

SCOTT'S HIRE LIMITED











H&S POLICY
















HEALTH AND SAFETY POLICY REVIEW RECORD

The development history of our documentation is recorded to demonstrate that we have reviewed and updated our Health and Safety Policy. We will review our documents ourselves, in conjunction with our Health and Safety Consultants, periodically, but no less than once per year. We will communicate any changes to the staff affected and implement any new arrangements or requirements.

Health and Safety Policy first issue date: 28/04/2017

Date of Policy Review	Brief Description of Changes	Signed for the Organisation	Consultant's Signature
	First Issue of the Policy	 Wayne Roberts Operations Director Head of H&S	 Kevin Bennett TechIOSH
18/05/2018	GDPR Policy and removal of DPA. DSE Arrangement		
11/10/2018	Addition of continual improvement within statement of intent. Annual review Amendment to the responsibilities of competent persons Addition of dimensions, weights, and vehicle heights in driving and seatbelt arrangement Addition of near miss reporting in accident/incident investigations Forklift truck seatbelt policy addition	 Wayne Roberts Operations Director Head of H&S	 Kevin Bennett TechIOSH
01/08/2019	<ul style="list-style-type: none"> - Removal of 'Company Search Procedure' - Addition of the asbestos procedure - Annual Review - Addition of the PSSR regulations in thorough examination procedure - Amendment to forklift policy arrangement to include Telehandlers and Teletruks COSHH Assessment amendment 	 Wayne Roberts Operations Director Head of H&S	 Kevin Bennett TechIOSH
17/06/2020	<ul style="list-style-type: none"> - Addition of Coronavirus policy 	 Wayne Roberts Operations Director Head of H&S	 Kevin Bennett MIFireE TIOSH
16/09/2020	<ul style="list-style-type: none"> - Significant update of the hot works procedure. - Significant update to the performance measuring and monitoring procedure - Annual Review 	 Wayne Roberts Operations Director Head of H&S	 Kevin Bennett MIFireE TIOSH

23/11/2020	<ul style="list-style-type: none"> - Significant update of the policy to better reflect the role of Martin Smithson (MD) - Significant reviews of the welfare policy arrangement - Significant review of the working at height arrangement (condensed 2 policies on WAH and equipment into 1) 	Wayne Roberts Operations Director Head of H&S	 Kevin Bennett Dip.FD MIFireE TIOSH
24/02/2021	<ul style="list-style-type: none"> - Removal of the Drugs and Alcohol policy section and inserted completion referral. 	 Wayne Roberts Operations Director Head of H&S	 Kevin Bennett CertFDI MIFireE TIOSH
16/12/2021	<ul style="list-style-type: none"> - Annual Review 3.5 - Overhaul of the thorough examination procedure - Significant overhaul of the training policy to better reflect the ongoing processes at Scott's. - Overhaul of the HAVS Procedure - Removal of the PAT arrangement and merging/overhauling the electrical safety arrangement. - Minor tweaks of the PPE procedure to incorporate UKCA marking. - Amendments to the Covid-19 arrangements to reflect current guidelines 	 Wayne Roberts Operations Director Head of H&S	 Kevin Bennett CertFDI MIFireE TIOSH
01/12/2022	<ul style="list-style-type: none"> - Annual Review 4.0 - Addition to page 7, Communication of identified risks and control measures. - Use of "what3words" added into section 3.1 - Added the stipulation that PPE is provided free of charge when required within PPE arrangements. 	 Wayne Roberts Operations Director Head of H&S	 Jordan Precious
26/07/2023	<ul style="list-style-type: none"> - Addition of HR Director - Addition of Key Accounts Director 	 Wayne Roberts Operations Director Head of H&S	 Jordan Precious
07/08/2023	<ul style="list-style-type: none"> -Addition of CoSHH review period (once every two years). 	 Wayne Roberts Operations Director Head of H&S	 Jordan Precious
25/09/2024	<ul style="list-style-type: none"> - Annual Review 	 Wayne Roberts Operations Director Head of H&S	 Jordan Precious

Health and safety policy statement

Scott's Hire LTD has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work, of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Company and is applicable to all staff and visitors at our sites. This policy also applies to our staff working away from company sites.

In pursuance of this policy, the Company will take action to:

- Identify, assess, and manage the health and safety risks arising from our work activities;
- Consult with our employees and seek their cooperation on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action for any breach of Company and safety law
- Commit to continual improvement in health and safety management performance

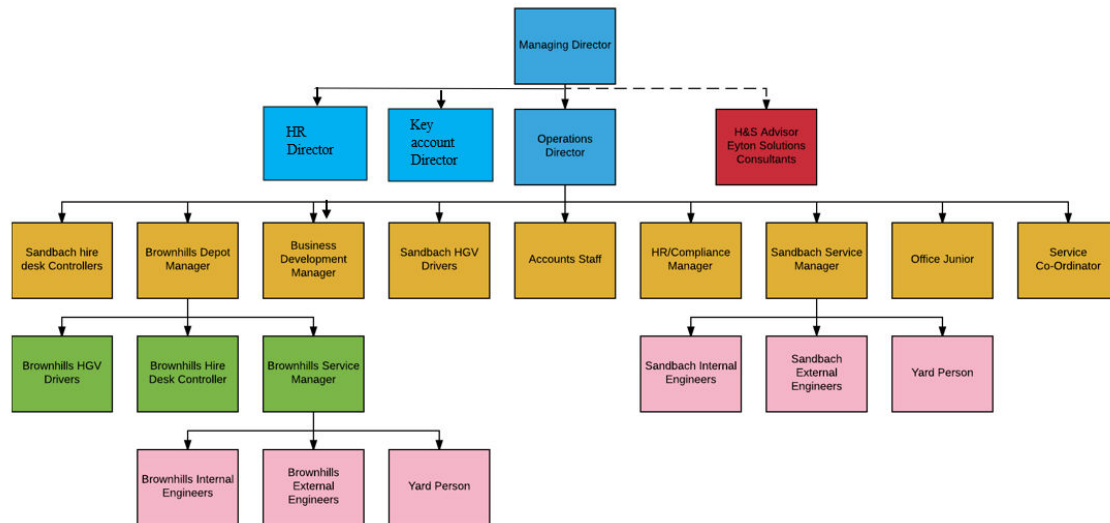
A handwritten signature in blue ink, appearing to read "W.R.A.", written over a thin yellow horizontal line.

Name: Wayne Roberts

Position: Operations Director

Date: 25/09/2024

ORGANISATION & RESPONSIBILITIES



Responsibilities

- Overall and final responsibility for health and safety rests with Martin Smithson, Managing Director.
- Day to day responsibility for the management of health and safety rests with Wayne Roberts, Operations Director.
- Eyton Solutions Ltd is the named competent organisation, who will offer advice to staff and managers, to ensure that this policy is put into practice.

Responsibilities of competent persons

Eyton Solutions has responsibility for:

- Assisting in the development of health and safety policies, systems, and safe working practices for the company to implement.
- Providing accurate health and safety information to the company.
- Provide external safety monitoring.

Wayne Roberts will be responsible for:

- The day to day implementation of the health and safety policies and procedures.
- Provision of advice and information to staff and management.

Management and Supervisor responsibility

All Managers and supervisors must ensure that this policy is followed, and that all staff are managed and supervised in accordance with it. Any breaches of the company's health and safety rules and procedures, will be subject to disciplinary action.

Managers and Supervisors are required to:

- Be aware of the policy statement and guidance contained within this document, and any other Company rules or procedures;
- Organise the workplace to ensure that work is carried out to the required standards with the minimum risk to personnel, equipment and materials;
- Establish safe systems of work.
- Ensure that staff have received the appropriate training, including inductions, are aware of potential hazards and have read the risk assessments;
- Pay particular attention to the safety of young person's;
- Ensure that any complaints brought by members of the public or local council inspectors are recorded and reports sent to head office immediately after the event;
- Ensure that all statutory notices are posted in areas where personnel can see them;
- Maintain good housekeeping at the workplace, wherever practicable, and arrange delivery and stacking of materials to avoid excessive manual handling;
- Report any defects immediately to ensure that plant, equipment and electrical systems are regularly inspected and maintained in good condition;
- ensure that only trained and experienced persons operate any equipment;
- Ensure that suitable personal protective equipment is available and is worn;
- Investigate accidents and incidents, compile reports as appropriate and ensure that details are brought to the attention of senior management immediately after the event;
- Ensure welfare facilities are kept clean and employees are aware of accident, fire and first aid procedures;
- Set a personal example.
- Take proactive steps to engage the organisations employees in maintaining and improving health and safety standards.
- Implement procedures to ensure that it is informed promptly of any issue that may affect the effective management of health and safety risks.

All employees are required to:

- Co-operate with line management on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety
- Take reasonable care for the health and safety of others such as visitors
- Report all health and safety concerns to an appropriate person (as detailed in this policy document)
- Comply with the client's inductions, risk assessments, COSHH assessments and safe systems of work.

Health and safety risks arising from work activities

- Risk assessments will be undertaken by Managers/Supervisors.
- Managers/Supervisors will check that the implemented actions have removed/reduced the risks.
- The findings and any actions where the risk cannot be reduced to an adequate level, work will not commence and will be reported to Wayne Roberts.
- Assessments will be reviewed when the work activity changes or, every 12 months whichever is the soonest.
- Identified hazards and required control measures shall be communicated to all relevant persons.

HEALTH & SAFETY ARRANGEMENTS

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THE REPORTING OF ACCIDENTS, INCIDENTS AND INJURIES AT WORK PROCEDURE

1) Purpose & Scope

1.1 To document and record an Accident or Near Miss event. The reporting system for all accidents, near miss incidents occurring during work activities.

1.2 This procedure is designed to meet the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations, 2013. (As amended).

1.3 A copy of each completed form must always be available for examination by Management, the Health and Safety Executive Inspector, the Health & Safety Department, Insurance Brokers and Health and Safety Representatives

2) Definitions

2.1 Accident:

This is an undesired and unplanned event which may result in loss, damage to property, personal injury, death or any combination of these potential outcomes.

2.2 Near Miss:

This is an incident which does not result in an injury or loss despite having the potential to do so.

2.3 Dangerous Occurrence:

A dangerous occurrence is an incident that has not resulted in a reportable injury or loss, though it could have done so. It may have had the potential to cause harm and there are certain categories of incidents which must be reported to the Health and Safety Executive as per RIDDOR.

2.4 Unsafe Condition:

These are where the physical conditions at the workplace, or the methods of work, directly cause, or contribute to, the incident. They include the following circumstances:

- The provision of unsafe equipment – i.e. because it is defective or improperly maintained.
- Unsafe floors and working surfaces – for example, slippery, decayed or cracked surfaces.
- Unsafe systems of work – i.e. where the working processes and practices which are required to be followed put workers in danger.
- Unsafe PPE – not providing, or providing inadequate, clothing, goggles, gloves or masks, etc.

2.5 Unsafe Act:

These are where the actions (or omissions of action) of people at the workplace directly cause, or contribute to, the incident. They include the following types of action or omission (sometimes referred to as active or passive unsafe acts):

- Operating without permission or in direct contravention of specific rules.
- Operating or working at unsafe speed – i.e. rushing, either in the use of machinery or in the person's own movements.
- Knowingly using unsafe equipment.
- Using equipment in an unsafe manner – for example, not for its intended purpose or with reckless regard to safety.
- Failure to wear safe clothing or personal protective devices.

3) Responsibilities

3.1 First on the Scene:

Should ensure the environment is safe, remain with the person (if injured) and help as appropriate until attention is received.

Contact one of the following according to the nature of the injury and geographic location: -

Company or site First Aider, Ambulance Service, (via Emergency Number 999/112).

If your location is unknown "what3words" should be used to pin-point your position to allow for accurate response.

3.2 Casualty:

- Request first aid as required
- Report the incident to the Supervisor / Line Manager ASAP and before the end of the working day.
- Complete relevant parts of the accident form; if not able then ensure that details are completed by Supervisor / Manager.

3.3 First Aider:

- Administer first aid.

3.4 Supervisor:

- Ensure casualty receives adequate treatment.
- Ensure accident location is made safe.
- Check all the relevant details are completed within the accident report.
- Forward form to the Line Manager/Managing Director

3.5 Director:

- Ensure the Accident / Incident Report form has been completed (having read and reviewed the report) ensuring all signatures required are obtained.
- Inform Clients if contract procedure requires.
- Send notification to HSE, as required.
- Investigate the incident and action accordingly any preventative action

3.6 Health & Safety Advisor:

- Categorise the incident and log on the accident data base for trend analysis.
- Advise on further actions or investigations.

4) Procedure

4.1 ALL accidents no matter how minor must be recorded in the accident book.

4.2 All near miss, incidents of violence including verbal abuse, and potential hazards are to be reported.

4.3 Copies of the forms must be kept in a confidential manner to meet the requirements of the General Data Protection Regulation (GDPR).

4.4 All accidents must be reported to the insurance company as per the insurance policy

4.5 Accident Book: This form must be completed in all of the following circumstances.

- All work-related accidents, no matter how minor.
- Any dangerous occurrence as defined by RIDDOR.
- Any fatal injury, major injury or dangerous occurrence as defined in the RIDDOR Regulations.

4.6 Serious accidents, incidents and prescribed diseases are required to be reported to the Health and Safety Executive, (HSE). All fatal injuries, major injuries, any incident arising out of work where an ambulance is called, or dangerous occurrence or work related medical condition diagnosed by a medical practitioner, must be reported without delay, preferably by e-mail or telephone, to the Health & Safety Department.

5) References

HSG245 Investigating Accidents and Incidents
Company Health and Safety Policy, Procedures.

6) Documents

Accident book.
Accident Investigation Form

7) Records

Accident Report Data Base
Accident / incident statistics
Accident reports, RIDDOR reports

Driving Accidents

- 1.1 The procedure to be followed when a Company vehicle is involved in a traffic accident is summarised below. Please see the "Driver and Plant Fitters Employee Handbook" No matter how minor, all accidents must be reported to the company immediately followed by a written report giving full details. The report must include a completed motor accident form (which must be kept in the company vehicle at all times) which is to be completed at the scene of the accident.
- 1.2 In the event of a claim against the company, if an accident hasn't been properly recorded, the claim may ultimately be made against the driver personally.
- 1.3 It must also be remembered that any accident damage caused may result in defect notices being issued, by the vehicle inspectorate, if later stopped.
- 1.4 Any injury to people, or certain animals, or street furniture must be reported to the police. Failure to do so is a criminal offence.

Definition

- 1.5 The following definitions are given for the purposes of traffic accident procedures only :-

1.5.1 Traffic Accident

A Company vehicle has been involved in a traffic accident if it is established or alleged that:-

- a Company vehicle, whether moving or stationary, is involved in a collision with another object, thus causing injury to a person or domestic animal, or damage to any vehicle, goods or any other object.
- the Company vehicle, by its presence but without physical involvement, contributed towards the cause of an accident in which injury or damage was occurred.

1.6 These instances apply whether or not the accident occurs on Company property :-

1.6.1 Company Vehicle

This is a mechanically propelled road vehicle or any trailer or towed vehicle owned by the company.

1.6.2 Company Driver

Any person who, with or without authority, was driving or controlling the company vehicle at the time of the accident, or alleged accident. A driver is strictly forbidden to allow unauthorised persons to travel in his vehicle, and will render himself liable to instant dismissal if he fails to comply with this order.

1.6.3 Domestic Animal

This means any horse, cattle, ass, mule, sheep, pig, goat or dog.

If the Police are in attendance, ask their permission to leave the scene of the accident. Report the accident immediately to the Transport Manager and hand in the completed Road Traffic Accident Form, along with a complete signed statement of the facts, within 24 hours of the occurrence (by telephone or fax).

Action by the Company

1.7 The following action shall be taken by the Company :-

1.7.1 In the event of any traffic accident the Company are to give immediate notice to the insurers if a Company vehicle is involved. Likewise, on receipt of a High Court Writ or Court Summons in connection with a claim the matter is to be reported to the insurers immediately for instructions.

1.7.2 All traffic accidents are to be investigated and process by the Company. The Company investigator shall be a member of the Company staff, nominated by the Company.

Accident Reporting

1.8 Accidents involving personal injury should be reported to the Police within 24 hours and all damage resulting from accidents, theft, fire, vandalism, etc., however minor, involving a Company vehicle or a rental/leased replacement should be reported to the Company as soon as possible.

1.9 The following action should be taken either at the scene of the accident and in the period immediately following :-

1.9.1 Always comply with any instructions you are given by the emergency services at the scene of the accident.

1.9.2 Obtain names, addresses and, if possible, motor insurance details from each third party driver involved in the accident. Make a note of the make, description and registration details of every vehicle involved. If any vehicle is, or appears to be, owned by a company or business then obtain the name and address of the owner.

1.9.3 Take pictures of your vehicle, other vehicle / property etc. involved.

1.9.4 Give your name and address and the Company name and address to all third parties, stating that the necessary insurance details will be provided by the Company.

