

# Health and Safety Policy

## **ANGLIA FORMWORK LIMITED**

<u>Company Health, Safety &amp; Environmental Policy</u>		<u>Compiled with the assistance of NBSG</u>	
<u>Review Date</u>	<b>06-01-15</b>	<u>Author:</u>	<b>SEGURO</b>
<u>Revision No &amp; Date</u>	<b>REV 1 06-01-14</b>	<u>Authorised by:</u>	<b>Simon Watkins</b>

## **Health and safety policy**

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## 1.0 Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Anglia Formwork are effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines the company's health and safety arrangements and organisational structure, is provided at the company premises, along with a copy of the company's staff handbooks that must be read by all employees and any other interested person who may be affected by their work activities.

In order for Anglia Formwork to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The Health and Safety Management System for Anglia Formwork is kept in the office and is available for inspection by any interested party upon any reasonable request.

Anglia Formwork agree that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of Simon Watkins, the Managing Director to liaise with Norwich Building Safety Group, our Health and Safety Consultants and to ensure that suitable revisions are made that reflect changes which have taken place within the company. The Consultants employed by Norwich Building Safety Group will advise on new and relevant legislation throughout the year and review all documentation on their annual audit. In addition, the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

Anglia Formwork encourages all employees to inform their immediate superior of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

## **Health and safety policy statement**

The following is a statement of the company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Anglia Formwork to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company or other persons who may be affected by our undertakings.

Anglia Formwork acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of Anglia Formwork looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Name: **Simon Watkins**

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Signature: 

Position: **Managing Director**

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Date: **06-01-14**

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Review date: **05-01-15**

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## **Environmental statement**

Anglia Formwork recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will: -

Establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with: -

The communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Name: **Simon Watkins**

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Signature:  .....

Position: **Managing Director**

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Date: **06-01-14**

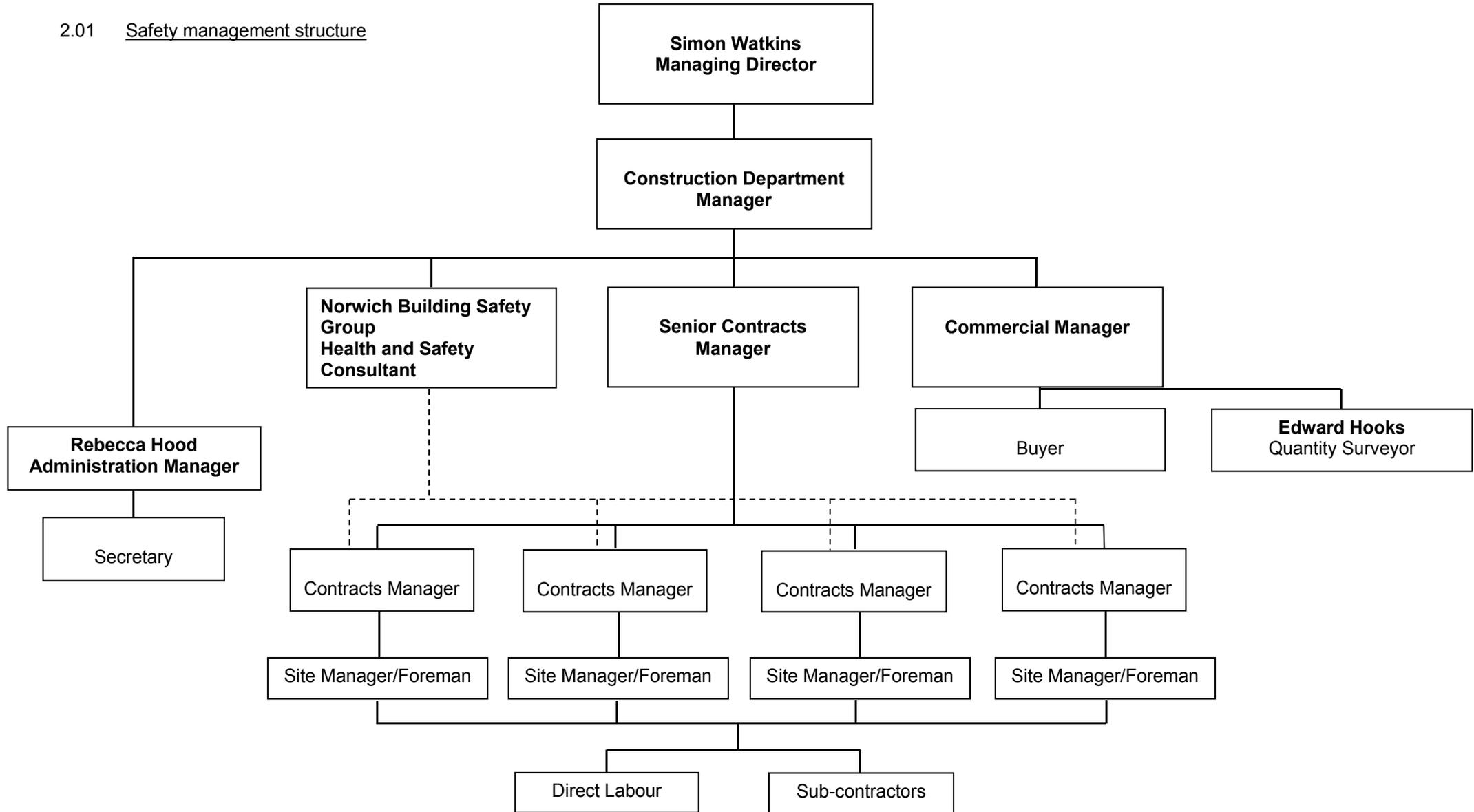
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2.0 Organisation

2.01 Safety management structure



## 2.02 Individual responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Managing Director will ensure that: -

- He has a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- All levels of management within the company fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All Managers and staff fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Liaise directly with the Company Secretary and Health and Safety Advisors to ensure total compliance with current legislation and good practice.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe systems of work and training required to perform their duties and work-related tasks.
- Understand and apply the Safety Policy of the Company generally and in particular to ensure the co-ordination of and co-operation between the Company and others concerned.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

The Construction Department Manager will ensure that: -

- He liaises with the appointed health and safety advisors on all matters regarding health and safety. It is then the Construction Department Managers duty to report these matters and findings directly to the Managing Director.
- He has a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974
- Regular health and safety audits and inspections are carried out in accordance with company's health and safety monitoring procedures.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Joint consultations between management and employees take place as described in the policy.
- Regular health and safety meetings are held to ensure effective health and safety consultation.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.

- Records are compiled for statutory inspections, testing or maintenance undertaken on all work equipment and services within the premises.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the company.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the company.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

The Contracts Manager - It is the duty of the Contracts Manager to:

- Understand and apply the Safety Policy of the Company generally and in particular to ensure the co-ordination of and co-operation between the Company and others concerned.
- Ensure the requirements of the Health and Safety at Work Act etc 1974 and other regulations relevant to the safe operation and activities of the Company are observed by all persons under their control.
- Determine during preliminary procedures and in advance of any work proceeding, so far as is reasonably practicable, safe methods of working, access, lighting, known hazards, fire precautions, allocation of responsibilities including sub-contractors and others.
- Ensure that facilities for welfare sanitation are considered and provided for. Adequate plant and equipment will be available for operations to proceed in a safe manner; this includes all short-term sites and operations where facilities may not be easily accessible
- Ensure that working methods and safety procedures are carried out in a competent and planned manner, and operations are supervised by competent personnel. Arrange as may be required for the revision of working methods and safety procedures.
- Arrange (as required) for instruction, training, information and the provision of supervision so as to ensure that employees at all levels are competent.
- Ensure that all persons, including the general public, within the proximity of premises and operations under the control of the Company are not exposed to risks to their health and safety.
- Ensure that all persons authorised to be working on premises under the control of the Company, adhere to safe working procedures and comply with all regulations applicable to their work.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

The Site Manager / Foreman will: -

- Ensure compliance with the Company's Health & Safety Policy and all relevant legal requirements.
- Ensure correct channels of communication when working on clients sites or in private dwellings.
- Ensure risk assessments have been carried out and the control measures implemented.
- Ensure all persons in their charge are aware of the hazards and the means of reducing them.
- Ensure safe systems of work are followed and worked too.
- Ensure cooperation between company employees and those persons likely to be affected by the company's activities.
- Ensure the correct supervision of all employees and especially of any young persons within their employ.
- Ensure high standards of housekeeping at all times.
- Ensure the promotion of, safe and healthy working practices.
- Ensure all defective equipment is removed out of service and documented.
- Report and investigate all accidents and report those findings to their allocated Line Manager.
- Ensure good standards of discipline at all times.
- Report all unsafe acts and take the necessary action to prevent a reoccurrence.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

Duties of the Health & Safety Management Consultant: -

- To assist in developing a proactive attitude to Health, Safety and Environmental matters by advising on and encouraging, a positive Health & Safety Management culture throughout the organisation.
- To inform the Managing Director of relevant new legislation, recommend working methods for compliance and assist with dissemination of this information throughout the organisation.
- To carry out, on request, site inspections, the monitoring of all active sites and report their findings, in the form of a written report to the Managing Director responsible for health, safety and welfare.
- To highlight any employee/subcontractor training requirements and, where appropriate, provide such training with regard to Health & Safety, in the form of on-site modular training ("Toolbox Talks") or off site tuition relating to legal compliance or the avoidance of specific risk.
- To feedback information, suggestions, problems, concerns etc., from the workforce to the manager and assist him to measure performance and to set objectives to effect improvement.

### 2.03 Employers responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by the company. Consideration will also be given to our neighbours and the general public.

Management will ensure they:-

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the company.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

### 2.04 Employees responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with Anglia Formwork and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

### 2.05 Contract staff responsibilities

The Contract staff: -

- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation whilst working in the United Kingdom.
- Will be made aware of Anglia Formwork healthy and safety policy and safety rules.
- Will only perform work that they are qualified to undertake.
- Will ensure that they know, understand and follow Anglia Formwork and the client's procedures for reporting accidents, near misses and hazards.
- Will ensure that they know, understand and follow the client's procedures concerning fire, first aid and any other emergency situations that may be present.
- Will ensure that they have read and understand any risk assessments and follow any safe working procedures or safety instructions that cover their work.
- Will ensure that they wear any personal protective equipment provided.
- Will report immediately to management any work equipment that is faulty.

#### 2.06 Responsibilities and duties of sub-contractors/self-employed personnel

Will be made aware of the company's health and safety policy, safety rules and: -

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of the company.
- Will co-operate with the company in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the company.
- Will ensure that they sign into reception prior to undertaking any work at the premises.

#### 2.07 Information for employees

Information regarding health and safety law is provided in a number of ways: -

- Employees are provided with a copy of the company's employee safety handbook.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the office. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.
- Management has access to a 24-hour helpline that will connect them to a Norwich Building Safety Group Health and Safety Consultant who will advise on all aspects of health and safety.
- Management and employees have access to the company Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

In line with our legal responsibilities, Anglia Formwork will confirm both the identity of each employee recruited to work on client's sites and that those personnel have the relevant experience, training and qualifications to meet the job / position requirements as stipulated by the client. Details of experience, training and qualifications, together with copies of certificates where necessary, will be held on file at Anglia Formwork head office.

## 2.08 Joint consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the Safety Representatives and Safety Committees Regulations.

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the Managing Director to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are: -

- Review of accident statistics, near misses and trends.
- New legislation.
- Compliance with the objectives of the health and safety plan.
- Occupational health issues.
- Introduction of new technology.
- Result of health and safety audits.
- Review of significant findings identified by any reports produced by Norwich Building Safety Group.
- Completion of corrective actions.
- Review of training needs.

Norwich Building Safety Group along with other professional bodies will inform senior management of any relevant changes to health and safety. This information will be disseminated to the Managing Director who in turn will inform the department heads and appropriate members of staff.

If any visitors/customers raise any concerns with regard to health and safety, the Managing Director will investigate the issue and either deal with it himself or with guidance from Norwich Building Safety Group's advice line.

If required, senior management will request that Norwich Building Safety Group, the company's external Safety Consultants will liaise with the local enforcing authority on the company's behalf.

## 2.09 The working time regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his/her activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.

