



**JAFRE LIMITED
T/AS INTERPRINT (4MAX
GRAPHICS) LIMITED
HEALTH AND SAFETY
GENERAL POLICY**

Jafre Limited also trading as Interprint (4Max Graphics) Limited will hereafter be known in the content of this document as Interprint (4Max) Limited.

OVERVIEW

Our health and safety management system provides us with the means to manage health and safety in an efficient and effective way. The system is contained in two folders:

Health and Safety General Policy (for use by the management team)

Safety Handbook (made available for employees to read)

These documents contain our plans, policies, organisation, arrangements and risk management tools.

General Policy, General Arrangements and Implementation of Policy

In this section we state our objectives for, and commitment to, managing health and safety. We also describe our general health and safety arrangements and indicate how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware of the duties that we have to create and maintain a safe working environment, this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

Arrangements

In this section we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring, Checking and Recording

The master documents for monitoring and checking are found at the back of the folder.

We have records for our fire precaution checks and training and other master documents and completed forms required by our policies and procedures. These and the other completed records are our proof that we have been diligent in carrying out our policy and complying with legal requirements.

Document Control

The issue status of pages in our documents is identified in the bottom left hand corner of each page. When updates or changes are required, only the pages requiring amendment will be changed with the issue status being increased by one. Each change is recorded in the Amendment Record found at the front of each manual.

The date on the Policy Statement reflects the date the policy was last reviewed.

INTERPRINT (4MAX GRAPHICS) LIMITED HEALTH AND SAFETY GENERAL POLICY

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AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By
HS/5/0112	All	All	Re-write to Policy	Jan 12	SS
HS/6/0914	All		Company name and logo updated	Sept 14	RS
HS/6/0914	All		NorthgateArinso Employer Services replaced with Moorepay Compliance Limited following rebrand	Sept 14	RS
HS/6/0914	All		General Manager changed to Operations Director throughout	Sept 14	RS
HS/6/0914	C	28	Accident/Incident Reporting Procedure updated	Sept 14	RS
HS/6/0914	C		Asbestos Procedure removed	Sept 14	RS
HS/6/0914	C	38	Fire Inspection and Maintenance Procedures updated	Sept 14	RS
HS/6/0914	C		Lift Trucks removed	Sept 14	RS
HS/6/0914	C		Non-Harrassment Policy removed	Sept 14	RS
HS/6/0914	E	64-68	Monitoring Checklistss updated	Sept 14	RS
HS/6/0914	G	76	Individual Employee Recognition Form added	Sept 14	RS

AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By
HS/6/0914	All		Reissue of whole policy	Sept 14	RS
HS/7/0215	All	All	Review of Whole Policy	Feb 15	SR

**SECTION A:
GENERAL POLICY, GENERAL
ARRANGEMENTS AND
IMPLEMENTATION**

GENERAL POLICY STATEMENT

At our organisation it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. We are looking for your cooperation to enable us to fulfil our legal duties and the objectives of this policy. To promote co-operation, procedures for consulting you are built into the policy. It is your duty to follow the standards and procedures laid down by us.

Where applicable, equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. If you are required to operate any equipment you will be provided with appropriate training. Any other training and instruction necessary to ensure that you know how to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

Any materials or equipment kept on site will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect all users of the premises. Suitable facilities for your welfare at work will be provided and maintained, as will arrangements to enable you to obtain first aid.

The signatory below has ultimate responsibility for health and safety within our organisation and will, if applicable, nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant procedures.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended. Any amendments will be brought to the attention of all persons that need to know.

Policy Holder:

Signed: Andrew Hatcher
Operations Director

Date:

Review Date:

GENERAL ARRANGEMENTS

What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are posted throughout the premises, (see Fire Safety Arrangements in Section C).

You must report **ALL INCIDENTS**. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence, (see Incident Reporting Arrangements in Section C).

FIRST AID. The location of first aid boxes and the names of first aiders are displayed on notice boards.

We are responsible for the **INSTRUCTION** of employees in safe working methods and for ensuring that these methods are used. We are also responsible for initiating any steps necessary to improve unsafe conditions.

We will arrange for you to receive any **TRAINING** that you will need in order to work safely and avoid work-related ill health. This will include training in the operation of emergency procedures.

GOOD HOUSEKEEPING is an essential part of our safety programme and you must co-operate with us in maintaining suitable standards. A housekeeping campaign will be introduced with areas prioritised to achieve a gradual overall improvement which should be maintained. Where possible, waste removal should form part of the operators normal duties.

We are responsible for the **MAINTENANCE** of equipment, especially where there is a risk to your health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons.

Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable, (see Section E – Monitoring). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.

Where a risk assessment identifies that you need to use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to ensure your health and/or safety, we will provide suitable equipment. Wherever possible you will be consulted when equipment is being selected.

Safety procedures and rules for **CONTRACTORS** are outlined in Section B.

RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary.

IMPLEMENTATION OF POLICY

Our policies will be implemented by:

- taking health and safety into account when planning all business activities;
- providing and maintaining equipment and systems of work that are carefully designed and monitored;
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all incidents;
- ensuring that the responsibilities of employees and subcontractors with regard to health and safety are specified clearly in writing.