- 1.9.5 At no stage admit liability. Make no comment or statement about the accident, except to a Police Officer.
- 1.9.6 Notify the Police if personal injury has been sustained by anyone in the accident, or if a third party did not stop or drove off before giving you personal details; and in the case of theft.
- 1.9.7 Obtain the names and addresses of as many independent witnesses as possible.
- 1.9.8 Pace out (measure) the position of the vehicles on the road and, if possible, take pictures of the scene.
- 1.9.9 Do not remove your vehicle under its own power if this is likely to cause further damage to the vehicle or compromise road safety. Contact the Company who will make arrangements for the removal of the vehicle.
- 1.9.10 Complete an accident report showing the location and details of third party involvement, details of witnesses, Police action and the circumstances which caused the accident.
- 1.9.11 The completed accident pack should be returned to the Company as soon as possible.
- 1.9.12 Accident report details:
 - Weather conditions at time of accident.
 - Condition of road surface and amount of traffic.
 - Time and exact location.
 - Presence of street lighting and if it was lit.
 - Names and contact details of witnesses.
- 1.10 Police have CCTV which can help us. The Company has telematics and on-board cameras which can also prove our driver's innocence. You will be given instruction on the operation of the cameras within the vehicles and how to operate them.
- 1.11 Accident Report packs are issued to every vehicle and are to be used when at the roadside, you must inform your line manager immediately after any incident / accident. Ensure that there is a Accident Report Pack in the vehicle prior to commencing your journey. Example of Accident pack below.

MCM Insurance

This pack contains:

1. MCM Key Fob
2. Essential Information
3. Motor Incident Report Form
4. Third Party Letter
5. MCM Pen

Remember, at all times to think of your safety and the safety of others and only take photographs if it is safe to do so.





Your Accident Pack

MCM Insurance

Main Office 0161 786 3150
Sales 0161 786 3160
Claims 0161 786 3180
Emergency Services 999

manchester@mcmgroup.co.uk
sales@mcmgroup.co.uk
claims@mcmgroup.co.uk



Main Office 0161 786 3150
Sales 0161 786 3160
Claims 0161 786 3180
Emergency Services 999

MCM House
611 Stratford Road
Old Trafford
Manchester M16 0QR

MCM Insurance

1.11.1 How to complete the Accident Report Pack. The pack contains essential information, motor incident report form, third party letter and pen. Below shows the motor Incident report form.



MCM Insurance

Motor Incident Report Form

Please complete all sections of the claim form to the best of your ability. Kindly return the form along with any other evidence to Claims Department, MCM House, 611 Stretford Road, Old Trafford, Manchester M16 0QA. Alternatively you can fax the claim form to 0161 786 3159 or email to claims@mcmgroup.co.uk

Need Help?

If you have any queries whilst completing the form, or have any queries in general; please do not hesitate to contact our dedicated claims team any time Mon-Fri 9am-5pm.

Tel: 0161 786 3180

Policy Holder:	
Policy Number:	VAT Registered: YES / NO if yes: _____% recoverable
Company Address:	
Contact Number:	Contact Name:

Driver Details Personal Details

Full Name:	Date of Birth: / /
Driver Address:	
Contact Number:	Occupation:

Licence Details

Type of Licence held: PROVISIONAL / FULL / HGV	Date Licence Obtained: / / <small>(Licence relevant to vehicle involved in the incident)</small>									
Has the driver got any convictions on their licence (inc. fixed penalty notices) in connection with any motor vehicle? YES / NO (if yes please give details e.g. SP30 - 01.01.13 - 3pts)	<table border="1"> <thead> <tr> <th>Code</th> <th>Date</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>:</td> <td>:</td> <td>:</td> </tr> <tr> <td>:</td> <td>:</td> <td>:</td> </tr> </tbody> </table>	Code	Date	Points	:	:	:	:	:	:
Code	Date	Points								
:	:	:								
:	:	:								
Has the driver any medical conditions that the DVLA should be aware of? YES / NO If yes please specify.										

Vehicle Details Vehicle Involved

Vehicle Make and Model:	Registration Number:
Year: Engine Size (cc):	Date of Registration: / /
Vehicle Owner:	Registered Keeper:
What purpose was the Vehicle being used for at the time of the Incident?	
Were goods being carried at the time?: YES / NO if Yes please specify:	

Vehicle Damage

Is Your Vehicle Mobile? YES / NO	Do you wish to claim for Vehicle damage? YES / NO
Description of Vehicle Damage:	
Current Location of Vehicle:	

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1.12 How to draw a sketch of a road traffic accident

- It does not need to be to scale
- Record as much information as possible
- Clearly mark all relevant details of the incident
- Clearly mark all road marking, lines and street furniture.
- Clearly mark all vehicle positions and their directions of travel.
- Clearly mark all road names

Incident Sketch Continue on separate sheet if needed

(Please include as much detail as possible including direction of vehicles, distances, any relevant road signs or markings etc.)

Declaration

I/We declare that the information provided on this form is true and correct to the best of my/our knowledge/belief. I/We are aware that providing false and/or inaccurate information may void my/our policy and that insurers reserve the right to indemnify all and any claims submitted.

Driver Signature: _____ Date: / /

Policy Holder Signature: _____ Date: / /

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- 1.13 If you are involved in an accident your first duty is to check that you and your passengers, or any other party are safe. Call the emergency services immediately should they be required.
- 1.14 Call your line manager or depot manager and let them know what has happened. Someone will be despatched to assist you if necessary.
- 1.15 Remember don't panic, stay calm, make sure injured persons are dealt with promptly and that everyone stays safe.
- 1.16 If your vehicle is involved in a road traffic accident – even if the police aren't involved or it wasn't your fault, you must record the details on the Motor accident Report form.

ACCIDENT AND INCIDENT INVESTIGATION PROCEDURE

1) Purpose and Scope

To ensure that all incidents occurring on site are investigated. The depth and complexity of the investigation will vary with the circumstances and seriousness of the incident.

2) Definitions

Incident: -

An incident is any event (accident or near miss) that has caused harm to a person or damage to property or that had the potential to cause harm or damage.

Near Miss: -

An event that, while not causing harm, has the potential to cause injury, ill health or damage to property.

Lost time Injury: -

An injury that results in a person being away from work or unable to carry out their normal duties.

Dangerous Occurrence: -

One of a number of specific, reportable incidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Hazard: -

The potential to cause harm, including ill health and injury; damage to property, plant, products or the environment, production losses or increased liabilities.

3) Responsibilities

Martin Smithson (Managing Director):

- Ensure that all accidents are investigated.
- Ensure that the necessary corrective actions are taken.

Wayne Roberts:

- Carryout initial investigation of all incidents promptly and thoroughly. Call for assistance when needed. Take immediate corrective actions where possible, to make the situation safe.

Eyton Solutions:

- Assist Wayne Roberts with investigations when requested. Provide training in investigation methods and techniques when requested.

Individuals:

- Co-operate with Managers, Supervisors and others during any investigations.

4) Rules

After any incident, the first priorities are to make the situation safe, care for any individuals who have been injured and protect the environment. Any person involved should ensure that the appropriate manager or supervisor is informed as soon as possible. It is important to ensure, whenever possible, that evidence, which could prove useful in the investigation, is not moved, removed or destroyed. If possible and if relevant, photographs should be taken as these could be useful in an investigation.

First Aid

The first aid treatment given should be recorded. This should include any refusal of treatment by the individual(s) concerned, and any advice passed on by the first aider to the individual(s).

Incident Reporting Form

Details of an incident are recorded in the accident book by the manager or supervisor. The severity of the incident (minor, LTI etc.) may be suggested by the manager or supervisor on the initial report. The Managing Director will determine the correct classification and if necessary edit the initial report.

5) Procedure

5.1 The Decision to Investigate

It is company policy that all reportable Lost Time Injuries and Dangerous Occurrences will be formally investigated using the medium to high level investigation. It is also the policy of the insurance company that they are to be notified should an accident occur, so this condition is to be satisfied as early as is possible.

The table below will be used by the Managing Director to assist in determining the level of investigation which is appropriate for the incident. Remember you must consider the worst potential consequences of the adverse event.

Likelihood of recurrence	Potential worst consequence of an incident			
	Minor	Serious	Major	Fatal
Certain	Yellow	Orange	Red	Red
Likely	Yellow	Orange	Red	Red
Possible	Yellow	Orange	Red	Red
Unlikely	Blue	Yellow	Orange	Red
Rare	Blue	Yellow	Orange	Red

Risk	Blue	Minimal	Yellow	Low	Orange	Medium	Red	High
Investigation Level	Blue	Minimal Level	Yellow	Low Level	Orange	Medium Level	Red	High Level

5.2 In a Minimal Level Investigation, the relevant supervisor/manager will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences.

5.3 A Low Level Investigation will involve a short investigation by the relevant supervisor or manager into the circumstances and the immediate, underlying, and root causes of the incident, in order to try to prevent a recurrence and to learn any general lessons.

5.4 A Medium / High Level Investigation will involve a team based investigation, involving the Managing Director, the person affected along with their supervisor/manager and any witnesses, any safety representative and if requested Eyton Solutions. It will look for the immediate underlying cause and root causes.

5.5 In all cases, incidents will be investigated immediately by the supervisor or manager using the Incident Investigation Form. This will be completed and **must be** forwarded to the Managing Director.

5.6 In the case of Medium, High Level incidents, adequate internal and external resources will be made available. These investigations will be completed and reported on the Medium, High Level Investigation Report Document.

5.7 The Medium, High Level investigation must be completed within 7 days of the incident occurring.

5.8 The Managing Director will be presented with a copy of the investigation, and when satisfied with the content and actions to prevent recurrence, he will endorse it with a signature.

5.9 All incidents reportable under RIDDOR, and events that result in loss of assets including property plant and equipment, will be investigated by the Managing Director.

5.10 An investigation will involve an analysis of all the information available, physical (the scene of the incident), verbal (the accounts of witnesses) and written (risk assessments, procedures, instructions, job guidance etc.) to identify what went wrong and put actions in place to prevent recurrence.

5.11 It is important to be honest, open and objective throughout the investigation process. Pre-conceived ideas about the process, the equipment, or the people involved in an adverse event may blind you to the real cause of the incident. Question everything. Be wary of individual blame.

5.12 Root Cause Analysis

Root cause analysis techniques should be used to identify the immediate, direct and underlying causes of the incident

Some examples of underlying causes;

- Inadequate risk assessment/method statement
- Inadequate training
- Lack of competence
- Shortcomings in original design of equipment
- Absence of an adequate maintenance system.
- Management or supervision of the activity

5.13 Action Needed to Prevent Recurrence

Determine the action needed to prevent a recurrence

Actions to prevent a recurrence might include:

- Review and/or rewrite risk assessment and method statement
- Improve physical safeguards
- Introduce better test and maintenance arrangements
- Improve work methods
- Provide and use recommended personal protective equipment
- Review supervision of the activity
- Review training requirements
- Review procedures involving external contractors
- Improve inspection systems.
- Share learning with others

5.14 Investigation Report

Once you have established the cause of the incident / problem, a detailed report should be compiled which includes the following;

- A description of the activity that caused the problem and the causative agents/ equipment used within that activity.
- Consideration of why it happened, the main contributing factors such as a work process, poor controls, inadequate training, education of employees, inadequate PPE etc.
- List the precautions that must be taken to prevent a recurrence.

- Specify a timed action plan for implementing improvements to the workplace and systems of work which should include recommendations on monitoring and evaluation procedures.

5.15 Accident Investigation Checklist

The following is a checklist to help assist with an accident investigation.

For any accident involving an injury, the person carrying out the investigation must:

- Obtain the full name and address of injured person, including their D.O.B. and job title. (If not an employee, identify whether the injured person was a contractor, visitor).
- Record the date and time of the incident.
- Note what the injured person was doing at the time of the accident, including authorisation to be there (PTW etc.), training and supervision.
- Record the nature of the injury and location of the casualty.
- Establish any evidence linking the case to ill health.
- Note treatment given to the injured person, and whether they were taken to hospital. If the injured person was admitted into hospital, establish for how long.
- Did the injured person return to work or were they sent home.
- Did the injury require repeated medical attention by either the hospital or a doctor.
- Note the precise location of the incident within the premises, with a plan or layout of the area.
- Where possible take photographic evidence, make sketches, and take measurements of the undisturbed scene.
- Note environmental conditions.
- If the cause of the accident is failure of PPE or small work equipment this should be impounded for a full inspection.
- Ensure that the equipment or location involved is made safe.
- Immediate remedial action can be taken to remove the hazard if safe to do so, but this must be documented.
- Obtain the Risk Assessment, Method Statement, Safe system of Work for that activity. Ensure they are suitable and sufficient and evaluate compliance with these documents by the injured party.
- Establish from records, training the competence of the individual to carry out the task. (Extent of training before event, experience in the job; were they aware of the dangers of the activity?).
- Where possible determine the route cause of the accident.
- Seek assistance if required.
- Obtain statements from any available witnesses.

5.16 Near Miss Reporting

- Whenever a near miss event has occurred then it must be reported as soon as is possible. This should be done both verbally to the relevant supervisor and written in a near miss reporting form.
- Once the near miss reporting form has been completed it should be accepted by the relevant management and then investigated using the investigation procedure.
- Once the investigation has been completed then the outcome or actions of prevention taken should also be recorded with the investigation, then a copy attached to the near miss reporting form
- It is also necessary for the relevant safety representatives to be informed so safety measures put in place to prevent another incident can be effectively communicated.

6) References

Safety Policy

HSG 245 Investigating Accidents and Incidents
RIDDOR

7) Documents

Incident Report Form
Medium High Level Investigation Form

PERSONAL PROTECTIVE EQUIPMENT

1) Purpose and Scope

This Safety Procedure provides an overview of the procedures and responsibilities for the use of Personal Protective Equipment.

This Safety Procedure does not apply to ordinary working clothes and uniforms. It also does not cover Respiratory Protective Equipment as this is covered specifically in another procedure.

2) Definitions

Personal Protective Equipment (PPE)

This is defined as equipment and clothing which is specified and provided to be worn by a person at work to afford protection against risks to health and safety (e.g. protective spectacles, goggles, ear muffs, helmets, escape masks, face shields, gloves, protective suits, safety boots).

3) Responsibilities

Martin Smithson (Managing Director) is Responsible for:

- Ensuring the resources are available for the implementation of this procedure
- Ensuring that any equipment purchased is obtained from a reputable source.
- Approving final use of PPE to be used in the workplace and arrangement for training in it's use.

Wayne Roberts (Operations Director) is responsible for:

- Ensuring risk assessments are carried out to define in which areas and for which tasks PPE is required.
- Ensuring that suitable PPE is provided where it is needed free of charge.
- Ensuring PPE is always be kept in suitable storage when not in use.
- Identifying training requirements of PPE for staff.
- Seeking advice from the Managing Director as appropriate to facilitate compliance.

Employees are responsible for:

- Wearing PPE as required by company rules, plant signs and Permit to Work stipulated precautions.
- Ensuring that, where relevant, any PPE provided is maintained, cleaned and replaced so as to keep it in efficient working order as per instructed by management or manufacturer.
- Examining PPE on receipt to ensure it is defect free.
- Reporting/replacing any damaged PPE as soon as possible to management.
- Using PPE in the manner for which it was designed and in the method of use designated by the manufacturer.
- Undergoing training and maintaining their competence in the safe use of PPE where required by management.

4) Procedure

4.1 PPE Suitability

In order for PPE to be approved for use, it must first have been assessed and confirmed by the Managing Director as suitable for protection against specified risks. It must:

- Take ergonomic considerations into account and be capable of being fitted to and used by the worker.
- Take account of the state of health of the person or persons who may wear it.

- So far as is practicable, adequately control the identified risk(s) without creating additional overall risk, including the workplace conditions it is used in.
- Be designed and manufactured to an approved standard and CE/UKCA marked.

4.2 Approved List

- BS EN 60903: Rubber gloves for electrical purposes
- BS EN ISO 6942: Protective clothing, protection against heat and fire
- BS EN ISO 20345: Personal Protective Equipment Safety footwear
- BS EN 352: Hearing protection
- BS EN 397: Hard hat
- BS EN ISO 20471: Specification for High Visibility Clothing
- BS EN 166: Personal Eye Protection
- BS EN ISO 374: Protective Gloves against chemicals and micro-organisms
- BS EN 12477: Welding Gauntlets
- BS EN 388: Protective gloves against mechanical injury

4.3 Trials System

Trials System under which new items of PPE may be assessed through use before being authorised for the Approved List.

4.4 Use of PPE

Where reasonably practicable risks shall be reduced by engineering controls and safe systems of work. PPE shall always be regarded as a "last resort".

Users of PPE must adequately maintain/clean their PPE as instructed by training and/or information provided by data sheets from the manufacturer.

All employees must wear/use PPE as required by:

- Company rules (e.g. wearing of safety footwear).
- Plant/area signs, which specify particular requirements for PPE.
- Permit to Work stipulated precautions, which specify PPE required for particular tasks.
- Any situation that may be deemed to present a hazard (e.g. local requirements arising from COSHH assessments or risk assessments).

5) References

Personal Protective Equipment at Work Regulations 1992 (As amended).

6) Documents

Training Records
Maintenance Records

COMMUNICATING THE HEALTH & SAFETY POLICY

1) Purpose & Scope

It is the policy of the Company to ensure that the company Health & Safety Policy is communicated to all employees.

The main legislation which is relevant to this subject is the Health & Safety at Work Act 1974 (HASAWA)

2) Responsibilities

Wayne Roberts is to review annually and issue updated documents.

Supervisors are to ensure a copy of the Policy statement is displayed and that a copy is issued to all employees on commencing employment and at any time that it is reviewed.

3) Procedure

Available Formats of the Policy

The policy will be available from the Safety Manual within the main office

The policy will be available to all employees via hard copies distributed at request of management.

The availability of the Policy will be publicised via induction training courses and on general health & safety training.

4) Policy Issue to External or Interested Parties

Requests from suppliers, customers, insurers etc. if requested a hard copy could be sent.