The average is calculated using the formula  $\frac{(A) + (B)}{(C)}$  where: -

- (A) The total number of hours worked during the reference period,
- (B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and
- (C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have to be added in to the calculation as (B).

For the first 17 weeks of employment, workers should never have an average in excess of 48 hours a week. Their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job.

There is no requirement to keep specific records of hours worked, but if required we will show an officer of the HSE or local authority that workers have not exceeded the 48-hour average.

Employees can opt-out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days notice by the employee.

Employees cannot be forced to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

### Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement.

For young workers the rest break is 30 minutes in any work period that exceeds four-and-a-half hours and no agreement can alter this.

The break must be continuous, unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day reference period. The seven-day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective, technical or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by local, collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is the company's and in theory this would give a maximum continuous work period of 24 days in two 14-day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

### 3.0 Arrangements

#### 3.01 Abrasive wheels

All reasonable steps will be taken by Anglia Formwork to ensure, so far as is reasonably possible, the health and safety of employees who work with grinding machines that incorporate abrasive wheels. Anglia Formwork acknowledges that safety hazards may arise when using this type of equipment.

The company will: -

- Complete a documented risk assessment for the use of the equipment and issue copies to all employees who use the equipment.
- So far as is reasonable practicable, take measures to reduce the risks found as a result of the assessment.
- Ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task and the environment in which it is used.

If and when an employee raises a query relating to the health and safety of abrasive wheels it is the company's policy to: -

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

Where a problem arises in the use of abrasive wheels or machinery, employees are instructed to: -

- Inform the Managing Director or other responsible person immediately.
- In the case of an accident or emergency take all necessary actions, in accordance with company accident procedures.

#### Information and training

The company will give sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels. Employees authorised to fit or dress abrasive wheels will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of abrasive wheels will cover aspects of health and safety legislation, in particular the Provision and Use of Work Equipment Regulations (PUWER).

The main types of injury relating to the use of abrasive wheels are those that result from flying particles that occur when the machine is being used or the abrasive wheel bursts and also those that are caused by the wheel and the operative's hand coming into contact.

It is the company's policy to adapt the following safety precautions in order to reduce the risk of the accident and injury: -

- Ensure that all persons who use abrasive wheels are adequately trained.
- Ensure that all grinding, cutting machines and abrasive wheels are maintained and in good working order.
- Ensure that the correct types of abrasive wheel for the job are selected.
- Ensure that grinding wheels are not operated at excessive speed. Both spindles and the abrasive wheels will be marked with their maximum operating speed.
- Ensure that trained and competent persons mount all abrasive wheels, as failure to mount the wheel can cause wheels to burst. All damaged wheels will be disposed of safely.
- Ensure that guards are securely attached to the body of the grinding machines and are strong enough to withstand the impact of flying fragments should a wheel burst.

#### 3.02 Access and egress

Anglia Formwork is committed to providing a safe place of work including safe means of access and egress within all parts of the premises. Safe access and egress includes movement in and out of the company and safe access within the premises.

Anglia Formwork will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition.

The following procedures will assist Anglia Formwork in ensuring that safe access and egress is maintained at all times: -

- No objects are to be stored on the floor or in walkways. All equipment that is no longer required will be returned to its designated storage point immediately after use.
- Items of stock or equipment are not stored precariously on top of cabinets or on shelves where they could fall onto passers-by.
- Regular inspections of walkways are conducted by management on a regular basis to ensure that they are free from obstructions.
- Obsolete equipment and waste is disposed of as soon as is practicable to ensure that the workplace remains clean and tidy at all times.
- Checks are regularly conducted to ensure that the flooring is suitable for the purpose and is maintained in a safe condition free of any damage or potholes.
- All employees are advised to regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.
- Ensure that all access equipment, e.g. ladders and kick-stools, are suitable for the purpose and are maintained in a safe condition.
- All personnel are complying with safe working arrangements in areas of high risk.

### 3.03 Accident/injury statistics

Accident, incident and frequency rates provide a basis for calculating safety performance over a period of time and then comparing them with accident statistics recorded by outside sources such as the Health and Safety Executive.

As employers we are required by law to keep records of all accidents/injuries at work and report specific injuries to the health and safety incident centre under the (RIDDOR) regulations. The particular injuries that are required to be reported include fatalities, serious injuries to employees, self employed people and the general public, along with incidents which necessitate the need for employees or self employed people being absent from work for more than three days.

The validity of the nationwide collated accident/injury statistics rests on employers adhering to the legal requirements of reporting all relevant incidents. Some instances of under reporting, in certain industries, can lead to unfavourable injury rates in comparison with the published figures, therefore as a responsible employer Anglia Formwork will endeavour to report all relevant incidents.

In small businesses with a small number of employees, reportable accidents/injuries equate only to a minor proportion of the total number of actual injuries to employees. Records of more minor, non-reportable injuries may also be calculated and used to check trends over a period of time between contrasting departments. An evaluation of the information to establish the main causes of injury can assist in identifying certain risks that should be controlled to avoid future accidents.

The formula used for calculating the annual injury incident rate is: -

$$\frac{\text{Number of reportable injuries in financial year}}{\text{Average number employed during year}} \times 100,000$$

This gives the rate per 100,000 employees. This formula does not allow for any changes in part-time employment or overtime. These calculations are per annum and will be adjusted if they cover a shorter period. Short-term rates will only be compared with corresponding periods – not the national annual rates.

The HSE calculates accident/injury incident rates per 100,000 employees, however other industries calculate the frequency rate per million hours worked. The latter method often gives a clearer picture and avoids misrepresentation in the incident rate calculations, which can be caused by part and full time employees and overtime working.

Frequency rates can be easily calculated for any time period.

Therefore the calculation is: -

$$\frac{\text{Number of injuries in the period} \times 1,000,000}{\text{Total hours worked during the period}}$$

### 3.04 Accident reporting procedure

The definition of an accident is: -

An unplanned event, which causes injury to persons, damage to property or a combination of both i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The definition of a near miss is: -

An unplanned event that does not cause injury or damage, but could have done so i.e. items falling near to personnel; short-circuits on electrical equipment.

The definition of a dangerous occurrence is: -

An unplanned incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. A list of dangerous occurrences which must be reported are shown in the RIDDOR guide located in Section B of the Health and Safety Management System.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention any member of staff can call the emergency services.

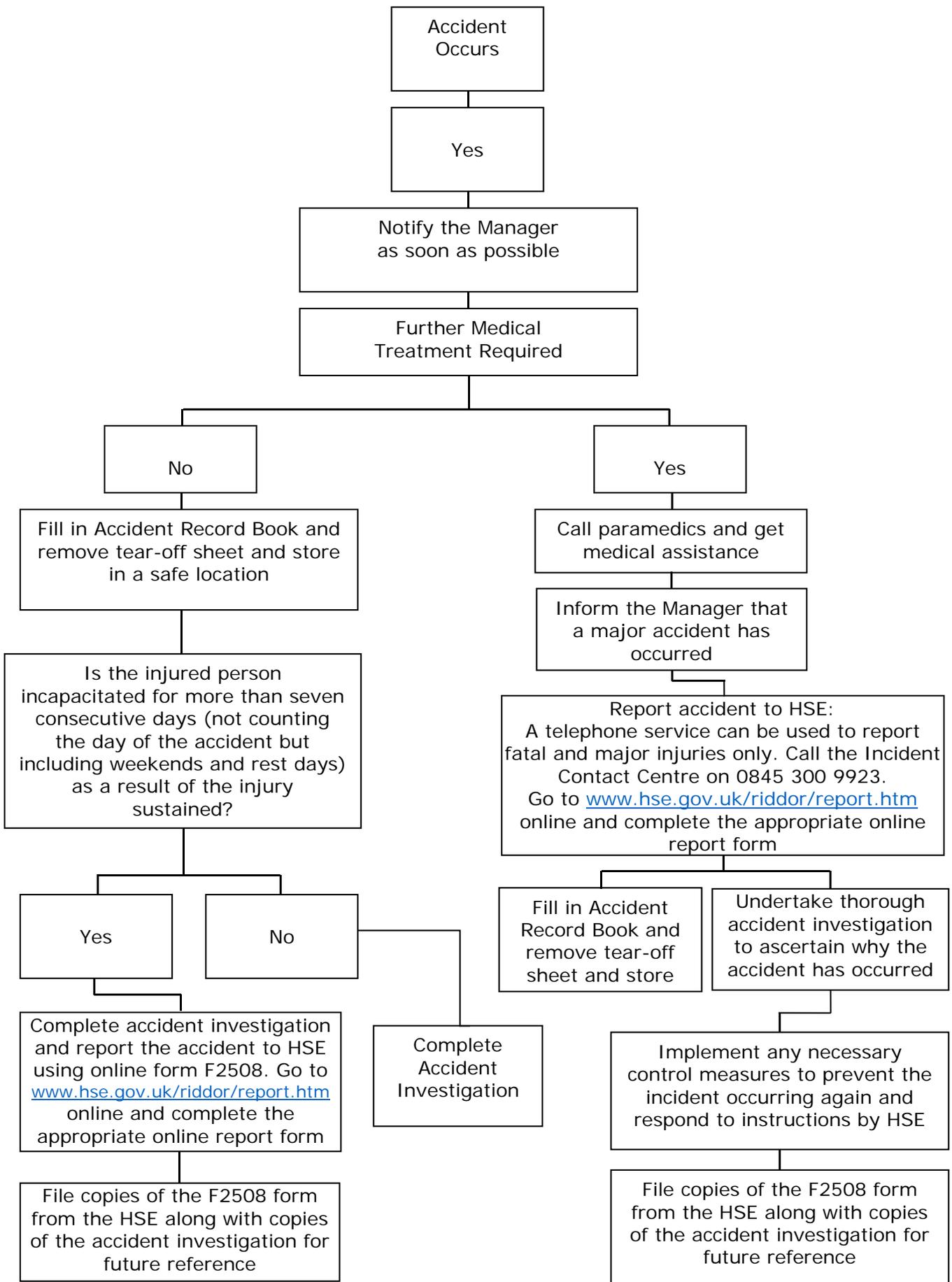
When the casualty has received suitable medical/first aid treatment, details of the accident should be recorded in the accident book for future reference.

In order to determine what corrective action is necessary to prevent a repetition, it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances are they a mechanism to apportion blame, they are merely a management tool to prevent any possible recurrence of the incident.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) it is imperative that all major accidents, reportable accidents and diseases and dangerous occurrences are reported to the enforcing authority. It is the responsibility of the Managing Director to investigate the accident/dangerous occurrence and contact the national incident centre immediately, when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Managing Director should contact Norwich Building Safety Group's advice line for further guidance.

All accident information that is entered into the accident book must be kept for a minimum of three years.



### 3.05 AIDS / HIV

There has been a great deal of concern about the spread of HIV, the virus that leads to AIDS.

Anglia Formwork will encourage employees who have been diagnosed as HIV positive to obtain counselling, advice and support from a responsible person. Disclosure of any information will be treated in the utmost confidence and employment rights will not be affected.

Anglia Formwork will, so far as is reasonably possible, take all suitable precautions to secure the safety of employees who have been diagnosed with HIV whilst at work and of those employees working in close contact with the infected person.

Based upon existing research and knowledge of the virus, there is very little, if any risk of employees becoming infected with this virus through normal contact with an infected employee. However the company recognises that there is a residual risk from exposure to blood spillage arising from accidents or from exposure to contaminated syringes. The company intends to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with risks presented by HIV and AIDS in the workplace as and when the need arises.

#### Arrangements for ensuring the health and safety of workers

The company will, in consultation with employees and/or their representatives: -

- Prevent employees from coming into contact with blood-spillage and make arrangements to isolate areas where blood has been spilt until it has been cleared.
- Ensure that spillages are cleared by a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc.
- Provide First Aiders with information about dealing with spillages of blood and discarded needles during first aid training and ensure that first aid boxes contain disposable gloves to protect against any possible contamination when handling an injured person.
- Allow the use of syringes within the workplace only for medical reasons (employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action).
- Ensure the privacy and safety of persons undergoing injections and maintain confidentiality of medical records and medical details at all times.
- Make suitable arrangements for the storage and disposal of syringes before being permitted to be used within the workplace.
- Treat any information that has been given by an employee in respect of a HIV positive condition in complete confidence.

