



Health and Safety Policy

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Affected Parties :	All ICS departments All ICS personnel All Sub-contractors
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1. Contents

- 1. CONTENTS..... 2
- 2. HEALTH & SAFETY POLICY STATEMENT 4
- 3. PURPOSE 5
- 4. SCOPE 5
- 5. RESPONSIBILITIES 5
- 6. ORGANISATION OF THE HEALTH & SAFETY POLICY..... 5
- 7. DUTIES & RESPONSIBILITIES 5
 - 7.1. THE DIRECTOR..... 5
 - 7.2. LINE MANAGERS 6
 - 7.3. EMPLOYEES 6
- 8. ARRANGEMENTS FOR HEALTH & SAFETY 7
 - 8.1. INDUCTION PROCEDURES..... 7
 - 8.2. WORKPLACE RISK ASSESSMENTS 7
 - 8.3. MANUAL HANDLING RISK ASSESSMENTS 9
 - 8.4. SAFE HANDLING TECHNIQUE 10
 - 8.5. DISPLAY SCREEN EQUIPMENT 10
 - 8.6. WORKPLACE SAFETY RULES 10
 - 8.7. FIRE SAFETY PROCEDURES 11
 - 8.7.1. *Emergency Procedures* 12
 - 8.8. MEDICAL FACILITIES 12
 - 8.9. WORKPLACE EQUIPMENT 13
 - 8.9.1. *Maintenance*..... 13
 - 8.9.2. *Inspections* 13
 - 8.9.3. *Testing*..... 13
 - 8.9.4. *Specified Hazards*..... 13
 - 8.9.5. *Information, Instruction and Training* 14
 - 8.10. WORKPLACE ENVIRONMENT 14
 - 8.11. OFFICE SAFETY 14
 - 8.12. INFORMATION, INSTRUCTION AND TRAINING..... 15
 - 8.13. WASTE MANAGEMENT AND HOUSEKEEPING 15
 - 8.14. WELFARE PROVISION..... 15
 - 8.15. PROTECTIVE EQUIPMENT (PPE)..... 16
 - 8.16. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH) 16
 - 8.17. REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES (RIDDOR) 17
 - 8.18. LONE WORKING PROCEDURES 18
 - 8.19. H.S.E GUIDANCE NOTES..... 19
- 9. SAFETY RULES..... 20
- 10. SPECIAL HAZARDS..... 21
 - 10.1. DANGEROUS OCCURRENCES 21
 - 10.2. SPECIAL HAZARDS..... 22
 - 10.2.1. *Procedure*..... 22
- 11. SUB-CONTRACTORS..... 25
- 12. RECORDS 25

13. DOCUMENT HISTORY..... 25

2. Health & Safety Policy Statement

Independent Communication Solutions Ltd will comply with the requirements of the *Health and Safety at Work etc. Act 1974* and other relevant statutory provisions regarding health and safety. The Company pledges to provide adequate resources, both financial and organisational, for health and safety commensurate with the requirements and demands of the Act.

It is the policy of **Independent Communication Solutions Ltd** to take all steps reasonably practicable to provide a safe working environment and safe systems of work for its employees, and to ensure the health, safety and welfare of employees, members of the public and any other persons who may be affected by its activities.

ICS shall take all practicable steps to undertake its activities without detriment to the environment.

ICS shall take all steps reasonably practicable to ensure the safe storage, handling and use of materials, provide workplace equipment that is without detriment to employees' health and safety and to provide adequate training, instruction, information and supervision in the safe operation and maintenance of workplace equipment.

ICS shall take all steps reasonably practicable to provide safe systems of work for its employees that are without detriment to their health safety and welfare. All employees are required to work in accordance with these safe systems of work and the Company's workplace safety rules as detailed within the Health & Safety Policy, and to promote high standards of health and safety at all times.

ICS shall ensure that their activities are undertaken in accordance with current E.C legislation and Approved Codes of Practice.

ICS shall ensure that adequate resources are made available to employees so that they may maintain a safe working environment and safe systems of work at all times.

Employees of **ICS** are required under *The Health and Safety at Work etc Act 1974*, so far as is reasonably practicable, to co-operate with their employer in complying with health and safety statutory requirements and duties. In particular, they are to make sure that they do not place themselves or others at risk through their activities at work. Employees must report to their employer, without delay, any hazard or risk, actual or potential, that they become aware of. Employees must understand and comply with the health and safety instructions and arrangements brought to their attention by the Company, its management and its supervisors.

Contractors and visitors are required to co-operate with all health and safety policies and arrangements brought to their attention by the Company.

ICS shall periodically review this Health & Safety Policy to ensure that activities are undertaken in accordance with new legislation and Approved Codes of Practice, and to promote continuous improvement within the Company.

Signed,



**Alan Ogden,
Director.**

Date: 1st May 2005.

3. Purpose

This work instruction defines the Health and Safety Policy of **Independent Communication Solutions Ltd (ICS)**.

4. Scope

This work instruction details the requirements and actions necessary to ensure **ICS** and its employees enjoy a safe working environment.

5. Responsibilities

It is the responsibility of the Director and all employees to ensure this work instruction is followed.

6. Organisation of the Health & Safety Policy

Independent Communication Solutions Ltd has appointed Mr Alan Ogden as the *Director Responsible for Health and Safety* at the Company premises, and at other locations where the Company undertakes work.

Premises:

Independent Communication Solutions Ltd

**12 Flying Fields
Welsh Road East
Southam
Warwickshire CV47 1GA**

**Tel: 01926 814371
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Chapel Lane
Leasingham
Sleaford
Lincolnshire NG34 8LD**

**Phone No: 01529 307777
Fax No: 01529 307959**

Mr Ogden will ensure that the activities of **ICS** are undertaken in accordance with the arrangements identified within this Health & Safety Policy, and is the Director to whom reference should be made if there is any difficulty in the implementation of this Health & Safety Policy.