ENVIRONMENTAL POLICY

We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

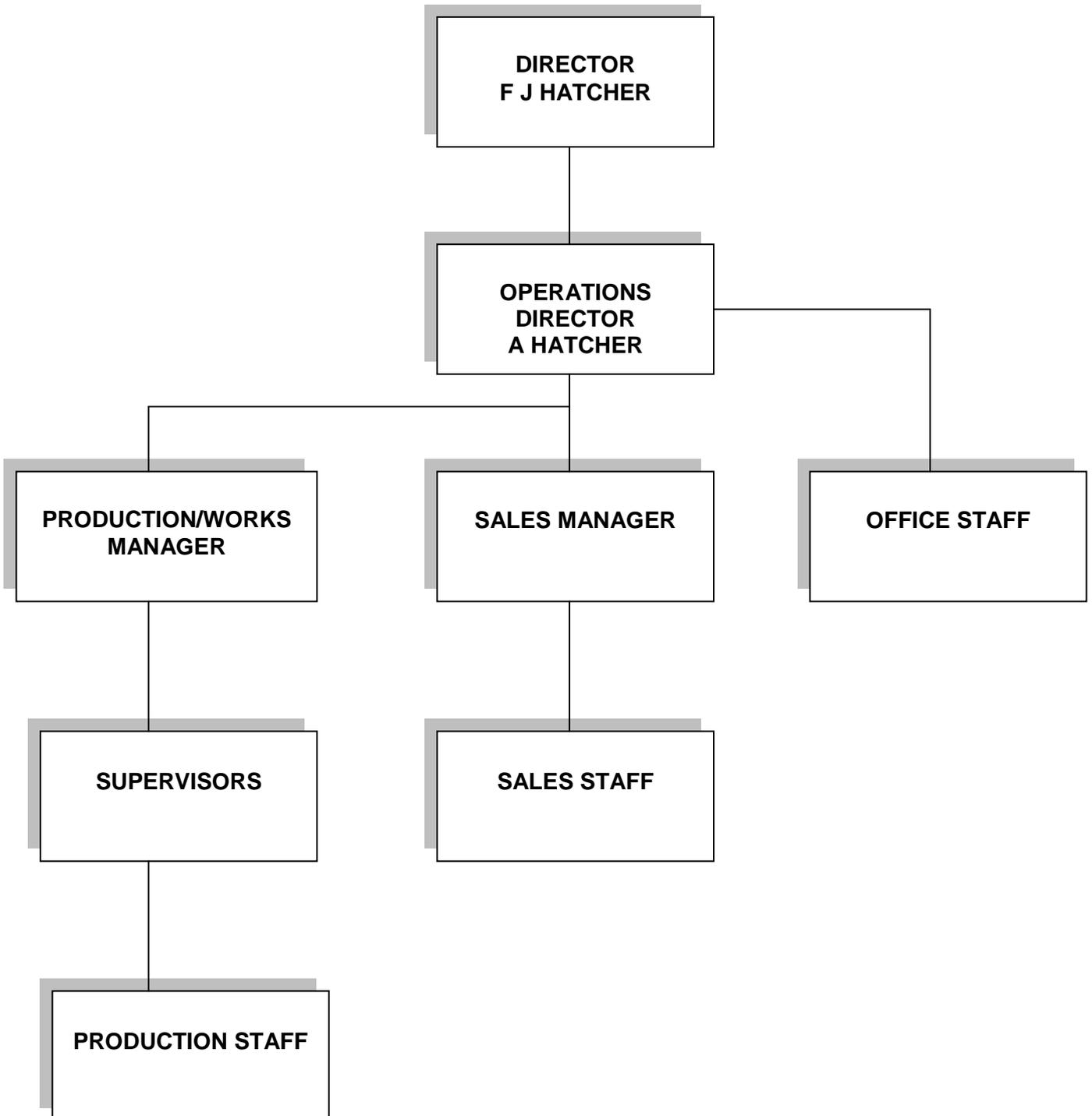
Our policy is to:-

- wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice;
- minimise our waste and then reuse or recycle as much of it as possible;
- minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable;
- operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- assess the environmental impact of any new processes or products we intend to introduce in advance;
- ensure that all employees understand our environmental policy and conform to the high standards it required;
- address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned;
- update our Environmental Policy annually in consultation with staff, associates and customers.

SECTION B:

ORGANISATION AND RESPONSIBILITIES

HEALTH AND SAFETY MANAGEMENT STRUCTURE



INDIVIDUAL RESPONSIBILITIES

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

The organisation takes seriously the health, safety and welfare of all our employees and anyone that could be affected by our work activities. We have set high standards which are described in our policies, procedures and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the co-operation of all employees.

Employees who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. If you have specific monitoring responsibilities, these are described in Section E. In addition to any specific responsibilities, you should regularly carry out safety inspections of the working environment under your control in order to maintain standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. If you have any concerns about health and safety matters, you should tell your supervisor or use the consultation procedure described in Section C.

We may want you to be involved in our risk assessment programme. If so, we would ask you to co-operate with those leading the process.

We would remind you that employees have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

SPECIFIC RESPONSIBILITIES

DIRECTOR

Responsibilities include:

- overseeing the effective application of our Safety Policy with the aim of preventing accidents and reducing hazards;
- carrying out an annual review of the Policy;
- appointing a senior manager to administer and implement our Policy;
- arranging funds and facilities to meet requirements of the Policy;
- ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained;
- ensuring that all levels of staff receive adequate and appropriate training;
- ensuring that the disciplinary procedures are adequate to act against those who breach Safety Policy or safe practices;
- making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged to work on our premises are competent to do so;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

OPERATIONS DIRECTOR

Responsibilities include:

- initiating our Policy for the prevention of injury, damage and wastage;
- ensuring co-operation between all parties in fulfilling the aims of the Safety Policy;
- ensuring that any testing or examination is carried out on any article to comply with any Regulations;
- carrying out risk assessments to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes;
- ensuring that staff are adequately trained in proper and safe working methods and are fully aware of any hazards;
- ensuring that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent;
- ensuring that suitable written records are kept and maintained of such inspections;
- completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible after the incident;
- ensuring that the disciplinary procedures are adequate to act against those who breach Safety Policy or safe practices;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- maintaining good housekeeping standards;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

MANAGERS/SUPERVISORS

Responsibilities include:

- familiarising yourself with our Health and Safety Policy;
- ensuring that staff are adequately trained in proper and safe working methods and are fully aware of any hazards;
- identifying training requirements of individuals and reporting this;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- ensuring that new employees learn to take safety precautions;
- ensuring that all safety rules are observed and protective equipment is worn or used when appropriate;
- ensuring that all hazardous defects in the workplace are reported and subsequently rectified;
- ensuring that all safety devices are fitted, properly adjusted and maintained;
- completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible;
- maintaining good housekeeping standards;
- ensuring that all visitors are made aware and comply with all aspects of Health and Safety legislation;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- conducting routine safety checks in those areas under their control and provide Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken;
- ensuring that suitable written records are kept and maintained of such inspections;
- maintaining good housekeeping standards;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

ALL EMPLOYEES

Responsibilities include:

- being familiar with the Safety Policy and implementing it at all times;
- complying with any risk assessments which have been undertaken;
- operating only items and equipment for which you have been trained, deemed competent and authorised to use;
- reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Manager;
- using the correct tools and equipment for the job. Using the safety equipment and protective clothing (PPE) which is made available and issued when required;
- developing a concern for safety personally and for others, particularly new employees;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
- keeping tools and equipment in good condition;
- reporting to your line manager any defects in equipment. Ensuring that equipment is in a safe and secure state when unattended;
- obeying our safety rules;
- maintaining good housekeeping standards;
- setting a personal example.