5) References: Health & Safety Policy Statement

6) Records: Employee Induction Records

HAZARD & RISK ASSESSMENT PROCEDURE

1) Purpose and Scope

This document specifies the policy and practices to be adopted to ensure that suitable and sufficient risk assessments are carried out. Risk assessments are performed in accordance with the requirements of the Management of Health & Safety at Work Regulations 1999 as amended and other specific regulations.

Risk assessments are required for employee and contractor operations and others visiting the site. Assessments will be carried out for both Generic and Specific Operations.

Certain other regulations also contain requirements for risk assessment in respect of specific hazards and risks e.g.

- The Control of Noise at Work Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

An assessment therefore made for the purpose of these specific regulations will partially fulfil the obligation to make an assessment under the MHSWR Regulations; there is no need to repeat those assessments as long as they remain valid.

However, it will be necessary to ensure that they cover all significant risks. It is therefore necessary to undertake a risk assessment in accordance with the requirements of the MHSWR regulations to identify where a more detailed risk assessment is required to be carried out in accordance with the other specific regulations.

All staff conducting risk assessments are to have been formally trained in the use of this procedure and have taken part in a risk assessment training course.

2) Definitions

Competent person: -

Someone who has received sufficient training and/or experience or knowledge to enable them to perform suitable and sufficient risk assessments, this can be a combination of people.

Risk Assessment: -

A systematic general examination of the work activity, the hazards associated with the activity, and an evaluation of the risk of accidents or incidents occurring.

3) Responsibilities

3.1 Martin Smithson (Managing Director)

- Is ultimately accountable for all risks created in the Scott's Hire Workplace.
- Responsible for ensuring time and, where necessary, budget is allocated to enable risk assessors to receive procedural training, and for risk assessments to be carried out.
- Responsible for ensuring the adequate resources are available for any recommendations or actions deemed necessary to reduce overall risk including the implementation of the assessment findings.

3.2 Wayne Roberts (Operations Director)

- Responsible for ensuring all workplace activities are captured within a risk assessment.
- Responsible for ensuring the risk assessment is a true reflection of the workplace activities which are carried out.
- Responsible for ensuring the risk assessment controls are fully implemented into the working activities.

3.3 Hannah Cotgrove (HR Director)

- Responsible for assisting the operations director with day to day management of health and safety procedures.
- Responsible for all HR related law within the business.

3.4 Joshua Smithson (Key Account Director)

- Responsible for assisting the operations director with day to day management of health and safety procedures.

3.5 Health Safety Advisor – Eyton Solutions Limited

- Providing advice and guidance where necessary
- Assist where required to arrange training in this procedure.
- Keeping the relevance and effectiveness of this procedure under review.
- Ensuring the requirements of this procedure is reflected in the audit protocols and other relevant procedures.

3.6 Managers/Supervisors:

All employees involved with supervision, specification or development of work methods are responsible for safety. In particular, they are responsible under this procedure to ensure a valid risk assessment is in place for **all work activity** under their control, this includes survey risk assessments carried out on site.

3.7 Risk Assessors:

3.7.1 A risk assessor can be anyone with sufficient training and knowledge of the area or process/task to be assessed. Ideally this should be the person directly responsible for carrying out or supervising the work or activities in the area.

In any event the risk assessor must be familiar with all aspects of the work and its risks.

3.7.2. Risk Assessors specific duties include: -

- Scoping the task-based and area-based risk assessments for their area.
- Retaining all documentation relating to their risk assessments necessary for audit purposes.
- Involving affected parties in the risk assessment.
- Performing the initial hazard identification.
- Identifying the type of detailed assessment required.
- Recommending action appropriate to the level of risk.
- Alerting the Managing Director of unacceptably high risk.
- Where the assessor is not also responsible for operational safety, engaging the appropriate manager to ensure that they are fully aware of the recommended actions, the main findings and safe system of work and their responsibilities.

4) Procedure

As part of this procedure the assessor will: -

4.1 Identify The Hazards Which Could Cause Harm: -

- Equipment
- Access & egress
- Manual Handling / lifting
- Chemicals
- Electricity
- Fire / explosion
- Dust
- Biological
- Environmental

4.2 Decide who may be harmed: -

- Employees
- Other employees
- Maintenance
- Contractors
- Visitors
- Young people
- Expectant mothers

4.3 Evaluate the risk and adequacy of control measures: -

- Look at existing control measures: -

When considering whether current control measures are adequate to reduce the risk, also consider that human factors and individual behaviour could reduce the effectiveness of the controls measures and contribute to the hazard.

Consider the following factors: -

Job:

- Are instructions, warnings, signs and other information clear?
- Is the task difficult/complex?
- Are procedures/method statements adequate?
- How much time is available or needed to complete the task?
- Are the tools/equipment used appropriately?

- Work environment – noise, heat, cold, ventilation, weather, and lighting.

People:

- Competence – training/experience for task.
- Physical and mental capability to complete the task.
- Fatigue – hours worked, shift work, out of work activity.
- Work overload.
- Motivation to get the task done over safe working practise – piece work etc.
- Stress, moral of employees.

Organisation:

- Level of supervision required.
- Communication.
- Safety culture.
- Clarity of roles and responsibility.
- Consequences of failure to follow procedures.
- Manning levels.

Assessment:

- Worst case outcome – severity of incident.
- Likelihood of occurrence – use accident / incident data, frequency of task.
- Risk priority – using risk matrix – severity x likelihood.
- Make recommendations for preventative and protective measures using the hierarchy of controls:-
 - **Avoid the risk** – use mechanical methods to avoid a manual handling risk.
 - **Eliminate / substitute** – use of water based paints or adhesives can eliminate the risk of exposure to solvents.
 - **Reduction** – reducing exposure to a hazard using job rotation to reduce expose to vibration on certain tools.
 - **Isolation / segregation** – pumping chemicals instead or pouring, guarding to prevent access to areas of danger.
 - **Engineering controls** – fail safe devices that do not allow operation if there is a fault, hazard lights and sounds such as on a reversing vehicle.
 - **Information, instruction, training and supervision** – method statements, safe systems of work, toolbox talks, supervision etc. A fully competent and trained employee is equipped with all relevant information to behave in a safe manner.
 - **PPE** – even after using the control methods there may still be a residual risk, PPE such as hearing protection, safety glasses and boots can be used to reduce exposure even further when a risk still remains.

Risk assessment matrix

Severity of Injury →		Insignificant Injury	Minor Injury	Significant Injury	Serious Injury	Major Injury / Fatality(s)
		(1)	(2)	(3)	(4)	(5)
Likelihood of Injury ↓	Highly Likely (5)	5	10	15	20	25
	Likely (4)	4	8	12	16	20
	Possible (3)	3	6	9	12	15
	Unlikely (2)	2	4	6	8	10
	Highly Unlikely (1)	1	2	3	4	5

To evaluate the risk rating, for each hazard identified
Identify the likelihood (possibility of harm), e.g. Possible (3)
Identify the severity (actual degree of harm caused), e.g. Serious Injury (4)

Risk = Likelihood x Severity i.e. 3 x 4 = 12
(Matrix shows this as an amber risk)

- Red rated** - Totally unacceptable risk; jobs must stop if currently underway until risk can be reduced.
- Amber rated** - Risks may be acceptable but further reasonably practicable measures to reduce risk must be considered.
- Green rated** - Acceptable risk in most circumstances.

4.4 Record their findings: -

- Significant findings
- Existing control measures
- Persons at risk, including those especially at risk
- Worst case outcome
- Likelihood of occurrence
- Risk priority
- Recommendations

4.5 Review and Advice: -

Risk assessments are reviewed and if necessary, modified, since they should not be a once-and-for-all activity. The nature of work changes; the appreciation of hazards and risks may develop. Adverse events may take place even if a suitable and sufficient risk assessment has been made and appropriate preventive and protective measures taken. In most cases, it is prudent to plan to review assessments at least annually.

All risk assessments are reviewed or revalidated at least annually or: -

- If an accident occurs;
- A change of system, plant or material;
- Change of legislation;
- Change in key personnel;
- New information or guidance.

All employees/others involved are to be briefed in the main findings of the risk assessment, and are instructed in the safe system of work.

5) References: Health & Safety Policy

6) Documents: Completed Risk Assessments

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1) Purpose & Scope

The Control of Substances Hazardous to Health Regulations 2002 apply to our working environment.

We recognise that some substances have the potential to cause ill-health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work.

To comply with the COSHH 2002 Regulations you need to follow the following steps:

- First consider the risks arising from hazardous substances used or created by your workplace activities;
- Decide what precautions are needed. You must not carry out work which could expose employees to hazardous substances without first considering the risks and the necessary precautions, and what else you need to do to comply with the COSHH regulations;
- Prevent or adequately control exposure. You must prevent people from being exposed to hazardous substances. Where preventing exposure is not possible, then you must adequately control it;
- Ensure that control measures are used and maintained properly and that safety working procedures are followed;
- Monitor the exposure of all personnel to hazardous substances, if necessary;
- Carry out appropriate health surveillance where your assessments have shown this is necessary or where COSHH sets specific requirements;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary;
- Ensure that all personnel are properly informed, trained and supervised;
- All CoSHH assessments shall be at least biennial.

2) Responsibilities

2.1 Wayne Roberts/Supervisors:

To ensure that:

- All hazardous substances used, are identified;
- COSHH assessment records are kept for all substances;
- Each assessment record adequately covers the scope of usage for the defined substances;
- Any specified safety equipment and plant is provided;
- Any specified maintenance checks are implemented and recorded;
- Employees under their control are instructed on the hazards, risks and safety measures, as identified in the risk assessment records;
- Employees are working to the identified safety standards by means of regular monitoring inspections and audits;
- Use & care of labels and other forms of warning and insure that the labels are not defaced or removed. Employees shall not remove or deface labels on incoming containers of hazardous chemicals.

2.2 Martin Smithson (Managing Director):

To ensure that:

- Planned maintenance is performed on relevant plant and ventilation systems by competent staff;
- Ventilation systems are examined and tested by a competent person at 14 month intervals;
- Records are maintained for 5 years.

2.3 Employees & Contractors:

To ensure that:

- Safety standards are followed, as instructed;
- Any defects in equipment and working arrangements are reported to management;
- Use & care of labels and other forms of warning and insure that the labels are not defaced or removed. Employees shall not remove or deface labels on incoming containers of hazardous chemicals.

3) Procedure

3.1 Wherever we can, we will discontinue the use of harmful substances (so long as this can be done without serious detriment to our business). These substances will be sent for disposal and no more obtained.

3.2 Where a harmful substance is being used, we will replace it with a less hazardous substance wherever possible.

3.3 Substances that we must use will be assessed and control measures introduced to prevent risk to our employees or others affected by our business operations. Where reasonably practicable, these measures will not involve personal protective equipment (PPE).

3.4 We will assess the use of all new substances introduced into the workplace. Specific risk assessments, as required, will be carried out for all hazardous substances and processes in which they are used. Health and safety data will be obtained from the suppliers of all hazardous substances, and will be kept readily available for inspection at Head Office.

The responsibility for the COSHH assessment rests with the Director/Manager of the department, but in some cases the manager can delegate the actual assessments to other people (e.g. supervisors, consultants).

Except in the simplest of cases, whoever carries out the assessments will need to have access to, and understand, the relevant requirements of the COSHH Regulations, have the ability and authority to get information, and the knowledge and skill to make correct decisions about the risks and the precautions needed. It will almost certainly be necessary to consult with the people in the workplace who will have the greatest knowledge of the processes and precautions being carried out. The whole exercise should begin by looking at the work to see what hazardous substances are present, then thinking about the risk they present to health, and finally the control measures required to reduce the health risks to acceptable levels.

3.5 At least bi-annually, we will make an inventory of all substances present on site and review our control measures, to ensure that the management controls are still appropriate and effective. The COSHH assessment itself will be reviewed on an annual basis unless any incidents involving the substance should occur.

3.6 Employees will be reminded that only hazardous substances listed on the substance inventory may be used. No hazardous substances may be introduced to the workplace without approval from a Manager/Director.

3.7 A valid COSHH assessment must be in place before any new substances are used.

3.8 Where PPE must be used, employees will be provided with the appropriate equipment, which will be maintained, repaired and tested as required by each class of protection. Information, instruction and training will be provided for all employees who may be exposed to hazardous substances. The necessary information and training will also be provided for any non-employees working on site who may be exposed to hazardous substances. The condition and use of personal protective equipment (PPE) will be regularly monitored and equipment replaced as necessary. Maintenance of PPE will be carried out by the supplier of the equipment, or the person authorised by the business to do so.

3.9 Conducting the Risk Assessment

The next stage, after gathering all the relevant information and deciding on the type of assessment to be undertaken, is the actual assessment itself.

This requires consideration not only of the substance but the people who may be exposed and the process for which it will be used. Important factors to be considered are:

- The quantity of the material being used;
- The duration of the exposure (e.g. the whole working day, five minutes each hour);
- The number of workers exposed;
- The repetitive nature of the exposure;
- The protective measures in place to reduce exposure (i.e. both engineering and PPE controls) in addition to the routes of exposure, and the hazards of the substance itself should be considered.

3.10 The third stage is perhaps the most important if COSHH is to be more than a paper work exercise. In the light of the assessment, a decision will have to be made as to what, if any, the problems really are and what steps should be taken in order to reduce exposure.

3.11 If, after weighing up all the known factors, there is no clear conclusion as to whether or not the exposure constitutes a risk, then monitoring of the particular process should be carried out, by either a staff member with appropriate training or a consultant. In fact, this is the only way to know the true contaminant level in the workplace.

3.12 Employees will be given information, instruction and training in the activities they undertake involving hazardous substances. The information given to employees will include the results of the risk assessment, whether or not there are any significant risks. The information will not include the hazard data sheet, because this requires interpretation by a suitably competent person.

3.13 The use of hazardous substances will be restricted to trained / experienced and authorised persons who are familiar with the safe use of the substances, hazards associated with processes and the safety precautions to be observed.

3.14 Wherever reasonably practicable, management of the risk will be used in the following order:

- Elimination: if we don't have it on the premises, we are saved the cost of buying it, time to assess it, the expense of controls, time to monitor the controls, the training of employees and record keeping;
- Substitution: if possible, we will use something less hazardous that may need cheaper controls, if any.

3.15 Controls: engineering controls will be used rather than other means, wherever reasonably practicable. If other controls are used, such as reducing the numbers of people exposed to it, or the length of time each person is exposed, the manager of the personnel involved will be responsible for ensuring compliance. Local exhaust ventilation (LEV), where fitted, will be regularly inspected at least once in every 14 months, or more often if necessary, maintained in good working order, with records kept of the inspection or maintenance.

4) References

- Control of Substances Hazardous to Health (Sixth Edition) 2002

5) Documents

- Health & Safety Policy Arrangements
- Material Safety Data Sheets
- EH40
- COSHH ACoP's

6) Records

- COSHH Assessment Form
- Occupational Health Records
- Statutory Inspection Certificates
- PPE and RPE Maintenance Records

RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

1) Definition

RPE is protective equipment that, when worn correctly, protects the user from harmful substances contaminating the air and being inhaled through the respiratory system. These harmful substances include forms of dust, mist, gas, or fume.

Types of RPE can vary from tight fitting and loose fitting, filtered; powered and non-powered, and Breathing Apparatus (BA) with a supply of breathing quality air from an independent source.

Adequate in this definition is RPE that is right for the hazard and reduces exposure to the level required to protect the wearers health;

Suitable in this definition is RPE that is right for the wearer, the task, and the work environment, such as the wearer can work freely without additional risks due to the RPE provided.

2) Purpose and Scope

This policy forms the commitment by the company to satisfy the requirements of the Health and Safety at Work Act 1974, to provide and maintain a safe working environment.

This will also cover the requirements to provide adequate instruction, information, and training for the required use of RPE in the course of working duties.

3) Responsibilities

Martin Smithson (Managing Director);

- Will ensure that the necessary resources are allocated to allow legal compliance with the implementation of this procedure.

Wayne Roberts (Operations Director);

- Will ensure that adequate information, instruction and training for the wearing of RPE is in place, provided to the user requiring it, and said training conducted by a competent person;
- Will ensure that **adequate** and **suitable** RPE is provided at no cost to the employee using relevant latest guidance documents and advice available;
- Where relevant, ensure that fit testing has been conducted by a competent person on any individual required to wear tight fitted half face masks as required by Approved Codes of Practice (ACOP) in the COSHH Regulations 2002;
- Will ensure that a suitable storage area is provided for RPE that is dry and free from contamination.
- Will ensure the keeping of training records for 5 years from the date received as required by law.

The Employee;

- Will ensure that safety equipment provided to them for the course of their working duties is used for its designed intended purpose, acknowledging malicious actions to safety equipment is against the law and subject to disciplinary action;
- Will use the provided equipment in accordance with their training provided by the company.
- Will report any damage to the safety equipment provided to their manager/supervisor immediately.
- Will acknowledge the company may ask for the return of issued safety equipment upon termination of contract and will satisfy this request.
- Will acknowledge that should the request for the return of issued safety equipment not be met may result in the individual fitting the bill for the equipment.

4) Procedures

RPE is provided by the company where it has not been possible to eliminate or replace the hazards within the means of practicability, in order to be compliant with legislation. A sufficient risk assessment of the activity will be conducted, and upon a requirement to wear RPE, this will be provided.

Training and information will follow which should include;

- Details on the hazard involved in the work;
- The consequences of inhalation;
- The type of RPE that will protect against the hazard;
- The correct method of assembling and wearing the provided RPE in accordance with the manufacturer's instructions;
- The correct cleaning and storing of the provided RPE once finished with, exempting non-reusable masks (NR);
- The reporting procedure of damaged RPE.