7. Duties & Responsibilities

7.1. The Director

- ◇ Establish and promote a positive health and safety culture within the Company.
- ◇ Ensure that the Company's activities are undertaken in accordance with this Health & Safety Policy.
- ◇ Ensure that adequate resources are available to allow the Company to undertake its activities in accordance with this Health & Safety Policy.
- ◇ Appoint a Competent Person to advise and assist in matters relating to health and safety.
- ◇ Appoint suitable, competent and qualified personnel to manage the Company's health, safety and welfare arrangements on a day-to-day basis.
- ◇ Arrange for the periodic review of the Company Health & Safety Policy.

7.2. Line Managers

- ◇ Promote a positive health and safety culture within the Company, and fully familiarise themselves with the Company's Health & Safety Policy.
- ◇ Ensure that suitable and sufficient risk assessments are undertaken and recorded.
- ◇ Ensure that post-risk assessment recommendations are actioned and incorporated into safe systems of work.
- ◇ Establish and record safe systems of work.
- ◇ Establish emergency, fire and evacuation procedures.
- ◇ Ensure provision for suitable and sufficient medical and first aid facilities.
- ◇ Report all accidents, injuries or dangerous occurrences notifiable under the *Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995*.
- ◇ Ensure that new employees receive induction training, and any other information, instruction and supervision to enable them to undertake their work safely.
- ◇ Ensure that suitable, ongoing information, instruction, training and supervision is provided to employees so that they may undertake their work safely.
- ◇ Establish and maintain safe systems of work.
- ◇ Allocate sufficient resources to health, safety and welfare so that the policy arrangements may be complied with.
- ◇ Ensure that arrangements for consulting with employees, or their representatives, on matters of health, safety and welfare are in place.
- ◇ Ensure that the workplace and working environment are without risk to employees.
- ◇ Monitor employee compliance with the Health & Safety Policy arrangements.
- ◇ Arrange for regular inspections of the workplace to monitor compliance with the Health & Safety Policy.

7.3. Employees

- ◇ Promote a positive health and safety culture within the Company, and fully familiarise themselves with the Company's Health & Safety Policy.
- ◇ Work in compliance with the established safe systems of work and other safety arrangements identified in the Health & Safety Policy.
- ◇ Carry out their work activities without endangering the health, safety or welfare of themselves, fellow employees, visitors or members of the public.
- ◇ Report to their line manager, without delay, any work activity, condition or situation that they feel is hazardous to the health, safety or welfare of themselves, their fellow employees, visitors or members of the public.

8. Arrangements for Health & Safety

This section contains the rules and regulations laid down to identify and control hazards which could otherwise lead to injury or damage.

8.1. Induction Procedures

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

Training - Induction Procedure & New Starter Information Pack

All new employees shall undergo a safety induction programme upon their recruitment and prior to commencing work. The employee's line manager or a suitably trained person should carry out induction :

- ◇ Escort the new employee around the facility so that they may familiarise themselves with the layout of the building.
- ◇ Identify their Fire Warden, the location of emergency exits, fire extinguishers, alarm points, fire blankets, fire procedure notices and the location of the Assembly Point.
- ◇ Identify the First Aiders to whom they should report; the location of the First Aid facilities and Accident Book. Ensure they understand the requirement to report all injuries, however trivial.
- ◇ Identify any hazardous operations; explain their associated risks and the safe systems of work in place to control those risks.
- ◇ Issue any workplace risk assessments as necessary (e.g. CoSHH).
- ◇ Explain the Workplace Safety Rules and Disciplinary Procedures.
- ◇ Provide the new employee with a copy of the New Starter Information Pack.
- ◇ Issue the new employee with properly fitted protective work clothing and personal protective equipment as necessary; instruct them in the correct use, storage and inspection of this equipment, and the requirement to immediately report any defects in PPE.
- ◇ Instruct new employees in any job specific manual handling risks and safe handling and lifting techniques.
- ◇ Identify the location of the Company Health & Safety Policy.

8.2. Workplace Risk Assessments

The Management of Health and Safety at Work Regulations (1999)

All employers are required to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, and of any persons not in their employment who may be affected by their work activities – e.g. contractors, visitors – even trespassers. Employers are also required to identify groups of workers particularly at risk – e.g. young persons, new and expectant mothers, night workers, home or lone workers and the disabled.

Employers must also inform employees of the nature and extent of risks identified by the assessment, and the preventative and protective measures in place.

- ◇ All workplace activities shall be assessed to establish the risks to employee health, safety and welfare. Risk assessments shall subsequently be used to establish safe systems of work.
- ◇ The risk assessment and risk reduction process is a continual one. However, assessments must always be carried out under the following circumstances :
 - Prior to the commencement of new projects.
 - Before the introduction of new work processes, substances or materials - and where the risk from biological agents should also be considered.
 - Following any significant change to the physical work environment.
 - Immediately after all accidents, incidents and near misses in the form of a Post-Accident Risk Assessment.
 - Where existing precautions have proved less effective than anticipated.
 - Where there is reason to suspect that an existing risk assessment is no longer valid.
 - Where consultation with employees has identified the need for assessment or review.
 - Before a child (under 16 years of age) or a young person (16-18 years of age) carries out any form of work activity – including work experience.
 - Where notification of expectant, or return to work of new, mothers is received.
 - At least annually, unless a specific timescale is required under the Regulations or Procedures.
- ◇ A file of all workplace risk assessments shall be retained for general reference and inspection.
- ◇ Where risk assessments indicate that the existing safety precautions are adequate, a reminder to review the assessment at an appropriate time should be set.
- ◇ Where risk assessments indicate that existing safety precautions are not adequate, a hierarchy of controls is used to assess the areas where the risk could be better managed and create an Action Plan :
 - 1st** Can the risk be completely **eliminated** through workplace or job engineering and design?
 - 2nd** Can the risk be significantly **reduced** through substitution?
 - 3rd** Can the risk be **isolated** through total segregation or enclosure?
 - 4th** Can the risk be **controlled** through training, safe systems of work, safety rules and procedures?
 - 5th** After steps 1 to 4, is there still a residual risk such that employees need personal protective equipment?
 - 6th** After steps 1 to 5, is there a need for further rules and discipline?
- ◇ Repeat the risk assessment, considering the additional safety precautions that have been chosen.