SUMMARY OF RESPONSIBILITIES

OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

SPECIFIC RESPONSIBILITIES

Responsibility	Name
<u>Policy Implementation</u>	
Review:	Director
Health and Safety Budget/Funding:	Director
Insurance Provision:	Director
Instruction in Safe Working Practices:	Operations Director
Training:	Operations Director
Health and Safety Inspections and Monitoring:	Managers
Person responsible for Safety Consultation:	Operations Director
Office Safety Inspections:	Managers
Person responsible for Disciplinary Procedures:	Operations Director
Person responsible for issue of PPE:	Managers
<u>Equipment Maintenance and Inspection</u>	
Outside Services:	Operations Director
Fork Lift Trucks:	Managers
First Aid Provision:	Operations Director
<u>Fire</u>	
Equipment:	Contractors
Evacuations:	Operations Director
Computer Equipment:	Operations Director
Housekeeping:	All Employees
Collection/Delivery Procedures:	Managers
Accident Reporting and Recording:	Operations Director
Accident Investigation:	Operations Director
Person responsible for dealing with Civil Claims:	Operations Director
Visitors (inc. Sub-contractors):	Host Manager
<u>Risk Assessments</u>	
General:	Operations Director
Hazardous Substances:	Operations Director
Manual Handling:	Operations Director
PPE:	Operations Director
DSE:	Operations Director
Noise:	Operations Director

Responsibility	Name
Pregnant Workers:	Operations Director
Young Persons:	Operations Director
<u>Services</u>	
Gas & Gas Equipment:	Operations Director
Electricity & Electrical Equipment:	Operations Director
Water Supply (Legionellosis):	Operations Director
Waste:	Operations Director

RESPONSIBILITIES OF CONTRACTORS

The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following:-

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and Method Statements or Safe Systems of Work they are required to comply with;
- areas where personal protective equipment (PPE) must be used;
- any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. Persons engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide us with Risk Assessments and Method Statements or Safe Systems of Work, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

Persons engaging contractors are responsible for obtaining contractors' Risk Assessments and Safe Systems of Work prior to the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with. We reserve the right to submit contractors' Risk Assessments and Method Statements to our external consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair. Persons engaging contractors are responsible for checking equipment brought onto our premises before the commencement of work and at regular intervals during the period of work.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person in the last 3 months.

We reserve the right to order off site any contractor not complying with the Safety Policy and/or Safe Systems of Work.

RULES FOR VISITORS

INTRODUCTION

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any person receiving a visitor should ensure that:-

- where applicable, the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor must be reported without delay. Injuries should be recorded in the Accident Book;
- the visitor reads and complies with the Fire Procedures.

PARKING

You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

RECEPTION AREA

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

SECURITY

You must not remove anything from the premises without permission.

HEALTH AND SAFETY

Do not enter any area until you have received the permission of an authorised representative.

Where indicated by your host or by the signs displayed, please use the protective clothing and equipment provided.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book.

FIRE

Please follow the Fire Procedure and Instructions.

If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and call points.

SMOKING

In order to comply with legal requirements, you are not allowed to smoke in any of our buildings.

SECTION C:

PROCEDURES

ACCIDENT/INCIDENT REPORTING PROCEDURE

We accept our duty under the current edition of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

ACCIDENT/INCIDENT RECORDING

Any employee injured during the course of their work or any other person affected by our undertaking must report it and it will be recorded into our Accident Book, which is kept in the reception area. The completed page of the book will then be removed and given to the person who is responsible for ensuring that completed reports are kept secure.. We will also record any accidents where an employee has been incapacitated for more than three consecutive days. 'Near Miss' incidents will also be recorded and we will use the information to assist us in risk and safety management. The injured employee or person can request a copy of the page from the Accident Book for their records.

ACCIDENT INVESTIGATION

The person responsible will investigate accidents/incidents and if appropriate complete a copy of our Accident/Incident Report Form. If deemed appropriate control measures necessary to prevent recurrence will be identified and actioned.

REPORTING UNDER RIDDOR

The person nominated for investigating accidents/incidents is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If he is not sure whether an incident should be reported, he will consult Moorepay Compliance Limited for advice.

INCIDENT CONTACT CENTRE (ICC)

All accidents/incidents will be reported online using one of seven reporting forms provided or the ICC telephone service which is available for reporting **fatalities and specified injuries only**.

Online reporting accessed via:

www.hsegov.uk/riddor/report.htm

Telephone: **0845 300 9923**

Please note the telephone service is available Monday to Friday, 08:30 am to 17:30 pm. For out of hours reporting information visit the above web address.

It is our policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Policy Holder in writing who will make our official response. This statement relates to both reportable and non-reportable accidents/ incidents.

CIVIL CLAIMS

We acknowledge that employees and others (contractors, visitors and members of the public) who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:-

- all incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy;
- any person receiving a letter from a solicitor must forward this immediately to the person responsible for dealing with civil claims;
- this person will, unless instructing someone else to act on their behalf, forward the solicitor's letter to our insurer along with any evidence in our defence;
- direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence;
- all correspondence relating to the claim must be forwarded to the person responsible for dealing with civil claims immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore we will collate an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:-

- entry in the Accident Book;
- statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact not supposition;
- copy of the accident/incident investigation report, with any photographs and diagrams;
- pre and post accident risk assessments;
- a copy of any written safety instructions given to the injured person(s);
- a record of any personal protective equipment issued to the injured person(s);

- copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident;
- any disciplinary evidence relating to the occurrence;
- copy of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A);
- copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the person responsible for dealing with civil claims.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

CONSULTATION WITH EMPLOYEES

We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult you on health and safety matters, particularly with regard to:

- any measures that may substantially affect your health and safety;
- our arrangements for obtaining the assistance of a competent person to help us manage health and safety;
- information about risks to your health and safety and preventative measures;
- the planning and organisation of any health and safety training that you will need in order to work safely;
- the health and safety consequences of the introduction of new technologies into the workplace.

We will be consulting you directly.

You will be provided with such information as is necessary to enable you to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:-

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- letters attached to payslips.

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of the person responsible for Consultation.

DISABILITY

Wherever possible we will undertake to make reasonable adjustments in relation to the physical features of the premises to overcome physical barriers to access.

Where reasonable adjustments to access cannot be made by removal, alteration or avoidance of physical features, we will undertake to provide a reasonable alternative method of making the service available to disabled people.

We will give serious consideration to any ideas put forward regarding improved access and mobility.

Whatever solutions are proposed we are committed to respecting the dignity of all disabled employees, clients and visitors.

DISPLAY SCREEN EQUIPMENT (DSE)

The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used ie the desk, work surface, chair, input devices, software, printer and document holder.

We accept that we have a duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health and safety of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete a DSE Self-Assessment Questionnaire. The person responsible for DSE will evaluate the Self-Assessment Questionnaires and appropriate action will be taken.

Any employee that works with DSE for more than two hours per day, when averaged over a four week period, will be classed as a "DSE User". All "DSE Users" will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will contribute to the cost of providing such appliances. If this applies to you, you should advise the person responsible for DSE of your requirements.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the person responsible for DSE immediately.

We have access to guidance on setting up workstations and to blank copies of the Self-Assessment Questionnaire via the ES Gateway service provided by Moorepay Compliance Limited.