The Company will provide fit testing on employees who are required to wear tight fitted RPE by a competent person in following of the Approved Codes of Practice (ACOP) of regulation 7 of COSHH. This for half masks will involve a qualitative testing method, and for full face masks and BA a quantitative testing method.

The Company acknowledges the above mentioned fit testing payment will be funded by the company at no expense to the individual

5) References

Health and Safety at Work Act 1974 (HSAWA)
Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Respiratory Protective Equipment at work Guidance (HSG53)

PROCEDURE FOR MAINTAINING AN AWARENESS OF SAFETY LEGISLATION AND STANDARDS.

1) Purpose and Scope

- 1.1 The purpose of this procedure is to ensure that the companies' personnel are aware of the requirements of current UK safety legislation and standards.
- 1.2 This procedure applies to all current UK Legislation and the recognised standards of safety performance contained in the relevant Approved Codes of Practices and Guidance Notes and other publications from the Health and Safety Executive and other institutions.

2) Definitions

None

3) Responsibilities

- 3.1 The Safety Advisor is responsible for updating the company on changes, best practices and new initiatives.
- 3.2 Wayne Roberts is responsible for communicating updates to employees.

4) Procedure

- 4.1 The Safety Advisor will maintain a current awareness of UK safety Legislation and Regulations by regularly reviewing the On-line health and safety database and other sources.
- 4.2 The Safety Advisor will review the Health and Safety Executive and British Standards Institution publications lists on a 6 monthly basis (Jan / June) and will update as required.
- 4.3 The Safety Advisor will maintain an index of and hold current copies of all UK Legislation, Regulations and Management System Standards relevant to the company.
- 4.4 Any changes in legislation and new information will be communicated to the relevant parties within the organisation on a consultative basis. Identified company experts will be contacted to contribute to the interpretation of the changes in legislation for implementation into the companies systems.

5) References

Health and Safety Executive <http://www.hse.gov.uk/>
Health & Safety Data base library

6) Documents

All documents will be maintained by Eyton Solutions Limited

COMMUNICATION AND CONSULTATION

1) Purpose and Scope

- 1.1 In any organisation good communication of safety matters to and from all areas of work and each workgroup is essential. It is vital that information is shared throughout the organisation in a timely and effective manner with opportunities for safety related discussion.

In addition to this, there is a need for formal consultation with all employees on safety related issues.

This procedure details the process of communication that will operate within the organisation to ensure that all employees are kept well informed of safety related issues and that there is a robust system of consultation available.

- 1.2 The procedure shall deal with the requirement and management of communication and consultation for all areas within the Company.

2) Responsibilities

Supervisors

- Any actions placed on a supervisor should be handled within the specified time period and feedback provided to the relevant meeting.
- Supervisors will communicate to their teams on a daily basis.
- Supervisors are responsible for the team being informed of safety improvements, performance and safety issues on a monthly basis.
- They will release any Safety representatives they have in their teams for the safety meetings

Eyton Solutions (Safety Advisor)

- Information around safety performance and safety statistics is generated by Eyton Solutions.

Wayne Roberts

- Wayne Roberts will attend each of the safety meetings and is responsible for ensuring the minutes of the meetings are compiled and distributed.
- Arranges dates for each of the Safety Committee meetings for the year and distributes invitations to all key managers and Safety reps.
- Collate the minutes of the meetings and send them out to all on the circulation list.
- Manage the actions raised at the meeting through to completion.
-

3) Procedure

- As with a majority of communications in organisations, the cascade process is adopted to ensure that all employees have an opportunity to receive safety related information and to discuss safety issues with their manager/supervisor.
- Along with employees, it is essential that contractors and other non-employees who work on our site also receive relevant safety information.

Communication

- The formal routes for communicating safety related information to all employees takes the form of Bulletins, Safety Alerts and an annual report.
- Other methods of communication regularly used are e-mail messages, posters, safety notice boards and training sessions. It is not unusual for non-scheduled communications to take place whenever an opportunity arises or if there is topical safety information to be shared with an individual workgroup.

4) Consultation

- The requirements for consultation regarding safety are set out in the Health & Safety (Consultation with Employees) regulations 1996.
- It is essential that all employees engage in consultation either directly or through representatives for safety. This is facilitated by the Safety Meeting where a group of key managers and safety representatives meet on a regular basis to discuss safety issues and concerns and agree on actions to rectify any safety situations.
- Contractors are involved in briefings and by relevant tool box talks throughout project and shutdown works.

5) References

- The Safety Representatives and Safety Committee Regulations 1977.
- The Health and Safety (Consultation with employees) Regulations 1996.

6) Documents

Alerts, Safety communication

7) Records

Safety Meeting Minutes

COMPANY INDUCTION PROCEDURE

1) Purpose and Scope

The Company is committed to ensuring that any person who is employed or called upon to do work for the organisation is provided with sufficient health and safety information to enable them to do their work safely and in a controlled manner.

The purpose of this procedure is to alert managers to the need for local departmental or site induction and suggest what the minimum content of such an induction programme might be.

All new employees or employees transferred to other jobs will be given local health and safety induction training. All persons who are not direct employees' i.e. temporary staff, consultants, contractors etc. will also be provided with an appropriate degree of induction training. The induction should be tailored to the local area and should be flexible enough to meet the individual needs of various categories of worker.

The content of the induction should include as a minimum those items detailed on the induction checklist. The checklist should be customised to suit the particular requirements of the location and person being inducted.

The induction programme should recognise the special needs of employees who may have sensory, physical or other learning difficulties.

Induction should preferably be done on the first day of work. If, for operational reasons, or due to the short duration of the work, this is not possible, the person or persons as a minimum should be provided with the information identified by an asterisk on the checklist. Induction training should be completed no later than three working days from commencement of work.

Formal records should be kept of all induction sessions within their personnel files.

Where contractors are engaged to carry out works in the company premises, or sites of work information must be supplied on the following arrangements:
Fire and evacuation, First aid, Incident reporting & any specific workplace hazards that may affect the contractor.

2) Definitions

Health and Safety Induction: This is the process of providing essential information to all categories of worker who work either as direct or indirect labour.

Local Induction: This should be an induction for a local office area or building.

3) Responsibilities

It is the responsibility of Wayne Roberts to ensure health and safety induction training is carried out for all new and transferred staff.

Inductions are completed by any supervisor who is deemed competent to communicate the necessary information.

Induction of Contractors and Consultants should be carried out by, or arranged by, the person responsible for overseeing/supervising the particular activity/project.

4) Procedure

Wayne Roberts will meet the employee on the first day of work and will carry out the induction process.

Wayne Roberts is responsible for obtaining documentation from the employee for personnel file records and accounts.

5) References

The Management of Health and Safety at Work Regulations 1999 Regulation 8 (information to employees).

6) Documents

Employees Company Handbook

7) Records

Completed Induction checklist

WORK SAFE

Purpose and Scope

Although included for completion, please refer to the Scott's Hire company handbook for detail on the work safe policy.

CONTROL OF SUB CONTRACTORS

1) Purpose and Scope

- The Selection & Authorisation processes enable us to decide which companies to consider for a contract, ensuring that they satisfy the company standards for, Safety and Health
- The Selection & Authorisation processes are applied to all contract placement activities.
- The principle objectives of the Selection, Authorisation and Award

Processes are to:

- Formalise and standardise the selection process (particularly in multiple bid situations)
- Facilitate the selection of the most appropriate contractors for each activity.
- Ensure that all contract companies working on site are aware of company rules and procedures, and are sufficiently trained and competent to fulfil their tasks safely.
- Standardise the contract award decision to include commercial, technical and SHE performance and arrangements.
- Ensure all contractor activities are covered by formal contracts.
- Manage the numbers of "Approved" contractors in line with company objectives.
- Provide a list of approved companies for identified areas of work.

2) Responsibilities

Martin Smithson (Managing Director) is responsible for implementing the Contractor Approval process and allocating the necessary resource where this is required.

Wayne Roberts is responsible for ensuring that the Contractors have completed the Contractor Selection procedure.

Wayne Roberts will maintain a file of suppliers and sub-contractors.

3) Procedure

Once identified as a potential contractor. Registration and Questionnaire documents will be sent out with a covering letter stating when and to whom the completed form should be returned to.

Criteria for assessment include: -

- Completion of, Health and Safety Questionnaires
- Submission of the, Health and Safety Policies
- Proven record of performance
- References from similar clients

All suppliers and subcontractors are assessed for capacity to perform and then entered onto the Contractor Data Base of Approved Subcontractors. New subcontractors may be utilised for obtaining comparative prices but are not eligible for use until satisfactory completion of this assessment process.

Records Completed Questionnaire
 Approved Sub-Contractor Matrix

MANUAL HANDLING PROCEDURE

1) Purpose & Scope

Manual handling covers a wide range of activities undertaken by employees. Most tasks involve some form of manual handling and in some cases there may be a risk of manual handling injuries such as muscle sprains and strains, injury to muscles, ligaments and vertebra discs, soft tissue injury, abdominal pain and chronic pain.

As a significant number of workplace injuries are caused by manual handling, occupational health and safety regulations require employers to protect employees from the risk of musculoskeletal disorders.

This procedure provides guidance on the steps to be taken to identify, assess and control manual handling tasks in work areas which could cause musculoskeletal disorders.

2) Definitions

Manual Handling:

Activities such as lifting, pushing, pulling, holding, throwing and carrying. It also includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, and operating machinery and equipment.

Musculoskeletal disorders (MSD):

An injury illness or disease that arises in whole or part from manual handling in the workplace, whether occurring suddenly or over a long period of time.

Hazardous Manual Handling:

Involves any of the following: -

- Repetitive or sustained awkward posture;
- Repetitive or sustained application of force;
- Repetitive or sustained movement;
- Exposure to sustained vibration;
- Manual handling of live people or animals;
- Manual handling of loads that are unstable, unbalanced or difficult to hold.

Task Analysis:

The methodical investigation of activities specific to a task.

3) Responsibilities

Martin Smithson (Managing Director) is responsible for:

- Ensuring the resources necessary for implementing this policy for compliance are made available to the Operations Director;

Wayne Roberts (Operations Director) is responsible for ensuring that:

- Each position involving manual handling is assessed to identify any tasks that may involve hazardous manual handling;
- Any identified manual handling risks must be eliminated or, if this is not practicable the risk should be reduced;
- All records of manual handling risk assessments are maintained;
- Some of the functions necessary to comply with the Regulations may be delegated to an appropriately trained and authorised person.

All employees have a responsibility and duty to:

- Work safely, participate in hazard identification, risk assessment and risk control when requested by your employer;
- Follow any information, training and instruction received;
- Use the risk controls that have been provided.

4) Procedure

Identification, Assessment and Control Process:

- Identify all tasks in your department which involve manual handling;
- Undertake a task analysis of each position identified, by examination of the postures, movements and forces involved in the task, the duration and frequency of the task and environmental factors and assess if the task is hazardous and likely to cause a musculoskeletal injury;
- Implement control measures to eliminate or reduce the risk of musculoskeletal injury through altering the workplace or the environmental conditions where manual handling tasks are carried out;
- Change the objects used to carry out the manual handling task;
- Alter the systems of work used to carry out the manual handling task;
- Use of mechanical aids.

Note: If none of the above controls are practicable, information, training or instruction in manual handling techniques may be used to control the risk.

- Where the risk assessment indicates a risk of MSD, the risks, and the results of the assessments must be kept.

Employees should have an understanding of the nature of hazardous manual handling, the risks associated with tasks involving hazardous manual handling and the reasons why risk controls have been put in place and how to use them.

Manual handling information, instruction and training must be given to employees who:

- Carry out manual handling tasks, as well as managers, supervisors and health and safety representatives;
- Select and purchase tools and equipment to be used in manual handling tasks;
- Design manual handling tasks or systems of work, or the layout of a workplace where manual handling is carried out.

The Regulations require employers to consult with the health and safety representatives if practicable when undertaking hazard identification risk assessment and risk control. By drawing on the experience, knowledge and ideas of employees you are more likely to develop effective risk control measures.

5) References

Manual Handling Regulations 1992

6) Documents

Company Health & Safety Policy

7) Records

Manual Handling Risk Assessment

EYE PROTECTION

1) Purpose and Scope

This document summarises the specific rules, procedures and Personal Protective Equipment required to protect personnel from damage to their eyes, arising from:

- Chemical hazards (splashes etc.)
- Dusts
- Physical impact (e.g. from grinding operations)
- VDU's

2) Responsibilities

All Supervisors must ensure that they understand the requirements of this Safety Procedure for their roles and areas of responsibility and implement them accordingly with their teams.

All personnel must use specified eye protection and shields as required by the Risk Assessments.

All Supervisors are responsible for ensuring that the requirements of this Procedure are made known to Contractors under their control.

Martin Smithson (Managing Director) will ensure processes are in place for the

- Provision of approved eye protective equipment
- Updating and auditing of this Safety Procedure

3) Procedure

The PPE at Work Regulations 1992 lay out the general framework and duties for provision of Eye Protection.

- The Company administer a system whereby people needing corrective spectacles may acquire approved corrective eye protection at the companies' expense.
- All company personnel and contractor personnel must obey specific requirements for eye protection indicated on plant signs and Permits to Work.
- All Managers shall ensure that personnel classified as 'users' of visual display units are assessed to identify any need for specific corrective spectacles.
- Contact lens wearers need to recognise that the industrial environment they work in presents a small increase of risk due to foreign bodies being trapped behind the lens.
- Appropriate precautions by contact lens wearers should be taken, such as, the use of full eye protection (suitable goggles) where specific dust/chemical splash hazards are present.
- Proper use of specified protective equipment.
- Avoidance of jobs, if accidental contact lens displacement would place the person in a hazardous situation.

4) References

Personal Protective Equipment Regulations 1992 (As amended)
Health and Safety (Display Screen Equipment) Regulations 1992

FIRST AID

1) Purpose and Scope

The following arrangements are intended to ensure that sufficient first aid cover is available, should anyone be taken ill or injured, while on the premises. By implementing these arrangements, the company will be complying with The Health and Safety (First-Aid) Regulations 1981. (As amended 2013).

2) Definitions

First aid is defined as treatment:

- For the purpose of preserving life and minimising the consequences of injury and illness until help, from a medical practitioner or nurse, is obtained; or
- Of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

3) Responsibilities

Duties of First Aiders:

While ensuring their own safety at all times first aiders should:

- Respond promptly to all calls for first aid assistance within their area;
- As far as reasonably practical render assistance for which they are trained to prevent the condition of the casualty from deteriorating and if possible promote recovery;
- Take charge of the casualty until a satisfactory recovery is achieved or appropriate medical aide has taken over care of the casualty;
- Complete a first aid treatment log in the accident book;
- Ensure an accident/incident report is completed
- Ensure that first aid boxes are periodically checked and stocked and that the contents are maintained in date.

4) Procedure

The responsible person will ensure that:

- There are suitably trained individuals to provide first aid to staff and visitors to the site;
- Adequate and appropriate equipment and facilities are available to provide first aid to staff and visitors to the site;
- Staff and visitors are made aware of the arrangements in place to provide first aid, including the location of equipment, facilities and first aiders.

Assessment of First Aid Needs:

In order to determine the appropriate level of first aid cover that is required the company will conduct assessments of first aid requirements.

The assessment takes into account the:

- First aid provision already in place i.e. trained staff and first aid boxes
- Location in relation to nearest medical help i.e. Accident and Emergency; nature of the work, and the hazards and risks of the work;
- Sharing of first aiders with other departments; location of first aid materials and equipment, so that they are readily available when needed;

Assessment Results:

All Departments have been assessed for first aid. The assessment provides Departments with the number of first aiders and the location and signage required for first aid equipment, appropriate to their circumstances.

Assessment Review:

Departments should review the first aid assessment when there is a significant change, in their activities, to ensure that the level of cover is adequate. A significant change would include an increase in staff, a decrease in first aiders, new premises or the introduction of additional hazards.

Selection of First Aid Personnel:

When selecting individuals to be trained as first aiders the following factors should be taken into account: -

- Reliability, disposition and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Availability to go immediately and rapidly to an emergency;
- Availability and willingness to attend training course, to refresh skills and to retain the first aid qualification.

Training of First Aid Personnel:

Before taking up first aid duties, the first aider must attend the appropriate first aid training. In the case of a fully qualified first aider, he or she must attend and pass a training course.

Insurance:

Employees who administer first aid while on company business, in accordance with their training, are covered by the companies Employers Liability insurance.

First Aid Equipment:

The assessment will indicate the number and location of first aid boxes and any additional specialist materials necessary to provide adequate cover.

Number of First Aiders:

The number and type of first aiders will follow the current guidance for our type of business determined below:

- Higher risk businesses (construction, chemical manufacture, work with dangerous machinery, etc.):
- For fewer than five employees in any one location, provide at least one appointed person.
 - For five to 50 employees in any one location, provide at least one first aider. provide at least one first aider for every 50 (or part thereof) employed.

First Aid Kit:

First aid kits should be of a suitable material to protect the contents from moisture and dust, preferably wall mounted and located near a basin for hand washing. It must be labelled with a white cross on a green background. Quantities of first aid items may vary according to assessment of need.