The following points will assist in ensuring that potential exposure to HIV is reduced to the lowest, reasonably practicable level: -

- All medical conditions that require drugs to be administered by the use of a syringe are reported to management.
- Arrangements will be introduced into the workplace for the storage, use and disposal of syringes and similar medication.
- All persons are removed immediately from the vicinity of any blood spillage arising within the workplace. The area will be quarantined until the spillages have been cleared away.
- All first aid boxes will be regularly checked for supplies of equipment, including PPE for use when dealing with employees diagnosed with HIV and any blood spillage.
- Ensure that spillages are cleared by a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc.
- All cuts and abrasions will be suitably protected by wound dressings whilst at work.

Counselling and advice will be made available for any employee who requests the service.

### 3.06 Alcohol and drugs

Anglia Formwork realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

Anglia Formwork has a general duty under The Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of all employees, Anglia Formwork will also be breaking the law if they knowingly allowed drug-related activities on their premises and they failed to act.

The management are responsible for implementing the company's policy and to ensure that it's aims are carried out. This policy applies to all employees and they will have access to the full policy and be informed of any changes.

Senior staff will be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug-related problem.

- Unexplained and increased absenteeism.
- Instances of unauthorised absence or leaving work early.
- Poor time-keeping i.e. lateness, especially on returning after lunch.
- Unusually high level of sickness/absence for colds/flu/stomach upset.
- Impaired job performance.
- Dishonesty/theft.
- Unusual irritability, aggression and mood changes.
- Tendency to be confused and fluctuations in concentration and energy.
- Accidents.

#### Company procedure on alcohol and drugs

- Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.
- If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the management or nominated deputy will make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.
- If management feel an employee's unsatisfactory performance may be drug or alcohol related they will in the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

It should be made clear that Anglia Formwork is aware that a person suffering from these problems will be dealt with fairly.

Anglia Formwork realise that: -

- Absence for treatment and rehabilitation will be regarded as normal sickness.
- Relapses may occur.
- The policy will be monitored with consultation with employees and safety representatives.

All staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of the company procedures and information through notices, posters and leaflets will be made available.

All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

### 3.07 Asbestos

#### Office

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos.

Therefore Anglia Formwork will undertake a desktop study in order to identify any likely locations where asbestos may be found. When this has been completed, a competent person will conduct a detailed survey of the premises and will compile a comprehensive register.

The asbestos register will be kept in the office and will be made available to all contractors undertaking structural work on the building.

If asbestos is located within the building, its stability will be taken into consideration and where necessary it will be either removed or encapsulated. As there is no risk to health through asbestos that is in good condition, it will be left in situ and will be suitably marked and monitored on a regular basis to guarantee that it has not become damaged.

Where there is any doubt about the nature of the material it will be treated as asbestos.

#### Site

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos, therefore Anglia Formwork does not undertake any work involving asbestos and will request that the client produces a register or informs Anglia Formwork of any likely locations where asbestos may be found before starting work.

If asbestos is located or is likely to be disturbed within the work area, work will be suspended until it has been removed by a specialist contractor. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work would stop until investigation has deemed is safe to continue.

## Site Health and Safety Procedures

### Asbestos

#### Emergency Asbestos Procedure

1. If asbestos is located within the building / property, work will be suspended until it has been removed by a specialist contractor.
2. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work will **stop** until investigation has deemed is safe to continue.
3. If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. Your site manager/supervisor must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed.
4. Upon notification of the discovery of suspected asbestos material, the Designated Responsible Manager/Supervisor should inform head office immediately (01508 489158) head office will then contact an Asbestos Consultant so that samples can be taken.
5. If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works will result in people being exposed to asbestos.
6. If the assessment indicates no exposure is likely, the works may continue. The asbestos register (if available) should be updated. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make recommendations as to the appropriate action required.
7. In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damaged asbestos, the following procedure will apply:
  - Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment.
  - Contact your site manager/supervisor for further advice.
8. Anglia Formwork will carry out any necessary investigations in association with the Asbestos Consultant.
  - **In every case of suspected release of uncontrolled asbestos the Head Office must be contacted as soon as possible and an incident report form completed as soon as practical.**
9. If there has been an uncontrolled release of asbestos at a concentration that exceeded the appropriate control limits, a record should be made on the employee's personnel record. A copy of this record should be given to the employee with instructions that it should be retained indefinitely. A copy should also be placed on the individual's personnel/medical records. This will be kept for a minimum of 40 years.

### 3.08 Confined spaces

In order that Anglia Formwork comply with the Confined Space Regulations, the company will undertake suitable and sufficient assessments for the work activities being undertaken. If possible mechanical means will be used to avoid entering confined spaces, however, due to the nature of the work undertaken by the company, this may be unavoidable and a well-defined safe system of work will be implemented.

Where relevant, employees will be trained by an approved training body to enable them to undertake:

- Safe access and egress.
- Breathing apparatus.
- Gas monitoring.
- Accident and emergency procedures.

All work that is undertaken in confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary safety precautions are in place.

### 3.09 Construction (Design and Management) Regulations 2007

As potential Contractors under the Construction (Design and Management) Regulations 2007, the company is aware of its responsibilities. The Contracts Manager in conjunction with the Site Manager shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation. The Site Manager shall co-ordinate the activities of all Operatives to ensure they comply with the contract Health and Safety requirements and legislation, and shall check on the provisions of information and training of all employees, where appropriate, as well as subcontractor's health and safety, when appointed

The following protocol will be adopted when acting as Principal Contractor.

- Develop and maintain a Construction Phase Health and Safety Plan as required by The Construction (Design and Management) Regulations 2007
- Through on-site management ensure that every contractor complies with the rules set out in the health and safety plan.
- Ensure co-operation between all contractors;
- Taken steps to ensure that only authorised persons are allowed onto the construction site area.
- Ensure that the particulars of the F10 Notification are displayed in a prominent location on the site where they can be read by any person working on the project;
- Keep the up-to-date with any information required to go into the health and safety file;
- Oversee and ensure compliance with Management of Health & Safety at Work Regulations 1999 and The Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Monitor and ensure all work is carried out in accordance with approved/agreed Risk Assessments and Method Statements and ensure that staff and sub-contractors are appropriately qualified/certified to carry out the work;
- Undertake regular site inspection and feed forward to regular toolbox talks with contract staff and sub-contractors.
- Manage the interface between the construction and the site operations to ensure minimum disruption to operations.
- Ensure that the duties of the 'Designer' as defined in the Regulations are complied with.

As an employee of this Company you will be working on site to the requirements of a Health and Safety Plan and you will be informed through the management structure of the sections of the Plan that impinge on your work activities. You have a duty to comply with the requirements as well as identify to your Supervisor hazards and high-risk activities which arise in the course of your work. Wherever possible such hazards should be identified by systematic local planning of your work ensuring that appropriate control measures can be implemented before work is started.

It is important that you understand the requirements of the Health and Safety Plan as it affects your work activities and that you comply with the arrangements made to protect your health and safety including your competence to undertake the work assigned safely.

Remember that the objective of the Construction (Design and Management) Regulations 2007 and other related legislation is to help prevent accidents and ill-health and everyone involved has their part to play in achieving that objective.

### 3.10 Contractors

The Health and Safety at Work etc. Act 1974, places a duty on Anglia Formwork as well as the contractors that it employs, to protect the health, safety and welfare of staff, contractors, visitors and anyone else who may be affected when contractors are working at the company premises.

In order to ensure that competent contractors are appointed, Anglia Formwork will scrutinise all sub-contract companies who undertake minor work by issuing questionnaires, which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed the contractors will be placed on an approved list for future consideration.

All work that is undertaken by sub-contractors will be supervised on a day-to-day basis by the Managing Director in order that health and safety standards are monitored. The overall performance of contractors will be reviewed on a regular basis by management and individual contractors whose standards do not meet those of Anglia Formwork will be removed from the approved list.

After a contractor has undertaken work, the Managing Director will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where electrical equipment is supplied by Anglia Formwork for use by contractors the equipment will be tested at least annually by a competent person.

All contractors working for the company must comply with the following rules: -

- Suitable footwear must be worn at all times, when necessary the footwear should be fitted with toe protection.
- Ear defenders must be worn whilst using cutting tools and when undertaking noisy activities. If necessary the area should be cordoned off to prevent any access and exposure to unauthorised personnel.
- When undertaking work activities that involve working above head height, suitable hard hats must be worn.
- Safety goggles must be worn when cutting and drilling tools are being used.
- Under no circumstances are any contractors permitted to eat, drink or smoke in any areas that are not specifically designed for the purpose. All contractors are required to seek the permission of the Managing Director prior to using any welfare facilities provided by Anglia Formwork.
- Only 110-volt electrical tools are used on the company premises.
- When using 110-volt power tools the transformer is plugged directly into the power supply and 110-volt extension leads used where necessary.
- All extension leads are checked daily for breaks and cuts and where necessary damaged extension leads are shortened or discarded.
- All lifting slings and lifting equipment is to be visually checked before use.
- All accidents are to be reported to the Managing Director immediately so that he can record the incident in the accident book.
- All power tools should be in a good condition and suitably tagged to show that they have been PAT tested.

### 3.11 Control of substances hazardous to health (COSHH) assessments

It is the intention of Anglia Formwork to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances hazardous to health, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

Anglia Formwork acknowledge that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practises or equipment.

To enable the company to comply with the control of substances hazardous to health regulations, the company will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises. This includes all samples obtained from salespersons.

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances. This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

Anglia Formwork have appointed a competent person to complete all control of substances hazardous to health (COSHH) assessments. This person is responsible for providing reports to senior management on progress, requirements and problems associated with hazardous substances. They are also responsible for providing adequate training in the recognition of substance hazards and assessing the risks.

It is the Managing Director's responsibility to ensure that contractors visiting the premises, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site.

Where hazardous substances are used by female members of staff, it is essential that they report if they are pregnant as soon as possible to ensure any continued exposure, albeit low, will not be hazardous to their health or that of their unborn child. Where any doubt exists, management will seek guidance from Norwich Building Safety Group's advice line immediately.

A copy of each relevant COSHH risk assessment will be held and a copy will be provided to all those persons considered to be at risk.

Where unsafe practises are detected, individuals are reminded by the management of their responsibilities under the regulations. Where, in the opinion of company management, contractors are using unsafe practises, they are to inform them to cease work until a safer alternative is agreed upon.

The company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the company.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the management.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

