY ADVISOR**

Mr Simon Pitts will have overall responsibility for all aspects of Health and Safety and will also retain the services of Catherine Hinchcliffe as Health and Safety Advisor within the company. Catherine Hinchcliffe will also have responsibility.

To carry out the Company's Safety Policy effectively.

To devise and maintain safe systems of work, safe procedures and processes.

To ensure that training is carried out for all job roles and supervision is exercised, to enable all procedures and work to be performed safely.

To ensure that the materials used and the equipment and buildings installed are brought up to and maintained at a safe standard.

To ensure that regular safety inspections are carried out and that the appropriate action is taken to rectify all unsafe conditions.

To ensure understanding of and compliance with relevant statutory requirements and company safety instructions.

To ensure that all employees and trainees are properly informed, and trained for their job role.

To ensure that all clean and tidy workplaces are established and maintained and that working areas, gangways and other access ways are kept free from obstructions.

To ensure that all accidents, whether or not they involve injury, are reported, recorded and fully investigated and action taken to prevent recurrence.

To ensure that the necessary prescribed notices, records and registers applicable to each site are introduced and maintained.

To ensure that information on hazards and precautions relevant to materials, plant and substances are available and communicated to employees and trainees as necessary.

To ensure that there is a fully trained and competent person on each site.

To ensure waste disposal or fumes exhausted into the atmosphere does not pollute the environment or infringe any statutory regulations.

To ensure that ALL Risk Assessments are carried out and recorded as per relevant legislation and the results brought to the attention of employees and trainees.

To ensure that the financial personnel responsible for the Company's finances are made aware of any financial risks peculiar to the Company's sites or departments.

To ensure that a Safety Committee is organised and meet regularly if requested.

# ORGANISATION SECTION

## EMPLOYEES RESPONSIBILITIES

Employees at work have obligations under the Health and Safety at Work Act 1974;

To take reasonable care of themselves and others affected by their work activities.

To co-operate with their employer or any other person on whom duties exist, under the Act.

Not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare.

It is the duty of EVERY EMPLOYEE and it is in their own interest to exercise personal responsibility and to do everything possible to prevent injury to themselves and others.

Employees should ensure that they: -

Wear appropriate safety equipment and use appropriate safety devices relating to their particular jobs.

Report all accidents, however minor, to their immediate supervisor or the Safety Advisor.

Report all hazards, defective equipment and unsafe conditions to their immediate supervisor or the Safety Advisor.

Conform to any instructions given by their supervisor or the Safety Advisor in matters relating to Health and Safety.

Familiarise themselves and comply with the Company Fire and Emergency Procedures.

Request guidance from a supervisor or the Safety Advisor, when in doubt over matters relating to Health and Safety.

Make suggestions, as appropriate, concerning Health and Safety, to their supervisor or the Safety Advisor.

**A BREACH OF THESE OR ANY OTHER INSTRUCTIONS RELATING TO HEALTH AND SAFETY MAY RESULT IN DISCIPLINARY ACTION.**

# **ORGANISATION SECTION**

## **PERSONS OTHER THAN EMPLOYEES, TRAINEES, CLIENTS**

The Company considers all of the above as employees, affording them the same Health, Safety and Welfare protection, facilities and responsibilities as ALL Company employees. As such, these persons too have obligations under the Health and Safety at Work Act 1974:

To take reasonable care for themselves and others affected by their actions.

To co-operate with their Host organisation or any other person within the organisation on whom duties exist, to act safely whilst on their premises.

Not to misuse or interfere with any equipment, article, substance or appliance provided for safety.

## **CONTRACTORS OR SUBCONTRACTORS**

Contractors are required not to place at risk any person, whether they are contractor's employees or others by their work activities or inactions.

Tenders from contractors and subcontractors should include clauses requiring them to comply with statutory obligations and also with the Company's safety requirements, whilst they or their employees are on the premises.

Contractors are to provide all the equipment, materials, personal protection and information for all contractual work PRIOR to commencement and on completion of activities.

## **CUSTOMERS AND VISITORS**

The Company recognises that it has a responsibility for the safety of customers and visitors. It is essential therefore, that all operations and activities are conducted with due regard for their Health and Safety.

Management will answer, so far as is reasonably practicable, that whilst on Company premises, customers or visitors are not exposed to risks to their Health and Safety, and will give to such persons any information about the undertaking which may be necessary to ensure this.

Customers or visitors should not be allowed into potentially dangerous areas (workshops, stores etc) where they may be exposed to risks, without being accompanied by a competent member of staff and wearing the relevant safety equipment.

# ARRANGEMENTS INDEX

- 1 Fire Safety
- 2 Emergency procedures
- 3 Accident reporting, recording and investigation
- 4 First Aid
- 5 Safe System of work
- 6 General Risk Assessments
- 7 Control of hazardous substances (COSHH)
- 8 Manual handling Risk Assessments
- 9 VDU Risk Assessments
- 10 Personal protective equipment
- 11 Electrical safety
- 12 Work equipment (PUWER Regs)
- 13 Employment of Young Persons
- 14 Information, instruction and training
- 15 Control of contractors
- 16 Workplace (Health, safety & Welfare) Regulations
- 17 New and expectant mothers
- 18 Alcohol, drugs and solvents
- 19 Lone working and Violence at work
- 20 Safety Inspections
- 21 Communication and consultation
- 22 Maintaining statistics and records

**BLANK FORMS, WHERE RELEVANT ARE ATTACHED TO THE SPECIFIC ARRANGEMENT IN THIS SECTION.**

**ALL COMPLETED DOCUMENTATION IS KEPT IN A SEPARATE FILE AND IS SIGNED AND DATED.**

# FIRE SAFETY

One of the greatest hazards, which can affect a place of work, is FIRE. It can cost a company greatly in terms of replacing plant and equipment, or repairing the building. Lives can be lost or people can be seriously injured. Some workplaces have never re-opened after a fire.

The main pieces of legislation are the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

SAYU Ltd will carry out a **Fire Risk Assessment** of its premises to comply with the Fire Regulations and the MHSW Regulations (Reg 3).

An assessment will be made of the risk to people in the event of a fire and an emergency plan will be prepared on the basis of the Risk Assessment.

## **The Risk Assessment will identify: -**

- Any readily combustible materials and highly flammable substances in the workplace
- Any sources of heat which may cause a fire
- Any staff or other people who are especially at risk
- The consequences of a fire on everyone present
- The likelihood of a fire occurring
- Whether existing fire safety measures are adequate or need improvement
- Actions required to reduce the likelihood of fire.