Category of hazard	Number of Employees	Number and size of first aid kit
High Hazard e.g. light engineering and assembly	< 5 Employees	1 Small Kit

work, food processing, warehousing, construction etc.		
	5 > 25 Employees	1 Medium Kit
	> 25 Employees	1 Large kit per 25 employees

BS-8599 CONTENTS	FIRST AID KIT SIZES			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn Relief Dressing 10cm x 10cm	1	2	2	1
Washproof Assorted Plasters	40	60	100	10
Eye Pad Dressing with Bandage Sterile	2	3	4	1
Foil Blanket Adult Size	1	2	3	1
Large HSE Dressing 18cm x 18cm Sterile Unboxed	1	2	2	1
Medium HSE Dressing 12cm x 12cm Sterile Unboxed	4	6	8	1
Nitrile Gloves Pair	6	9	12	1
Mouth to mouth Resuscitation Device with Valve	1	1	2	1
Finger Dressing with Adhesive Fixing 3.5cm	2	3	4	-
First Aid Guidance Leaflet	1	1	1	1
Conforming Bandage 7.5cm x 4m	1	2	2	1
Microporous Tape 2.5cm x 5m	1	1	1	1
Cleansing Wipes	20	30	40	4
Safety Pins Assorted	6	12	24	2
Single Use Triangular Bandage 90cm x 127cm	2	3	4	1
Universal Shears Small 6"	1	1	1	1
Eye Wash 250ml	-	-	-	1

First aid materials must be replenished as soon as possible after use, and boxes must be checked regularly by the person responsible for the box to ensure that all items are in date.

Eyewash:

Where assessment indicates the need for eye irrigation facilities, if mains tap water is not readily available, a minimum of 1litre sterile normal saline 0.9% in sealed disposable containers must be available as close as possible to the place where the need might arise. Once the seal is broken they should not be kept for reuse, and they should not be used after the expiry date. Containers must be checked on a regular basis by the appointed person/first aider.

Additional Materials:

Where assessment indicates the need for additional materials e.g. treatment for hydrofluoric acid burns these may be kept in the first aid box if there is enough room, or stored separately so long as they are readily accessible if needed. If they are not kept in the First Aid box, the box must contain directions on where to find them.

5) References

First Aid at Work. The Health and Safety (First-Aid) Regulations 1981 (Amended 2013)
Approved Code of Practice and Guidance
HSE booklet "Basic advice on first aid at work".

6) Records

- Results of the first aid assessment;
- List of first aiders and/or appointed persons;
- First aider certification dates to assist with the arrangement of re-qualification training;
- A copy of the accident/incident which resulted in the administering of first aid.

HEALTH SURVEILLANCE

1. Purpose and Scope

This policy commits the company to providing health surveillance where required to its Employees and to remain compliant within UK law.

Examples of tasks involving hazardous exposure that would trigger a health surveillance record would be but not limited to;

- Noise or vibration;
- Ionising Radiation;
- Solvents;
- Fumes;
- Dusts;
- Biological agents;
- Other substances hazardous to health or work conducted in compressed air environments.

It is important to note that though health surveillance is a good method of detecting symptoms early from exposure, the company is only required to trigger health surveillance to individuals involved in the tasks requiring it by law, and is **not** a 'healthy living' service provided by the company.

2. Responsibilities

Martin Smithson (Managing Director) will;

- Ensure a competent person is employed to conduct occupational health surveillance on employees.
- Ensure that the company will keep records relating to individual's health surveillance for a minimum of 40 years.
- Ensure for whatever reason the company ceases trading in the future, notify the HSE local office and will make available all health records kept by the company to the HSE.
- Allow employees upon written request to see their own individual health records.

3. Procedure

For each task that is carried out in the course of work related duties, assessments of risk and substances hazardous to health will take place. A review will be made of these assessments once completed, and will be cross examined by latest available guidance from the HSE and other relevant sources. This is to determine if the task involves a hazardous exposure rate that would trigger a legal requirement to perform health surveillance to the individuals required to carry out that task.

Should health surveillance be required, the Director/Manager will ensure the required data is recorded in accordance with legal requirements and may consult a competent occupational health professional or doctor for guidance.

Where any health surveillance that has been conducted shows that an employee's health is being adversely affected, the company shall take the following actions;

- Review the risk assessment and where applicable, modify the control measures;
- Check the health of employees carrying out similar work;
- Seek advice from a competent health and safety professional;
- Appoint a competent person to inform and explain to the employee(s) concerned the following;
 - a) The results of the health surveillance.
 - b) Actions taken to reassess the workplace controls.
 - c) Arrangements for any further specialist assessment of health.
 - d) Arrangements to be put in place for continuing health surveillance.

e) Arrangements to transfer the employee(s) to alternative employment within the workplace.

Advice on whether an employee (or other employees that have been exposed) should be; transferred to other work, receive a medical examination, or have additional facilities provided will be sought from an appointed doctor or occupational health and safety professional by the director/Manager.

Should the circumstance arrive where the exposure to a harmful substance in a task has ceased, the company will continue the health surveillance on that individual whilst they remain an employee of the company.

4. Health Records

The minimum level of records to be kept up to date by the company on any individual under health surveillance are as follows;

- Surname
- Forename(s)
- Gender
- Date of birth
- An historical record of jobs in this employment involving exposure to identified substances requiring health surveillance.
- Results of other health surveillance procedures and the date on which and by whom they were carried out.
- Conclusions made by the employer relating only to the employee's fitness for work and will include where appropriate;
 - a) A record of the decisions on an employee's fitness for continued exposure or restrictions made by the appointed doctor/registered medical practitioner.
 - b) Whether the results require increased health surveillance.
- Permanent address and postcode
- National Insurance number
- Date when present employment started

5. References

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

LOCATION OF ASBESTOS (ACM) MATERIALS DURING WORK ACTIVITIES PROCEDURE

1) Purpose and Scope

The company does not directly undertake any work with asbestos insulation, asbestos coating or asbestos insulating board as defined in the Control of Asbestos Regulations 2012.

Staff must not carry out any work, which is likely expose them, or others, to asbestos fibres. Work may only be carried out by suitably trained personnel where an adequate assessment of risk has been conducted and recorded.

Exposure to asbestos fibres can occur when ACM's are not identified before work is started or when the work is badly planned. If ACM's are identified and the remedial work planned and carried out using proper precautions, exposure can either be prevented or reduced to a level that is as low as reasonably practicable.

This procedure describes the actions to be taken when employees come across ACM's during their normal day to day work.

2) Definitions

- AIB - Asbestos insulation board
- ACM's - Asbestos Containing Materials

3) Responsibilities

Supervisors

- Find out whether asbestos materials are present through site contact if applicable.
- Where possible, plan the work to avoid disturbing the asbestos material.
- Make sure the work area is visually inspected when the work is finished to make sure that it is fit for re-occupation.

Operative

- Stop work if you find any material you suspect may contain asbestos.
- Inform your line Manager or Supervisor immediately.
- Inform any persons in the area of the possible exposure and make safe the area, ensuring access by others is prevented.

4) Procedure

During the working task, if an operative comes across asbestos material which had not been identified before they started work, or in the event where operatives are working near to asbestos materials that become accidentally damaged, the following procedure should be adhered to.

- Stop work immediately.
- Ensure that no one else is exposed to the area of work.
- Inform your line manager/supervisor.

5) References

The Control of Asbestos Regulations 2012

6) Records

Company asbestos survey report

LONE WORKING

1) Purpose & Scope

The company will ensure, so far as is reasonably practicable, that employees, and self-employed contractors who are required to work alone, or unsupervised for significant periods of time are protected from risks to their health and safety.

Solitary working exposes employees and others to certain hazards. The employer's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work. Lone workers must take the necessary steps to ensure that they do not put themselves at significant risk during the work activity, when using work equipment or as a consequence of the work environment.

2) Arrangements for Securing the Health and Safety of Workers

Assessments of the risks of working alone carried out under MHSWR will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards, for example means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:

- The remoteness or isolation of workplaces;
- Any problems of communication;
- The possibility of interference, such as violence or criminal activity from other persons;
- The nature of injury or damage to health and anticipated "worst case" scenario.

3) Defined Working Limits

Employers should establish clear procedures to set limits of what can and what cannot be done while working alone. Clearly this is impossible to define in general terms, but examples might include permission to replenish fuel tanks but not to remove guards or covers in order to investigate a stoppage of machinery. The general precautionary principle of "If in doubt, ask" should be advocated.

4) Employee Responsibility

Employees must ensure that they do not compromise their own health and safety whilst at work. If there is a perceived shortcoming in the arrangements for the work activity which could affect the personal safety of any individual, this must be reported to a responsible person. Employees must work in accordance with safe working procedures at all times, and comply with company policy on all matters.

Where work is undertaken away from the company's premises, thought and attention must be given to any hazards that are present in and around the working area. Employees must also familiarise themselves with safe working procedures, including emergency arrangements, applicable to all premises which they enter. They should report any situations presenting a risk to personal safety, to a responsible person immediately, so that measures can be taken to rectify the situation.

5) Records: Risk assessments

ALCOHOL & DRUG ABUSE POLICY

1) Purpose and Scope

Although kept in for inclusion, please see company handbook for Scott's Hire alcohol and drugs policy.

HAND ARM VIBRATION

1) Scope and purpose

This policy establishes the framework for protecting and reducing where reasonably practicable, the vibration exposure of all employees at Scott's Hire and to ensure legal compliance with the Vibration at Work Regulations 2005

This policy covers the use of handheld vibrating equipment e.g. handheld power tools which may be owned, leased or hired used by any employee, apprentice or any volunteer works for the purpose of workplace activities.

This policy excludes contractors given that there is a separate subcontractor procedure within this policy.

This policy also excludes specifics of health surveillance provisions given that there is a separate health surveillance procedure within this policy.

2) Definitions

Trigger time: Means the measurement of actual time measured/recorded depressing the trigger on the hand tool to task completion, not the time it takes to do the task as a whole.

3) Responsibilities

Martin Smithson is responsible for:

- Ensuring the necessary resources and procedures are implemented within working activities and equipment to avoid/reduce vibration exposure.

Wayne Roberts is responsible for:

- Ensuring where required, that vibration risk assessments have been conducted on all workplace items which would pose a risk.
- Acting on any advice or recommendations from vibration risk assessment findings to reduce overall exposure to as low as reasonably practicable.
- Where deemed necessary, ensuring the availability of occupational health services to monitor levels of vibration exposure.
- Obtaining any previous occupational health history relating to Hand Arm Vibration Syndrome (HAVS) of new employees which could affect their new role capacity and;
- Where needed, implement measures to protect the employee's with history of HAVS from further aggravation of symptoms.

Managers/Supervisors are responsible for:

- Implementing maintenance regimes on vibrating equipment and monitoring for any defects.
- Co-ordinating any logistical requirements for employee rotation to reduce vibration exposure and consulting on such issues with the Operations Director.
- Raising awareness of the dangers of vibration to employees through training arrangements and providing consultation platforms for feedback from employees.
- Implementing the control measures of any vibration risk assessment conducted.
- Reporting to the Operations Director any activities which exceed any calculation values.
- Researching potential alternative equipment which would reduce vibration emissions for proposal to the Operations Director.

Employees are responsible for:

- Reporting any signs/symptoms of tingling, numbness or any other symptom of HAVS to management.
- Reporting any concerns over hand held vibrating equipment to management/supervisors.
- Following the procedures and control measures of the risk assessment as instructed by managers/supervisors.

4) Procedure

3.1 All routine processes which use vibrating tools will be identified as part of a risk inventory of the business. Non-routine processes with significant use of vibrating tools shall also be captured as part of the risk inventory.

3.2 The preferred method of assessing vibration risk of the business shall be through calibrated vibration monitoring equipment operated by a competent external provider.

3.3 Where such accurate assessment is not available or practicable, vibration information from the manufacturer shall be used and the figure doubled to account for various anomalies as a worst-case factor when conducting the risk assessment by the manager/supervisor.

3.4 The figures produced (by either method in clause 3.2 or 3.3) shall as part of the assessment be placed into the latest version of the HSE calculator along with accurate trigger times to establish vibration exposure for an Exposure Action Value (EAV) and an Exposure Limit Value (ELV).

3.5 It shall be ensured that either method captures **all** the different procedures which incorporate the use of vibrating tools by the employee in the same shift.

3.6 Where the risk assessment identifies the daily exposure at or above 100 points (2.5m/s^2), the Operations Director is to be informed immediately of such findings and arrangements for occupational health screening are to be carried out.

3.7 In such circumstances as described in clause 3.6, job rotation must be carried out to reduce exposure. Under no circumstances are young persons (see separate procedure for definition and additional information) or those with previous HAVS related injury to be involved in such activities.

3.8 Where exceeding the EAV is likely and clause 3.3 method has been used for calculation, then the Operations Director is to be informed and an accurate measurement through the clause 3.2 process is to be arranged at the earliest opportunity.

3.9 No matter what the overall exposure is, efforts shall be made to reduce time spent on vibrating tools/equipment or process reviewed for different approaches to eliminate/reduce vibration. All process change discussions must include the Operations Director.

3.10 Managers/supervisors are to research, where necessary, alternative equipment/methods with less vibration exposure values as per their responsibilities laid down in this procedure. This is also required of any hired in equipment, with the information requested from the hirer.

3.10 Where works exceed 400 points (ELV limit), all work relating to that process must stop with immediate effect until further direction is made by the Operations Director.

5) Documents

- HSE HAV calculator
- Risk assessments
- Manufacturers' data

6) Records

- Risk assessments
- Occupational Health Records

NOISE

1) Policy

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. The company also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible. The company will also take all reasonable steps to minimise the disturbance caused by noise from company premises affecting people in the neighbourhood.

2) Noise Assessments

The company completes noise assessments which are recorded and control measures are put in place to reduce noise exposure. The values used in the assessment were: -

Lower exposure value
Daily or weekly exposure of 80dB(A)
Upper exposure value
Daily or weekly exposure of 85dB(A)

Assessments and surveys will be carried out as required, particularly when changes in work practices or equipment cause changes in the noise exposure levels to employees.

3) Reduction of Noise Exposure Levels

The company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 80dB(A) for 8 hours is not exceeded. The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

4) Provision of Hearing Protectors

The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors along with details of the circumstances in which they should be used.

5) Provision of Training

The company will provide adequate training of employees. All employees who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and of company policy.

6) Procedures for Dealing with Noise Issues

Whenever an employee raises a matter related to noise in the workplace as a health and safety issue, the company will:

- (a) Take all necessary steps to investigate the circumstances
- (b) Take corrective measures where appropriate
- (c) Advise the employee of actions taken

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

7) Safe System of Work

Working in high levels of noise without proper protection can cause irreversible damage to hearing. Even at lower levels noise can cause disturbance and stress. The risk of incurring these harmful and the disturbing effects of noise can be minimised by taking the following precautions.

- Avoid making unnecessary noise.
- Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
- Correctly use all equipment and procedures designed to reduce noise exposure levels, e.g. noise enclosures, acoustic covers, silencers, etc. Do not interfere with or modify any such equipment without authorisation and co-operate to ensure that it is properly maintained.
- Always wear the ear protectors provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that the ear protectors are always fitted correctly and are properly looked after.
- Promptly report all situations which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.
- Participate fully in training sessions which detail the procedures to be followed to avoid the harmful effects of noise. Inform the employer of any training needs in relation to noise at work.
- Advise management immediately of any problems caused by noise at work.

8) References

Noise at Work Regulations 2005

9) Documents

Risk assessments
Health Surveillance
Noise Exposure Assessments

THOROUGH EXAMINATION PROCEDURE (PLANT VEHICLES, SERVICE & WORK EQUIPMENT)

1) Purpose & Scope

1.1 This policy arrangement is to provide the framework for Scott's Hire compliance when conducting safety maintenance of workplace equipment and machinery to ensure its continued safe use and compliant with the following legislation:

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998;
- The Provision and Use of Work Equipment Regulations (PUWER) 1998;
- The Pressure Systems Safety Regulations (PSSR) 2000.

1.2 This policy covers all thorough examination maintenance carried out by Scott's Hire employees and any such works conducted on Scott's Hire premises by externally employed contractors with exception to electrical safety which is covered in a different policy arrangement.

1.3 This policy when discussing external contractors exclusively looks at the thorough examination process only and does not cover other areas of external contractors as this is covered in a different policy arrangement.

2) Responsibilities

It is the responsibility of Martin Smithson (Managing Director) to allocate the necessary resources and time to implement this procedure where required and that all Thorough Examination activities are carried out in accordance with this policy.

Competent Persons who carries out the Thorough Examination within Scott's Hire shall have the ability to make practical judgements using their knowledge and experience of the equipment under examination and record the results of their examination. They should also be suitably trained in the legal and administrative aspects of Thorough Examination and be competent to compile a report on the Thorough Examination that identifies defects found, recommendations on the appropriate actions to be taken and the appropriate time scales.

Where external competent persons are employed to conduct thorough examinations, Wayne Roberts (Operations Director) is responsible for ensuring that the company and associated individuals carrying out the works are competent to do so.

Plant Hire Vehicles/internal company thorough examinations

Wayne Roberts shall appoint in writing a Thorough Examination Manager who is responsible for the administration and conduct of all aspects of Thorough Examination and that all Thorough Examination activities are carried out in accordance with this policy.

Wayne Roberts is responsible for identifying and appointing 'Competent Persons' to undertake the thorough examinations and maintaining their competency through maintaining training and experience. Wayne Roberts is also responsible for the completion of the Thorough Examinations within the timescales dictated by current legislation.

All thorough examinations/servicing shall be conducted in accordance with the manufacturer's instruction, which extends out to any replacement parts which are to be a like for like replacement genuine parts.

When conducting any thorough examinations/servicing, the plant vehicle/equipment must be (where possible) fully mechanically and electrically isolated and in a safe state, with exception to trial running/fault finding. **No intrusive** inspections are to take place with running machinery.