DRIVING COMPANY VEHICLES

To ensure the safety of drivers of company vehicles and others that could be affected by the use of vehicles we will operate the following procedures:

- All company vehicles are suitable for their intended purpose.
- All company vehicles will be serviced according to manufacturers' recommendations and service log books will be maintained.
- Where required, vehicles hold a current MOT test certificate and are presented for testing as legally required.
- A Weekly Vehicle Check sheet is completed for each vehicle under their control.
- We will ensure that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who have been authorised to do so.
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually.
- The company does not expect employees to take risks when driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic conditions.
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform the company immediately and must not drive until they have stopped taking the medication.
- Drivers are instructed to obey the Highway Code at all times.
- Drivers are instructed NOT to use a mobile phone while driving, unless it is hands-free.
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in charge of a company vehicle.
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence.
- Drivers are advised that on the morning following a night of heavy drinking their blood alcohol level may be above the legal limit. If a driver thinks that this is the case, he/she must not drive until they consider that their blood alcohol level is within the limit.

Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

ELECTRICAL SAFETY

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocutation can also cause burns and shorting of conductors can cause fire or explosion.

We acknowledge that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

Fixed (Permanent Installation)

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing any electrical equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regs.

LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.

Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

Portable Electrical Appliances

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register.

All persons using hand held electrical appliances are responsible for inspecting plugs and lead before use.

Any person finding an item of damaged equipment should bring this to the person responsible for Electrical attention immediately.

Portable electrical appliances will be inspected and tested at the recommended frequency as stipulated by current guidelines.

FIRE SAFETY

We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters and others outside. We are committed to doing all that it is reasonably practicable to do to prevent fire. Suitable fire precautions will be provided and maintained and employees will be instructed in fire procedures, including the actions to be taken in the event of fire.

We will:-

- assess the risks from fire at our premises and implement appropriate control measures;
- ensure that where we have a visitors book, all visitors sign the book on arrival, and again on departure;
- ensure good housekeeping to minimise the risk of fire;
- provide means of detection and giving warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, fire fighting equipment and installations;
- implement a procedure for the action to be taken in the event of a fire;
- train and instruct staff in fire safety, including the carrying out of fire drills;
- keep records of all fire safety matters;
- ensure that all visitors are made aware of the fire precautions and emergency arrangements;
- comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005;
- identify people with any disability or impairment who may require assistance in the event of a fire;
- where applicable, consult with other occupiers of the building on fire safety matters;
- identify and control high fire risk activities;
- appoint and train fire marshals;
- assess any functions or special events for increased fire risk;
- display the fire procedures in prominent positions;
- designate a fire assembly point.

FIRE AND EMERGENCY EVACUATION PROCEDURE

ON DISCOVERING A FIRE

1. Any person discovering a fire should sound the alarm or shout “**FIRE: Get Out**”.
2. The person discovering the fire will telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number: 01793 613020
4. When connected to the Fire Service state:-

This is: Jafre Limited T/A Interprint (4MAX GRAPHICS) Limited

Address: 3 Rivergate
Rivermead Drive
Swindon
Wiltshire SN5 7ET

Repeat the Telephone Number: 01793 613020 and state “**We have a fire**”.

5. Do not replace the receiver until this information has been correctly acknowledged.

ON HEARING THE ALARM

6. Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.
7. If safe to do so, close doors and windows behind you as you leave.
8. On arrival at the assembly point, give your name to the person taking the roll call.
9. If applicable, the Person nominated for Fire Evacuations will collect the Visitors Book on the way out if it is safe to do so, and hand it to the person taking the roll call.
10. **DO NOT** re-enter the building until told it is safe to do so by the Senior Fire Officer.

**WALK - DO NOT RUN
DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT TAKE RISKS**

FIRE INSPECTION AND MAINTENANCE PROCEDURES

We recognise that if employees do not know what to do in the event of a fire and/or if warning systems were to fail then lives could be put at risk. The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

ON INDUCTION

Ensure that all employees have been made aware of the fire procedure, including how to raise the alarm.

DAILY

Check that the “Power On” indicator on the Fire Alarm Control Panel is showing.

Check that the fault indicator is not showing or sounder operating.

Immediately notify any faults to a competent electrician and inform the senior person present.

MONTHLY

Check that the red indicators on emergency lights are showing.

Check that all fire exits open easily without the use of a key.

Check that fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

WEEKLY

Each week choose a different call point and operate the fire alarm using the key provided.

Check that the sounders operate and that the appropriate zone is indicated on the Control Panel. This will require two persons.

Notify any fault immediately to a competent electrician and inform the senior person present.

QUARTERLY

Test emergency lighting by switching off electrical power. All emergency lights should come on.

Remove mains supply to the Fire Alarm Control Panel and check that the battery is capable of supplying the alarm sounders.

Immediately notify any fault to a competent electrician.

TWICE YEARLY

Servicing and preventative maintenance will be carried out by a competent person with specialised knowledge of fire warning and automatic detection systems.

Conduct an unannounced practice Fire Drill by setting off the alarm.

Check and record the time taken for all persons present to reach the fire assembly point (this should be less than 2 minutes).

After the drill, hold briefing sessions with employees to discuss any lessons learned during the drill or any faults found.

ANNUALLY

We will arrange for competent persons to:-

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting and fire alarm battery discharge tests;
- we will record all inspections and tests on the Fire Log.

FIRST AID

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

We are responsible for assessing our first aid requirements and for ensuring that we employ sufficient trained First Aiders and/or Appointed Persons.

Signs stating the names of the First Aiders/ Appointed Persons and the locations of the first aid boxes will be displayed. The First Aiders/ Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and topped up as required.

Advice for First Aiders on Blood-Borne Viruses (BBV)

There are many blood-borne viruses (BBV), all of which should be considered as risks to human health. However, they are a risk only if a virus enters the blood stream of the recipient. BBV are transmitted from one person to another via unprotected sexual intercourse; blood-to-blood contact (eg injecting drug use); mother-to-baby transmission. BBV are not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis B virus (HBV) and Hepatitis C (HBC) virus are BBV. They cause liver disease. Symptoms range from flu-like in mild cases through to severe liver damage.

BBV can be transmitted where there is direct contact with blood or other bodily fluids (eg saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals particularly where the blood or bodily fluids can enter through an open wound. The use by First Aiders of the simple precautions listed below eliminates the risk of transmission.

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When giving first aid wear disposable sterile surgical gloves.
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels.
- Do not use teeth when putting on/removing gloves.
- Pull off gloves so that they are inside out.

- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier.
- Hands must be washed with soap before and after applying dressings.
- Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- When spillages of blood or other bodily fluids (with the exception of urine) occur these must be cleaned up immediately using paper towels using a solution of one part bleach to ten parts water. **DO NOT** use bleach on urine spillages. Use soap and water.
- If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids they must be washed with clean cold water and medical advice sought.