## **SAYU Ltd will: -**

- Separate sources of heat, as far as is reasonably practicable, from readily combustible and/or highly flammable substances
- Record the findings of the fire risk assessment, including the steps taken to reduce the risk of fire
- Carry out a further assessment if there is significant change in the work activity or when it appears that the assessment is no longer realistic

## **The Fire Risk Assessment will take into account: -**

- The work activities
- The materials stored or used
- The contents of the workplace(s) including furnishings
- The construction of the workplace(s) including internal linings
- The size and layout of the workplace(s)
- The number of people who are likely to be present, whether employees or otherwise.



## **MAINTENANCE**

At the premises emergency lighting is tested in accordance with the manufacturer's instructions.

Sufficient fire extinguishers, suitable for the risks involved, are located at the premises and are serviced annually.

All fire extinguisher points are suitably signed and the area around them kept clear at all times.

**RECORDS OF ALL TESTS/INSPECTIONS WILL BE KEPT BY MANDALE (Landlord) IN THE FIRE PRECAUTIONS LOG BOOK FOR THE PREMISES. (This is kept in the main entrance)**

## **EVACUATION**

- Should the alarm be raised, all employees' trainees and visitors will leave the premises by the designated route and meet at the specified assembly point.
- The designated person (fire warden) will check that everyone is accounted for.
- Fire drills will take place every 3 months to familiarise the workforce and to test the suitability of the arrangements.
- All drills will be recorded in the Fire Log.

## **INFORMATION AND TRAINING**

It is the responsibility of the **Manager** to ensure that employees and trainees are given instruction in the following: -

- What to do on discovering a fire
- What to do on hearing the fire alarm
- Locations of assembly areas
- Instructions in calling the Fire Brigade
- Making safe power supplies, plant etc
- Use of fire extinguishers
- Escape routes

**ALL EMPLOYEES AND TRAINEES WILL RECEIVE FIRE INSTRUCTION TRAINING DURING INDUCTION.**

**ALL INSTRUCTION GIVEN WILL BE RECORDED.**

**ALL VISITORS WILL HAVE THE FIRE EVACUATION PROCEDURES EXPLAINED TO THEM.**

**IT IS THE RESPONSIBILITY OF ALL EMPLOYEES AND TRAINEES TO FOLLOW FIRE PROCEDURES.**

**IT IS THE RESPONSIBILITY OF THE MANAGER TO ENSURE THERE IS AN APPOINTED PERSON (FIRE WARDEN) AND A DEPUTY FOR THE PREMISES.**

## **FIRE DOORS**

- All fire doors and escape routes will be clearly marked and will be accessible at all times.
- All fire doors will be kept clear of obstruction.
- Anyone finding a door blocked or secured must report it immediately to his or her supervisor/manager.
- The outside of external doors must also be kept clear at all times.

**ANYONE DISCOVERING A FIRE SHOULD FIRSTLY RAISE THE ALARM BEFORE ATTEMPTING TO PUT OUT THE FIRE AND ONLY THEN, IF IT IS SAFE TO DO SO.**

**IT IS THE RESPONSIBILITY OF THE SAFETY PERSON TO CARRY OUT FIRE RISK ASSESSMENTS FOR SAYU LTD'S PREMISES.**

SAYU Ltd attaches a Fire Risk Assessment document to this procedure for use.

# FIRE EVACUATION POLICY

## Purpose

The purpose of this document is to ensure all employees are aware of what is required of them in the event of a fire.

## Policy

- If you discover a fire, sound the fire alarm immediately and leave the building without stopping to collect any personal items.
- DO NOT attempt to tackle the fire unless you are confident in use of the fire fighting equipment.
- Leave via the quickest route and do NOT use the lift.
- Familiarise yourself with where the fire alarm points are in your area.
- Familiarise yourself with your fire evacuation routes and where the emergency exits are. Be confident that you know in advance the routes available to you for exiting the building.
- Go to the fire evacuation assembly point at the BIN STORE in the main car park.
- When the alarm sounds the Emergency Services must be notified by the person who raises the alarm. Everyone must leave the building and go to the fire evacuation assembly point. The Fire Marshals will make sure everyone is accounted for.
- **No one must re-enter the building until the Duty Manager has confirmed it is safe to do so.**

## **EMERGENCY PROCEDURES**

It is the Company's policy that Emergency Procedures, in the event of serious and imminent danger, are established for each site.

The Safety Advisor, has overall responsibility for establishing Emergency Procedures, but may also delegate the production of specific procedures to appropriate Supervisors.

The Policy, therefore, requires that a sufficient number of Competent Persons are appointed and trained to operate the procedures.

This policy therefore requires: -

- Only suitably trained persons are permitted access during an emergency.
- Arrangements to inform and instruct all relevant persons (including trainees and visitors) in the essentials of the procedure.
- Suitable comprehensive distinctive warning systems.
- Unobstructed and uncompromised escape routes.
- Effective procedures for preventing access until the emergency has been resolved.
- Instruction in the Emergency Procedures is included in the Induction Training.
- Periodic unannounced drills.
- Posting sufficient notices summarising the procedures throughout the sites.

**The majority of required Emergency Procedures will fall into the following categories: -**

Fire  
Bomb Threat  
Escape of gas  
Serious injury  
Substance spillage or release

**Procedures are required for each of the above emergencies.  
The Fire procedures are covered in a separate section of this Policy Manual.**

## **BOMB THREATS**

### **TELEPHONED BOMB THREATS**

Any person receiving a bomb threat telephone call must comply with the following: -

- Let the person finish the message without interruption.
- Whilst the caller is talking, write down the message EXACTLY.
- Note any conditions affecting speech such as drunkenness, laughter, excitement, and incoherency.
- Also notice any peculiarities of speech such as foreign accent, mispronunciation, speech impediment, tone and pitch of voice.
- Listen for background noises such as music, machinery, and traffic, talking.

After the caller has given the message, try to keep them talking if possible, by asking questions such as: -

- Where the bomb is located.
- What time will it explode?
- When was it placed?
- Why was it placed?

Write the message down DURING the call, noting the time it was received, and then notify the Health & Safety Advisor, who will inform the police by telephone. A decision will then be made as to whether the building has to be evacuated. If so, the fire alarm will be activated and all persons will leave the building, following the Fire Procedure to the relevant evacuation point.

## **POSTAL PACKAGE BOMBS**

If any suspicious objects are found, they must NOT be handled.

Any suspicious parcel received must be reported to the Health & Safety Advisor and NOT opened. Make a note of: -

- The postmark.
- The writing.
- The balance, which if uneven is suspect.
- The weight, if it seems excessive for its size.
- The feel, if “springy” or stiff with cardboard may indicate a trap.
- Any protruding wires.
- Any holes (like pin holes) in wrapping or envelope.
- Greasy marks on packaging or envelope, which could be from “sweating” explosives.
- The smell (some explosives smell like marzipan or almonds).
- A rattle, which might indicate a loose part.
- A “Booby trap”, which could be one envelope tightly taped or tied with string inside another envelope. Examine both for indications listed above.