### **COSHH Do's and Do Not's**

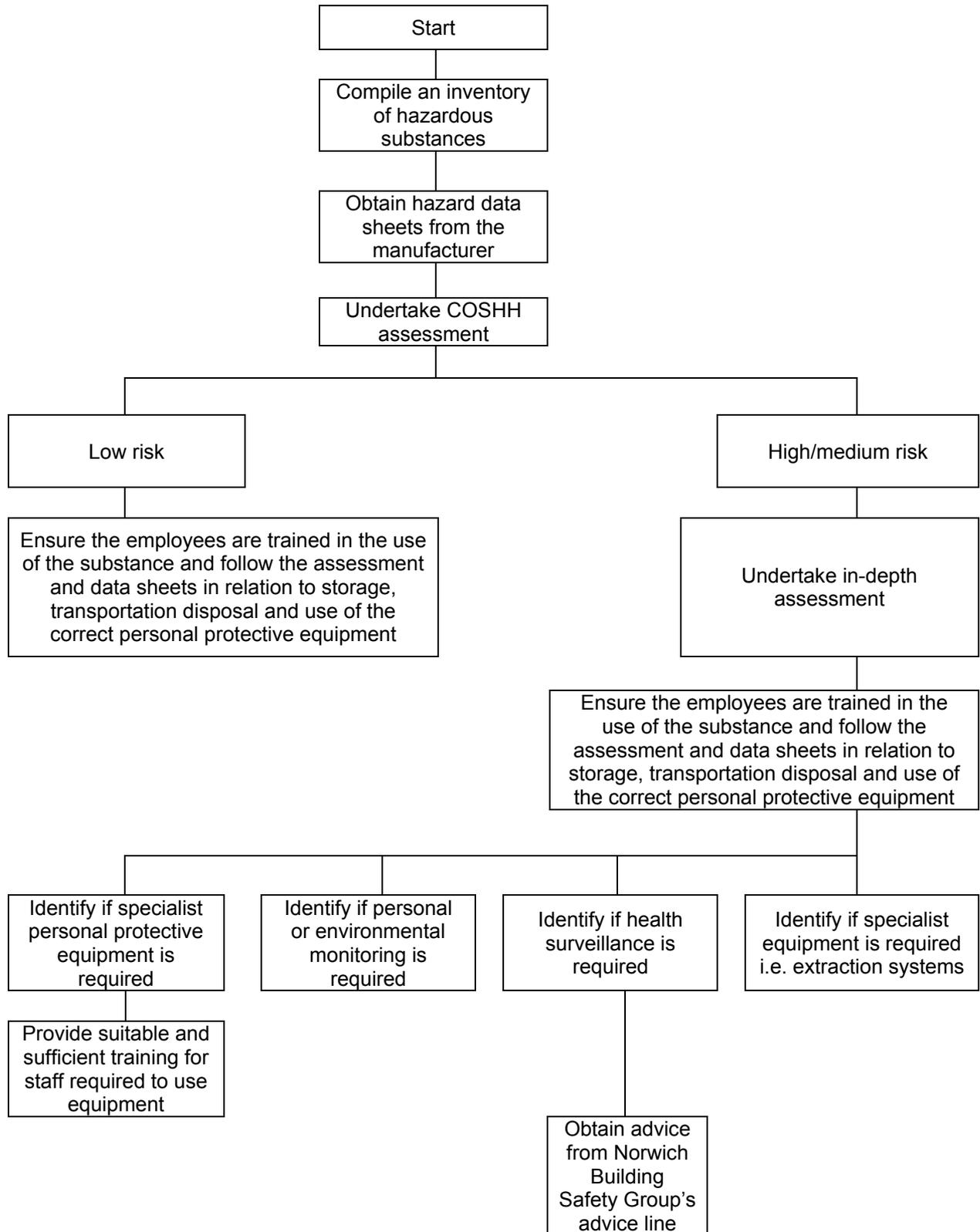
Do

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

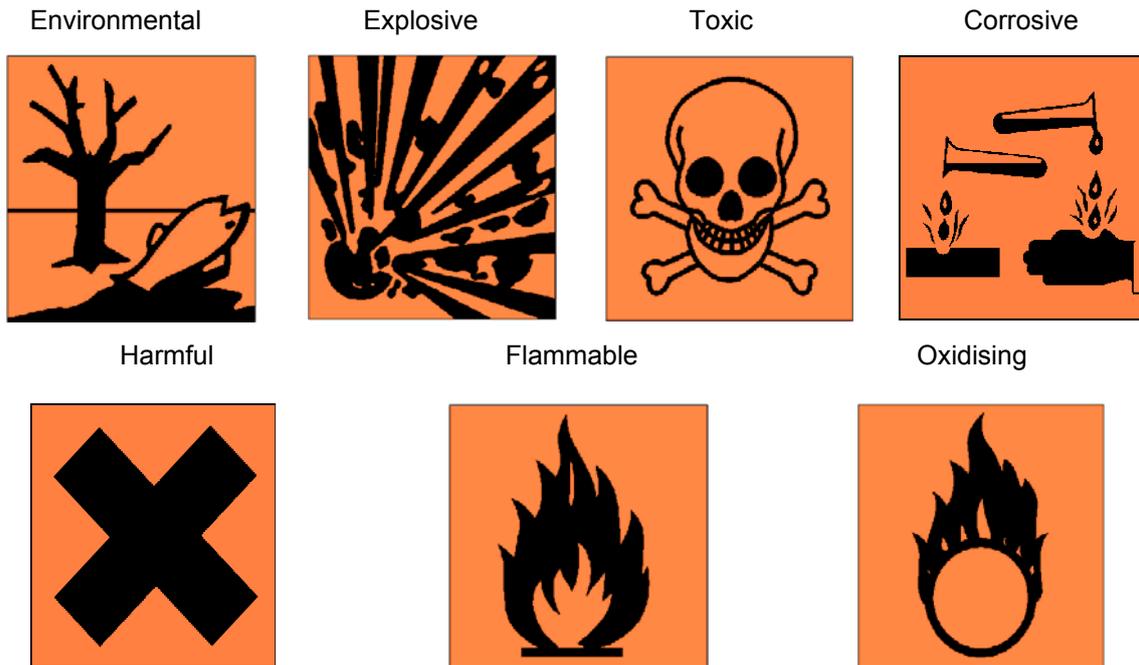
Do not

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

COSHH assessment flow chart



Labelling of containers



**ALL HAZARD WARNING LABELS ARE ORANGE IN COLOUR**

Labelling of chemicals

It is important to ensure that all chemical labelling on containers that are used within the company are clear and concise to ensure that risks to staff are reduced to the minimum.

Containers that are used to hold a temporary preparation need not be labelled, however it is advisable to mark the container with a suitable marker pen in order to determine what is contained within the vessel.

Any container used to store hazardous preparations will be identified with the appropriate warning symbols and phrases. Due to lack of space on smaller containers i.e. 125ml or less it may not be possible to write the warning phrases, therefore these may be omitted.

It is a legal requirement of the Chemical Hazardous Information and Packaging Regulations (CHIP) to ensure that all chemical substances are correctly labelled. Therefore any chemical substances that are delivered to the company without appropriate documentation will be rejected and returned to the supplier. Guidance on what labelling is required can be obtained from the hazard data sheet supplied with the substance.

### 3.12 Disciplinary rules

The company believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action. Employees may be dismissed for gross misconduct if after investigation the company believes that they have acted in any of the following ways: -

- Deliberately breaking any written safety rules.
- Removed or misused any piece of equipment, label, sign or warning device that is provided by the company (or its agents) for the protection and safety of its employees.
- Used a naked flame in a no smoking area.
- Failed to follow laid down procedures for the use of: -
  - Flammable or hazardous substances.
  - Toxic materials.
  - Items of lifting equipment.
- Behaved in any manner that could lead to accidents, including horseplay, practical jokes etc.
- Undertook any action that may interfere with an accident investigation.

It is important to ensure that contact is made with Norwich Building Safety Group's advice line prior to undertaking any disciplinary action.

### 3.13 Display screen equipment (DSE)

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment.

It is the intention of the company to ensure, so far as is reasonably practicable, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the co-operation of all members of management and staff.

Management are directly responsible for ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy.

The company will: -

- Ensure that all those at risk complete the display screen equipment (DSE) self-assessments form for each workstation operated by that employee, taking into account the type of DSE provided, the furniture provided, the working environment and the employee. The completion of this form shall be regarded as mandatory for all desktop computer workstations.
- Take all necessary measures to reduce any risks found as a result of the assessment.
- Take steps to incorporate changes of tasks within the working day, in order to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task and provide any additional training necessary.
- Arrange, on request, for the provision of initial eyesight tests and thereafter, as may be necessary.
- Arrange for the free supply of any corrective appliances (glasses) where required specifically for working with DSE.
- Advise existing employees and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where required all new-starters will complete a DSE assessment form which can be found in the health and safety stationery pack.

Where a user raises a matter related to health and safety in the use of display screen equipment, the management will: -

- Make a comprehensive investigation of the circumstances.
- Ensure corrective measures are taken as appropriate.
- Advise the user of the actions taken.

Where a health problem arises through the use of display screen equipment, the user must inform the Managing Director as soon as possible. Under no circumstances is it the intention of the company to pry or obtain any information regarding the personal medical condition or other private details of DSE users.

Each employee who uses display screen equipment will be given training in all areas necessary to enable them to work without risk to health.

All staff who are required to operate computer equipment must familiarise themselves with the contents of the relevant risk assessments. All workstations that are provided with visual display screen equipment are risk assessed and the results are recorded and retained by the Managing Director.

## User

An assessment will be carried out to determine whether or not an employee who works on display screen equipment is a user. A user is someone who habitually uses the equipment as a significant part of his or her work e.g. an alternative means to do the job is not available and continuous spells at the workstation of an hour or more are encountered.

Incorrect positioning of the computer screen can lead to physical problems. When employees are sitting at a workstation, it is important that they sit correctly as failure to do so may lead to poor posture and result in muscle strain. The upper body is most comfortable when: -

- The back is supported correctly.
- The operator's head is upright.
- Operators have their upper arms hanging in a relaxed position at their sides as shown in the diagram below.



### 3.14 Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the intention of the company to reduce the risks so far as possible.

The implementation of this policy requires the co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees must inform management immediately and the company will then take the necessary measures to investigate and remedy the situation.

Management are directly responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks.

The company will, in consultation with its employees: -

- Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations as amended.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Ensure that the main electrical installations within the premises are checked on a regular basis to ensure compliance with the regulations and where required, repaired or modified accordingly.
- All main circuit breakers/isolators will be marked and identified to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working i.e. they are EN/BS approved.

#### Employee's duties

All employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

Private electrical equipment must not be brought onto company premises without prior authorisation from management. Where permission is granted it will be on condition that all such equipment may be tested in conjunction with the company's electrical safety policy.

Portable appliance testing

Definition

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and a plug and socket.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Managing Director is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. The results of the inspections completed are to be recorded in the portable appliance register.

The Health and Safety Executive have issued the following guidance for offices and low risk environments: -

Suggested initial intervals

<b>Equipment/ Environment</b>	<b>User Checks</b>	<b>Formal Visual Inspection</b>	<b>Combined Inspection and Testing</b>
Battery operated (less than 20 volts).	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology e.g. desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: not hand-held. Rarely moved	No	Yes, 2-4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment, not hand-held. Moved occasionally e.g. fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: hand-held e.g. some floor cleaners	Yes	Yes, 6 months – 1 year	No
Earthed equipment (class 1) e.g. electric kettles, some floor cleaners	Yes	Yes, 6 months- 1 year	Yes, 1-2 years
Cable (leads) and plugs connected to the above	Yes	Yes 6 months- 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

Working on or near live conductors

The Electricity at Work Regulations prohibits work on live conductors except in exceptional circumstances.

### Definition

Work on live conductors means: -

- Work on or near conductors and associated electrical equipment, whether these are internal distribution systems or process or production lines, regardless of working voltages e.g. whether 415 volt 3 phase or low voltage control circuits.

### Planning of work

Wherever practicable the company will ensure that all work is undertaken with the electrical system isolated.

This means either: -

- Work on equipment that has been moved to a safe location where it will be isolated from all electrical supplies.
- Work in situ with all electrical supplies isolated and locked off.

### Live working

Where dead working is not possible and work has to be undertaken live, either on equipment taken to a safe location and powered using a temporary supply or at the normal location with the standard supply source.

**THEN THE FOLLOWING THREE CONDITIONS MUST BE SATISFIED BEFORE ANY LIVE WORKING IS CONSIDERED: -**

- It must be unreasonable in all circumstances for the work to be done dead, e.g. fault finding in a complex control cabinet.
- It must be reasonable for the work to be done on or near a conductor whilst it is live.
- Suitable precautions are taken to prevent injury, including the provision of protective equipment (e.g. insulated testing apparatus).

The circumstances where it may be necessary to work live include: -

- When it is impracticable to carry out the work with the conductors dead,
- When other hazards may result from the conductor or equipment being made dead, i.e. a dedicated continuous supply of electricity is required to avoid a hazard which would be created by a lack of supply source, and
- When there is an important economic need to perform the work and the risk of injury can be reduced to an acceptable level.

The live work will be limited to that which is absolutely necessary. For example fault finding (diagnostic testing) or circuit tracing, using purpose designed test probes, leads and proprietary instruments. Repairs WILL NOT be carried out while equipment is still live, following the identification of the problem.

When proving that a circuit is "dead" it is essential to know that test equipment is functioning correctly therefore it will be tested prior to it being used and upon completion.

### Risk assessments and safe systems of work

The company will ensure that risk assessments are undertaken for all electrical work and that suitable and sufficient safe systems of work are prepared for all work involving electricity.

Persons undertaking the work will be competent and experienced and will be provided with appropriate information e.g. up-to-date circuit diagrams.

People working on equipment energised at mains voltages will be accompanied by an additional person who is competent to act in an emergency. (e.g. switch off power, summon assistance and render correct first-aid).