- ◇ This final step is taken to ensure that the proposed preventative and precautionary measures will in fact work – and will not introduce new hazards or compromise existing safety standards already in the workplace.
- ◇ Line Managers must take a holistic view of workplace health and safety when undertaking risk assessments and making recommendations for action.
- ◇ Repeat the risk assessment process until satisfied that the risks will be adequately controlled.

8.3. Manual Handling Risk Assessments

The Manual Handling Operations Regulations (1992)

Take an ergonomic approach to preventing manual handling injuries – that is, fitting the job around the person taking into account anatomy, physiology and psychology.

The first consideration for all employers is to **avoid** manual handling activities in the first instance – and then to **assess and reduce** the risks to employees of all manual handling tasks that cannot be reasonably avoided.

Manual handling is defined as “any transporting or supporting of a load - including lifting, putting down, pushing, pulling, carrying or moving”, and is the single most common cause of workplace injury. The three main risks are accidental injury, over-exertion and cumulative damage.

- ◇ All workplace activities requiring manual handling shall be assessed to establish the risk to employee’s health, safety and welfare. The assessment shall subsequently be used to establish safe systems of work.
- ◇ These assessments should identify the suitability of persons required to undertake manual handling activities. For example, persons with a heart condition, who are pregnant or have a history of musculoskeletal disorders may not be suitable. Other considerations such as physical build, age and general health will be addressed alongside the task to be undertaken, the loads to be lifted and the work environment.
- ◇ Employees involved in manual handling activities will be instructed in the risks involved in the job they are required to do, and safe handling and lifting techniques.
- ◇ Where workplace conditions or activities undergo significant change, manual handling assessments will be reviewed and altered as necessary. Affected staff will be informed and re-trained where appropriate.
- ◇ A file of manual handling assessments shall be retained for general reference and inspection.
- ◇ The hierarchy of controls used when producing manual handling assessments shall be as follows:
 - Eliminate the requirement for manual handling.
 - Mechanise repetitive handling operations.
 - Reduce the weight of products requiring manual handling.
 - Provide suitable workplace lifting equipment.
 - Establish safe working procedures.
 - Provide suitable PPE.

8.4. Safe Handling Technique

- ◇ Always plan the lift – ask whether help (team lifting) or handling aids are required and available.
- ◇ Place feet apart to give a balanced and stable base for lifting.
- ◇ Adopt a good posture :
 - ⇒ Knees bent
 - ⇒ Hands level with your waist when grasping the load
 - ⇒ Straight back – maintaining its natural curve
 - ⇒ Chin tucked in
- ◇ Get a firm grip with your arms within the boundary formed by your legs.
- ◇ Lift smoothly, raising your chin as you begin to lift and keeping steady control of the load.
- ◇ Move your feet rather than twisting your torso when turning to the side.
- ◇ Keep the load close to you for as long as possible, with the heaviest side next to your torso.
- ◇ Put down the load – keeping a good posture – and adjust the position of the load afterwards.

8.5. Display Screen Equipment**The Health & Safety (Display Screen Equipment) Regulations (1992)
Display Screen Equipment Guidelines & Procedure**

The Regulations require employers to assess the risks to those working at VDU workstations, whether provided by them or not. Employees using laptops in the office and laptops or PC's for business activities at home or in the field are also included.

- ◇ DSE assessments will be carried out to ensure that the work environment, workstations and work activities are not detrimental to employee health, safety and welfare.
- ◇ Where a risk to employee's health is identified, appropriate action will be taken to eliminate, reduce or control that risk. Actions may include :
 - Instruction and training in good DSE practice.
 - Provision of eyesight tests for regular users.
 - The purchase of additional DSE equipment.
 - Task rotation.
 - Medical surveillance and specialist recommendation
 - Removal from specific DSE activities where the risk of injury remains unacceptable.

8.6. Workplace Safety Rules**The Health & Safety at Work etc Act (1974)**

To ensure the health, safety and welfare of both employees and the general public, employees shall conduct themselves in accordance with the following workplace safety rules:

- ◇ Employees will drive at 5mph whilst on Company premises.
- ◇ Vehicles will not obstruct emergency exits or loading areas.
- ◇ Work shall be undertaken in line with the established safe systems of work.

- ◇ Employees will not indulge in horseplay.
- ◇ Employees will not operate machinery or use equipment they have not been instructed or trained to use correctly and safely.
- ◇ Signage and equipment for the purpose of safety shall not be removed or altered.
- ◇ Where the safe system of work identifies, protective equipment and clothing shall be worn correctly and at all times.
- ◇ Smoking is prohibited within the building, and only permitted at the designated external smoking points.
- ◇ Cigarette butts and discarded matches shall be disposed of in the facilities provided. Do not discard cigarettes and matches around the Company grounds and gardens.

8.7. Fire Safety Procedures

The Health & Safety at Work etc Act (1974)

The Workplace (Health, Safety and Welfare) Regulations (1992)

The Fire Precautions Act (1971)

Is concerned with the certification of premises. A Fire Certificate must be applied for under certain criteria e.g. : where more than 20 people are at work, or more than 10 are at work elsewhere than on the ground floor in shops, factories, offices & railway premises. However, low risk premises meeting these criterion may be granted exemption.