**REPORT ANY SUSPICIOUS PARCELS/PACKAGES, OR ANYONE BEHAVING SUSPICIOUSLY TO THE HEALTH AND SAFETY ADVISOR.**

## **ACCIDENT REPORTING AND RECORDING INCLUDING RIDDOR (95)**

**All injuries, diseases and dangerous occurrences must be entered into the accident book (BI510) The accident book is located on Alan Ralphs desk**

Where any person, as a result of an accident arising out of or in connection with company work activities (on or off the premises) dies or suffers any of the injuries or conditions listed in the enclosed RIDDOR booklet, or where there are any of the dangerous occurrences listed in the booklet, the incident must be reported immediately by telephone to the Enforcing Authority (HSE).

The Safety Advisor is responsible for reporting the incident within 24 hours.

A Form F2508 or F2508A will be completed in full and sent to the HSE within 10 days. PLEASE NOTE FROM APRIL 1st 2001, employers are now able to report to a new nationwide incident centre in Wales. The Incident Contact Centre (ICC) can be contacted by telephone (0345 300 9923), fax, email or the internet.

A medical certificate from a registered medical practitioner must be obtained PRIOR to reporting any listed Industrial Disease.

In all reportable cases, the site must not be disturbed until approval has been given by the HSE, except to prevent risk to the Health and Safety of persons, plant or premises.

All relevant documentation, forms or medical certificates will be copied prior to sending to HSE.

The Safety Advisor will be responsible for collating, recording and dissemination of all the information for the incident.

Any information pertaining to the incident required by the HSE, Insurance company, Department of Social Security or other interested parties will be supplied through records held by the Safety Advisor.

The Company will keep all accident books, forms or any other accident documentation for at least 3 years.

## **SERIOUS INJURY**

- Summon First Aid assistance
- Summon an ambulance
- The Safety Advisor will notify HSE by telephone, if applicable
- Notify the injured persons next of kin

## **DO NOT DISTURB ANYTHING UNTIL AN OFFICIAL INVESTIGATION HAS BEEN CARRIED OUT**

## **SUBSTANCE SPILLAGE OR RELEASE**

A Risk Assessment of all substances used and created, as by-products will be carried out. The results of these will greatly assist in both identifying and prioritising the activities, which requires consideration

Resulting procedures should include:

- Area at risk
- Any special First Aid treatments/facilities
- Any special personal protective equipment needed
- Any “neutralising” agents required and where to obtain them
- Staff training needs
- Information for trainees and visitors
- Emergency evacuation procedures
- Co-ordination with external emergency services, such as:

Fire Brigade

Ambulance

Police

Any other specialist advice/services



# ACCIDENT INVESTIGATION PROCEDURE

All accidents, however minor, should be investigated so that appropriate action can be taken to prevent a recurrence. Investigation should take place for damage incidents as well as for injury type accidents.

An Accident Investigation questionnaire is attached to this procedure to form a structure for the questions to be asked during investigation.

The Accident book and/or the Form F2508 is the starting point for the investigation and at all times, the site of the accident should be visited by the Health & Safety Advisor.

The Root Causes should be identified along with the unsafe acts and/or conditions, in order to ensure the correct recommendations are made, to prevent recurrence. Root Causes generally fall under the following categories:

-

- Lack of training
- Lack of supervision
- Lack of maintenance
- Lack of monitoring
- Lack of Risk Assessment
- Lack of a Safe Working Practise.

When conducting an investigation, the following should be noted: -

- Keep to the facts, not the opinions of others.
- Ensure that the witness statements are objective, not subjective.
- Ensure that the witnesses ACTUALLY saw what happened.
- Always use OPEN questions, so that the witnesses will tell you what really happened.
- Witness statements must be signed and dated.
- Take witnesses away from where the incident happened, to a non-threatening environment.
- Note all conditions which may prove contributory to the accident e.g. weather, lighting, environment, broken machinery, damaged PPE etc
- Where relevant obtain maintenance records, training records, Risk Assessment etc.
- Do not remove or interfere with anything until the investigation is complete (unless to make the area safe)

On completion of the Investigation, any recommendations that are made MUST be followed up to ensure they have been carried out as required and within the stated timescale.

## **POLICY ON FIRST AID**

This policy intends to fulfil its obligations under the Health & Safety (First Aid) Regulations 1981, by providing such equipment, facilities and numbers of suitably trained First Aiders and other persons, as are adequate and appropriate, for providing First Aid to all employees, trainees and visitors were they to become ill or injured whilst on SAYU Ltd premises.

Supervisors must ensure that all employees and trainees within their area of responsibility are familiar with the location of the accident book, first aid box and names of First Aiders and/or appointed persons.

A First Aid location sign will be displayed within the Company premises.

A travelling First Aid kit will be supplied for each vehicle where people are being transported to a work site.

A minimum of one First Aid box will be kept at SAYU Ltd premises.

The First Aider will check all First Aid boxes at least monthly, to ensure the contents are adequate.

A white cross on a green background will identify all First Aid boxes.

First Aiders and Appointed Persons will receive the relevant training, paid for by SAYU Ltd.

### **FIRST AID**

Is treatment for the purpose of preserving life and minimising the consequences of injury and illness until help by a medical practitioner or nurse arrives, or treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a doctor or nurse.

### **A FIRST AIDER**

Is a Company employee, appointed by the Safety Advisor, who has been trained and holds a current First Aid Certificate issued by an organisation approved by the Health & Safety Executive.

### **AN APPOINTED PERSON**

Is a person who is not trained in First Aid, but is appointed by the Safety Advisor in areas where no First Aider is provided (or who may not be on site that day), to take charge of the First Aid box and to call an ambulance if a serious injury or illness occurs.

## **SAFE SYSTEM OF WORK**

The SAYU Ltd management have a general duty under the Health & Safety At Work Act 1974 to provide systems of work that are safe and without risks to health, so far as is reasonably practicable.

A safe system of work is a formal procedure, which results from the systematic examination of a task, in order to identify all the hazards. It identifies safe work methods to ensure that hazards are eliminated or risks minimised by establishing effective control. Safe systems of work at SAYU Ltd are all written and are identified from the Risk Assessments.

It is recognised that the devising and implementing of safe systems of work applies not only to the permanent activities and processes. It also applies to tasks which can vary day by day, as well as to isolated tasks which may occur at infrequent or irregular intervals, or once only. Some tasks may require a Permit to Work and the Risk Assessments will have identified these.

The following should be taken into account when creating a Safe System of Work: -

- Task assessment
- Identification of all hazards associated with the task
- Assessment of risks involved
- Identification of existing control methods and additional controls needed
- Refer to relevant Codes of Practice or Guidance notes
- Safe method of work devised for each stage of the task
- Emergency procedures
- Implementation of the working system/procedure
- Regular monitoring and re assessment to ensure the system is effective and being followed.