Control circuit voltage working may not always merit the use of an additional person on the grounds of electrical safety, however the wider consequences of working alone will be assessed when making these decision.

### Prevention of accidental live working

After ANY equipment has been isolated, prior to electrical work being carried out it will be tested before any such work commences.

To indicate that a circuit is live a simple, visual indicator will be fitted to panels to provide a permanent reminder of danger.

#### 3.15 Electric shock and CPR

What is the first aid treatment for electric shock?

Do not touch a person who is still in contact with the electricity supply, this may cause your death as well as theirs. The person should be removed from the electric contact as quickly as possible. This may be accomplished by cutting off the current that is going through the patient or by disconnecting the patient from the source by pushing them away with a non-conductive device such as a wooden broom or wooden chair.

What treatment should be carried out for electric shock after the patient has been disconnected from electric contact?

- If there is no sign of a pulse (Cardiopulmonary Resuscitation) CPR should be instigated as soon as possible, ensure appropriate help is on its way (see over page).
- The patient should be kept quiet and warm.
- The burn areas, which are often present at the contact and exit points where the body has been earthed, must be treated in the same manner as any burn.

What are the symptoms of shock due to injury?

- There may or may not be loss of consciousness.
- The skin becomes a pale colour and is cold and clammy to the touch.
- The patient's body can be covered with a fine perspiration especially on the forehead.
- The pulse is weak and rapid.
- The pupils of the eyes may be dilated.
- Breathing is rapid and shallow.
- The patient may be apprehensive and complain of weakness, dizziness and thirst.

What is the first aid treatment for shock?

- If there is any major bleeding, it should be stopped immediately by applying direct pressure on or around the wound (at this stage you should wear impervious protective gloves) that will prevent any cross contamination.
- If there is severe pain that can be relieved by the First Aider (fractures, dislocations etc). This should be done immediately.
- Place the patient on their back with the feet higher than the head (if there are no underlying injuries to prevent this).
- The patient should be kept warm. Supply him/her with adequate covering.
- Pain is one of the strongest contributors towards the development of shock. If a fracture or dislocation is present, it should be supported until medical help arrives.
- The patient should be transported to the hospital as soon as possible.

**Nothing should be given by mouth!** The patient may complain of thirst and it is fine to moisten the lips **but not drink**

**ONLY CARRY OUT THE FOLLOWING PROCEDURE IF YOU ARE TRAINED TO DO SO**

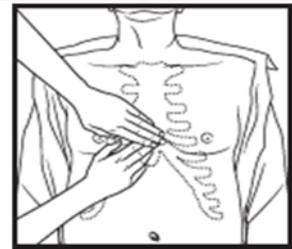
## 1. CALL

Check the casualty for responsiveness. If there is no response, inform the senior person present immediately and return to the casualty. If there is no one available call 999 and return to the casualty. In most situations the emergency operator can assist you with CPR instructions.



## 2. PUMP

Open the airway by tilting the casualty's head back. If the casualty is not breathing normally, coughing or moving, begin chest compressions. Push down on the centre of the chest 30 times. Pump at the rate of 100/minute (a little less than 2 per second).



## 3. BLOW

Listen for breathing. If the casualty is still not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths, each breath should take 1 second.



**CONTINUE WITH RATIO OF 30 PUMPS AND 2 BREATHS UNTIL HELP ARRIVES**

NOTE: - This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

### 3.16 Engineering

About two thirds of all accidents occurring in the engineering environment are caused by the movement of vehicles, materials and goods in, around and out of workshops. These include slips, trips and falls and the lifting or moving of goods. It is therefore the company's policy to implement suitable safe working procedures to reduce the likelihood of an accident occurring within the organisation.

#### Metalworking fluids

To prevent adverse health effects of handling these substances all employees must ensure they: -

- Have good standards of personal hygiene.
- Don't wear rings, watchstraps or other jewellery which may trap fluid next to the skin and be difficult to clean away.
- Don't eat, drink or smoke in work areas.
- Wash with soap and water at regular intervals.
- Use an after-work cream after each washing and drying.
- Wear clean overalls and keep oily rags out of pockets.
- Cover any abrasions or cuts with a waterproof dressing.
- Don't store fluids outside – frost or strong sunlight can damage fluid mix and lead to contamination.
- Don't use fluids beyond their normal working life.
- Don't allow lubrication oil to contaminate metalworking fluids.
- Don't add too much biocide – this may increase the risk of skin sensitisation or respiratory problems.
- Follow guidance of the metalworking fluid supplier.
- Top up the metalworking fluid in accordance with suppliers recommendations.
- Keep machines clean and free of debris.
- Use a refractometer to check the strength of metalworking fluid.

#### Swarf

Swarf will not be removed with bare hands. All employees are advised to use a brush or other tool where automatic removal is not provided. Under no circumstances will compressed air be used to blow swarf away. Where swarf has to be handled, suitable gloves will be used and consideration given to arm protection where appropriate.

#### Guarding and interlocks

Guards and interlocks are provided on various machinery within the workshop environment in order to prevent access to moving parts of the machinery, which have the potential to cause harm.

Under no circumstances are employees permitted to: -

- Remove guards.
- Override interlocks.

Any employees breaching the above will be subject to disciplinary action. All vision panels that are provided in guards will be kept clean and will be replaced immediately if they become excessively scratched.

### Lighting

Care will be taken when lights for the factory environment are chosen, to ensure that they provide sufficient light and do not produce any glare or stroboscopic effects as this may result in rotating machinery appearing stationary. All lighting will be connected to a separate electrical phase other than the machinery.

### 3.17 Fire precautions and evacuation procedure

The Managing Director will ensure that: -

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up-to-date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

**The company does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so. On no account should a closed room be opened to fight a fire.**

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. **Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.**

Employees should report any concerns regarding fire safety to management, so that the company can investigate and take any remedial actions that may be necessary. The hazard detection form can be used for this function.

### Record keeping

The following records must be kept: -

- Details of maintenance checks of fire fighting apparatus and warning and detection equipment.
- Records of fire alarm tests and practise evacuations.
- A copy of the safety evacuation plan.
- Records of all information, instruction and training provided.

### Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to the management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

### Fire action

#### If you discover a fire: -

Immediately shout fire / notify the senior person present.

Attack the fire (if trained to do so) with the appliances provided but without taking personal risks.

The senior person present will contact the fire brigade immediately by telephone by: -

- Lifting the receiver, selecting a line and dialling 999.
- Give the operator the company's telephone number and ask for the fire brigade.
- When the fire brigade replies give the response distinctly: -

“We have a fire at Anglia Formwork” and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address.

Call the fire brigade immediately to every fire or on suspicion of a fire.

#### On notification of a fire: -

- Evacuate the building by the nearest available exit and proceed to the assembly point located in the car park across the road.
- The senior person present will take charge of any evacuation and ensure that no one is left in the building.

**Use the nearest available exit.**

**Do not stop to collect personal belongings.**

**Do not re-enter the building until told to do so by the senior Fire Officer.**

Site fire

Person discovering a fire: -

- Upon discovery of a fire raise the alarm.
- If the fire representative for the site is not present, telephone the emergency services by dialling 999.
- Ask for the fire brigade and give them the site telephone number.
- Upon connection with the fire service state slowly and distinctly: -

**This is Anglia Formwork we are presently working at ..... and a fire has broken out.**

- State the location of where you are working clearly.
- Do not replace the receiver until the operator has confirmed your information.
- Inform a site representative that you have notified the fire brigade.
- Evacuate the site premises quickly in an orderly manner aiding any colleagues who may be in difficulty.
- Do not re-enter the work area until told to do so by the senior Fire Officer.

### 3.18 First aid procedures

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas giving the names of the first aid trained staff and the location of the first aid equipment.

After all accidents, details must be recorded in the accident book, which is located in the office and is completed by the First Aider. To ensure compliance with data protection legislation, the completed accident book forms will be removed and filed in the office.

If employees or their representatives wish to inspect individual records, they can contact the Managing Director who will make them available for inspection.

First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

The Managing Director is responsible for determining the level of first aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company.

**ALL** accidents, no matter how small, must be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is adhered to: -

Seek medical attention from the company's First Aider or Appointed Person.

The names of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the company.

The following arrangements should be carried out in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace:-

- First aid personnel must inform management when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- Management must ensure that easy access to first aid equipment is available at all times.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the Managing Director as soon as possible.

### 3.19 Gas cylinders

Compressed gases present several hazards. Labels written on the cylinders and on the material safety data sheets supplied, inform you about the hazardous properties such as toxic, flammable or oxidizing. In addition to the gas hazard, compressed gas cylinders pose other hazards such as manual handling.

Every employer must determine that compressed gas cylinders are in a safe condition. It is the company's policy to undertake a visual inspection before use and when the cylinders are returned to the storage area. It is important that all gas cylinders are treated with care regardless of the gas, any gas under pressure can explode if the cylinder is improperly stored or handled.

Employees using or handling such cylinders should comply with the following rules: -

- Always store cylinders in their designated location and ensure that they are not likely to be struck by another object. It is important to ensure the area is well ventilated and away from any source of heat, naked flame or direct sunlight.
- Always store cylinders in segregated areas according to the gas type with oxidizers being stored at least 20 feet away from flammable gases.
- Cylinders will be stored in an appropriate rack in an upright position.
- Before the gas is used, install the proper pressure-reducing regulator on the valve. After installation, verify the regulator is working, that all gauges are operating correctly and that all connections are tight to ensure that there are no leaks. When you are ready to use the gas, open the valve with your hands. Never use a wrench or other tool, if you cannot open it with your hands do not use it!
- Before moving any cylinder ensure all valves are closed and the regulator removed.
- Always be aware of the contents and handle in accordance with the relevant COSHH assessment.
- Always use the correct connections (hoses, clamps etc).
- Always turn off valves after use.
- Report any damage to cylinders or attachments.
- In the event of a fire it is essential that the emergency services know of the location of all cylinders.

It is company policy to ensure that all members of staff responsible for handling gas cylinders and equipment, have adequate knowledge of the gas and the precautions to be taken in the event of an emergency.

### 3.20 Gas safety

The Gas Safety (Installation and Use) Regulations and related legislation, require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore Anglia Formwork will only employ competent CORGI registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible the company will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

### 3.21 Hazard detection procedures

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it will be reported immediately to management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

The workforce is encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the company in consulting with employees.

If a hazard is detected, individuals will: -

- Complete part one of the hazard report forms.
- Liaise with management who will carry out the necessary remedial action.

### Near miss

Near misses are accidents that nearly happened, e.g. potholes, trailing cables or faulty equipment. These need to be reported when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if the problem is put right immediately.

To record a near miss, contact the Managing Director and explain the incident, location and type of problem. He will ensure that the correct remedial action is undertaken.

### 3.22 Health surveillance

Anglia Formwork takes health and welfare seriously. It is the company's aim to create an environment which is free of occupational risk, occupational illness and to encourage a culture of health and fitness for staff.

The company aim to achieve this with the help, involvement, contribution and commitment of all members of staff.

If staff are aware of any practises, procedures or systems that the company can improve or which are adversely affecting their health, they are advised to contact the Managing Director.

It is company policy to compile a basic health screening questionnaire with all members of staff to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of Anglia Formwork.

If any employee has any concerns about their health or if any answered questions show that further medical surveillance is required, then the company will send the employee to a designated company Doctor for the appropriate medical examination.

### 3.23 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can often create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practises, lack of direct supervision and/or organisational deficiencies within the workplace.

The company believes that there is a need for a high standard of housekeeping within all its premises and to achieve this: -

- All workplaces will be inspected on a regular basis by a senior member of staff and any areas failing to comply will be documented and the remedial action taken.
- All floors will be cleaned on a regular basis and waste bins emptied at least daily. Under no circumstances will any waste receptacle be permitted to overflow at any time.

The management recognise that it is their responsibility to ensure that areas under their control are maintained to a high standard of housekeeping at all times. To ensure that a satisfactory standard of housekeeping is achieved they will: -

- Check that the workplace is free of hazards at the beginning of the working day.
- Ensure that articles are put away as soon as possible after use.
- Ensure that spillages are cleaned up immediately.
- Ensure that no objects, files etc are permitted to protrude into walkways.
- Ensure that waste materials are properly stored and are removed on a regular basis.
- Ensure that unusual or extra-large items or objects are cleared away as soon as possible.
- Ensure that no items are stored beneath workstations or any other location that is not a recognised storage location.
- Check that the workplace is tidy at the end of the working day and all equipment etc is returned to the designated storage area.