OBTAINING FIRST AID

WORKPLACE FIRST AIDERS
as nominated and trained below:

APPOINTED PERSONS
as nominated below:

FIRST AID BOXES
Locations as indicated below:

In the event of an injury always obtain first aid.

**All injuries, however minor, should be recorded in the
Accident Book**

First aid

FORKLIFT TRUCKS

We use forklift trucks to move loads. We recognise that if these machines are not maintained in a safe condition and if operated in an unsafe manner, serious injuries can be caused. To reduce the risk of injuries the following will apply to the use of forklift trucks:-

- the forklift truck will be maintained on a service contract;
- daily Pre-Operational Check Sheets for all forklift trucks will be completed;
- an engineer appointed by our insurers will examine the chains on the forklift trucks every twelve months. We will keep records of the examinations;
- the forklift trucks will only be operated by persons who have been trained, certificated and authorised in writing;
- we will maintain a list of authorised operators and will ensure that the forklift trucks are only operated by these persons;
- operators are responsible for removing the ignition key when they leave their forklift truck unattended.

AUTHORISED OPERATORS

The following persons are authorised to operate the forklift trucks:-

GAS SAFETY

Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular we will ensure that:-

- any person engaged to work on our gas installation is registered with the Gas Safe Register™ and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- a Register of all gas appliances on our premises will be maintained;
- all gas appliances on our premises will be serviced and tested annually by a Gas Safe Register™ registered gas fitter.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.

ACTION IN THE EVENT OF AN EMERGENCY

If you think you smell gas:

DON'T turn electric appliances or switches on or off.

DON'T smoke.

DON'T use naked flames.

DO turn off the gas supply to the meter.

DO open doors and windows to get rid of the gas.

CALL the emergency number 0800 111 999.

IF IN DOUBT, EVACUATE

HAZARDOUS SUBSTANCES

A hazardous substance is any substance, natural or man made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will:-

- maintain an up-to-date inventory of substances purchased for use by employees;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- identify work activities that produce hazardous substances;
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (ie record COSHH assessments);
- review our COSHH assessments every 2 years, or sooner if substances or activities change significantly;
- provide suitable precautions to eliminate or reduce the risks to exposed persons;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- give adequate information, instruction and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely.

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

You are responsible for using the controls identified in the COSHH assessments for substances you use or are exposed to. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health you should inform us immediately.

Via ES Gateway, an internet service provided by Moorepay Compliance Limited, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out COSHH assessments.

MANUAL HANDLING

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

You are responsible for using equipment provided to reduce risks from manual handling tasks. You will not be required to carry out a manual handling task that you consider is beyond your capability.

Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their Line Manager.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

Via ES Gateway, an internet service provided by Moorepay Compliance Limited, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out manual handling assessments.

NEAR MISS REPORTING

PURPOSE

The purpose of this policy is to provide a method for reporting 'near miss' incidents. The investigation of such incidents can help to implement procedures or control measures which will prevent a recurrence of the incident and therefore prevent potential accidents.

Often the difference between a near miss and an accident resulting in injury is minimal a slight difference in timing, location or personnel.

DEFINITIONS

A '**near miss**' is an unplanned event that did not result in injury, illness, damage or product loss - but had the potential to do so.

An '**accident**' is an unplanned uncontrolled event that has lead to injury, illness, damage or some other loss to the company.

RESPONSIBILITIES

All staff must report 'near miss' incidents as soon as practical following the incident.

The Near Miss Report Form should be used to report the incident. As much detail as possible should be provided to ensure a thorough investigation can be carried out. When complete the form must be returned to the office.

We will collate the forms and carry out any required investigations.

RECORDS

Completed forms will be retained in the office for a period of three years.

NOISE

We have not recorded a formal noise assessment. However, measurements made with a sound level meter indicate that in all production areas noise is above the first action level of the current edition of the Noise at Work Regulations (80dB(A)) and in many areas it is above the second action level (85dB(A)). As it is not practicable to significantly reduce noise levels by engineering means, we have decided that all production areas will be classed as mandatory hearing protection areas.

The following will apply to all production areas:-

- mandatory ear protection signs (white lettering and symbols on a blue background) will be displayed at all entrances;
- when working in production areas employees must wear hearing protectors at all times;
- employees who work in production areas will be provided with a hearing test annually, free of charge;
- visitors to the premises must wear hearing protection when passing through production areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide you with suitable PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that you will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You will be charged for equipment damaged through negligence or loss.

Areas where PPE must be used will be identified with the appropriate warning sign.

You are responsible for using PPE as directed.

Managers/supervisors are responsible for enforcing the use of PPE in areas under their control.

We will issue appropriate PPE and you will be required to sign to acknowledge receipt.

All PPE remains our property and must be returned on leaving.

If you experience problems using PPE you should bring this to our attention immediately.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

Contractors are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

We reserve the right to exclude from our premises any person not using the PPE needed to ensure their health and safety.

Via ES Gateway, an internet service provided by Moorepay Compliance Limited, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments for the use of PPE.

RISK ASSESSMENT

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities. We recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Our aim is to:-

- identify significant hazards to health and safety;
- identify all persons at risk from the hazards identified;
- ensure that controls are sufficient to reduce risks to acceptable levels;
- where necessary to ensure that risks are controlled adequately, action further controls;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- record an individual risk assessment for each young person, (16-18years of age) employed;
- record an individual risk assessment for any employee that informs us that she is pregnant. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breast feeding after return to work.

All areas and work activities will be risk assessed.

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. Line Managers are responsible for bringing the significant findings of risk assessments to the attention of persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

Via ES Gateway, an internet service provided by Moorepay Compliance Limited, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments.

STRESS

We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. We are committed to promoting good health at work; and are therefore concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

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

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:-

- job design and lack of control of workload;
- working environment;
- relationships with others at work;
- communication arrangements.

We also recognise that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur as a result of work-related and non work-related factors.

We will:-

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors;
- provide suitable support mechanisms for members of staff suffering from the negative effects of stress;
- encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their Line Managers in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide suitable training and guidance for Line Managers to enable them to recognise symptoms of negative stress in their staff and themselves;

- provide suitable training and guidance to line managers to enable them to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate;
- provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations;
- undertake general health promotion activities within the workplace.

Where members of staff are suffering from excessive stress, we will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following, where appropriate:

- line manager;
- senior manager;
- occupational health service;
- the independent Employee Counselling Service.

All referrals will be dealt with in complete confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

SUBSTANCE ABUSE

We wish to promote health and safety at work and acknowledge that we have a legal responsibility to safeguard the health, safety and welfare of all our employees and other persons who may be affected by alcohol and drug abuse.

Line Managers will be responsible for identifying and controlling risks at their level of responsibility.