**ENSURE ALL PERSONS INVOLVED RECEIVE THE APPROPRIATE TRAINING, INFORMATION AND INSTRUCTION ON THE SAFE SYSTEM OF WORK AND ALL PROCEDURES RELATING TO IT.**

**IT IS IMPORTANT THEREFORE TO: -**

Ensure all employees and trainees are fully aware of the potential hazards and likelihood of the risks and that they UNDERSTAND the consequences of not following the safe system of work. Inform them that work can be stopped if an unexpected problem occurs and can only restart when a safe solution is found and implemented.

## **SAFE SYSTEM OF WORK CHECKLIST**

- 1 Who has responsibility for carrying out the task?
- 2 Have they been adequately instructed and trained to carry out the task?
- 3 Are there established safe ways of doing the task?
- 4 Are there any relevant Codes of Practice or Guidance notes?
- 5 Are there any existing Safe Working Practices, which are applicable to the task?
- 6 What protective clothing or equipment is necessary is it appropriate for the task and is it suitable for the individual? Have instructions been given in its use?
- 7 Are the tools and equipment available for the task suitable and well maintained?
- 8 Is a Permit to Work needed for the task?
- 9 Is the adopted system of work regularly monitored and reviewed?
- 10 Who has the responsibility for No.9?
- 11 Where the system is shown to be inadequate or ineffective is the system re-analysed and re-designed?
- 12 Who has responsibility for implementing No. 10?

# **RISK ASSESSMENTS**

## **RISK ASSESSMENT**

Health and Safety at work can be managed successfully by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all those exposed to the risks, implementing an action programme, monitoring and reviewing the performance hazards and deciding how to control those risks.

HAZARD is taken to mean any substance, article, and material or practice, which has the POTENTIAL to cause harm to the safety, health or welfare of employees at work and any other person who may be affected by the work.

RISK is taken to mean the LIKELIHOOD of the above POTENTIAL being realised, in the actual circumstances of use.

A uniform approach is taken when carrying out suitable and sufficient Risk Assessments. SAYU Ltd attaches a Generic Risk Assessment form to this procedure for use.

Other specific Risk Assessment forms can be found attached to the relevant Risk Assessment procedure in this policy manual.

SAYU Ltd will carry out suitable and sufficient assessments of the risks to the Health and Safety of employees, trainees and others who may be affected by our work activities in compliance with the Management of Health and Safety at Work Regulations 1999 (reg. 3)

To ensure this happens SAYU Ltd will: -

- Identify all hazards with the potential to cause harm.
- Evaluate the probability and severity of injury and/or damage.
- Analyse the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- Review the assessments periodically and particularly where they may be no longer valid or where there has been a significant change in work activities, processes or practices.
- Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be significantly at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work.

- Appoint competent persons to assist us in complying with our statutory duties for Health & Safety.
- Provide our employees, trainees and employees of other employers working on our premises, with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.
- Carry out Risk Assessments in relation to other specific legislation. e.g. Manual Handling, COSHH, VDUs, Fire etc.
- Inform, instruct and train Supervisors to carry out Risk Assessments in their particular area of work.

**THE SAFETY ADVISOR WILL ENSURE THAT RISK ASSESSMENTS ARE CARRIED OUT COMPREHENSIVELY, RECORDED CORRECTLY AND REVIEWED WHEN NECESSARY.**

Any new process, plant, equipment or substance will require a Risk Assessment before work commences. Any modification to a process, plant, equipment or substance likely to significantly alter its characteristics will require a Risk Assessment before modifications are carried out. If new or modified processes, plant, equipment or substances significantly increase the risks, the Safety Advisor **MUST** be informed to authorise these.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH 2002)**

Using chemicals or other hazardous substances at work can put people's health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health. Employers have to protect employees and others who may be exposed by complying with the COSHH Regulations.

Hazardous substances include: -

Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)

Substances generated during work activities (e.g. fumes from soldering and welding)

Naturally occurring substances (e.g. grain, dust)

To comply with COSHH, SAYU Ltd will: -

- Assess the risks to health arising from hazardous substances used in or created by their work activities.
- Decide what precautions are needed.
- Prevent or adequately control exposure.
- Ensure that control measures are used and maintained properly and that safety procedures are being followed.
- Monitor the exposure of employees to hazardous substances, if necessary.
- Carry out appropriate health surveillance where the assessment has shown that this is necessary.
- Ensure employees are fully informed, trained and supervised.
- Inform, instruct and train supervisors to carry out COSHH assessments in their particular area of work.

**THE SAFETY ADVISOR WILL ENSURE THAT COSHH ASSESSMENTS ARE CARRIED OUT COMPREHENSIVELY, RECORDED CORRECTLY AND REVIEWED WHEN NECESSARY.**

SAYU Ltd attaches a COSHH assessment form to this procedure for use.

Employees also have duties under COSHH, they must: -

- Make full and proper use of control measures and facilities provided.
- Report any defects in control measures or facilities promptly.
- Co-operate with SAYU Ltd to meet any health surveillance requirements.
- Practice good standards of personal hygiene when dealing with hazardous substances.

To enable employees to carry out their duties above SAYU Ltd must provide employees with information regarding: -

- The nature of the substances they work with
- The risks created by those substances
- The precautions they should take
- Control measures, their purpose and how to use them
- How to use PPE provided
- Results of any exposure monitoring and health surveillance (without giving people's names)
- Emergency procedures.

**HAZARD DATA SHEETS WILL BE OBTAINED FROM THE SUPPLIER AND KEPT ON FILE FOR ALL SUBSTANCES USED AT SAYU LTD'S PREMISES.**



# MANUAL HANDLING RISK ASSESSMENTS, MANUAL HANDLING OPERATIONS REGULATIONS 1992

Manual Handling means any transporting or supporting of a load (including lifting, lowering, pushing, pulling carrying or moving) whether by hand or other bodily force.

The Regulations apply to any manual handling operation, which may cause injury at work. These operations will be identified by the risk assessments.

The incorrect handling of loads can cause large numbers of injuries, which can result in time off work and sometimes permanent disablement. In fact, more than a third of reportable injuries every year are the result of handling loads incorrectly.

To comply with the Regulations SAYU Ltd will: -

- Avoid the need for manual handling operations wherever possible.
- Assess the risk of injury from any manual handling that can't be avoided.
- Reduce the risk of injury from hazardous manual handling.
- Review risk assessments.
- Monitor control measures.
- Inform, instruct and train employees and trainees.

Therefore, SAYU Ltd may need to consider:

- Does the load need to be moved at all?
- Can we use mechanical aids or automation?
- How often does the load need to be moved?
- What control measures do we need to introduce?