### 3.24 Information, instruction and training

The Health and Safety at Work etc. Act 1974 places a duty on employers, so far as is reasonably practicable, to provide information, instruction and training to all employees to ensure their health, safety and welfare whilst at their place of work.

Senior management are required to have sufficient knowledge about health and safety matters in order to determine priorities and assess the performance of subordinate members of staff. It is therefore important that there is consultation with management and staff, because without it there will be little genuine commitment to safety. Management should examine the health and safety training needs of individuals on regular intervals and where necessary send them on the appropriate course to ensure that they are competent to undertake their job role in a safe manner.

Senior management need to make sure that a responsible and professional attitude is exhibited at all times to all other employees. It should be made clear that failure by employees at any level to obey safety rules will be taken very seriously. This commitment to health and safety, together with a commitment to training, is given in the company policy statement.

Health and safety training for management is essential as they have a key responsibility for maintaining a safe working environment. It is important that they appreciate their accountability for the safety of those under their control. Management have the task of spotting hazards and investigating accidents and near misses, therefore they will be trained to identify unsafe systems of work and to put them right.

Safety training is an important issue and if approached correctly it will be cost effective and reduce accidents at work.

The Management of Health and Safety at Work Regulations requires employers to provide training to employees at all levels: -

- On recruitment.
- When moved to another task or promoted.
- When the process, equipment or system of work is changed.

The regulations also require employers to review all training requirements on a regular basis to take into account any new or changed risks. All training must be undertaken during normal working hours.

All new-starters to the company will receive basic induction training in the following aspects of health, safety and welfare: -

- Location of toilets, washing facilities and canteen.
- Fire drill procedures.
- Action in the event of a fire.
- Types of and uses of fire extinguishers.
- Location of the accident books and the reporting procedure.
- Major chemical hazards, symbols of exposure and the precautions needed.
- Location of the first aid facilities and the names of the First Aiders.
- Signing IN and Out procedure.
- Importance of tidiness and good housekeeping.
- Safety rules.

The induction training will commence on the first working day for the new employee, so that they are familiar with the company's basic health, safety and welfare procedures. When this is not practical, induction training must be completed before the new employee is exposed to any hazards or associated risks within their place of work.

The management are responsible for ensuring all personnel are given adequate training specific to their job roles to enable them to carry out their work safely and with the minimum of risk. This includes ensuring that information is given about specific hazards, precautionary measures and risks relating to activities within their departments.

All training will be recorded and retained on each individual employees personnel file for future reference.

It is the company's policy to ensure all employees are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

### 3.25 Latex gloves

Latex is a natural product that is processed with a number of additional substances to provide a durable, flexible product that gives a high degree of protection from many micro-organisms.

Over recent years there has been an increase in the number of reported cases of asthma and skin complaints associated with latex. There are numerous reasons for this, such as heightened awareness of the problems, increased use of latex gloves and more equipment containing latex.

Latex exposure can lead to a number of health problems including skin irritation. The symptoms can be soreness, dryness or cracking of the skin due to contact with the product, on some occasions the symptoms will disappear when contact ceases and will not recur. In other cases, the symptoms will cause an allergic response and the effects will occur almost immediately and possibly cause a severe reaction known as an anaphylactic shock.

The amount of latex exposure required to produce sensitisation is unknown and a product that is capable of causing sensitisation is also capable of causing an allergic reaction in certain people. Once sensitisation has taken place, even the slightest trace will cause the symptoms to recur.

In order to comply with the control of substances hazardous to health regulations (COSHH), the company will assess all circumstances in which the employees will be exposed to latex products and implement the necessary control measures.

It is the company's policy to: -

- Limit exposure by not wearing gloves when it is not necessary.
- Ensure that where gloves are required to be worn as personal protective equipment non-latex gloves are available.
- Ensure that powdered gloves are not used when powder free gloves can be worn.
- Inform all staff of good hygiene practises such as washing hands after removing the gloves and that barrier creams should not be worn in conjunction with the latex gloves.
- Undertake a health surveillance questionnaire for all employees using latex products. This questionnaire will be issued on employment to all new employees.

### 3.26 Lighting

Anglia Formwork regards the provision of a safe and well-lit working environment as fundamental to the health, safety and wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criteria, which makes a safe and effective working environment for the workforce.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below: -

- Report failures of lighting or any defects observed to management.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect.

### 3.27 Lone working

Employers are responsible for the health, safety and welfare at work of their employees and for the health and safety of those affected by that work. These responsibilities cannot be transferred to employees who work alone or without close supervision. It is therefore Anglia Formwork's duty to assess risks to lone workers and take steps to avoid or control the risk where necessary.

There is no general prohibition on working alone, however, the general duties under the Health and Safety at Work etc. Act 1974 apply. There will be some cases where at least two people must be involved in the work and which specify that a safe system of work must be followed due to the risks involved.

The work to be carried out by the lone worker will always be assessed to identify hazards, the risks involved and to ensure that appropriate control measures are implemented to eliminate or adequately control the risks. A risk assessment will be conducted for all work that is carried out by employees who are considered lone workers and the results recorded. Where the risk assessment determines that arrangements would not be adequate to ensure that the work can be done safely by one person, then alternative arrangements providing help or back-up must be devised.

The establishment of safe working arrangements for solitary workers is no different from organising the safety of other employees, however, solitary workers face particular problems that must be taken into account when developing these arrangements.

The following are factors that are taken into account when assessing the risks to the person whilst working alone: -

- Is the person medically fit and able to work alone. Ensure that the person has no medical condition that makes them unsuitable for working alone.
- Does the workplace or the work, present a specific risk to the lone worker, e.g. lifting heavy weights or handling hazardous chemicals.
- Would women or young workers be especially at risk if they worked alone.
- Can all equipment or substances involved in the work be handled safely by one person.
- What training is required to ensure that the employee has sufficient knowledge to ensure that work can be carried out safely.
- Is there specific legislation that prevents the work being carried out by a single person.
- Is there a risk of violence to the lone worker.
- Is there safe access and egress which can be used by one person.

Finally, employers should set limits on what can or cannot be done safely when working alone. Training should ensure that the employees know these limits and are competent to deal with emergencies. The employees are to be informed of the results of any assessment on the work to be carried out and of their responsibilities under health and safety regulations.

### 3.28 Machinery safety

#### Existing machinery

The company will compile detailed risk assessments to ensure that all machinery that is operated meets with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).

Regulation 11 of the Provision and Use of Work Equipment Regulations 'Dangerous Parts' specifies a hierarchy of control measures that must be implemented to either prevent access to dangerous parts of machinery or stop the motion of the machinery before any part of any person can enter the danger zone. In order to comply with this regulation the company will provide so far as is reasonably practicable in order of preference: -

- Fixed enclosed guards.
- Other guards and devices such as interlocked guards and pressure mats.
- Protective appliances such as jigs, holders and push sticks.
- Adequate information, instruction and training.

Pre-start checks will be undertaken to ensure that all guards and safety devices such as emergency stop buttons, interlocks and light beams remain in working order. The checks will be specific to each machine and each guard and safety device will be numbered in order for a systematic and detailed check to be completed.

All employees will carry out a pre-start safety check on all guards and safety devices on machinery that they are required to use prior to the commencement of each day or shift and when taking control of a machine from another employee.

The company will provide pre-start guard check sheets for each machine and all employees will receive suitable training in how to undertake the checks.

Compliance with this system will be monitored by the Managing Director on a daily basis.

If there is a significant modification to the manufacture, design/specification of the hardware or software that alters the operation or purpose of a machine and introduces new or increases existing hazards, the company will then CE mark the machine and carry out a conformity assessment to ensure that it complies with the essential health and safety requirements of the machinery directive. The company will also prepare a technical construction file for the machine and prepare a written declaration of conformity. If there is any doubt whether a modification is significant, interpretation will be sought from the relevant HSE inspector.

#### Second-hand machinery

In order to comply with the Provision and Use of Work Equipment Regulations, the company will carry out risk assessments on all second-hand machinery to ensure that it is safe before it is put to use

#### New machinery

Prior to the purchase of new machinery, the company will request that the supplier provides a certificate of conformity. This will state how the supplier has complied with the machinery directive and that the machine is safe. All new machines that are purchased will display the appropriate CE mark. The company accepts that the certificate of conformity and the CE mark is only the supplier's claim that the machine is safe and that it conforms to the machinery directive. As this is no guarantee of compliance the company will carry out a full risk assessment to ensure that the machine is safe.

### 3.29 Maintenance

The Provision and Use of Work Equipment Regulations (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc. Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately owned equipment when used at work.

In order to comply with the regulations the company will: -

- Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up-to-date.
- Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken.
- Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the Maintenance Engineer to risk to his/her health or safety.
- All persons who maintain, supervise or manage maintenance work are competent to do so.
- Provide comprehensive health and safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

It is the company's aim so far as is reasonably practicable, to take all steps to safeguard the health, safety and welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task.

Anglia Formwork, after consultation with all relevant members of staff will: -

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work.
- Undertake suitable and sufficient risk assessments, identifying how heavy parts of machinery are required to be moved or when anyone is required to travel into any dangerous areas to undertake the task (e.g. working on the roof of the premises etc).
- Undertake suitable and sufficient risk assessments of all hazards presented if and when guards are removed from any machinery.
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety.
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken.
- Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action.

Anglia Formwork will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to safeguard the health and safety of the Maintenance Engineers and any other members of staff who are required to undertake maintenance activities.

It is the responsibility of the Managing Director to ensure that all maintenance activities are undertaken by suitably qualified persons and the tasks are adequately supervised.

### 3.30 Manual handling

It is the intention of Anglia Formwork to secure the health and safety of all persons from the hazards of manual handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. When assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practises or equipment.

Manual handling injuries account for over a quarter of all reported injuries to the HSE each year and statistics show that they are one of the most common causes of absence through work-related injuries. The company will avoid the need for employees to undertake manual handling operations wherever possible, however, where this is not possible a risk assessment will be undertaken for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

An assessment of all manual handling activities will be carried out by suitably competent persons. Where risks are identified, these will be reduced to the lowest level and then effectively managed so as to avoid injury so far as is reasonably practicable. When the assessment has been completed, details will be recorded and updated when changes take place or if a reportable injury is sustained.

The assessment of manual handling tasks includes lifting and putting down, pulling and pushing, transporting a load and supporting a load in a static position. The load may be moved or supported by hands or any other part of the body, for example the shoulder. Manual handling also includes the intentional dropping of a load and the throwing of a load, whether into a receptacle or from person to person. The application of human effort for a purpose other than as stated does not constitute manual handling.

### Employee's duties

In addition to the duties placed on employees under Section 7 of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This regulation states that employees should follow any system developed by an employer for safe manual handling operations.

Employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report awkward, hazardous, dangerous operations; follow the training and guidance provided to prevent injury to themselves and others.

Manual handling should not be attempted if the individual believes that they should not be carrying out lifting due to reduced physical capacity because of ill health or pregnancy etc.

Wherever possible the Managing Director should co-ordinate all deliveries with suppliers to ensure that they are correctly packaged and labelled with the weight where appropriate. Where possible the delivery person should deliver the consignment to the area where it is to be used or stored to eliminate any unnecessary handling by staff.

Where it is not possible to eliminate or control the risks to employees by mechanical means (as required by the Manual Handling Regulations), it will be essential that employees adopt safe lifting techniques at all times by: -

- Planning the lift.
- Thinking about where the load is to be placed.
- Using equipment available to assist you (trolleys etc).
- Ensuring the pathway is clear of obstructions.
- Seeking assistance if you feel it is necessary.
- Adopting a good posture.
- Standing with feet apart to ensure a well-balanced solid base.
- Bending the knees and keeping your back straight.
- Ensuring a firm grip.
- Changing grip smoothly if required.
- Not jerking! Carry out the lift smoothly.
- Moving the feet, not twisting the trunk when turning.
- Keeping the load close to your body.
- Putting down the load and then sliding it into its desired position.