The Fire Precautions (Workplace) (Amendment) Regulations (1999)

Require all employers to conduct a fire risk assessment – even those possessing Fire Certificates previously exempted from doing so under the Fire Precautions (Workplace) Regulations (1997).

The Management of Health and Safety at Work Regulations (1999)

Require all employers to undertake risk assessments and identify those measures to be taken in order to comply with the Fire Precautions (Workplace) Regulations – including procedures for serious and imminent danger, contacts with external services, training, information, co-operation and co-ordination and work in host employer's premises.

- ◇ **ICS** shall ensure that the requirements of the above Regulations are complied with during the company's work activities and in the maintenance of its properties.
- ◇ At induction, all new employees will receive information concerning the fire risks associated with the work activities they are required to undertake.
- ◇ Information and instruction concerning the safe use of fire fighting equipment, the location of emergency call points, evacuation and assembly procedures will be given to new employees at induction, and Fire Wardens for all areas appointed as necessary.
- ◇ Refresher fire safety training will be undertaken as appropriate.
- ◇ Employees are required to understand the following Emergency Procedures :

8.7.1. Emergency Procedures**ACTION TO BE TAKEN IF YOU DISCOVER A FIRE**

- ⇒ Raise the alarm by breaking the glass of the nearest Fire Alarm Call Point.
- ⇒ Use the nearest telephone and dial 999; give full details of the emergency, the location address and your name. Do not hang up until told to do so by the operator.
- ⇒ Use the nearest appropriate fire fighting appliance only if it is safe to do so and without risk of injury to yourself and others, and you have been trained in its correct use.
- ⇒ Appropriately signed fire fighting equipment is located by all fire exits.
- ⇒ Obey the evacuation instructions of a Fire Warden.
- ⇒ Make your way in an orderly manner to the Assembly Point situated at the front of the building. Do not stop to collect personal belongings.
- ⇒ Do not attempt to re-enter the building until you are given clear instructions from the Fire Safety Co-ordinator.
- ⇒ Only those members of staff delegated by the Fire Wardens are to assist any disabled colleagues to exit the building and proceed to the Assembly Point.

ACTION TO BE TAKEN IF THE FIRE ALARM SOUNDS

- ⇒ Stop work immediately.
- ⇒ Turn off any machinery or electrical equipment.
- ⇒ Close any doors or windows behind you and evacuate the building via the nearest emergency exit.
- ⇒ Do not stop to talk to colleagues or collect personal belongings.

8.8. Medical Facilities**The Health & Safety at Work etc Act 1974****The Health and Safety (First-Aid) Regulations (1981)**

Require employers to provide adequate equipment and facilities suitable for rendering first aid if any of their employees are injured or become ill at work.

Employers must also ensure that there are a suitable number of qualified persons trained to administer first aid at all times during work activities.

- ◇ **ICS** shall ensure that the health of their employees and members of the general public is not adversely affected by their activities, and will comply with legislation relating to the provision of first aid.
- ◇ All employees shall be informed of the risks to their health, safety and welfare upon employment, and at times where new risks have been identified and assessed. Information and instruction will include the necessary precautions in place.
- ◇ Employees will receive appropriate information, instruction and training in first aid to enable them to undertake their duties safely.
- ◇ Employees are required to seek medical attention from a trained First Aider for any injury sustained during work activities
- ◇ Employees and First Aiders must ensure that a record of the injury is entered into the Accident Book.

- ◇ Employees not qualified to administer first aid should not attempt to do so to themselves or any other person. First aid emergencies will be attended to by qualified persons only.

8.9. Workplace Equipment

The Health & Safety at Work etc Act (1974)

The Provision and Use of Work Equipment (PUWER) Regulations (1998)

The aim of these Regulations is to protect employees from dangerous machinery and parts that could foreseeably cause injury. They require the employer to carry out a formal assessment of all machinery and equipment prior to installation, commissioning and use.

Employees are required to use equipment in accordance with the safe working procedures and instructions provided

8.9.1. Maintenance

- ◇ Workplace equipment shall be maintained in accordance with PUWER.
- ◇ Where equipment requires regular maintenance, a programme of planned preventative maintenance shall be established and a Log kept of all work undertaken.

8.9.2. Inspections

- ◇ Employees will visually inspect all hand-tools and manual equipment prior to use. Defective equipment will be decommissioned immediately, and the employee's Line Manager informed without delay.
- ◇ Workplace equipment with moving parts shall be inspected periodically by a Competent Person who will have knowledge of and understand :
 - What to look for, the likely faults and the key components of the equipment.
 - What actions to take when faults or potential faults are identified.
- ◇ Where maintenance work is required, this may only be carried out by trained, qualified Competent Persons.
- ◇ All work must be entered into the Maintenance Log.

8.9.3. Testing

- ◇ Workplace equipment requiring regular testing (e.g. electrical, hydraulic and pneumatic equipment) will be tested in accordance with manufacturer's recommendations.
- ◇ Where these are not stated, equipment will be tested in line with the relevant HSE Guidance and Approved Codes of Practice.

8.9.4. Specified Hazards

- ◇ Where there are specified hazards from the use of certain types of work equipment (e.g. rupture or disintegration of parts, premature discharge of articles, gas, dust, liquid or vapour; ejection of materials; fire etc.), use shall be restricted to authorised and competent persons.
- ◇ Where appropriate, protective measures such as guarding and specific work procedures will be introduced.

8.9.5. Information, Instruction and Training

- ◇ All employees required to use work equipment will receive instruction in the associated risks, the safe system of work and the risk control measures in place.
- ◇ Employees may only use equipment or operate machinery after being trained and supervised by a Competent Person.
- ◇ Information on the safe use of work equipment will be readily available for reference and inspection.