If the load has to be moved, consider:

- What has to be moved
- How far has it to be moved
- What is the condition of the floor
- Will assistance be required

When carrying out a Manual Handling Risk Assessment, FOUR areas need to be addressed:

- 1 THE LOAD Is it heavy, bulky or unwieldy? Is it difficult to grasp, unstable or unpredictable? Is it sharp or hot?
- 2 THE TASK Does it involve holding away from the body, twisting, stooping, stretching, pushing or pulling, long carrying distances, insufficient rest periods or a workload imposed by processes, unpredictable movements?
- 3 INDIVIDUAL CAPABILITY Does the job require unusual strength, endanger those with an existing health problem, endanger pregnant women or call for special information and training?
- 4 THE WORKING ENVIRONMENT Are there any constraints on posture, poor floors, variations in levels, hot/cold/humid conditions, strong air movements, poor lighting conditions, restrictions on movement or posture from clothes or PPE?

**THE SAFETY ADVISOR WILL ENSURE THAT MANUAL HANDLING RISK ASSESSMENTS ARE CARRIED OUT COMPREHENSIVELY, RECORDED CORRECTLY AND REVIEWED WHEN NECESSARY.**

SAYU Ltd attaches a Manual Handling Assessment form to this procedure for use.

SAYU Ltd will inform, instruct and train supervisors to carry out Manual Handling Risk Assessments in their particular area of work

**Employees also have duties under the Manual Handling Regulations: -**

Follow appropriate systems of work laid down for their safety.

Make proper use of equipment provided for their safety.

Cooperate with their employer on health and safety matters.

Inform the employer if they identify any hazardous handling activities.

Take care to ensure their activities do not put others at risk.

Inform the employer of any medical condition, which may affect their ability to carry out any manual handling tasks.

If in doubt when moving anything – get help.

To enable employees to carry out their duties, SAYU Ltd must provide employees with information and training.

A guide for good lifting is as follows:

- **Stop and think** – plan the lift.
- **Position the feet** – feet apart, giving a balanced and stable base for lifting.
- **Adopt a good posture** – knees bent, back straight, chin in, head erect, shoulders level and facing in the same direction as the hips.
- **Firm grip** – arms close to the body.
- **Keep close to the load** – the heaviest side of the load close to the trunk (slide it towards you if needed).
- **Don't jerk** – lift smoothly, keeping control of the load.
- **Move the feet** – don't twist the trunk when turning to the side.
- **Put down, then adjust** – put the load down first and then slide it into the desired position.

# **VDU RISK ASSESSMENTS THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992**

Working with display screen equipment is not generally high risk, but it can lead to muscular and other physical problems, eye fatigue and mental stress. Problems of this kind can be overcome by good ergonomic design of equipment, furniture, the working environment and the tasks performed. The Regulations apply where staff habitually uses VDUs as a significant part of their normal work. Others, who use VDUs only occasionally, are not covered by the Regulations, but their employers still have general duties to protect them under other Health and Safety legislation.

To comply with the Regulations, SAYU Ltd will have to: -

- Analyse workstations, assess and reduce risks.
- Ensure workstations meet minimum requirements set out in the Code of Practice which include seating, lighting, screens, keyboard, desks, software and the working environment.
- Plan work so there are breaks or changes of activities.
- Arrange eye tests for significant users and provide spectacles if they are needed for work on VDUs.
- Provide health and safety training and information.

Therefore, SAYU Ltd may need to consider: -

- The workstation and working environment
- The job being carried out
- Any special needs of individuals
- Reduce any risks that are found
- Breaks to be taken to suit the individual
- Eye tests at regular intervals and on request
- Training to include the “possible health effects” of not following the requirements of the Regulations.

**THE SAFETY ADVISOR WILL ENSURE THAT ALL SIGNIFICANT USERS COMPLETE A SELF ASSESSMENT QUESTIONNAIRE ABOUT THEIR WORK STATION, TO ENABLE RISK ASSESSMENTS TO BE CARRIED OUT COMPREHENSIVELY, RECORDED CORRECTLY AND REVIEWED WHEN NECESSARY.**

SAYU Ltd attaches a VDU workstation assessment form to this procedure for use.

## **GUIDANCE FOR EMPLOYEES TO ASSIST IN COMPLYING WITH THE DSE REGULATIONS**

- Adjust the height and backrest of your chair to the most comfortable position for VDU work.
- Make sure there is enough space under your desk to move your legs freely.
- Request a footrest if your feet do not touch the floor.
- Don't sit in the same position for long periods.
- Adjust your keyboard and screen to obtain a good keying and viewing position.
- Don't bend your hands up at the wrists when keying and don't overstretch your fingers.
- Request a document holder if you are experiencing awkward neck movements.
- Make sure you have enough space on your desk.
- Adjust curtains or blinds to avoid glare on the screen.
- Request a desk lamp if you find the lighting inadequate.
- Make sure the characters on your screen are sharply focused and do not flicker.
- Regularly clean your screen.
- Use the brightness control on the screen to suit the lighting conditions in your office.
- Request an eye test if you are experiencing headaches or impaired vision.
- Take regular breaks to enable changes in activity (e.g. Do some filing, photocopying, answer the phone etc).

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992.

PPE is defined as: - “all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health or safety “. A few types of equipment are not covered by the Regulations, mainly ordinary working clothes and uniforms that don't specifically protect against risks to health and safety, and protective equipment worn by professional sports people during competition.

The main requirement of the PPE Regulations is that PPE is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE should always be considered as a last resort, when there is no other way to protect a person at work.

However, where PPE is the only effective means of controlling the risks of injury or ill health, then employers must ensure that it is available for use at work and supplied free of charge (HSWA '74 Sec.9).

To comply with the Regulations, SAYU Ltd must: -

- Provide PPE to employees whenever health and safety risks are not adequately protected against by other means.
- Select PPE that is **suitable** for the risk and the working environment, for employees who will be using it.
- Assess the PPE available to ensure it is suitable.
- Maintain the PPE in a clean and effective condition.
- Provide suitable accommodation for storing PPE.
- Ensure that the PPE provided is properly used.
- Enforce the use of PPE where relevant.
- Display signs where mandatory PPE is required.
- Provide information, instruction and training for employees.

PPE will only be classed as **suitable** if: -

- It is appropriate for the risks and the working conditions
- Takes account of workers' needs and fits properly
- Gives adequate protection
- Is compatible with any other item of PPE worn with them.

Therefore, SAYU Ltd may need to consider: -

- Where there is a need for PPE it is **identified** and the wearing of it will be **enforced**.
- **Safety helmets** will be worn in all areas where there is an identified risk of head injury.
- **Safety footwear** will be worn in all areas where there is an identified risk of foot injury.
- **Eye protection** will be worn in all areas where there is an identified risk of eye injury.
- Appropriate **gloves** will be worn in all areas where there is an identified risk of lacerations or abrasions to the hands.
- **Dust masks** will be worn in all areas where there is an identified risk of hazardous substances.