3) Selection Criteria for internal company thorough examiners

The Thorough Examination Manager Shall: -

- Be authorised in writing by Wayne Roberts to manage Thorough Examination activities.
- Have relevant experience in the maintenance/servicing of plant.
- Hold a minimum of 2 years' experience as a Competent Person conducting Thorough Examinations on Plant.
- Have a minimum of 5 years' experience as a plant service engineer. This does not include appropriate apprentice training.
- Have completed a Thorough Examination Course.

The Competent Person carrying out the Thorough Examination shall:

- Have a minimum of 3 years' experience as an engineer for that specific role. This includes appropriate apprentice training.
- Be capable of inspecting a full range of plant for safety critical items, including all hydraulics, braking systems, steering systems, traction systems, safety systems and general structure.
- Have completed a Thorough Examination course within the last 5 years.
- Be authorised as a Competent Person in writing by the thorough examination manager.

4) External Company Thorough Examiners

4.1 Scott's Hire will ensure that only competent contractors conduct thorough examinations on any items which their failure could lead to serious injury or death (Gas safe registered engineers working on rigid natural gas systems for example).

4.2 Any certification received from the works or notices shall be kept for records. Any asset registers produced shall have the findings of such documents written on them by Scott's Hire where this has not been provided by the external examiner.

4.3 Defects reported which have not been rectified are to be recorded in a defect log and indicated on the piece of equipment not to be used.

4.4 Where an examination requires access which would not be gained through normal operation (such as an air receiver requiring stripping down for inspection), then Scott's Hire shall employ competent contractors to make the area safe for the inspection to take place.

5) Examination Timescales

5.1 Scott's Hire will ensure that examination intervals are conducted in accordance with legislation. Any equipment that lifts or supports people shall be inspected at least every 6 months.

5.2 All other equipment and servicing intervals shall be in accordance with the inspectors report, written scheme or annually.

6) Pressure Systems Safety Regulations (PSSR) 2000

All rigid pressurised gas systems that have a combined bar litre capacity of over 250Bl shall be subject to the requirements of the PSSR regulations of 2000. Wayne Roberts shall ensure that such systems have in place a written scheme of thorough examination completed by an external competent engineering surveyor.

Once in place Wayne Roberts will ensure that thorough examinations are completed in accordance with the requirements of the written scheme.

7) References

- HSE Thorough examination and inspection of particular items of lifting equipment
- Safe Use of Work Equipment – Provision and Use of Work Equipment Regs 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regs 1998 (LOLER) approved code of practice
- Thorough examination and inspection of particular items of lifting equipment – P Orham Research Report
- Manufacturers' guidelines

- Pressure Systems Safety Regulations (PSSR) 2000

8) Records

Lifting equipment certificates
Appointment letters
LOLER Inspection Records

YOUNG WORKERS

1) Purpose and Scope

This policy statement applies to all young persons employed within the company. Managers should ensure that risk assessments have been completed for the work of young persons in accordance with the requirements of this policy before allowing them to start work.

2) Definition

A young person is anyone under eighteen years of age.

A child is anyone who is not over compulsory school age. (Just before or just after their 16th birthday).

3) Background

Young persons, especially those new to the workplace will be facing unfamiliar risks from the job they will be doing and from the working environment they are in. They're seen to be particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. For example, young people may find themselves in the presence of powerful chemicals or machinery. They are also likely to lack confidence and be eager to impress or please other people around them.

4) Regulations

The United Kingdom has implemented the health and safety protections for young employees introduced by the European Directive on the Protection of Young People at Work (The Young Workers Directive) through the management of Health and Safety at Work Regulations 1999. The Regulations give particular responsibilities towards young people they employ.

Like all other workers, young people at work are protected by the Health and Safety at Work Act and subsidiary legislations, including the Management of Health and Safety at Work (MHSW) Regulations. Regulation 19 of MHSW states that "Every employer shall ensure that young persons employed by him are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured".

5) Controls

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, young persons are prohibited from doing work which:

- is beyond their physical capacity;
- could expose them to toxic carcinogenic, mutagenic, teratogenic agents, or anything which can chronically affect human health;
- could expose them to harmful radiation;
- involves accident risks which cannot be recognised by young persons; and which involves risks to health due to extreme heat or cold, noise or vibration.

To determine whether unacceptable risks are present from these sources, the company must take in account of the results of the risk assessment, making sure it takes into account young persons' attributes and limitations. Risks have to be assessed before young people start work. Where they are under the minimum school leaving age, there is a requirement to provide information on risks and control measures to parents/guardians before any work starts.

6) Hazards

The HSE guide, 'Young People at Work: a guide for Employers', has a table listing the following specific hazards, risks, and ways of avoiding them: -

- Awkward posture, repetitive movement, excessive physical loads;
- Machine paced work paid by results;
- Work beyond psychological capacity (stress, crisis management etc.);
- High pressure atmospheres (e.g. diving);
- Biological agents;
- Chemical agents (systemic toxins, cancer causing agents, allergens, lead, asbestos, etc.);
- Ionising /non-ionising radiation;
- Explosives;
- Fierce or poisonous animals;
- Industrial scale animal slaughter;
- Work with compressed, liquefied or dissolved gases;
- Flammable gases;
- Gas cylinders;
- Large vessels containing chemical agents;
- Structures liable to collapse;
- High voltage electricity;
- Extremes of heat or cold;
- Hand/arm vibration; or
- Whole body vibration.

7) Records

Risk assessments

TRAINING AND DEVELOPMENT PROCEDURE

1) Purpose & Scope

This policy applies to all employees of the Company irrespective of their employment status, function, grade or location. It also applies to employees and non-employees who are on apprenticeship with the company.

The training and development covered within this procedure relates to any health and safety required competency, extending out to professional competency/qualifications in relation to the employee being capable of conducting their chosen career in a safe manner.

This policy framework is to ensure all training required to conduct operational duties can be done in a safe and competent manner, to assist in the continual improvement of company performance and to satisfy the legal requirements of the Health & Safety at Work Act 1974.

2) Responsibilities

It is the responsibility of Martin Smithson (Managing Director) to:

- Provide adequate resources for training and development across the company. This extends out to ensuring sufficient numbers of competent employees who can participate within the training and development of others.

It is the responsibility of Wayne Roberts (Operations Director) to:

- Identify and consider training and development as an integral part of the strategic planning process;
- Ensure that each role within the business has a minimum role requirement for benchmark of competency.
- To be fully involved in the interview process of any person employed by the company.
- Evaluate the efficiency and effectiveness of training and development, and address any training/development concerns be it employee or training provider.
- Monitor the efficiency and effectiveness and operation of this policy.

It is the responsibility of Hannah Cotgrove (HR Manager) to:

- Have a full understanding of what level of competency Scott's Hire employees currently possess.
- Report any training/competency concerns of employees to Wayne Roberts (Operations Director).
- Ensure that the training and development needs of all employees are assessed and provided for, in accordance with this policy; and
- Agree to and provide appropriate and cost-effective training and development solutions.

All employees are responsible for:

- Consulting where appropriate any areas of knowledge which they consider to be lacking.
- Undertake where requested by the management team training and development activities which will enable them to perform their work efficiently and effectively.
- Managing their own learning and CPD.

3) Procedure

3.1 Training requirements will be identified by the interviewing officer (with the Operations Director present if not conducting the interview himself) leading to a job offer at their discretion.

3.2 Upon receipt of a job offer, a safety induction involving the request of all relevant competency certificates will be requested and carried out by Hannah Cotgrove or Wayne Roberts.

3.3 Any development needs for the new employee in that role shall be highlighted on the training matrix, and a plan put in place for the implementation of that development. All basic training courses key to the employee's health and safety awareness shall be prioritised.

3.4 Management/supervisors shall conduct regular on the job training through one to one sessions, risk assessment briefings and toolbox talk training throughout the employee's career with the company.

3.5 Wayne Roberts shall keep the training matrix regularly up to date and consult this matrix findings with the Managing Director at least once annually. All evidence of certification shall be adequately stored within personnel files, with on the job training readily available for audit evidence upon request.

3.6 Any refresher training required shall be arranged by management/supervisors where necessary at the earliest opportunity.

3.7 Those who are employed but deemed in training, not competent or an apprentice shall not be allowed to conduct workplace activities unsupervised. Their supervision shall be organised by Wayne Roberts with approval by Martin Smithson (Managing Director).

4) Use of external training providers

4.1 Where possible, the company shall ensure that external training is carried out by UKAS accredited training providers or a recognised education establishment regulated by Ofqual (an engineering school for example).

4.2 Where this is not possible or practicable, then Scott's Hire shall request a copy of a recognised quality management system (such as ISO 9001) from that training provider to guarantee quality of the training provided.

5) Documents

- Training certificates
- Personnel Files
- Training Matrix

FORK LIFT TRUCK (INCLUDING TELEHANDLERS & TELETRUKS)

1) Policy

The Company is aware of its responsibilities under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The Company will take all reasonable steps to secure the health and safety of employees and others who use fork lift trucks in the workplace. Suitable and sufficient risk assessments will be made to minimise the risk that may be involved in the operation of fork lift trucks.

When selecting fork lift trucks the company will take in to consideration the lifting activities and likely loads to be lifted to ensure that adequate capacity is available and the ability to carry out the required movements is possible.

All fork lift trucks will be properly maintained by those who are competent to do so. Additionally, all fork lift trucks shall have frequent inspections, examinations and tests as necessary to ensure their continued good condition and safety. Records of all those checks shall be made.

Employees will be given adequate information and, where appropriate, training, to ensure an understanding of the health and safety issues involved with the operation and use of fork lift trucks. Managers responsible for supervising the operation of fork lift trucks will also be appropriately trained.

Should any employee have concerns relating to fork lift trucks, these should be reported to his or her immediate line manager and the Company will investigate and respond to them.

The Company will, in consultation with the operators, consider the following factors when assessing fork lift truck operations:

- Location of lifting operations;
- Suitable barriers to prevent people coming into the danger zone;
- Provision of suitable personal protective equipment (PPE) such as gloves, protective footwear and high visibility clothing;
- Any hazardous substances used both for maintenance and cleaning; and
- Competence of operators.

The co-operation of all members of management and staff is required to ensure the full implementation of this policy.

2) Arrangements for the use of fork lift trucks

Unsafe situations, which result in injury and/or damage to persons, property or equipment, can arise in the following circumstances when:

- Fork lift trucks are inadequately maintained;
- Fork lift trucks are used for unauthorised purposes;
- Fork lift trucks are used in a poor working environment and/or;
- Fork lift trucks are operated by untrained employees.

You should consider precautions that will minimise or avoid unsafe situations. These include:

- Not exceeding the safe working load of the fork lift truck;
- Only using it in a way, or for a purpose for which it is intended;
- Never attempting to repair or undertake work on fork lift trucks for which you are not trained or authorised. Always leave this to a competent person;
- Displaying warning notices and erecting barriers at appropriate places before any maintenance work starts;
- Observing a safe system of work when carrying out regular checks, maintenance, inspection and examinations;
- Remembering that rapid deterioration of certain components can occur in certain circumstances;

- Having a competent person to assess the age of the equipment, its operating environment, weather conditions, method of work and the running period;
- Wearing personal protective equipment where necessary and;
- Reporting any defects to a responsible person immediately.

Anyone operating a fork lift truck must adhere to the risk assessments and operators guides.

3) Records

The following records need to be kept:

Inspection Checklist

The operator will complete this record prior to use. It covers basic health and safety checks to ensure the fork lift truck is safe to operate.

Maintenance Record

This record contains the maintenance history, with details of the work undertaken, for each fork lift truck. The company will carry out maintenance activities in accordance with devised schedules to ensure the safety and reliability of each truck.

Operator Training Record

The company will document all training, whether it is an induction, task-related training or health and safety awareness training. This record will contain details of the training received, including refresher training where applicable.

Examinations

This record will give you an "at a glance" indication of the states of statutory tests and examinations required for fork lift trucks.

4) Seatbelt policy when using forklift trucks

Most forklift trucks today have a seatbelt or some form of restraint fitted as a matter of course however it is recognised that some still do not have them fitted. However, should a seatbelt or restraint be fitted to the vehicle, the operator shall wear the seatbelt or restraint at all times as soon as they are seated in the cabin. The operator is only permitted to unbuckle their seatbelt/restraint once the forklift truck is secure in a parked position with the engine/power switched off.

Should there appear to be any damage or other defect regarding the seatbelt/restraint of the forklift then this defect should be reported immediately through maintenance channels, with the truck placed out of service until the damage/defect is repaired.

Any operator caught using forklift trucks or other plant without wearing the seatbelt/restraint provided may be subject to the disciplinary procedures of the company.

PERFORMANCE MEASUREMENT & MONITORING

1) Purpose and Scope

To establish adequate monitoring mechanisms within the company, that provide an accurate reflection of the company's position and performance regarding health and safety across the board.

To ensure the capture of any areas of procedure that require change, or additional training of employees to prevent occurrence/reoccurrence of incident or injury in the workplace.

2) Responsibilities

It is the responsibility of Martin Smithson (Managing Director) to:

- Ensure the resources necessary for the implementation of this procedure are made available to the Operations Director.

It is the responsibility of Wayne Roberts (Operations Director) to:

- Ensure work site safety inspections and internal/external auditing is carried out, with findings communicated to all levels of management and staff accordingly.
- Ensure that the findings from audits remain relevant (requesting a renewal when not), and actions from both audits and site inspections are carried out within an acceptable timeframe.
- Ensure that accident statistics, key analysed data and actions progress resulting from accident investigations are accurately monitored and up to date.

3) Procedure

3.1 Site Inspections

Site inspections will take place within the associated company premise(s) on a regular basis by a member of management with assistance, where required, from Eyton Solutions safety consultants.

The frequency determined for Scott's Hire site inspections shall not exceed beyond 3 months in interval from the last inspection carried out.

3.2 HSG 65 (Health & Safety) Audits

HSG 65 audit is the chosen auditing standard to benchmark our company as a measurement of performance. This audit will determine not just the paperwork, but how we as a company implement and review our H&S system across the board.

This audit will be carried out by management with assistance from Eyton Solutions Safety Consultants. The frequency of this audit shall not exceed beyond a Biennial interval.

3.3 Accident/Near Miss Trends/Statistics

Accident data will be retained showing key information on injury types, dates, person category (Employee, member of public etc.), accident category, and near miss data.

All data collected will be regularly reviewed via excel demographics (no later than on a 6-monthly basis) by Wayne Roberts.

Any patterns emerging from data such as persons involved, procedural hazards etc. shall be acted on by Wayne Roberts delegating to other Scott's Hire Staff where applicable.

3.4 Actions Monitoring

Outstanding actions arising from site inspections, audits and post-accident reports shall be regularly monitored and updated by management through to completion. For any actions which cannot be addressed on a determined date, the Managing Director must be informed and a reason given.

3.5 Annual Meeting

Once a year, a health and safety meeting by management (with Eyton Solutions Safety Consultants present upon request) and Wayne Roberts will be held to establish a summary report on the monitoring mechanisms to establish overall health and safety performance of the company.

4) Documents

Accident Investigation Reports
HSG 65 Audit reports & Action Plans
Site Inspection Reports

5) Records

Accident / Incident statistics.

CDM REGS 2015

Under the CDM Regulations 2015 the company may undertake all roles as described within the CDM regulations and as such will ensure that the roles are fulfilled.