8.10. Workplace Environment

The Health & Safety at Work etc Act (1974)

The Workplace (Health, Safety and Welfare) Regulations (1992)

Set out a wide range of health and safety standards, which apply to most places of work.

The Disability Discrimination Act (1995)

Requires that reasonable adjustments be made to workplaces to ensure that disabled workers are not put at a substantial disadvantage.

- ◇ **ICS** shall ensure that a suitable working environment is provided and maintained in accordance with current legislation.
- ◇ It is the duty of every employee to maintain their workplace in a condition that is without risk to the health, safety and welfare of themselves and fellow employees.
- ◇ Refuse facilities provided shall be properly used, and employees shall report any condition or practice they consider detrimental to a person's health, safety and welfare to their Line Manager without delay.
- ◇ Equipment provided for the purpose of maintaining the work environment may only be maintained, altered or removed by a Competent Person.

8.11. Office Safety

- ◇ Employees will ensure that their workstations are kept orderly, and without risk to the health, safety and welfare of themselves and fellow employees.
- ◇ Electrical leads may not be placed in general access areas, and employees must ensure that leads and cables are not trapped between equipment, furniture, floor panels or any other object that could cause damage to the lead or cable or lead to injury.
- ◇ General workplace and individual DSE assessments will be readily available for reference and inspection, and employees are required to follow the recommendations of these assessments.
- ◇ Storage areas are to be kept in good order, and items or stock never over-stacked.
- ◇ Employees may not climb storage racks or use chairs to retrieve items. Suitable access equipment must be used where persons wish to retrieve stored goods from high places (e.g. stepladders).
- ◇ Employees shall ensure that electrical equipment is switched off at the end of each working day.

8.12. Information, Instruction and Training

- ◇ Employees will receive suitable safety information, instruction and training prior to commencing work and throughout their employment so that they may undertake their work without risk to the health, safety and welfare of themselves, fellow employees and the general public.
- ◇ Employees who are transferred, given additional duties or exposed to new hazards within the work place will receive renewed, appropriate safety information, instruction and training.
- ◇ New employees with evidence of additional training should inform their line manager so that it may be entered onto their personal training record.
- ◇ Information, instruction and training provided by **ICS**, or outside facilitators on behalf of the Company, must be recorded on the employee's Training Record.
- ◇ Line Managers are responsible for ensuring that all statutory training is carried out.

8.13. Waste Management and Housekeeping

- ◇ Employees should endeavour to reduce the amount of waste produced and, wherever possible, re-use and recycle materials.
- ◇ **ICS** will endeavour to reduce the amount of waste produced from its activities. Wherever possible, waste produced shall be collected and recycled. Where this is not practicable, waste will be disposed of in accordance with local and national statutory requirements.
- ◇ Refuse disposal facilities will be provided, and employees are required to ensure that these are used correctly and emptied regularly and appropriately.
- ◇ Goods, materials and waste products will be stored correctly and may not obstruct walkways, work and office areas.
- ◇ Emergency equipment and exits may never be obstructed by stored goods, materials or waste.
- ◇ Employees must ensure that their work area is kept clean at all times, and remove waste before it becomes a hazard.

8.14. Welfare Provision

- ◇ **ICS** will ensure that the statutory requirements for the provision and maintenance of welfare facilities are met.
- ◇ Employees may not abuse, deface or intentionally damage equipment provided for the purpose of their health, safety and welfare.
- ◇ Where employees become aware of damaged or defective equipment, their Line Manager must be informed without delay.

8.15. Protective Equipment (PPE)**The Health & Safety at Work etc Act (1974)****The Personal Protective Equipment at Work Regulations (1992)**

Require employers to make a formal assessment of the personal protective equipment (PPE) needs of employees, and to provide and maintain ergonomically suitable equipment to protect against foreseeable risks at work.

Requires employees to correctly use PPE as provided and instructed by their employer, and to immediately report any loss or defect.

- ◇ Where identified for safe systems of working, employees will be provided with suitable, correctly fitted PPE.
- ◇ Employees will receive information, instruction and training in the correct use and care of PPE they are provided with, and understand their duty to wear it as instructed.
- ◇ Employees will store PPE in a suitable location, and may not dispose of PPE unnecessarily. Employees must inform their Line Manager of defective PPE without delay.
- ◇ Where safe systems of work have specified the use of PPE, work may not commence unless employees are in possession of, and are correctly wearing, that PPE.

8.16. Control of Substances Hazardous to Health (CoSHH)**The Health & Safety at Work etc Act (1974)****The Control of Substances Hazardous to Health Amendment Regulations (2004)**

Implement those detailed health requirements of the EC Chemical Agents Directive that are not already incorporated into UK safety legislation, and require all employers to safeguard the health of those exposed to hazardous substances through risk assessment, monitoring, control of exposure levels, health surveillance, information, instruction and training.

Work activities liable to expose employees to any substance hazardous to their health may not be carried out unless a risk assessment and action to meet the requirements of CoSHH legislation have been undertaken beforehand.

The Management of Health and Safety at Work Regulations (1999)

Require all employers to undertake risk assessments and identify those measures to be taken in order to comply with the COSHH Regulations.

- ◇ An assessment of all materials, substances and biological agents **ICS** employees may be exposed to during their work activities will be undertaken and recorded in the CoSHH Assessment file. This file will be accessible for reference and inspection, and employees will receive information, instruction and training in the significant risks and the precautions in place before work commences and possible exposure occurs.
- ◇ Employees are required to adhere to all safe systems of work resulting from CoSHH assessments, and to ensure that they are familiar with the emergency and medical procedures.
- ◇ Material Safety Data Sheets will be sourced from all suppliers of CoSHH substances. This data will be used in the risk assessment process, and made available to employees for reference.