**THE SAFETY ADVISOR WILL IDENTIFY THOSE EMPLOYEES FOR WHOM PPE IS REQUIRED AND ENSURE THAT THE RISK ASSESSMENTS ARE CARRIED OUT COMPREHENSIVELY, RECORDED ACCURATELY AND REVIEWED WHEN NECESSARY.**

A checklist for the requirements of PPE will be completed by the safety advisor and is attached to this procedure for use by Spotlight Guides.

### **Employees also have duties under the PPE Regulations: -**

- Use the PPE provided in accordance with training and instruction given by SAYU Ltd
- Report any loss or obvious defect in PPE provided by SAYU Ltd.
- Take all reasonable steps to ensure your PPE is returned to the storage provided for it, after use.
- Never wear faulty PPE.
- Never interfere with or misuse PPE.

### **The main provision of the PPE regulations is: -**

Selection, Assessment, Maintenance, Storage, Use and Training.

# PERSONAL PROTECTIVE EQUIPMENT (PPE) CHECKLIST

This checklist of questions will help the **safety advisor** to decide if SAYU Ltd meets legal standards regarding PPE.

1. What are the health and safety risks from work?
2. Can risks be eliminated or reduced without wearing PPE?
3. Does other legislation apply instead, or in addition to the PPE Regulations?
4. Is PPE provided compatible with other items of PPE?
5. Is there a system of regular maintenance?
6. Is appropriate storage provided for PPE?
7. Are information, instructions and training provided for employees?
8. Do employees know how to use the PPE properly?
9. Is there adequate supervision to ensure proper use of PPE?
10. Is there a procedure for reporting loss or defects in PPE?



# ELECTRICAL SAFETY

The Electricity at Work Regulations 1989 imposes health and safety requirements upon employers, self-employed persons and employees with respect to electricity at work.

Electrical equipment can, without warning, kill or cause severe injuries and burns. Electricity in the workplace should only be dealt with by a Competent Person.

The purpose of the Regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.

## PERMANENT INSTALLATION.

Equipment and appliances are required to be maintained to ensure that they remain safe for use when properly used.

Solvents, damp, sunlight etc. can affect electrical installation, and it is vitally important that earth connections are kept in good order, so that the protective measures do not become damaged.

Any maintenance work carried out should be to the standard recommended by the current edition of the Institution of Electrical Engineers Regulations (IEE Regs).

Fixed electrical installations should also be inspected and tested at intervals of 5 years or as and when necessary.

A professionally qualified Electrical Engineer approved by the National Inspection Council for Electrical Installation Contracting should carry out the inspection and test.

The Inspection certificate will be kept in maintenance records.

## PORTABLE ELECTRICAL APPLIANCES.

The Regulations require that all portable electrical appliances (items supplied by an electric lead and plug) should be inspected and examined by a Competent Person at regular intervals, according to the equipment's particular need. This inspection should include a visual examination for defects, as well as test for an earth continuity.

In order to protect employees from any risk of electric shock, a planned maintenance system will be implemented by SAYU Ltd and will include: -

- A competent person appointed to **regularly inspect and test** each appliance.
- Dates and details of all such inspections will be recorded in a register.
- Information and training to all employees and trainees, not to use faulty or damaged equipment.
- Repair or destruction of damaged or faulty equipment.

### **Regular inspections and testing.**

The intervals between both **inspection and testing** can be determined by assessing the risk and will vary with the type of equipment usage and the nature of the environment in which it is used.

The frequency of **inspection** can be determined by experience and will generally be more frequent than testing.

As a general guide, only if the employer is satisfied that there will be no decrease in safety should **testing** be carried out less frequently than once a year.

More onerous conditions will demand more frequent **inspection and testing**, and less onerous conditions (and good inspection and test results) can lead to a reduced frequency.

### **ELECTRICAL CONTROL EQUIPMENT.**

SAYU Ltd will keep access to all electrical switchgear control equipment clean and unobstructed at all times, to ensure speedy access for maintenance purposes.

Sufficient working space around any part of such equipment will be maintained.

### **Employees also have duties under these Regulations:-**

- To co-operate with management so far as is necessary, to enable any duty placed on the Company to be complied with.
- To comply with the provision of these Regulations, in so far as they relate to matters, which are within the control of the Company.

**THE SAFETY ADVISOR WILL ENSURE THAT ALL MAINTENANCE, INSPECTIONS AND TESTING ARE CARRIED OUT AT REGULAR INTERVALS AND RECORDS KEPT.**

**WHERE WORK IS CARRIED OUT BY A THIRD PARTY, SAYU Ltd WILL SATISFY ITSELF THAT THE ELECTRICAL CONTRACTOR IS COMPETENT TO DO THE WORK AND ARE MAINTAINING THE APPROPRIATE RECORDS.**

# THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)

The Regulations provide a coherent set of requirements ensuring the provision of safe work equipment and its safe use, irrespective of age, place or origin.

**Work Equipment** includes any new or used (second hand) machinery, appliance tool and any assembly of components, which, in order to achieve a common end, are arranged and controlled so they function as a whole.

The **Use** of work equipment means any activity involving starting, stopping, erecting, installing, dismantling, programming, setting, using, transporting, repairing, modifying, maintaining, servicing and cleaning.

The main requirements of PUWER are:

- Suitability for the intended use
- Safe for use
- Maintained in a safe condition
- Inspected to ensure safe condition
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable safety measures, protective devices and warning signs

To comply with the Regulations SAYU Ltd may need to consider the following:

- Ensure work equipment is so constructed or adapted to be suitable for the purpose for which it is used or provided.
- Select work equipment, having regard to the working conditions and to the risks to persons, which exist where the equipment is to be used,
- Ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.
- Inspect to ensure equipment continues to be safe for use, by a competent person.

## **EMPLOYMENT OF YOUNG PERSONS**

Trainees are given the same protection under the law with regard to Health and Safety as that of our employees at SAYU Ltd.

Due to their youth and inexperience, all young people require closer supervision.

Therefore, SAYU Ltd will ensure that trainees:-

- Receive the necessary information, instruction and training on Health and Safety to ensure safe working practices.
- Do not work on plant, machinery or activities from which they are prohibited by law.
- Are adequately supervised during the period of their training.
- Are fully inducted into SAYU Ltd safety policy.

SAYU Ltd will also ensure that all Young Persons are protected from risks to their Health and Safety, which are a consequence of their: -

- Lack of experience
- Absence of awareness of existing or potential risks
- Lack of maturity

SAYU Ltd will not employ a young person for work:-

- Which is beyond their physical or psychological capacity
- Which involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to an unborn child
- Which in any way chronically affects human health
- Which involves harmful exposure to radiation
- Which involves the risk of accidents, which it may reasonably be assumed cannot be recognised or avoided by young persons, owing to their insufficient attention to safety or lack of experience or training.
- Where there is a risk from extreme heat or cold
- Where there is a risk from noise
- Where there is a risk from vibration

### **YOUNG PERSONS ON WORK EXPERIENCE (under 16 years old)**

SAYU Ltd will make available to the parents of school age children, information on the outcome of the Young Person's Risk Assessment and the control measures (MHSW Regs 1999).