Employee's must: -

- Report any personal conditions that may be detrimentally affected by the manual handling activity.
- Comply with all instruction and training that is provided for undertaking manual handling activities.
- Ensure that their own health and safety is not put at risk when undertaking any lifting and handling operations.
- That they use all equipment that has been provided in order to reduce manual handling activities.
- Report all injuries or incidents to management as soon as possible to ensure that the correct details of any injuries suffered are entered into the accident book.
- Request additional help when undertaking manual handling activities when there is a risk that an injury may occur if the task is undertaken by one person.

### 3.31 Mobile telephones

Regulation 104 of the Road Vehicles (Construction and Use) Regulations makes it an offence for a person to drive a motor vehicle if he/she cannot have proper control of the vehicle. This legislation has permitted the introduction of a new regulation, effective from 1<sup>st</sup> December 2003; it is a specific offence to use a hand-held phone, or similar device, when driving. From 27th February 2007, the penalty for using a hand-held mobile phone whilst driving will increase from £30 to £60 and three penalty points added to the drivers' licence. The penalty is a fixed fine that can increase to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches).

In order to ensure the safety of all members of staff hands-free kits will be provided for all members of staff who are required to use mobile telephones whilst working away from the company premises.

Under no circumstances are members of staff permitted to use hand-held telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot whilst driving. The prohibition also applies when stopping at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

To comply with the legislation, it is important that the phone is sat in a cradle (not resting on a seat or in a pocket) fitted in a position that would not distract you from the road during use.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits: -

- Only use the phone when it is safe to do so.
- Understand how your phone operates and utilise the one-touch speed-dial facility.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button.
- Only use short responses and indicate that you will return the call when it is safe to do so.

Where possible, delay making outgoing calls whilst travelling.

#### General use of mobile phones

Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.

Do not press the telephone to your ear or the side of your head, try to leave a gap between your ear and the handset if possible.

When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

### 3.32 New and expectant mothers at work

The Management of Health and Safety at Work Regulations require all organisations to assess workplace risks for all employees. Where women of childbearing age are employed, the assessment must also cover risks specific to new and expectant mothers.

When an employee notifies Anglia Formwork in writing that she is pregnant, has given birth within the last six months or is breast-feeding and after taking normal precautions, a significant risk to her health remains then the company will: -

- Temporarily adjust her working conditions and/or hours of work, if this is not reasonable or will not reduce the risk the company will;
- Offer her suitable alternative work, or if this is not feasible;
- Suspend her from work (with paid leave) for as long as necessary to protect her and the child's health and safety.

All female employees are instructed within their contracts of employment that they must inform the company management as soon as they are aware that they are pregnant to enable the appropriate control measures to be implemented.

When any work involves dealing with members of the public there is a risk of contracting the rubella virus (German measles), it is advisable for all staff that are planning a pregnancy to check their immunisation prior to trying to conceive, screening for the immunity is routinely checked in antenatal clinics.

### 3.33 Noise at work

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels. Permanent hearing damage can be caused instantly by sudden very loud explosive noises, e.g. from cartridge operated machines or can be gradual due to prolonged exposure to noise. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing or humming noise in the ears).

The Health and Safety at Work, etc. Act 1974 requires all employers to provide a safe working environment. However the Control of Noise at Work Regulations impose additional duties on employers and require certain steps to be undertaken based on personal daily, or in some circumstances weekly, noise exposure levels.

The regulations require that the risk of damage to hearing is reduced, therefore it is company policy to reduce the noise levels to the lowest levels that are reasonably practicable.

This will be achieved by undertaking a noise assessment and determining the noise levels. As a result of the assessment, management will aim to reduce the noise levels to the lowest possible, using effective control measures, and where necessary provide adequate training and instruction to all employees who may be exposed to high noise levels.

Hearing protection must be made available where exposure to noise reaches or exceeds the Lower Exposure Action Values of 80 dB(A) and 112 Pa.

It is company policy to ensure that all employees, and contractors, wear hearing protection where noise exposure reaches the Upper Exposure Action Values of 85 dB(A) and 140 Pa.

Due to the nature of the business Anglia Formwork will not normally be required to undertake regular noise exposure assessments, however when any activity is likely to pose a significant noise hazard, the necessary precautions and monitoring procedures will be implemented.

### 3.34 Occupational asthma

Workers breathing in substances known as respiratory sensitisers can develop occupational asthma.

A respiratory sensitiser is defined by the HSE as “a substance which, when breathed in can trigger an irreversible allergic reaction in the respiratory system”. Once this sensitisation has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms.

Sensitisation is substance specific and an employee becoming allergic to a particular substance will initially show the symptoms only when he or she breathes that substance. Once exposure to the trigger substance has stopped, the symptoms will cease but the individual remains sensitised.

The process of sensitisation causes a change in the body’s immune system, particularly the system designed to protect the body against airborne contaminants. The resulting symptoms are typically asthma (periodic attacks of wheezing, tightness in the chest and breathlessness), rhinitis and conjunctivitis (runny nose, watery or prickly eyes).

Sensitisers are unpredictable, it is estimated that only 5-25% of individuals will actually become sensitised. Sensitisation may occur after times of exposure varying from months to years. The sensitisation effect is irreversible, so although symptoms may disappear, a small exposure may trigger them again, even after several years of non-exposure.

Anglia Formwork will control the risks of exposure to such substances by the application of the guidance contained in the HSE approved code of practice on the control of substances that cause occupational asthma.

This guidance recommends that in accordance with regulation 6 of COSHH a risk assessment should be carried out. This assessment should:-

Identify the hazards - which substances with the potential to cause asthma are likely to be found in the company. This can be achieved by means of obtaining material safety data sheets from suppliers or scrutinising product labels for the risk phrase R42 “may cause sensitisation by inhalation”.

Decide who may be harmed – which activities are likely to involve exposure to these substances and to whom.

Evaluate the risks – do existing measures adequately control the risk of exposure, if not the potential risk for each activity should be considered. Special attention should be paid to the potential of the substance being released into the air.

Record the findings – significant findings such as hazards and conclusions will be recorded on the appropriate form.

Review the assessment – the assessment will be reviewed periodically or in the event of a significant change in procedure. The assessment will be revised as necessary.

The approved code of practice recommends that the employer should set out procedures for responding to a confirmed new case of asthma, which may be occupationally related.

To conform to this requirement Anglia Formwork will: -

- Protect the person while the cause is investigated – the relevant person will be withdrawn from any procedures involving the use of an identified respiratory sensitiser.
- Review the assessment and control measures.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) the case will be reported to the enforcing authority if a doctor has notified the employer of it in writing.

In accordance with regulation 7 of COSHH Anglia Formwork will prevent the exposure of employees (and others who may be exposed) to substances with the potential to cause occupational asthma so far as reasonably practicable.

If this level of prevention is not practicable Anglia Formwork will introduce measures to prevent such employees developing occupational asthma. This may involve the consideration of short-term peaks of exposure as well as longer-term time, weighted averages.

In accordance with the approved code of practice (appendix 3) all employees exposed or liable to be exposed to respiratory sensitisers should be subjected to suitable health surveillance. The constitution of this surveillance will be based on the level of risk identified by the appropriate risk assessment and on advice sought from a suitably qualified occupational health specialist. Records of any such surveillance will be maintained within the company.

Regulation 12 of the COSHH regulations requires that appropriate information, instruction and training should be supplied for persons who may be exposed to substances hazardous to health.

In order to comply with this requirement Anglia Formwork will provide all relevant employees with the following information: -

- The typical symptoms of asthma.
- The nature of any substance used by the company likely to cause occupational asthma.
- Information on the nature of sensitisation i.e. once sensitisation occurs it may be permanent and the likely effects of further exposures.
- The importance of reporting asthmatic symptoms and details of the actual reporting procedure.
- Anglia Formwork will also provide suitable training to employees (before the commencement of work) in the correct use of control measures, safe working practises and any relevant emergency procedures.

### 3.35 Permit to work

#### Safe systems of work

Anglia Formwork will provide written safe systems of work for all operations and tasks where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains.

Employees will be instructed in the safe system of work and an acknowledgement of the training will be kept.

#### Management must: -

- Identify all such processes and ensure that suitable written systems are produced, employees trained and records kept.
- Familiarise themselves with safe system of work and ensure that employees comply fully when carrying out the identified processes.

#### Employees must: -

- Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness. Employees are encouraged to make suggestions during the formulation of written systems or suggest any improvements.

#### Permits to work: -

Certain procedures that cannot be adequately controlled by a written system of work due to the one off or its high risk. Where appropriate the company will operate a permit to work system, which will be implemented prior to any work being commenced.

### 3.36 Personal hygiene

It is company policy to ensure that there is a good standard of personal hygiene within the company. Adequate washing facilities are provided which include hot and cold running water, soap and towels where employees are in contact with hazardous chemicals. All members of staff are instructed to follow the subsequent personal hygiene practises: -

- Cover all cuts and abrasions with a waterproof dressing. Fresh cuts need to be washed and dressed immediately.
- Use protective clothing as required and wash hands after removing it.
- Wash hands prior to eating, drinking, on completion of work and before and after using the toilet facilities.
- Eat only in designated areas and do not wear contaminated clothing in these areas.
- Keep all areas clean at all times.
- Always to wash their hands after handling chemicals or after undertaking cleaning activities etc.
- Never to take any food or drink into any room where hazardous chemicals are stored.

### 3.37 Personal protective equipment (PPE)

Anglia Formwork will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to members of staff e.g. gloves, aprons, eye protection etc. It is company policy to only use PPE as a last resort when preventative or other control measures cannot be applied.

The company will provide all appropriate PPE at the company's expense and will replace any item when it becomes damaged or unserviceable. All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment, along with the procedures for having any damaged or defective equipment replaced.

Anglia Formwork will compile detailed records for all equipment that is issued along with details of any training that has been given.

All employees should: -

- Use all PPE that is supplied to them correctly.
- Inspect PPE before use to ensure that it is suitable, clean and undamaged.
- Report defective PPE to their immediate superior.
- Report any discomfort or ill health when wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE correctly at all times.

### 3.38 Personal safety

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all companies. There are no hard and fast rules as everyone will approach and deal with a situation differently. Paying attention to your surroundings and maintaining a vigilant approach at all times, are part of a positive approach which you can adopt to help ensure your own safety.

Everyone will occasionally feel worried about becoming a victim of crime when they are in a public place. It is a fact that there will always be some risk no matter how small. Always be prepared. Remember that you may encounter unsociable behaviour or even aggression. Here are some practical steps that you can take to reduce risk without restricting your freedom too much: -

- Ensure a record of intended movements is left with somebody when at all possible.
- Dress appropriately for the area that you plan to visit, avoid wearing jewellery.
- Think ahead and plan your journey. Avoid going to deserted areas, particularly late at night.
- Consider whether you should be taking somebody else with you.
- Walk confidently - hold your head up and look as if you know where you are going.
- Whenever possible, keep to well-lit and busy main roads when walking alone at night.
- Walk down the middle of the pavement, facing on-coming traffic to avoid kerb crawlers.
- Avoid short cuts like alleyways, waste ground and wooded, bushy areas.
- Stay alert; be aware of what's going on around you.
- Carry a personal attack alarm in your hand or pocket.
- Keep a phone card or change handy for an emergency phone call.
- If you think that you are being followed: -
  - Walk quickly across the road.
  - Cross it again if necessary.
  - Walk immediately to a busier area where you know there will be other people such as a shop, garage, a well-lit house, pub, cab office, police station or hospital.
  - Call the police as soon as you get somewhere safe.
- Avoid carrying a briefcase in an area where you think you may be mugged.
- Do not risk personal injury if someone tries to steal your personal or office property. It is more important that you remain safe at all times.

### Staying safe in your car

A car can give you a greater sense of security. You will undoubtedly feel safer in your car than walking in the dark or waiting for public transport. Driving however can be risky, especially if your car lets you down miles from anywhere or if you drive in urban areas with unlocked doors. Here is some practical advice that can help you to stay safe in your car: -

- Plan your journey in advance.
- Keep your car doors locked when driving, especially in urban areas.
- Equip yourself with a mobile phone, a phone card or keep some change handy for emergency phone calls.
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked.
- Always keep a map to hand so you won't need to stop and ask directions and check it before you set out.
- If you think you are being followed, flash your lights and sound your horn to summon help. Drive towards a busy place.
- Think before you stop to help, either at an accident or for someone flagging you down - it may not be genuine. You may be able to help just as much by reporting it by phone.
- Keep your car regularly and properly maintained. Try to learn basic car maintenance, it may help you to prevent a breakdown.