8.17. Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)

The Health & Safety at Work etc Act (1974)

The Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR) Regulations (1995)

Applies to all work activities and requires the reporting to the Health and Safety Executive of any work related injury resulting in death, a specified major injury or absence from work for more than 3 days and to report certain diseases linked with specific work activities.

In addition, if something happens which does not result in a reportable injury - but which clearly could have done - it may be classed as a dangerous occurrence, which must be reported immediately.

The Social Security Act (1975)

Requires all employees to notify their employer of any accident resulting in personal injury in respect of which benefit may be payable.

- ◇ Employees shall report all injuries, however trivial, to their Line Manager and ensure that they receive appropriate medical treatment from a qualified First Aider.
- ◇ Employees shall report all dangerous occurrences to their Line Manager without delay. The Line Manager will arrange for a Competent Person to undertake an inspection of the equipment or to investigate the incident.
- ◇ When the Health & Safety Executive must be informed:

Without delay and by telephone in the event of:

- a) The death of any person as a result of an accident or physical violence at, or in relation to, work.
- b) Any person suffering a suspected major injury or condition as a result of an accident or physical violence at, or in relation to, work.
- c) A member of the public being killed or hospitalised as a result of injuries caused by work-related activities.

Details required at this stage will be:

- a) The name of the injured person
- b) The circumstances of the accident
- c) The name and address of the contract site.

All telephone reports made under the above circumstances must be followed up within ten days using Form F2508 (hardcopy or online).

In the event of a work-related injury resulting in more than three consecutive day's absence from work - *including weekends* – ICS must notify the Health and Safety Executive by one of the methods below.

If notifying by e-mail or telephone, Form F2508 should be completed beforehand to ensure that all the information required by the Health and Safety Executive is available, and that a record of the information provided is retained. This is of particular importance when reporting accidents or incidents involving contractors or visitors over the telephone.

Reportable accidents and incidents may be notified to the HSE by :

E-mail: riddor@gov.uk

Internet: www.riddor.gov.uk

Tel: 08453 009923: (Monday – Friday 8.30 am – 5.00 pm)

Fax: 0845 300 9924

Post: Incident Contact Centre
Caerphilly Business Park
Caerphilly CF83 3GG

8.18. Lone Working Procedures

Health & Safety at Work etc Act (1974)

The Management of Health and Safety at Work Regulations (1999)

ICS employees who travel from contract to contract and who work alone on client premises after hours are classed as 'lone workers' and require special consideration and assessment in respect of their personal safety during these times.

- ◇ The following points must be considered by Line Managers of employees wishing to work alone and outside company working hours on company or client premises :
 - The level of risk associated with the task being undertaken.
 - The level of exposure to that risk likely to be experienced by the individual.
 - Whether the work equipment to be used and the procedures in place are suitable for an individual working alone.
 - The age, experience and training of the person wishing to work alone.
- ◇ Employees wishing to work alone must receive prior consent from their Line Manager. The nature of the work to be undertaken, and the reason for its completion outside normal working hours, must be clearly explained to the Line Manager.
- ◇ Employees are required to ensure that a relative or friend is aware that they are working alone outside Company working hours, and that the relative or friend is aware of the time they will leave work.
- ◇ The relative or friend must be in possession of the business phone number and / or the employee's mobile telephone number.
- ◇ Not only must employees be aware of the risk of injury from operating machinery or equipment, but also of the risks to their personal safety from trespassers.
- ◇ When working alone on any premises, all doors and windows must be kept secure and any unusual or suspicious incidents reported to the Police.
- ◇ Where they are installed, employees must avoid using lifts when the building is empty.
- ◇ When working at other premises, always park in well-lit, easily accessible and ideally public areas.
- ◇ Employees must make sure that any security or alarm system in place is not compromised through their lone working activities, and that they are trained and authorised to use that system should they be required to activate or deactivate it.

8.19. H.S.E Guidance Notes

The following guidance notes are available from your manager at your induction:

- ◇ The Control of Substances Hazardous to Health (CoSHH) Regulations (2002)
- ◇ Getting to Grips with Manual Handling – A Short Guide
- ◇ Solder Fume

9. Safety Rules

Statutory requirements are viewed by **ICS** as identifying the minimum acceptable standards, rather than the ideal maximum.

In addition to statutory requirements, the following safe operating practices and procedures are Company policy and must be strictly adhered to by all employees - regardless of the nature of their specific duties.

Employees will receive information, instruction and training in the safe systems of work and method statements appropriate to the site and work activities. Wilful disregard, by any employee, of any Company safety rule will be considered sufficient cause for, and may lead to, disciplinary procedures or immediate dismissal.

Some of these rules are statutory requirements, and are included as a reminder :

- **Personal Protective Equipment** must be worn in accordance with the safe system of work. Employees have a legal duty to report defective PPE to their Line Manager, and to ensure it is maintained and replacements obtained where necessary.
 - ◇ Where PPE is required on site, the Project Manager will instruct both employees and visitors - particularly concerning high visibility clothing, safety helmets, safety shoes, goggles and ear protection.
 - ◇ Safety helmets will be worn in accordance with the relevant regulations on sites with mandatory 'Hard Hat' areas, or where there are other risks of head injury.
 - ◇ No person may wear plimsolls, trainers or other soft sole footwear in workshops or on site, unless specifically authorised to do so by the person in charge of the workshop or site.
 - ◇ Safety belts, lanyards, life-lines and safety nets must be used by operatives working at height where it is impractical to provide working platforms.
- **All ladders and steps** will be kept in good repair, and be of the correct type for the task. Ladders and steps must, so far as is reasonably practicable, only be used for access and correctly tied and/or footed.
- **Scaffolding** - only Competent Persons authorised by the Project Manager will be permitted to inspect, erect, dismantle or alter scaffolding in any way.
- **Abrasive wheels and cutting discs** may only be changed by persons who have been trained and appointed to do so in line with the Abrasive Wheels Regulations (1970) and the Provision and Use of Work Equipment Regulations (1992).
 - ◇ Where no such persons are appointed, the owners of the machines (e.g. sub-contractor or plant hire company) will be asked to arrange for an appointed person to change or mount wheels and discs.
- **Access equipment** must be of the correct type, in good repair and only used by Competent Persons.
- **All injuries** - no matter how slight, are to be reported immediately and entered into the Accident Book.
- **Housekeeping** - stacked materials, supplies, stores equipment and parked vehicles must not be permitted to obscure any sign, fire exit or item of equipment provided for safety.
 - ◇ All signs must be inspected regularly to ensure they are properly positioned, clean and legible at all times. Damaged signs must be replaced immediately.
 - ◇ Untidy areas and methods of working that create unacceptable risks must be avoided at all times.