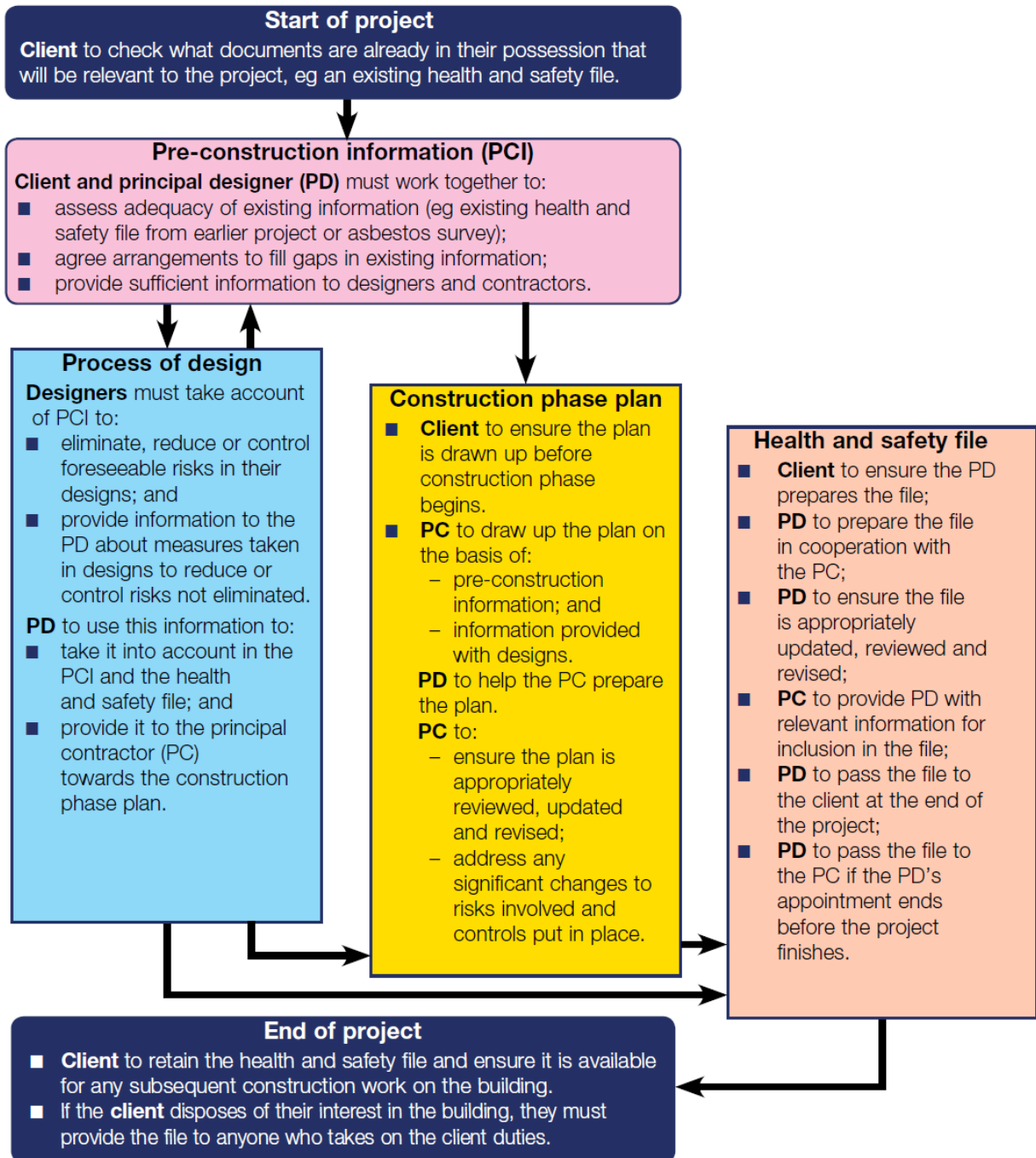
CDM duty holders: * Who are they?	Summary of role/main duties
<p>Clients are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure: Other dutyholders are appointed; Sufficient time and resources are allocated.</p> <p>Make sure:</p> <ul style="list-style-type: none"> ■ Relevant information is prepared and provided to other dutyholders; ■ The principal designer and principal contractor carry out their duties; ■ Welfare facilities are provided. <p>See CDM Regulations 2015 for more guidance</p>
<p>Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> ■ The contractor, on a single contractor project; or; ■ The principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p> <p>See CDM Regulations 2015 for more guidance</p>
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> ■ Construction; and ■ The maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p> <p>See CDM Regulations 2015 for more guidance</p>

<p>Principal designers** are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ■ Identifying, eliminating or controlling foreseeable risks; ■ Ensuring designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders.</p> <p>Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p> <p>See CDM Regulations 2015 for more guidance</p>
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<p>Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ■ Liaising with the client and principal designer; ■ Preparing the construction phase plan; ■ Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> ■ Suitable site inductions are provided; ■ Reasonable steps are taken to prevent unauthorised access; ■ Workers are consulted and engaged in securing their health and safety; and ■ Welfare facilities are provided. <p>See paragraphs 110–146 for more guidance.</p>
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<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p> <p>See paragraphs 147–179 for more guidance.</p>
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<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none">■ Be consulted about matters which affect their health, safety and welfare;■ Take care of their own health and safety and others who may be affected by their actions;■ Report anything they see which is likely to endanger either their own or others' health and safety;■ Cooperate with their employer, fellow workers, contractors and other dutyholders.
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ABRAISIVE WHEELS PROCEDURE

1) Purpose and Scope

All reasonable steps will be taken by the company to ensure the health and safety of employees who work with grinding/cutting machines which incorporates abrasive wheels. When properly used, abrasive wheels serve an important purpose however the company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum.

The company, in consultation with workers will: -

- Carry out an assessment of the work activity;
- So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment;
- Ensure that all equipment used for grinding/cutting operations is maintained in good condition and is suitable for the task;
- Advise all employees, including new employees, who work or will work with abrasive wheels of the risks to health and safety and of the results of assessments.

2) Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of abrasive wheels, the company will:

- Take all necessary steps to investigate the circumstances;
- Take corrective measures where appropriate;
- Advise the employee of actions taken.

Where a problem arises in the use of abrasive wheels or machinery, the employee must adopt the following procedures:

- Inform a responsible person immediately, usually a supervisor or manager;
- In the case of an accident or emergency, respond quickly to ensure effective treatment.

3) Information and Training

The company will give sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels. Training in the use of abrasive wheels will cover aspects of health and safety legislation in general and PUWER Regs 98 in particular. Training will also cover the provisions of this policy.

4) Safe System of Work

The main types of injury concerning the use of abrasive wheels are those which result from flying particles, those which occur when an abrasive wheel bursts and those which are caused by contact between the wheel and the operator's hand. The risk of accidents and injuries can be reduced by adhering to the PUWER Regs and by adopting the following precautions.

- Make sure all persons who are, or will be, using abrasive wheels are adequately trained;
- Ensure that all grinding machines, cutting machines and abrasive wheels are maintained and in good working order;
- Select the right abrasive wheel for the job. The best advice can often be obtained from the manufacturer or supplier;
- Make sure that grinding wheels are not operated at excessive speed. Both spindles and wheels must be marked with their maximum operational speed. (Over-speeding can cause wheels to burst or disintegrate);
- Faulty mounting can also cause wheels to burst. Ensure that all abrasive wheels are mounted by trained, competent persons. Damaged wheels should be rejected;
- Guards should be securely attached to the body of the grinding machine and be strong enough to withstand the impact of flying fragments should a wheel burst.

5) References

- HSE Safety in the Use of Abrasive Wheels HSG 17.
- Safe use of Work Equipment – Provision and Use of Work Equipment Regs 1998 (PUWER).
- Hand Arm Vibration Procedure.

6) Documents

- Abrasive Wheel Risk Assessment.
- Weekly inspections.

ELECTRICAL SAFETY

1) Purpose and Scope

This policy framework sets out electrical maintenance for the protection of employee safety. It also covers handling or operating electrical equipment, within the course of employees working duties, ensuring compliance with the Health & Safety at Work Act 1974 and the Electricity at Work Regulations 1989.

This policy also includes the employment of subcontractors for works and inspection but only exclusively within the scope of their selection to carry out the works. Works safety whilst on company premises are covered within the subcontractor policy.

2) Responsibilities

Martin Smithson (Managing Director) is responsible for;

- Ensuring the resources necessary for the implementation of this procedure are provided.

Wayne Roberts (Operations Director) is responsible for:

- Ensuring only competent persons are permitted to conduct maintenance on electrical equipment.
- Ensuring the premises fixed electrical sources are adequately placed and suitable in number to reduce the requirement for extension cabling or transformers.
- Scheduling in the maintenance of fixed systems and portable electrical devices when they are required for examination.
- Maintaining records of all equipment including any defects which may be detected.
- Ensuring that all portable appliances requiring examination are present for inspection on the date such examinations are arranged.
- Educating employees on the subject of electrical safety and reporting defective equipment.

The Employee will ensure;

- Any faulty or damaged equipment is reported immediately to their supervisor/Manager;
- Not to use faulty or damaged equipment upon detection of such;
- Never to attempt to repair faulty or damaged equipment unless **competent** to do so;
- Never to use electrical equipment in damp surroundings or in flammable/explosive atmospheres unless the equipment has been made intrinsically safe.

3) Procedures

3.1 All fixed electrical systems installed within the company premises shall be subject to a fixed electrical examination in accordance with BS 7671 requirements by an externally qualified and competent electrician.

3.2 The Operations Director will work to ensure that the fixed electrical plug sockets for the required voltages are available in position and number to reduce trailing cables and fire hazards from transformers. Where issues with sockets are reported, the Operations Director will look to address the issue at the earliest opportunity.

3.3 All employees shall be provided with the necessary information to work safely with the operation of electrics through induction, toolbox talks and safety training courses. No employee shall be authorised to conduct electrical maintenance on equipment without a portable electrical maintenance qualification.

3.4 No employee shall interfere or attempt to repair or modify fixed electrics. Only authorised persons qualified under BS 7671 appointed by the Operations Director shall be authorised for such works.

3.5 Managers/supervisors shall ensure that all portable appliances used within the workplace are subject to a Portable Appliance Test (PAT), and that they remain in date for the inspection period.

3.6 The inspection period for portable appliance testing shall be as per the guidelines given within the table in HSG 107 (maintaining portable electrical equipment). Therefore, the following intervals for work equipment shall apply:

- Office equipment (none canteen); 4 yearly
- Canteen equipment; Annual
- Workshop; Annual

3.7 Managers/supervisors shall maintain a record of all examination certificates and reports provided by assessors for auditing and referral purposes and should therefore be readily available upon request.

3.8 Personal equipment of staff used within the workplace are expected to be part of the PAT scheme also. Any item found within the workplace not part of the scheme can be instructed to remove it from the workplace with immediate effect.

3.9 Corded electrical equipment in workshops, client sites and external areas of the workplace where possible shall be current reduced to reduce consequence of shock should it occur. 110v cable equipment shall be used over 240v where possible.

3.10 All fixed electrical facilities shall be fitted with residual current device (RCD) protection for which the Depot supervisor shall conduct a user function test every 3 months as per the standard in BS 7671.

3.11 Where damaged electrical equipment (fixed systems or portable) is reported to managers/supervisors by employees, that equipment is to be electrically isolated immediately and adequately labelled with a sign which clearly states defective.

3.12 Defective equipment (where portable) must be moved to a designated defect area where it can either be sent off for repair, replaced or disposed of responsibly. Managers/Supervisors must ensure that it is not possible to perform unauthorised recommissioning of equipment before the defect can be dealt with.

4) References

The Electricity at Work Regulations 1989
Requirements for Electrical Installations BS 7671

HOT WORK

1) Definition & Scope

This policy arrangement is inclusive of any hot work activities carried out within Scott's Hire depots only. Site hot work shall be conducted in accordance with the site health and safety rules and procedures and/or Scott's Hire generic site Safe Working Procedure (SWP).

Hot work; By definition refers to any work conducted that is considered welding, burning, grinding or soldering, creating a heat source of potential ignition and fire.

2) Responsibility

It is the responsibility of Wayne Roberts and any nominated supervisors of the relevant depots to;

- Enforce this policy arrangement.
- To ensure a suitable and sufficient risk assessment is in place for any hot working activities.
- To ensure those conducting hot working activities are competently trained to do so.

It is also the responsibility of the above to ensure cooperation is given to any customer site regarding their health and safety rules and procedures around hot working procedures.

3) Permitted Hot Working Areas

Unless otherwise instructed by the company's insurance policy provider, hot work operations (within the controls of the relevant risk assessment) is authorised without seeking a permit to work in the following areas of the depots in Scott's Hire;

- Scott's Hire Yard
- Scott's Hire Workshops

Any other areas within the depots not listed in the above that require hot work, permission must be obtained by the use of a permit to work.

Any areas not customer site controlled or within the depots shall be considered public areas to which hot working is not authorised, and the work to be moved to an authorised area.

4) Risk Assessment

The following precautions must be considered in the risk assessment:-

- Notify the management before undertaking Hot Work;
- Comply with the company procedure – Permits to work;
- Only competent / appointed operatives to carry out hot work activities;
- Suitable firefighting equipment must be positioned within a 1.5m radius;
- All flammable/combustible materials removed from the work area;
- If flammable/ combustible materials cannot be removed they must be covered with a fire blanket or protected by a fire/heat resistant shield;
- A standby man posted to watch for fire or extinguish embers etc.;
- Once hot work activities are completed the work place must be monitored for at least one hour to ensure combustion does not occur and sources of ignition are properly extinguished.

WELFARE

1. Definition

'Welfare facilities' are those that are necessary for the well-being of everyone at work, such as washing, toilet, rest and changing facilities.

2. Responsibility

Martin Smithson (Managing Director):

Is responsible for ensuring the resources necessary for this policy's implementation are provided to the Operations Director.

Wayne Roberts (Operations Director):

Is responsible for ensuring that the minimum requirements of fresh running water, heating of food and drink facilities and toiletries are fully functioning.

Responsible for arranging/addressing any required maintenance for the welfare facilities and obtaining any other resource requirements for welfare through any identification of requirements from inspections, risk assessments or consultation with employees.

Responsible for dealing with any denial of access to welfare to Scott's Hire employees directly with the site/customer involved.

Employees:

Employees are responsible for ensuring high levels of hygiene within the staff canteen areas at Scott's Hire depots.

Employees must report any low levels of essential resources (for example soaps) to Wayne Roberts, and must report any defects detected in relation to the welfare areas to Wayne Roberts.

Employees (Drivers/Mobile Workers) must report any denial of access to welfare facilities to Wayne Roberts.

3. Procedure

Drivers of HGV are entitled to request to use welfare facilities where relief is necessary at customer sites, although are advised to plan ahead prior to making journeys.

The following equipment is provided at all Scott's Hire depots:

- Enough flushing toilets and washbasins for those expected to use them;
- Separate facilities for men and women, and where this is not possible, rooms with lockable doors are provided;
- A supply of toilet paper, and a means of disposing of sanitary items for female employees;
- Facilities that are well lit and ventilated with hot and cold running water;
- Enough soap or other washing agents and a means for drying hands;
- Drinking water and cups and a means of heating food or water,
- Changing areas, where specialist clothing is required for work activities;
- Separate storage for clean and contaminated clothing;
- A suitable seating area for use during breaks;

4. References

The Workplace (Health, Safety and Welfare) Requirements 1992

DISPLAY SCREEN EQUIPMENT (DSE)

1) Definition

Display Screen Equipment is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved. It includes both conventional display screens and those used in laptops, touch screens, and other similar devices.

A workstation is defined in HSE guidance as a place where DSE (including portable DSE) is in prolonged use, and is the assembly consisting of screen, keyboard, and any other parts of the computer and its accessories including the mouse, chair and immediate working environment.

A DSE user is defined as an employee whose job requires working with display screen equipment as a significant part of their normal working duties.

2) Purpose and Scope

The purpose of this arrangement is to ensure company compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (2002 amendment);

To improve the general health and safety of DSE workers and protect them, so far as is reasonably practicable, from the risks of upper limb disorders.

3) Responsibilities

Martin Smithson (Managing Director) is responsible for allocating the resources necessary for this procedure implementation and is ultimately accountable for DSE safety at Scott's Hire.

The responsibility of implementing this policy arrangement lies with Wayne Roberts.

The company is responsible for ensuring that any DSE user that **requests** an eye test receive an eye test free of charge by either an ophthalmic optician or a registered practitioner with suitable qualifications, and Wayne Roberts will ensure that this requirement is carried out.

4) Procedures

4.1 Upon a DSE user's request for an eye test, the company reserves the right to choose where and, within a reasonably practicable time from the request, when the DSE user will have an eye test. Should corrective appliances be advised to the user, evidence of the prescription shall be provided to the company, so it can be determined the type of corrective appliance that is required.

4.2 The company will reimburse in full the amount for the **basic** standard of frames and lenses required for the DSE user to carry out their working duties. The company is **not** required to reimburse any 'upgrades' requested to the frames or lenses by the DSE user.

4.3 A DSE assessment must be conducted of each workstation every 2 years or where a DSE user begins to feel discomfort where DSE equipment is strongly suspected to be the cause.

4.4 Where any issues are detected through the conducting of a DSE workstation assessment, there will be an action plan to address such issues which will be assigned to a responsible person who will ensure that the actions are followed through, and then a follow up assessment will be performed to ensure that all previous problems have been rectified.

5) Documents

DSE Workstation Assessments

6) References

Health and Safety (Display Screen Equipment) Regulations 1992 (2002 amendment)

PROCEDURE FOR SAFE WORK AT HEIGHT & EQUIPMENT (INCLUDING USE OF LADDERS, STEP-LADDERS AND TRESTLES)

1) Purpose and Scope

1.1 To reduce the risk of death or serious injury through access and work at height. The scope of this procedure covers all working platforms, ladders and all forms of working at height.

1.2 This procedure does not cover subcontractors as they are covered within another procedure within the health and safety policy.

1.3 This procedure does not cover (in particular) working at height at a customer premises in relation to the surrounding environment and equipment used as this would be covered by the customer site policies and procedures, however, does cover all working at height from all unloading/offloading hires to customer sites.

2) Responsibilities

Martin Smithson (Managing Director)

2.1 Is responsible for the allocation of the resources required for the implementation of this procedure to the Operations Director and ultimately accountable for all working at height safety within Scott's Hire.

2.2 Will commit to eliminating working at height in all areas of Scott's Hire where this is possible through continual improvements.

Wayne Roberts (Operations Director)

2.3 Is responsible for ensuring that all areas of working at height are adequately captured within a risk assessment and any actions required/highlighted within any of the risk assessments carried out is completed in a timely manner.

2.4 Is responsible for ensuring that all equipment provided for the purpose of working at height conform to the correct British Standards (such as BS EN131 for ladders) for use in industrial settings.

2.5 Will commit to eliminating working at height in all areas of Scott's Hire where this is possible through continual improvements.

2.6 Responsible for being fully aware of all working at height activities within Scott's Hire.

2.7 Is responsible for the implementation of an asset register for any equipment of working at height.

2.8 Is responsible for ensuring 6 monthly statutory examinations by a competent person is conducted on any supporting equipment used by employees for working at height

2.9 Is responsible for ensuring all employees who require to work at height have been sufficiently trained (certified where necessary) to understand the hazards and associated risks of doing such work, are competent to carry out the works and fully understand how to safely use the equipment required.

2.10 Is responsible for implementing and monitoring any defect reporting procedure of working at height equipment.

2.11 Is responsible for allocating a safe area of storage for any working at height equipment so they remain free from damage and will not pose additional risk to employees in their stored state.

2.12 Is responsible for allocating the necessary numbers of staff to any working at height required for it to be conducted in a safe manner.

2.13 Is responsible for consulting with staff on any areas of concern raised (whether at a Scott's Hire depot or a customer site) for safety whilst working at height.