We reserve the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

CONFIDENTIALITY

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. The Policy Holder or your Line Manager can be contacted during working hours and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

ASSISTANCE

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. If you seek assistance/advice in relation to a drinking or drug problem you will not be discriminated against in any way.

ALCOHOL

“Effects on the Individual”

The Governments guidance on sensible drinking, lists the following examples of specific situations when the best advice is not to drink at all:-

- before or during driving;
- before using machinery, electrical equipment or ladders;
- before working or in the workplace when appropriate functioning would be adversely affected by alcohol.

Blood alcohol concentration levels lower than the drink/drive limit can still reduce physical co-ordination and reaction speeds. It also affects thinking, judgement and mood. People may feel more relaxed and less inhibited after a couple of drinks but getting drunk can lead to arguments, mood swings, and even violence.

The effects of heavy drinking the previous night can last into the next day. After getting drunk, alcohol should be avoided for 48 hours to give body tissue time to recover. However, this is a short-term measure and people whose pattern of drinking places them at significant risk should seek professional advice.

People who drink heavily may develop psychological and emotional problems, including depression. Drinking alcohol raises the drinker's blood pressure. This can increase the risk of coronary heart disease and some kinds of stroke. Regular heavy drinking can also increase the risk of liver damage, cirrhosis of the liver, and cancers of the mouth and throat.

HOW MUCH?

- The following benchmarks are for guidance only:

Men

- Between 3 and 4 units a day or less.
- BUT if you consistently drink 4 or more units a day, there is an increasing risk to your health.

Women

- Between 2 and 3 units a day or less.
- BUT if you consistently drink 3 or more units a day, there is an increasing risk to your health.
- One unit of alcohol is equivalent to 8gm or 10ml of pure alcohol.
- The following all contain one unit of alcohol:-
- ½ pint ordinary strength beer, lager or cider;
- a single 25ml measure of spirits;
- a small glass of wine.
- Please note, these benchmarks do not apply to young people who have not reached physical maturity.

RULES AND REGULATIONS

- We require you to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and is grounds for summary termination of employment.
- Alcohol consumption during working hours is strictly prohibited and will result in summary termination of employment.
- We reserve the right to initiate disciplinary action and arrange for alcohol testing on you in the following specific circumstances:-
- After an accident or incident, where there is suspicion of drinking that contravenes our regulations.

- Anyone suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking.
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of anyone at increased risk.

DRUG MISUSE

'Drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Drug misuse can harm the user both physically and mentally and, through the user's actions, other people and the environment.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration. Drug misuse can also bring about the neglect of general health and well being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

The current edition of the Misuse of Drugs Act makes the production, supply and possession of the following controlled drugs unlawful except in certain specified circumstances, eg prescribed by a doctor.

There are certain classes of controlled drugs namely Class A, Class B, Class C.

The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs, which, in turn, are more severe than the penalties for Class C drugs. The Act also distinguishes, in terms of the penalties that may be imposed, between the offences of possession and drug trafficking or supplying, with the latter attracting higher penalties.

RULES AND REGULATIONS

We require you to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

We reserve the right to initiate disciplinary action and refer you for drug testing in the following specific circumstances:

- if help is refused and/or impaired performance continues;
- after an accident/incident, where there is suspicion of drug misuse;
- witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B: Possession / dealing in drugs will be reported immediately to the Police.

TRAINING

We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health. The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

Our arrangements for the selection and recruitment of employees are described in our Employment Procedures Manual.

All new starters will receive Induction on their first day. This will cover, but will not be limited to, the following:-

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- arrangements for consulting employees on health and safety;
- arrangements for raising health and safety concerns;
- accident and incident reporting;
- our Health and Safety Rules.

Following Induction, you will receive instruction about the tasks that you will be required to perform. At this stage a skills evaluation will be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed.

Line Managers are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to their attention so that suitable training can be arranged.

We are responsible for ensuring that suitable training records are kept.

WORK EQUIPMENT

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

We will select work equipment taking into account the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used. The selection of work equipment will take account of the following:-

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements for the type of equipment;
- the location where it is to be used;
- the persons that will be required to operate it;
- maintenance requirements;
- hazards associated with its use and maintenance.

Where specific hazards are identified, use of equipment will be restricted to those employees given the task of using it. You will be provided with any information, instruction and training that you need to use work equipment safely.

We are responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

We are responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

If any equipment is obtained on hire, the person hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

You are responsible for using machines and equipment in accordance with your training.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

You must not use damaged equipment. If you find damaged equipment do not use it and inform us immediately.

Specific requirements regarding the use of portable electrical appliances can be found in the arrangements for "Electrical Safety".

SECTION D:

FURTHER GUIDANCE

GUIDANCE NOTES

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of:-

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

Moorepay Compliance Limited, our health and safety consultants have provided us with access to Guidance Notes that will assist us in the preparation of safe systems of work. If you would like to consult the Guidance Notes, you should contact the Policy Holder.

Acknowledgement by Moorepay Compliance Limited

Some of our Guidance Notes contain information reproduced with the kind permission of the Health and Safety Executive (HSE) .

Warning from Moorepay Compliance Limited

Some of our Guidance Notes contain references to BS/EN numbers. These numbers change when a standard to which they refer is updated or replaced. Therefore, if you will be relying on compliance with a BS/EN standard as a means of fulfilling your health and safety duties, we recommend that you check with BSI (www.bsi-global.com) that the BS/EN numbers quoted are still current.

SECTION E:

MONITORING

MONITORING PROCEDURES

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

Name	Area/Activity	Frequency
Director	Policies, Insurances, Funding	Annually
Operations Director	Assessments	Annually
Operations Director, Other Managers and Supervisors	All other areas and activities	Six Monthly

MONITORING - YEAR PLANNER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

- Fire Extinguishers Serviced
- Fire Drills
- Fire Alarm Tests
- Emergency Lighting Tests
- Fire Alarm and Emergency Lighting Battery Tests
- Annual Review of Safety Policy
- Review Risk Assessments
- Portable appliance Testing

- Gas Appliances Servicing
- Statutory Examinations of Lifting Equipment
- Statutory Examinations of Air Receivers etc
- Racking Examinations
- Monitoring Inspections (as per H & S General Policy)
- Review of Training Needs and Records
- Employer's Liability Insurance
- First Aid Provision

MONITORING CHECKLIST

NAME:

TITLE: OPERATIONS DIRECTOR

DATE:

		YES / NO
1.	Has the Health and Safety Policy been reviewed in the last 12 months?	
2.	Are all liabilities insured adequately?	
3.	Are sufficient funds available for health and safety purposes?	
4.	Has the enforcing authority visited in the last 12 months?	
5.	If yes to 4, have all requirements made by the enforcing authority been complied with?	
6.	Are there any proposed changes to the business that have implications for health and safety?	
7.	Have there been any changes in personnel that require health and safety responsibilities to be reassigned?	
8.	Are you satisfied with our performance with regard to health and safety?	
9.	Are all risk assessments current?	
10.	Has suitable and sufficient training been undertaken as per risk assessments?	
ASSESSMENTS		
1.	Are there any hazards that are not controlled?	
2.	Have risk assessments been completed for all work activities?	
3.	Is there an Inventory of substances used?	
4.	Is the Substance Inventory up-to-date?	
5.	Have Material Safety Data Sheets (MSDS) been obtained for all substances on your Inventory?	
6.	Have assessments been recorded for all substances?	
7.	Are the procedures for dealing with spillages written down?	
8.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
9.	Are employees wearing the protective equipment correctly?	
10.	Are there any changes, which need to be considered as part of the assessments?	
ASSESSMENTS		
1.	Are there any hazards that are not controlled?	
2.	Have risk assessments been completed for all work activities?	
3.	Is there an Inventory of substances used?	
4.	Is the Substance Inventory up-to-date?	
5.	Have Material Safety Data Sheets (MSDS) been obtained for all substances on your Inventory?	
6.	Have assessments been recorded for all substances?	
7.	Are the procedures for dealing with spillages written down?	
8.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	

ASSESSMENTS Cont ...		YES / NO
9.	Are employees wearing the protective equipment correctly?	
10.	Are there any changes, which need to be considered as part of the assessments?	
INSPECTIONS : ELECTRICS		
1.	Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?	
2.	Have all portable electrical appliances been inspected and are the records up to date?	
3.	Is all defective equipment and appliances taken out of service until repaired?	
4.	Are all leads and cables in good condition?	
5.	Have you visually inspected the plugs and cables?	
6.	Are plugs fitted correctly with the outer cable within the cord grips?	
STORES		
1.	Are all storage racks secured by design?	
2.	Are free standing racks tied together where necessary to ensure stability?	
3.	Do all storage racks display safe working load (SWL) signs?	
4.	Are there arrangements in place for all racking systems to be inspected annually by a competent person?	
5.	Are materials stored safely in the racks with heavy objects stored on the lower shelving?	
6.	Are articles and equipment stored so as to prevent damage or deterioration?	
7.	Are all materials and substances stored in accordance with statutory requirements and in-house rules?	
8.	Are suitable step ladders provided for access to high level racking?	
9.	Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?	
10.	Is all material handling equipment in safe working condition?	
11.	Are employees using the protective equipment and clothing provided?	
12.	Are guard rails, loading cramps etc. secure?	
13.	Are hazardous materials stored in accordance with the COSHH assessments?	
14.	Are the procedures for dealing with spillages written down and have employees been instructed in their application?	
15.	Is the use of fork lift trucks restricted to employees who have been trained, tested and hold a written authorisation to drive such fork lift trucks?	
16.	Are all fork lift trucks parked in approved and designated areas when not in use?	
17.	Is smoking prohibited in battery charging areas, with suitable notices displayed?	
18.	Are lorry wheels chocked prior to fork lift trucks commencing loading/unloading operations utilising bridge plates or "floating" loading plates?	
19.	Have all employees been instructed on correct manual handling techniques?	

FIRE	YES / NO
1. Has a fire risk assessment been completed?	
2. Are there any alterations anticipated that may require approval by the Fire Authority?	
3. Are there any changes or alterations to the premises which require the modifications to fire alarm/procedures or equipment?	
4. Is all fire fighting equipment maintained and serviced by a competent person?	
5. Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?	
FIRE ALARMS	
6. Can the fire alarm be heard in all parts of the building?	
7. Are all alarm points clearly marked and free from obstruction?	
FIRE APPLIANCES	
8. Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be appropriately mounted on the wall and at approximately one metre from the floor.	
FIRE DOORS	
9. Are all fire exits opened easily without the use of a key and are they free from obstruction?	
10. Are fire exit signs clearly displayed?	
MEANS OF ESCAPE	
11. Are all fire exits and accessways to a means of escape clearly marked?	
12. Are all fire escape routes lit adequately, including in the event of a power failure?	
13. Is the outside fire passage kept clear of rubbish?	
14. Is the assembly point clearly marked?	
WELFARE	
1. Are the welfare facilities suitable and sufficiently maintained?	
2. Are suitable arrangements available for employees' outdoor clothing?	
3. Are all walls, windows, lights etc. in a good condition and are they kept clean?	
4. Is drinking water available to everyone?	
5. Are there facilities to enable employees to make hot drinks?	
6. Are there facilities to enable employees to warm food?	
7. Are toilets and washing facilities suitable and sufficient and are they cleaned regularly?	
8. Are barrier creams/soaps/hand drying facilities readily available?	
9. Is there a sanitary towel disposal unit available in the female toilet and is it in working order?	
GENERAL	
1. Is there a completed "Health and Safety Law" poster on display?	
2. Are in-house rules and procedures obeyed?	
3. Are gangways, aisles and passageways clear of obstruction?	
4. Is there adequate space between desks, equipment etc. to allow safe passage?	
5. Is there a thermometer placed in a suitable position?	
6. Is the temperature reasonable?	

GENERAL		YES / NO
7.	Has adequate provision been made for ventilation?	
8.	Is suitable lighting provided?	
9.	Are floors, passages and stairs maintained in a good condition and free from obstruction?	
10.	Are handrails secure?	
11.	Are there any trailing cables that could cause a person to trip/fall?	
12.	Is a good standard of housekeeping being maintained?	
13.	Are written safe systems of work in place?	
14.	Are safe systems of work adhered to?	
15.	Are spillages cleaned up promptly?	
CONTRACTORS (11A)		
1.	Are outside contractors working in a manner that does not cause potential harm to staff?	
2.	Have you inspected the equipment used by the contractor and are you satisfied with its condition?	
3.	Is there any information that you need to provide to the contractor?	
4.	Are arrangements operating to appoint and monitor contractors?	
5.	Are all staff who engage contractors aware of our policy and procedures?	
6.	Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities?	
TRAINING		
1.	Have all employees received suitable training covering their duties?	
2.	Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?	
3.	Have all employees been made aware of their legal responsibilities to:	
3.1	Carry out their duties in a safe and proper manner?	
3.2	Make full and proper use of all safety equipment, devices etc. provided	
3.3	Report immediately any unsafe conditions, defective plant, equipment etc.?	

OBSERVATIONS	ACTIONS	REPORTED TO

SECTION F:

RULES COVERING HEALTH AND SAFETY AT WORK

EMPLOYEE RULES - GENERAL

1. WORKING PRACTICES

You must:-

- report to management immediately any fault or damage to equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all articles etc. to their designated safe storage area when not in use.

You must not:-

- use equipment unless you have been trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

You must:-

- make proper use of any equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

3. PROTECTIVE CLOTHING AND EQUIPMENT

You must:-

- use all items of protective clothing and or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:-

- misuse or wilfully damage any item of protective clothing or equipment provided.