- ◇ Employees' vehicles may not be parked in work areas. The Project Manager will be responsible for designating areas where vehicles may be parked.
- **Fire-fighting equipment** appropriate to the work place and activities shall be provided and maintained at all times.
- **Plant and machinery** – may only be operated by authorised (and where required), licensed or certificated personnel. This includes cartridge tools.
 - ◇ Persons under the age of 18 years may not drive a mechanically propelled vehicle, or operate a hoist crane under any circumstance.
 - ◇ When mechanical equipment is being operated, no person will be in the cab other than the operator, unless the operator is under instruction.
- **Members of the public** - all work will be carried out so as not to endanger members of the public. Where access by members of the public is unavoidable (e.g. public rights of way on or near sites or work area) routes must be clearly defined, properly protected and signposted.
 - ◇ Public areas adjacent to any site are to be kept in a clean and safe condition.
- **Drugs and alcohol** – anyone found to be under the influence of alcohol and/or drugs will not be allowed to work, and will not be granted access to company or client premises.
 - ◇ Persons with symptoms of alcohol and/or drug abuse will be encouraged to discuss personal or work-related problems with their Line Manager and/or GP.
- **Fatigue** - no one shall knowingly be permitted, or required, to work while their ability or alertness is so impaired by fatigue, illness or other cause that it might expose the individual or others to injury.
- **Horseplay**, fighting and other acts endangering the safety or well-being of employees are prohibited, and will lead to immediate disciplinary action.
- **Safe systems of work**, safety rules and advice covering specific work areas will be attached as Appendices to this document where appropriate.
- **Lone working** – the specific risks to anyone required to work alone on client or company premises must be assessed by the manager responsible and take account of the employee, the activity, the work equipment and the working environment. Any protective measures identified by the manager following assessment must in place before work commences.

10. Special Hazards

A number of special hazards, with potentially serious consequences, are encountered throughout the Company's operations :

10.1. Dangerous Occurrences

The Project Manager must be informed without delay whenever any of the following occur:

- ◇ Fire, explosion, collapse or failure of scaffolding; collapse, overturning or mechanical failure of any part of a lifting appliance; unintentional contact with overhead or underground lines; suspected hazardous substances (including dust), asbestos; unknown processes taking place alongside or under work areas.
- ◇ The Project Manager will determine the course of action to be taken including, if necessary, notification of the Enforcement Authorities and the insurers.

10.2. Special Hazards

The Project Manager must be informed without delay if any of the following potential hazards are identified:

Removal, use or storage of any asbestos containing material (ACM); on-site storage of more than three cylinders of LPG (propane or butane); any demolition work requiring the use of specialist sub-contractors.

10.2.1. Procedure**10.2.1.1. Asbestos**

- Asbestos containing materials (ACM's) **must not** be handled by **ICS** employees.
- Where the type of asbestos is known, a written plan for the work shall be prepared by the client or the client's competent representative, and must include the nature and degree of exposure anticipated and the measures that will be put in place to control exposure and protect both those in direct contact with, and in the vicinity of, the asbestos. **ICS** employees will be required to follow all instructions and safe systems of work issued in this respect.
- If the presence of an ACM is suspected, it must **not** be disturbed and the Project Manager informed without delay. All compounds, lagging and insulation to be removed, handled or disturbed must be analysed prior to any work being undertaken.
- The general practice will be to engage licensed contractors.
- Employees who have been exposed to asbestos fibres above the specified 'action levels' may be subject to health surveillance, which may include a medical examination every two years.

10.2.1.2. Control of Lead at Work Regulations (2002)

- Lead and lead containing products will be handled subject to the Control of Lead at Work Regulations (2002).
- Under normal circumstances **ICS** employees and sub-contractors are not likely to be 'significantly exposed' to lead in their place of work. The Project Manager will review working conditions to ensure this is the case.

10.2.1.3. Buried Services

- Buried power and telephone cables, gas pipes and sewers must be anticipated on every site.
- Employees and sub-contractors must obtain relevant plans, where available, and make specific inquiries where they are not.
- The positions of buried services must be clearly marked on site and treated as live.
- Power tools and machinery must not be used knowingly within 0.5 metre of a buried service. Hand digging, with spades only, is permitted. If in doubt, the Project Manager will seek the advice of the relevant organisation.
- Should damage to services occur, the Project Manager will determine the course of action to be taken - including notification of the authorities, other appropriate organisations and the insurers.

10.2.1.4. Fragile Roofs

- Fragile roofs must be specifically identified by the Project Manager.
- The use of crawling ladders and boards is always required. This requirement will be made known to employees and sub-contractors likely to work on fragile roofs.
- Advice from the project manager shall be obtained before work starts if there is any doubt about the precautions required in particular circumstances.