SAYU Ltd attaches a Risk Assessment form specifically designed for young people to this procedure for use.

**THE SAFETY ADVISOR WILL ENSURE THAT THE YOUNG PERSONS RISK ASSESSMENT IS COMPLETED COMPREHENSIVELY AND RECORDED CORRECTLY PRIOR TO THE YOUNG PERSONS START DATE ON WORK EXPERIENCE.**

## **INFORMATION, INSTRUCTION AND TRAINING**

SAYU Ltd has a responsibility under Section 2 of the Health and Safety at Work Act 1974 to provide training for employees to ensure their Health and Safety at Work.

All employees and trainees will be adequately trained in our Health and Safety Policy and procedures, as well as being trained to undertake any task they are expected to carry out, and for any emergency that may arise during their employment with us.

Certain employees are trained to take action should someone have an accident and require First Aid treatment.

Training programmes are written and records are kept of all training undertaken.

Training will always be carried out in the following areas:

- Fire and emergency evacuation
- Accident reporting
- Hazardous substances
- Safe working procedures
- Responsibility of employees
- Safety policy
- Use of equipment and plant and safe systems relevant to their work
- Prohibitions
- First Aid facilities
- Induction into SAYU Ltd

Specific training will be carried out as required:

- Supervisory training
- Refresher training
- New legislation relevant to their work
- New procedures in the Safety Manual
- Risk Assessment
- Change of job role/responsibilities.
- New plant, equipment and substances

### **THIS LIST IS NOT EXHAUSTIVE.**

A suitable training programme and schedule will be prepared for each subject where training is required, which will detail the course contents, dates, individuals attending and length of each course.

A Competent Person will carry out all training.

Training records will be kept by the Safety Advisor and will be kept up to date.

All employees and trainees will sign for training received.

Training will be monitored for its effectiveness and will be revised and updated as necessary.

**THE SAFETY ADVISOR IS RESPONSIBLE FOR ENSURING ALL RELEVANT TRAINING IS CARRIED OUT, RECORDED AND EVALUATED.**

# **CONTROL OF CONTRACTORS**

The term “contractor” in the context of Health and Safety has a wide definition. It means anyone (individual or organisation) who enters into an agreement (written or verbal) with us to carry out services. This can mean for example a window cleaner, a builder or a specialist.

It is the policy of SAYU Ltd to ensure the Health and Safety of all contractors working at any of our sites (HSWA'74 Section 3).

Prior to any Contractor undertaking any work for SAYU Ltd, the following will be requested from them:

- Health and Safety Policy.
- Person with direct responsibility.
- Insurance details.
- Risk Assessments.
- Training records.
- Certificates where applicable.
- Accident reporting and recording procedures.
- Permit to Work procedures

## **THIS LIST IS NOT EXHAUSTIVE**

**SAYU Ltd attaches a pre-tender questionnaire to this procedure for use.**

Prior to any Contractor undertaking any work for SAYU Ltd, the following will be agreed with them:

- Site induction procedures (including fire, emergency and First Aid procedures)
- Shared welfare facilities
- Prohibited areas/equipment
- Risk Assessments
- PPE requirements
- Safe working practices
- Maintenance of equipment
- Co-operation at all levels
- Access

## **THIS LIST IS NOT EXHAUSTIVE**

**SAYU Ltd attaches a pre – tender questionnaire to this procedure for use.**

**THE SAFETY ADVISOR IS RESPONSIBLE FOR ENSURING ALL OF THE ABOVE AND FOR REGULAR INSPECTIONS OF THE AREAS WHERE CONTRACTORS ARE WORKING.**

**PRE – TENDER QUESTIONNAIRE**

**SAYU Ltd**

**COMPANY NAME**.....

**COMPANY ADDRESS**.....  
.....  
.....

**COMPANY TEL.NO**.....**FAX**.....

**CONTACT NAME**.....

<b>QUESTION</b>	<b>Yes/no</b>	<b>COMMENTS</b>
Do you have a Health and Safety policy?		
Who is your Competent person for Health and Safety?		
What Health and Safety qualifications do they hold?		
Do you carry Public Liability Insurance?		
Have you carried out and recorded Risk Assessments?		
Do you operate a Permit to Work system for high-risk tasks?		
What are your procedures for Accident reporting and investigation?		
Do you supply and enforce the wearing of Personal Protective Equipment?		
Have your workforce received any Health & Safety training, including induction?		
Does your workforce hold any Health and Safety certificates?		
What Supervision will be provided on site?		
Does your company hold any other Insurance relevant to the work being carried out?		
Do you carry out regular site inspections?		
Will any of your workforce be left alone on site?		
Does your work require any Occupational Health surveillance/screening?		
Is all equipment used regularly maintained?		
Will you ensure compliance with all Health and Safety legislation applicable to any work on site?		

**Signed**.....**position**.....**date**.....

# **WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992**

These Regulations apply to every workplace except:

- Inside a means of transport
- Construction sites
- Mines
- Fishing boats
- Agriculture fields, woods

A WORKPLACE is any non – domestic premises made available to any person as a place of work and includes: -

- Any place within the premises to which any person has access while at work
- Part of a workplace
- New and modified workplaces

The Regulations apply to: -

“Any person having control of the workplace in connection with the carrying on by him of a trade, business or other undertaking (whether for profit or not)”.

SAYU Ltd will ensure it complies with the general requirements set out in the four broad areas of the Regulations as follows:

## **WORKING ENVIRONMENT**

- Temperature (to reach minimum requirement within the first hour)
- Ventilation (fresh or purified)
- Lighting including emergency lighting
- Room dimensions (sufficient space including furniture, plant and equipment)
- Suitability of workstations (ergonomic design)
- Outdoor workstations (e.g. weather protection)

## **SAFETY**

- Safe passage of pedestrians and vehicles (traffic routes for example must be big enough and marked where necessary, and there must be enough of them)
- Windows and skylights (safe opening, closing and cleaning)
- Glazed doors and partitions (use of safe material and marking)
- Doors, gates and escalators (safety devices)
- Floors (construction and maintenance, obstructions, slipping and tripping hazards)
- Falls from heights and into dangerous substances
- Falling objects (people to be protected)



**FACILITIES**

- Toilets and washing facilities (separate for men and women)
- Eating and changing facilities (away from the work area)
- Clothing storage (hooks, lockers etc)
- Seating (provided and maintained)
- Rest area (and arrangements in them for non-smokers)
- Rest facilities for pregnant women and nursing mothers

**HOUSEKEEPING**

- Maintenance of workplace, equipment and facilities
- Cleanliness (regular planned routine)
- Draining and removal of waste material

**SAYU Ltd WILL ENSURE THAT ANY WORKPLACE WITHIN THEIR CONTROL COMPLIES WITH THESE REGULATIONS.**

**THE SAFETY ADVISOR WILL CARRY OUT PERIODIC CHECKS TO ENSURE COMPLIANCE.**

## **NEW AND EXPECTANT MOTHERS**

Regulations 16, 17 and 18 of the Management of Health and Safety at Work Regulations 1999 discuss the requirements for new and expectant mothers.