4. FIRE PROCEDURES

You must:-

- comply with the emergency procedures;
- report any use of fire fighting equipment.

You must not:-

- obstruct any fire escape route, fire fighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

5. VEHICLES

You must not:-

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

6. MACHINERY

You must not:-

- operate machinery for which you have not been trained;
- interfere with any aspects of the machine provided for your safety such as guards, emergency stop controls etc.;
- operate machinery whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate machinery that is faulty or not operating correctly.

You must:-

- wear any Personal Protective Equipment (PPE) that has been issued to you for use on the machine;
- inform Management immediately of any fault or damage to equipment;
- comply with any risk assessment or safe working procedure provided for the machine.

7. ACCIDENTS/INCIDENTS

You must:-

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all incidents as soon as it is practicable;
- notify any incident in which damage is caused to property or equipment.

8. PERSONAL HEALTH

You must:-

- report any medical condition that could affect the safety of yourself or others;
- co-operate with us in the implementation of medical and occupational health provisions.

9. PERSONAL HYGIENE

Your general appearance and manner of dress must conform to our standards.

You must:-

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

10. FIRST AID DRESSING

Cover all cuts and sores with a waterproof plaster or dressing.

11. SMOKING

Smoking is not allowed on the premises.

12. SHOES

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

Safety footwear must be worn where appropriate.

13. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

14. WORK AREAS

You must:-

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return tools and equipment to the correct storage area.

15. RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

SECTION G:

EMPLOYEE RECOGNITION

HEALTH AND SAFETY EMPLOYEE RECOGNITION

We accept our responsibilities to ensure your health safety and welfare. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our Health and Safety General Policy. Where more specific guidance is required, this is contained in our safe systems of work. You will receive instruction in the safe systems of work that relate to the work activities that you perform.

As an employee of Indecs Consulting Ltd, I have access to the Health and Safety General Policy and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this Health and Safety General Policy may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

Date.....

SECTION H:

FORMS

ACCIDENT/INCIDENT REPORT			
<i>Data Protection Act Compliant (when completed)</i>			
13	Entry made in Accident Book BI 510?		RIDDOR Reportable?
14	Enforcing Authority informed by telephone?(Major Injury/Fatality ONLY)		RIDDOR Reported on?
15	Was first aid given on site? <i>(If so, what?)</i>		Did IP attend Hospital? (which Hospital) Overnight stay necessary?
16.	Was the injured person authorised to be at the place of the accident for the purpose of his/her work:		
17.	State what the injured person was doing at the time:		
18.	How was the accident caused? <i>(Give a full description of what happened including circumstances leading up to the accident)</i>		
19.	What action has been taken to prevent recurrence <i>(incl Risk Assessment Review)</i> ?		
20.	What machinery was involved if any)?		
21.	Are machinery/equipment maintenance records available and where?		
22.	What PPE Was being Worn at the time of the accident:		
23.	Names and addresses of witnesses to the accident. <i>(Complete statement form by each witness as required).</i>		
	Witness 1: Name:	Address:	Contact No:
	Witness 2: Name:	Address:	Contact No:
	Witness 3: Name:	Address:	Contact No:

EMPLOYEE TRAINING RECORD

Machinery/Equipment Process/Activities	Training given (describe)	Given by	Date deemed Competent	Employer's signature	Employee's signature	Date

LIFT TRUCK CHECKLIST

Lift Truck: Identification No: Week

	Daily/ Weekly	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Battery level/fuel								
Engine Oil								
Fuel connections (LPG)								
Coolant levels								
Tyre condition								
Footbrake/parking brake								
Emergency brake								
Steering controls								
Transmission								
Hydraulic oil levels								
Hydraulic connections/ Hoses								
General fluid leaks								
Forks								
Attachments								
Carriage/mast								
Lifting Chains								
Overhead/roll-over guard								
Safety switches								
Horn/warning devices								
Lights								
Control functions								
Seat restraints operative								
Operator's initials								
Satisfactory =	Fault identified (safe) = ~			Fault identified (unsafe) = ~				

NEAR MISS REPORT FORM

DETAILS OF INCIDENT

Date: _____ Time: _____

Location: _____

Equipment/Materials/Vehicles involved in incident:

Description of incident: *(Give full details of what happened including the nature and extent of any damage which may have occurred. If the incident involved a fall from height, state the distance - use reverse of form for sketch if required)*

Comments: *(Please suggest actions to prevent a recurrence where possible)*

Reported by - Name: _____

Signature: _____

Date Reported: _____

TESTING AND INSPECTION OF PORTABLE ELECTRICAL APPLIANCES

DESCRIPTION OF APPLIANCE: _____

DEPARTMENT: _____ IDENTIFICATION NO. _____

THE TESTING OF THE APPLIANCE MUST BE CARRIED OUT BY A COMPETENT PERSON TO PREVENT DANGER AND INJURY, EG QUALIFIED ELECTRICIAN.

TEST DATE	TESTED BY	RESULT OF TEST – PASS OR FAIL & REMOVED FROM USE	DATE RETURNED TO USE

A LIMITED INSPECTION OF THE APPLIANCE FOR SIGNS OF DAMAGE OR DETERIORATION TO CASING, PLUG, OR CONNECTING LEAD MAY BE CARRIED OUT BY A PERSON WHO HAS BEEN INSTRUCTED IN THESE REQUIREMENTS, AND OF THE POTENTIAL DANGERS AND SAFETY PROCEDURES.

INSPECTION DATE	INSPECTED BY	RESULT OF INSPECTION PASS OR FAIL & REMOVED FROM USE	DATE RETURNED TO USE

WEEKLY CHECKLIST FOR CARS AND VANS

Date:	Driver:
Make:	Model:
Reg. No.:	Odometer reading:

	Record any defects, faults or damage or state satisfactory
Fuel/Oil Leaks	
Brakes	
Tyres	
Wheels	
Steering	
Lights	
Indicators	
Wipers	
Washers	
Horn	
Mirrors	
Bodywork	

Oil Level	
Coolant Level	
Screen Wash Level	
Tyre Pressures	
First aid kit	
Hi Vis vest	
Hazard warning triangle	

If No Defects Found (please tick)	Driver's Signature:
-----------------------------------	---------------------

Action To Be Taken:
Manager's Signature:

WORK EQUIPMENT INSPECTION RECORD

Equipment type:.....

Equipment name:

Equipment identification no:Info:.....

Location:

Inspection date:/...../..... Job No:.....

Inspected by:..... Signed:

Position/title:

Inspection details: Visual / fundamental check Dismantle / testing

Defects found :.....

.....

.....

Reported to:Date:/...../.....

Action taken:

.....

.....

Next recommended inspection date:/...../.....

Other information:

.....

.....

.....