Employees

2.14 Must not use equipment in which they are not competent in their use within the workplace.

2.15 Responsible for using only the equipment they have been provided by Scott's Hire to conduct the working at height safely and within the design intent of the equipment manufacturer's guidelines.

2.16 Responsible for only operating at height and the use of associated equipment in accordance with their training and instruction, and where the activity cannot be physically done from ground level.

2.17 Responsible for conducting pre user checks of all working at height equipment prior to starting works for damage and thorough examination details (they must be in date and on the asset register).

2.18 Responsible for reporting any health issues which could affect the ability of working at height to Wayne Roberts.

2.19 Responsible for reporting any damage to the equipment whether this occurs before, during or after the works carried out to Wayne Roberts.

2.20 Responsible for wearing appropriate Personal Protective Equipment (PPE) where necessary and in accordance with training when working at height.

2.21 Responsible for reporting to Wayne Roberts if they feel the job (whether at a Scott's Hire depot or a customer site) is too dangerous to carry out.

3) PROCEDURE

3.1 Where possible, any activity involving working at height will be avoided or conducted from ground level. Such activities at Scott's Hire would involve the use of but not limited to for example, plant/machinery, extended tools etc.

3.2 Where avoiding is not possible, a risk assessment will be conducted by a competent person of the activity looking at the current measures in place and any recommendations to reduce the risk as required, with main findings briefed out to affected employees.

3.3 Where equipment is required, whether this is in the form of PPE (such as harnesses) or access equipment (such as working platforms and/or ladders), Wayne Roberts will obtain such items from a reputable supplier with the necessary quality markings and specifications identified within the assessment and instruction manuals.

3.4 All working at height equipment (with the exception of hired in equipment) will be placed on an asset register with a unique ID number/label so it can be clearly identified as property of Scott's Hire.

3.5 Any equipment hired in for the purpose of working at height will be checked by Wayne Roberts for the relevant thorough examinations on the hire paper off the hirer.

3.6 All equipment for working at height (carrying people) will be thoroughly inspected by an external competent company appointed by Wayne Roberts on a 6 monthly basis.

3.7 The right equipment will be used for the right job as directed by Wayne Roberts, the Supervisors and the risk assessment. Such equipment will be checked prior to use for any signs of damage/defects. Where defects are found (or are out of date for thorough inspection), they will be isolated away from common storage and labelled red to indicate they are not to be used.

3.8 The choice to use a ladder to work at height at Scott's Hire will be the last consideration where other means of access are not practicable and will only be authorised for short duration works.

3.9 Any working at height will be planned out to include the adequate number of staff required to conduct the works safely (for example, 2 persons with 1 on the ladder and the other footing it at the bottom).

3.10 Working at height shall only be conducted in an appropriate area of the depot or customer site, away from moving machinery traffic and pedestrians, overhead electrical hazards, inadequate or confined spaces and (where possible) aggravating weather conditions.

3.11 Any employee who feels that the nature of the work (whether at the depot or a customer site) is dangerous or could result in serious injury is to stop work and consult with the Supervisor/Wayne Roberts for further instruction.

4) References

4.1 Working At Height Regulations 2005

DRIVING

1) Introduction

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. Health and Safety law applies to on-the-road work activities as to all work activities and the risks will be effectively managed within this health and safety management system.

The Company aims to make employees fully aware of the risks involved whilst driving as part of their work, and of the precautions they should take to minimise the risks of having an accident.

This procedure covers employees who drive company cars/vans, employees driving their own, or hired vehicles on behalf of the company, and drivers of HGV on behalf of the company.

2) Assessment

A risk assessment will be carried out on road activities and will be subject to a regular review.

3) Authorisation to Drive

The Company will ensure that all employees have a valid driving license and check that it is in compliance with road traffic laws.

The Manager is responsible for annually checking the driving license of all employees who do, or may, drive on behalf of the company. Only drivers who hold a valid driving license will be authorised to drive on behalf of the Company.

Where a license has penalty points shown, the Manager must determine if the driver is fit to drive on behalf of the Company or if their authorisation should be withdrawn.

4) Insurance

Authorised drivers of company provided vehicles will be covered by Company Insurance Policies for driving on behalf of the Company.

Employees who drive their own vehicle on behalf of the Company are responsible for ensuring that their personal car insurance covers them for business use.

5) Fitness to Drive

All new employees will be subject to a pre-employment medical questionnaire to ensure that they are fit to drive. If health problems are identified during this process, the employees may be referred to an occupational health advisor for further assessment.

All drivers are expected to inform the company if they are suffering from:

- Neurological disorders, such as epilepsy;
- Cardiovascular disorders;
- Diabetes;
- Psychiatric disorders;
- Drug or alcohol misuse or dependency;
- Visual disorders;
- Sleeps disorders;

All employees must be able to read a new style number plate from a distance of 20 metres. If employees need to wear glasses to do this, employees must wear them at all times whilst driving.

Drivers will not operate vehicles whilst under the influence of alcohol, prescription drugs or non-prescription drugs (if they affect your ability to drive, please refer to instructions).

6) Training and Competence

Where there are concerns about employees driving skills, or if the employee is considered to be at an increased risk due to the length of time spent driving on behalf of the Company, the Company will assess if refresher/advanced driver/defensive driver training is required.

7) Vehicle Selection and Maintenance

The Company will select which vehicles are suitable for the task and with sufficient safety features as deemed necessary. On selection the company will also assess the vehicles for ergonomic issues, i.e. driving position (leg room, height adjustment, etc.), comfort (i.e. for long journeys) etc.

The Company will ensure that all vehicles they provide will be on a regular maintenance schedule, and that they comply with the roadworthiness requirements as detailed in the Highway Code.

Drivers of their own cars are responsible for ensuring maintenance is undertaken as per the manufacturers' recommendations.

8) Car Drivers

The company car driver, and drivers of their own cars on Company business, are responsible for carrying out routine checks on the vehicles to ensure the lights work, tyres are not visually damaged and tyre pressures are correct, the water levels are correct radiator/washer bottles, oil levels are correct, headlights and headrests are properly adjusted, and that there is sufficient fuel.

Drivers should carry with them following:

- First aid kit;
- Small CO₂ fire extinguisher;
- Warning triangle;
- Hi-Viz jacket;
- Water/ screen wash/ de-icer;
- Mobile phone;
- Warm/ waterproof clothing/ blanket (winter).

9) Road Accidents

The Company has produced guidance for all drivers, contained in the Employee Handbook. This guidance should be read by all employees who drive on Company business and managers must ensure a copy is given to all Company drivers and a record of its issue in the form of the employees' signature should be kept.

10) Reporting Vehicle Accidents

It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from us which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note, that whenever possible the following particulars should appear in the form:-

The name and address of the other driver and the name and address of his/her insurers.

The names and addresses of all passengers in both our vehicle and the third party's vehicle.

Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident.

Particulars of the police attending i.e. name, number and division.

A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.

If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.

We will organise for repairs to be carried out.

Under no circumstances may repairs be put in hand until the Insurance Company has given its agreement. We will notify you when this has been done.

You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

11) Reporting to the Police

If the driver has not given particulars at the scene, he/she must report the accident at a police station, or to a police constable, as soon as possible and within 24 hours. The police may not demand a statement and the driver should courteously decline to give anything more than the statutory details, pending further advice from his employer.

If the driver has not produced an insurance certificate at the scene, then he/she must produce the certificate to the police as soon as possible and within 24 hours. If he cannot produce the certificate when reporting, the police will allow 5 days from the date of the accident for the certificate to be produced at a nominated police station.

12) Driving and Mobile Phones

The use of Mobile Phones when travelling in vehicles should be discouraged always. Under current legislation, it is illegal to use a mobile phone or other hand held device whilst driving, and the penalties if caught are severe with a minimum of a **£200 fine and six penalty points** on your driving licence. It is also important to understand and acknowledge that this law applies in England, Wales, **and** Scotland. This law does **not** apply to Northern Ireland, however it is still an offence to drive using a mobile phone and penalties will consist of **3** points on your licence and a **£60** fine.

Wherever possible, the phone should be switched off when driving, and answered when stopped in a safe place with the engine switched off.

Pre-defined times and journey breaks should be scheduled where mobile phone calls can be taken safely when parked.

If a mobile phone is to be used whilst travelling, only those mobile phones which are connected to a vehicle via a Bluetooth device or designated wired phone cradle can be used, so long as the phone cannot be operated from the driving position by hand. The use of ear pieces to connect the phone is prohibited as this still requires the user to use or touch the phone. Even when using these devices, answering the phone should only be when absolutely necessary.

13) Responsibility of Employees

The company will expect employees to: -

- Inform the company of any health, or other problems which may put them at an increased risk while driving.
- Drive safely at all times.
- Carry out basic maintenance checks prior to using company vehicles, or driving own vehicles on company business, and ensure any defects or actions required are completed before using the vehicle.
- Comply with the Road Traffic Act and Highway Code.
- Avoid fatigue.

- Minimise the use of a mobile phone when driving, and only ever if 'hands-free'.
- Following instructions on manual handling when collecting and delivering goods.
- Secure loads as instructed, following any extra procedures as required, and never overload the vehicle.
- Follow any other instructions, as required by the company, to ensure employees safety.

14) Route Planning

Vehicle routes will be planned to be cost effective and safe. Sufficient consideration will be given to adverse weather conditions, such as snow and high winds. It is expected that drivers will plan their journeys around obvious hazards, such as bridges and tunnels.

All road traffic accidents will be investigated by the Company.

15) Seat Belts

When using company vehicles it is a legal requirement under the Road Traffic Act 1988 to wear a seat belt. Therefore it is mandatory with driver who drive any of our company vehicles to wear their seatbelt at all times when in the drivers seat. Any driver reported or caught not wearing their seatbelt may be subject to the company disciplinary procedures.

16) Dimensions, weights and vehicle heights

All drivers of heavy good vehicles are required to monitor their vehicle height by law, and could receive significant fines from the DVSA or police. Height indicators must be included within any company vehicle that is higher than 2 meters. It is essential that the driver also includes any load heights into consideration and adjust the height indicator accordingly. This must be monitored by a yardstick or as a backup, a tape measure. It is essential that these measurements are conducted from the ground.

Axles must not be overloaded on any trailers and it is the driver's responsibility to ensure this in accordance with the plate certificate usually located within the vehicle cabin. Gross overall weight of the vehicle must also not be exceeded. For further advice and guidance the transport manager must be consulted.

FIRE RISK ASSESSMENT PROCEDURE

1) Purpose and Scope

The following procedure has been developed to comply with the legislative requirements and for carrying out Fire Risk Assessments.

2) Definitions

Fire Risk Assessment - An assessment of fire safety risk in accordance with the Regulatory Reform (Fire Safety) Order 2005.

3) Procedure

4.1 Wayne Roberts with assistance from Eyton Solutions will carry out Fire Risk Assessments on each building of the company.

4.2 Fire Risk Assessments will be recorded and retained in the Health & Safety File stored within the Office.

4.3 Once the Fire Risk Assessment has been carried out, the documents will be forwarded to the appropriate Managers/Supervisors for review and comment.

4.4 A Fire Action Plan will be agreed or updated. It will clearly state which actions need to be undertaken and who is responsible for each action.

4.5 Fire Risk Assessments will be reviewed annually by Wayne Roberts.

4.6 The following steps should be carried out when completing a Fire Risk Assessment.

- Identify potential hazards in the work place.
- Decide who might be harmed in the event of a fire in the workplace, or while trying to escape from it.
- Evaluate the risks arising from the hazards and decide whether existing control measures are adequate or whether more should be done.
- Record the findings of the assessment.
- Develop an action plan for the implementation of further control measures.
- Review the Fire Risk Assessment at least annually.

4) References

Regulatory Reform Order (Fire Safety) Order 2005.

5) Documents

Previous Fire Risk Assessment Documentation.

Action plans arising from any previous Fire Risk Assessment or Fire Inspection.

Emergency Evacuation Plans.

6) Records

Fire Risk Assessments

GENERAL DATA PROTECTION REGULATIONS (GDPR)

1. Purpose and Scope

This policy commits the company to providing data protection where applicable to its Employees and to remain compliant within EU law.

It will define what parts of GDPR apply to which health and safety information held by the company and explain employee's rights under these regulations.

2. Definitions

Personal Data; This is **any** data that could potentially identify an **individual** person, and may include a collection of data to this end such as but not limited to;

- Name
- Date of Birth
- Sex
- Address
- Telephone number
- National Insurance number
- Email address
- Photographic content

The right to be informed; Employees have the right to be informed about the collection and use of their personal data

The right of access; Employees have the right to access their personal data and supplementary information.

The right of rectification; Employees will have the right to rectify their personal data where it has been deemed inaccurate.

The right to erasure; Employees have the right to 'be forgotten' by having their personal data erased, unless there are **statutory (legal) requirements** to the company possessing this data.

The right to restrict processing; Employees have the right to restrict or suppress their personal data.

The right to object; Employees have the right to object to the use and processing of their data on grounds relating to his or her position.

The right to withdraw consent; Employees have the right to withdraw their consent to the use of their personal data **where** consent was before given.

3. Procedure

3.1 Any health and safety documentation containing personal data that is **not** legally required will **require** the employee to give their consent to that data being processed, fulfilling the company's commitment to informing the individual (right to be informed) and their right to object. This consent will be shown on the document to which that consent is given.

3.2 Irrespective of personal information that has statutory status or not, the company commits to ensuring that the employee in question will be informed of the following;

- What information is being held on that individual;
- The reason for that information being held by the company;
- Options for withdrawal or erasure explained on that piece of personal information;
- Who will handle and see the information including any third parties such as the HSE, Eyton Solutions health and safety consultants, Human resources etc.
- How that information will be stored, including security arrangements, and length of time.

3.3 Where an employee withdraws their consent to their personal data on safety related documents being used (excluding information required for statutory reasons), the company commits to either returning that personal data to the employee or destroying it through correct processes.

3.4 Where the company shares health and safety related documentation which contain personal data with a third party (excluding authoritative bodies) and our health and safety consultants, Eytan Solutions, it will raise a legally binding contract with that third party to ensure that they act/comply within the same data security requirements imposed on the company by GDPR, and ensure that their data processes are compliant with this legislation.

3.5 Where any breaches of GDPR have been identified by the company, then the company will fulfil its legal obligation to inform the Information Commissioners Office (ICO) within 72 hours of the breach.

3.6 Where personal data is no longer required for the purpose that it was collected for within safety records, it is important to note that the information **may not** be automatically destroyed, however the company commits to following the right of erasure to destroy the data where that employee (including Ex employee's) has **requested** it.

4. Complaints

All individuals have the right to complain to the ICO if they consider that the use of their personal data has infringed the legal requirements of GDPR.

5. Documentation

Witness statements
Occupational Health forms
Fit to work forms
Accident report forms
Qualification documentation/photographic content
Video Surveillance

6. References

General Data Protection Regulation (GDPR)

CORONAVIRUS (Covid-19)

1) Definition

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Signs/symptoms (most common)

Persistent dry cough, loss of taste/smell, high fever (temperature over 37.8°C).

2) Purpose and Scope

This arrangement is to ensure company compliance with the Health and Safety At Work Act 1974 obligation to ensure a safe workplace and reduce the risk of virus spread during the pandemic.

3) Responsibilities

Martin Smithson (Managing Director):

- To ensure any resources required for the implementation of this policy are made available to the Operations Director where needed.
- Has ultimate accountability for the safety of the workplace in relation to Covid-19 during the ongoing pandemic.

Wayne Roberts (Operations Director) responsibility:

- To ensure the implementation of this policy arrangement within the company premise and company activity outside of the depot.
- To ensure that a suitable and sufficient risk assessment has been created covering Coronavirus and necessary control measures in place.
- To provide the necessary Personal Protective Equipment where required.

supervisors:

- To enforce the risk assessment findings and government guidelines
- To monitor the risk assessment arrangements effectively and report back to Wayne Roberts.

Employees:

- To follow the guidelines set within the workplace and the findings of the assessment
- To raise concern over any control measures deemed unfit for purpose to management in writing.

4) Procedures

4.1 A risk assessment of the workplace will focus on the key areas of transmission within the workplace. Adequate recommendations will be made to minimise the risk of transmission through but not limited to touch and inhalation of spores.

4.2 Where possible, ventilation within the workplace will be provided to reduce the risk of virus spreading through the use of natural ventilation. Government guidelines on achieving adequate ventilation within the workplace will be followed where reasonable to do so for the protection of our employees.

4.3 Face coverings will be provided for employees where reasonable upon request. The company recognises that it is personal choice, although strongly encourages their use when dealing with deliveries and members of the public.

4.4 Visitors/contractors to site will be encouraged to state the reason for their visit to our premise over telephone prior to arrival (with exception of enforcement officers) or upon their arrival (unannounced). The company management team will decide if their visit in person is essential and direct accordingly.

4.5 The company will ensure that the latest government guidance on Covid-19 is provided to employees through notices and signage.

4.6 The company will ensure, where possible, that appropriate reasonable arrangements are made for employees whom are classed as vulnerable to ensure they can work whilst reducing the mental impact of the pandemic and impact of physical health on their wellbeing.

4.7 The company fully commits to comply with any current existing restrictions of the Coronavirus legislation within England and Wales (Where applicable) and the self-isolation requirements of employees in the event of a positive test confirmed or the displaying of the most common signs/symptoms of the virus.

5) Documents

Coronavirus risk assessment

6) References

Health and Safety At Work Act 1974

Public Health (Control Of Disease) Act 1984

The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020

The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2021