SAYU Ltd shall comply with these Regulations as follows: -

If the work is of a kind, which could involve risk, by reason of her condition, a specific Risk Assessment will be carried out. If the risks cannot be avoided, SAYU Ltd will:

- Alter her working conditions or hours of work  
or
- Suspend the employee from work, for as long as it is necessary to avoid such risks.

SAYU Ltd can only comply with these Regulations, providing the Company has been notified in writing from the employee.

## **ALCOHOL, DRUGS AND SOLVENTS**

Apart from the personal damage and detriment to health, there are other facts about the effects alcohol; drugs or solvents have on people at work:

- People under the influence of alcohol, drugs or solvents have considerably more accidents at work.
- Standards of work and efficiency are reduced
- Equipment and products can be damaged
- Decisions taken whilst under the influence are more likely to be incorrect
- Hangovers from previous evenings cause more problems than a drink at lunchtime

It is for these reasons that SAYU Ltd PROHIBITS any employee or trainee from working in any Company premises or sites, including Company vehicles, whilst under the influence of alcohol, drugs or solvents.

Any employee or trainee found to be using or under the influence of alcohol, drugs or solvents will:

- In the first instance undergo a period of Counselling and Rehabilitation

In the final instance, the individual will be suspended from his or her work, pending an enquiry, possibly followed by Disciplinary Action and/or Dismissal by the Manager.

## **LONE WORKING AND VIOLENCE AT WORK**

**Lone working** could cause problems in the workplace in that if one were to need emergency attention, no one is at hand to help.

SAYU Ltd regards the Health and Safety of everyone as a matter of paramount importance and therefore, the following guidelines and arrangements should be considered by anyone authorising or undertaking lone work: -

- All lone work must be authorised prior to undertaking the work.
- The finishing time will be at the discretion of the Supervisor or Safety Advisor
- A named/authorised person must be contacted when the lone working commences. The planned finish time must be given and the authorised person must be contacted at this time to confirm the ending of the lone working, or before if the work finishes earlier.
- Contact telephone numbers for above are N/A - NO LONE WORKING WILL BE AUTHORISED.
- All lone workers must ensure that all exit doors are locked whilst working alone in SAYU Ltd premises.

### **Violence at Work**

SAYU Ltd will ensure that: -

- Aggressive attitudes will be checked and the aggressor counselled in temper management.
- Aggressive behaviour will not be tolerated and disciplinary procedures will be implemented including dismissal if necessary.
- Victims of violence will be assigned someone to counsel them. The Safety Advisor will periodically review the situation.
- All incidents of violence at work will be treated as a Dangerous Occurrence; therefore, if anyone is injured as a result of violence at work, the RIDDOR procedure will be implemented, the Enforcing Authority informed and the Safety Advisor will carry out a full investigation.

## **SAFETY INSPECTIONS**

It is normal good practice for a business to initiate and carry out systems of inspection and checking to ensure that operations are performed in an efficient and profitable way.

SAYU Ltd is committed to the need for regular inspections of plant, equipment and premises.

The supervisor, at each of SAYU Ltd premises will carry out regular inspections depending on the duration of the contract.

The inspection will be structured using a checklist.

From time to time, a Supervisor will be requested to carry out the inspection, to ensure their Health and Safety awareness is maintained.

The inspections will consider all matters relating to the maintenance of a safe and healthy workplace.

The results of the inspections will be presented to the Safety Advisor, who will ensure that any recommendations are carried out within the specified timescale.

SAYU Ltd attaches the structured checklist to this procedure for use.

**In addition to the inspections, SAYU Ltd will give the most serious consideration to independent surveys and audits of the Company's Health and Safety arrangements and its subsequent performance.**

## COMMUNICATION AND CONSULTATION

SAYU Ltd acknowledges the need to have and maintain effective lines of communication to enable Health and Safety information to be passed to employees. (HSWA'74 Sec 2) Also to enable individual employees to speak to us about any Health and Safety issue.

Effective lines of communication will be maintained so that all employees are kept informed of all Health and Safety issues relevant to their work activities, including the results of Risk Assessments.

Regular discussions will take place on issues of Health, Safety and Welfare, as well as our overall safety performance. Copies of any correspondence from the Enforcing Authorities will be brought to the attention of our employees.

SAYU Ltd will take necessary steps to involve employees and trainees in Health and Safety issues.

**The Safety Advisor will make formal arrangements for employees and trainees to make constructive Health and Safety suggestions. Also make formal arrangements for employees and trainees to report actual or suspected Health and Safety defects or problems. These procedures will ensure that the employee/trainee is notified of the outcome of his report.**

## MAINTAINING STATISTICS AND RECORDS

Records need to be kept for several reasons:

- Legal reasons            the law requires it
- Financial                without proper records, decisions cannot be taken
- Moral                    ethical issues cannot be investigated and judgements cannot be made on moral grounds
- Professional            a good management system would contain sound record keeping and information systems.

**The Safety Advisor** will ensure that records are kept of the following: -

- Authorised operators
- Electrical equipment inspections
- Examination/repair of machinery
- Hazardous substances (COSHH assessments and data sheets)
- Accidents and investigations
- Health surveillance records on employees (where applicable)
- Training of employees

### **Risk assessment records for:**

- Generic hazards
- Manual Handling
- VDUs
- Fire
- Young Persons

Responsibility for all records rests with the **Safety Adviser**.

Responsibility will be placed on the **Safety Adviser** to obtain and maintain adequate Insurance – especially Employer's Liability Insurance (minimum cover £5million)



**Acknowledgement of Health & Safety training: -**

I, .....

Confirm I have read and understood the Health and Safety Policy Document provided by Sayu Ltd

I also confirm I have been given a health and safety induction by

(name of trainer) Catherine Hinchcliffe

Covering the following areas: -

- What to do on discovering a fire
- What to do on hearing the fire alarm
- Locations of assembly areas
- Instructions in calling the Fire Brigade
- When to use fire extinguishers
- Where escape routes are located
- What the Clocking-in system (TMS) is for
- How to use the paper shredder
- Who the First Aiders are
- Who the Safety Advisor is
- Where the accident reporting book is located
- Where the employee liability notice is displayed
- What to do if I see a potential risk

I understand and accept that it is my duty and is in my own interest to exercise personal responsibility and to do everything possible to prevent injury to others and myself

Signature .....

Date: .....