10.2.1.5. Substances Hazardous to Health

- Apart from asbestos and lead, which have their own regulations, substances hazardous to health are covered by the Control of Substances Hazardous to Health Regulations (CoSHH).
- CoSHH assessments, to include the risks from chemical and biological hazards, will be made or verified by the Project Manager who will make the information available to employees and sub-contractors at their place of work.

10.2.1.6. Noise Control**Noise at Work Regulations (1989)**

- Noise at work is subject to the Noise at Work Regulations 1989.
- Noise assessments will be undertaken where employees are likely to be exposed to noise levels of 85 dB(A) (First Action Level) or higher.
- Details and instructions for the safeguarding of hearing will be given to employees and sub-contractors with the provision of appropriate personal protective equipment.

10.2.1.7. Site Boundaries

- Site boundaries must be kept secure to prevent the unauthorised entry of members of the public, particularly children.
- The integrity of hoardings, fences and gates are to be checked at the end of each working day.

10.2.1.8. Outside Site Boundary

- Work activities must be planned and organised to cause the minimum of risk and inconvenience to the public. Particular attention is to be given to the provision of designated safe walkways.
- Loads must not be lifted over pedestrian walkways or pavements unless the operation is supervised by a Competent Person, and access to the area under the load is denied during the lifting operation.

10.2.1.9. Confined Spaces

- Confined spaces such as manholes, sewers and deep excavations must not be entered unless a Permit to Work system is in operation, and those required to enter are competent, trained and appropriately equipped (PPE, BA etc.) to do so.
- The safe system of work must include details of atmospheric monitoring, and the provision of emergency evacuation apparatus.

10.2.1.10. Scaffolding

- Only Competent Persons are permitted to erect, alter, inspect or dismantle scaffolding.

10.2.1.11. Electricity

- Electrical work may only be carried out by qualified competent persons, and in line with the Electricity at Work Regulations (1989).
- The attention of all employees is drawn to the HSE Leaflet **Electrical Safety and You** - a copy of which is supplied to each employee at induction.
- **ICS** provides and maintain safe systems of work, particularly in connection with electrical work, and requires all employees to carry out their work bearing in mind the duty of care to themselves and others who may be affected by their work activities.
- It is the policy of **ICS** to carry out Portable Appliance Testing, and to record tests on all electrical appliances supplied and used by the Company.
- Sub-contractors on site may only use electrical appliances that have had, and display, an 'in date' PAT label.
- Employees are advised that these requirements also apply to all mains electrical equipment brought onto site, such as mains powered radios.
- Employees are required to visually inspect all electrical equipment they use.
- Only qualified electricians may carry out maintenance or repairs. Live work is prohibited.
- Employees must be aware of the location of the main electrical isolation/control switch on site, and how to operate it safely.

10.2.1.12. Fire Precautions and Arrangements

- Project managers must ensure that the fire precautions in place on premises and sites are made known to **ICS** employees and sub-contractors upon arrival.
- In addition the specific fire regulations, information on the fire hazards and precautions in place must also be supplied by occupiers and employers under the Management of Health and Safety at Work Regulations (1999), and the Construction (Design Management) Regulations (1984).
- During induction, all employees will receive information, instruction and training in emergency procedures, fire precautions and fire prevention.
- Employees working on occupied sites and in production areas must be familiar with the name and location of the Fire Warden/Fire Officer, the location of fire escape routes, assembly points, fire fighting apparatus, the alarms and warning systems; fire evacuation drills and procedures.

10.2.1.13. Welfare

- The Company will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations, and the Construction (Health, Safety and Welfare) Regulations.
- Compliance includes the provision of suitable and sufficient sanitary provisions at readily accessible places, washing facilities, wholesome drinking water, clothing accommodation (including facilities for changing clothing), suitable eating and rest facilities.
- For 'on site' locations, suitable existing facilities (where an agreement can be reached with the client/main contractor) may be shared by Company employees.

10.2.1.14. Stress

- The Company operates a stress-monitoring programme and encourages employee awareness of the symptoms of work-related stress.
- Employees are reminded that absence of four days or more through stress related ill-health is a reportable injury, and therefore requires an entry to be made in the Accident Book following recognition of first symptoms.

10.2.1.15. Significant Risks

- Where significant risks are identified and recorded, suitable control measures will be devised and applied. Affected employees will receive appropriate information, instruction and training.
- In order to ensure safe systems of work, safe plant and equipment and a safe working environment, employees will be trained in the operation and maintenance of risk control measures, and encouraged to take a holistic view of safety in the workplace.

11. Sub-Contractors

- All sub-contractors will be provided with a copy of the **ICS** Health and Safety Policy Statement, and it will become an integral part of their sub-contract. Sub-contractors are bound by the provisions contained within, particularly the Safety Rules, and they will abide by them and make them available to all their employees working on **ICS** sites.
- Sub-contractors will be required to indemnify the Company in respect hereof.
- **ICS** will require a copy of every sub-contractor’s Safety Policy Statement, together with details of their individual employee’s health and safety training.

12. Records

- Records will be stored in accordance to the **ICS** records and database policy.

13. Document History

Health & Safety Policy

Issue	Change	Changes	Issued By	Date
2	a	Initial Issue formatted as works instruction	Kevin Angliss	10/08/2000
2.1	b	Revised to incorporate comments from other parties	Kevin Angliss	14/08/2000
2.2	c	General update	Kevin Angliss	10/12/2001
2.3	d	Correction of company name in footer	Kevin Angliss	10/12/2002
2.4	e	Overall review and update in line with new legislation; creation of Master Project H&S document.	Deborah Shrives, TechSP	15/12/2003
2.5	f	Break out of H&S policy from Master project document	Alan Ogden	02/01/2004

2.6	G	Update: Control of Substances Hazardous to Health (Amendment) Regulations 2004	Alan Ogden	01/05/2005
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