### Parking

By adopting a few simple safety measures you can reduce possible risks at a time when you could be vulnerable - while parking and getting out of your car. Remember that a parking place in daylight can seem a lot safer than it would after dark: -

- Park in a well-lit and if possible, busy place.
- Always reverse into a parking space. This will allow you to leave quickly should the need arise. For the same reason park facing out of a cul-de-sac.
- Avoid parking too close to walls and high hedges behind which criminals can hide.
- Lock all your car doors and close your windows and sunroof even when purchasing a parking ticket.
- Before you leave your car, retract the aerial and engage the steering lock.
- Put into your boot any loose items, especially if you are a female e.g. bags or items of clothing.
- When returning to your car, have your keys ready in your hand so that you can drive away quickly. Before you get into your car, check for signs of tampering and check the back seat. If necessary, use a torch.
- Do not leave bags on the roof or bonnet while you lock or unlock your car.
- If you use a multi-storey car park, try to use a lower floor, near a staircase or ramp where there is likely to be a steady stream of people and park in a well-lit position. Although leaving your car during daylight you may return when it is dark.
- If there is an attendant, park close to the booth if possible.
- Do not park illegally. Your vehicle may be clamped or removed by the police. Regaining the use of your vehicle is likely to be a lengthy and expensive procedure during which time you may be at greater risk.

**NOTE: - It is an offence to carry any item for the sole purpose of self-defence.**

### Breakdowns

Everybody dreads the thought of their car breaking down and especially miles from anywhere. Help yourself to stay safe by following these steps: -

- Make sure that your car is always in good running order. Have it serviced regularly and carry out basic visual checks.
- If you carry extra fuel only do so in a safety approved portable fuel tank.
- Consider joining one of the breakdown organisations.
- If you have enough warning that a breakdown is imminent, or get a puncture, try to pull up in a well-lit public place.
- If you have broken down, stay in your car if it is safe to do so. Keep the windows closed and the doors locked.
- If someone approaches your car - even the other driver in an accident - you do not have to get out; wind down the window just far enough to speak to them.
- Never hitch a lift - or pick up a hitchhiker.
- When working in rural areas you need to be more prepared in case of a breakdown. Carry appropriate clothes and equipment for poor weather and light conditions e.g. waterproof coat and torch.
- Police advice for people travelling in rural areas is to carry a prepared card saying "HELP - CALL POLICE" and in the case of a breakdown to lock all doors and display.
- Carry the number for licensed taxis or a minicab service you know well, in case you break down and are in a hurry. Never hail a minicab.
- Ask the cab company for the name and call sign of the driver who will be collecting you. Always sit in the back and avoid giving away any personal information about yourself.

### Visiting properties

The way in which you approach a property can cause an occupant to become upset before they open their door and can lead to confrontation.

The following is a list of things people find particularly annoying and which you should avoid: -

- Rapid or loud banging of the doorknocker.
- Ringing the doorbell for an unnecessary length of time.
- Knocking or tapping on a window or glass door.
- Peering through a window or a glass door.
- Looking through a letterbox.
- Standing inside a porch.
- Standing too close to the threshold of the door.
- Shouting through a letterbox or outside a door.
- Putting a foot on the threshold once the door is open.
- Not closing a gate behind you.
- Not wiping feet when entering a property.
- Wearing sunglasses.

When you have knocked or rung a doorbell it is advisable to take at least two steps back. Move slightly to one side but remain in view of the door at all times. By doing this you will give the occupant space when they open the door and they are less likely to feel that you are being intrusive. If an occupant is hostile, or has an over-excited dog, it will also give you a head start should you need to move out of the way quickly.

If, when a resident opens the door, they begin to verbally abuse or threaten you, leave immediately. Do not turn your back on the individual. Always try to back off whilst still facing the person or keep them in your vision, as this will help guard against a surprise attack from behind.

#### Entering a property

If you are going into a property please remember the following: -

- Do not enter the property if a person under 16 years of age invites you inside unless they are the owner/occupier in their own right.
- Always ask if there is an adult at home. If a responsible adult is not present you should leave and explain that you will call again.
- When invited inside try to keep the occupier in front of you if you have cause to be wary.
- Once inside the property, the occupier might wish to lock their door. This might be for genuine reasons as in the case of an elderly person who is scared of crime. In certain circumstances however, you might feel threatened. Do not enter any further into the property if this is the case.
- It may also not be apparent until you have actually entered a property that you are dealing with someone who is under the influence of drink or drugs, or is mentally unstable. In these situations you must judge whether you have the experience and training to continue or need to bring matters to a quick conclusion.
- You must judge each situation as you see fit. If you feel threatened make an appropriate excuse and leave.
- If you need to make an excuse to leave, you should consider the effect this might have on the other person. Obviously in an extreme situation your priority must be to exit the building. **YOUR SAFETY IS PARAMOUNT.**

### 3.39 Risk assessments

Anglia Formwork accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with the Management of Health and Safety at Work Regulations and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the company.

The aim of the risk assessment process is to: -

- Identify hazards associated with the company's undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Nominated personnel will complete risk assessments for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to: -

- Identify all hazards associated with the company's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a specific assessment.
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the health and safety training which is provided, along with details of any additional training that is required to be undertaken.

Procedures Management Follow when Completing Risk Assessments

Step 1

- Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people.
- List any hazards in column 1 of the assessment form.

Step 2

- Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc.
- List the people who may be harmed in column 2 of the assessment form.

Step 3

- Decide whether the existing precautions are adequate or whether further precautions are required to be implemented.
- Ask the question, "Can I eliminate the hazard?" If not, "How can I control it?"
- List all the controls that are in place in column 3.

Step 4

- In column 4, risk factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the factor by multiplying the probability and the severity to decide whether the risks are determined to be low, medium or high.

Step 5

- List the further action needed to adequately control the risk.

Step 6

- Review your assessment at regular intervals and also any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.

Risk assessment guidance sheet.

<b>Column 1.</b>	<b>Significant Hazards.</b>	<b>(Examples)</b>
	Slipping – Tripping Hazards Fire Chemicals Moving Parts of Machinery Ejection of Materials Noise Electricity Storage of Goods and Materials	Dust Fumes Manual Handling Pressure Systems Poor Lighting High/Low Temperatures Violence to staff (Robbery etc)
<b>Column 2.</b>	<b>Who Might be Harmed.</b>	<b>(Examples)</b>
	Office staff Maintenance staff Contractors Visitors	Machine operators Cleaners Members of the public (customers) Security staff
<b>Column 3.</b>	<b>How is The Risk Controlled?</b>	<b>(Examples of Control measures)</b>
	Information, Instruction, Training Safe Working Procedures Supervision Statutory Inspections (Portable Electrical Equipment, Lifting Equipment, Air Receivers etc)	Guarding Provision of Personal Protective Equipment  Routine Inspections & Checks
<b>Column 4.</b>	<b>Risk Factor.</b>	
	<i>See Chart in the Norwich Building Safety Group Stationery Pack.</i>	

**What Further Action is Necessary to Control the Risk?**

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

*All actions noted in this column should be given a realistic timescale based on the following criteria: -*

- |   |                                     |
|---|-------------------------------------|
| Magnitude of the Risk. (Life Threatening etc) | Availability of Parts and Equipment |
| Down Time                                     | Financial Constraints               |

**Completion and Review Date**

6 or 12 months hence or if there is any significant change within the working process.

### 3.40 Safe use of compressed air

Compressed air equipment is found in many work situations and is an everyday feature of working life. There are a vast number of ways it can be used which are plainly unsafe.

It is Anglia Formwork policy to ensure that no employee use any compressed air to clean machines due to the fact that the pressure is high enough to blow particles into the eye, ears or skin of people nearby. It is far safer to clear away swarf or dust with a brush and it is just as effective.

Under no circumstances will any employees use compressed air to dust themselves down as high-pressure air can cause injuries to the eyes, ears, nostrils and rectum. If the air enters a scratch or puncture wound in the skin, however small, it can cause the limb or affected part to swell to alarming proportions and is accompanied by severe pain. If it forces its way into the bloodstream it can make its way into the small blood vessels of the brain, burst the vessels and cause death. When used to dust workers hair, compressed air may enter the body through minute punctures in the scalp or enter the ears and cause perforation of the eardrums. Clothing will offer no protection. Therefore if any employees are found using an airline to blow themselves down they will be suspended pending a disciplinary hearing.

General horseplay with the compressed air line can be the cause of serious injuries, consequently compressed air must be handled with care. Horseplay with the hose, however innocently it may begin, may end with the most disastrous consequences. It may be amusing to direct a jet of air at a fellow worker, but this has been known to produce severe internal injury resulting in death, therefore any employee found misusing the equipment may face disciplinary action.

### 3.41 Safe use of forklift trucks

In order to safeguard the health, safety and welfare of all employees and visitors to the premises, the company will compile a detailed assessment for the use of forklift trucks that take into consideration all operations relating to the vehicle i.e. the loads that are moved, general environment, conditions of the floor, pedestrian routes, the fuels that are used etc.

Anglia Formwork will ensure that all forklift operators are trained to a recognised standard as detailed in the HSE approved code of practice. All operators will undertake a basic training course and will obtain the appropriate licence. When in possession of the certificate the operator will be given job specific training to ensure that they drive safely within the work site and are familiar with any specific attachments that they are required to use.

Any forklift operator who is employed with a licence will be required to supply a copy to the company prior to being permitted to drive any company vehicles.

A training record will be kept on file for all operators. This record will state all the training that has been undertaken and a photocopy of the certificate / licence will be kept with the record.

Prior to any operator being permitted to drive any forklift truck written authorisation will be given by the organisation stating the type of vehicle that they are permitted to drive along with any specific attachments.

Although there is no specific requirement to undertake refresher training after a set period it is company policy to monitor all forklift truck operators to ensure that a safe standard of operation is maintained.

The following simple rules will be adopted to ensure that forklift trucks are operated in a safe manner:

- No forklift truck is permitted to be left unattended on a gradient. If in an emergency the vehicle has to be parked on a gradient the wheels will be suitably chocked and the parking brake will be applied.
- When the truck is being driven care must be taken to avoid braking violently as this may cause the load to fall off or the truck to tip.
- Particular care must be taken when driving where there are pedestrians.
- Under no circumstances should any forklift truck be driven with the load elevated for longer than is absolutely necessary.
- No loads are to be picked up if there is a pedestrian standing close to it.
- If any load appears to be unsuitable or the pallet is unsound it should be left alone and its condition reported.
- No forklift truck should be driven over any cables or flexible pipes unless suitably protected.
- On completion of work, the truck will be parked in its allotted parking area, forks fully lowered and tilted forward, the engine switched off, the parking brake applied and keys, if fitted, returned to a secure place.
- Under no circumstances will any passengers be carried unless a properly constructed cage or platform is fitted.
- Drivers will sound the horn on the vehicle at every potential danger spot, however this does not give the vehicle automatic right of way.
- All vehicles will stop prior to entering doorways and sound the horn, the truck will only proceed if it is clear to do so.
- Under no circumstances are employees or visitors permitted to walk under a raised load.
- The management will oversee the use of lift trucks to ensure safe standards of operation are maintained.
- Where high loads are being transported the vehicle will travel in reverse except when travelling up an incline.
- When the vehicle is descending gradients it will be driven slowly.
- Where possible all forklift trucks will be driven with the forks lowered to within 150mm (6 inches) of level ground and the mast tilted slightly back.
- Where the use of attachments are necessary, the lifting capacity of the lift truck may be reduced. Only after consultation with manufacturer's instructions and after suitable training will operators be permitted to use attachments.

### Working platforms on forklift trucks

There are occasions within industry where access to heights is required by using the facility of a lift truck. All too often persons will ride upon the forks of the trucks, this practise is both dangerous and illegal. It is therefore the policy of Anglia Formwork to use an appropriate safety cage.

When a safety cage is required to be used the following safeguards will be observed: -

- The working platform will be of a safe design and constructed of suitable materials.
- The weight of the platform, plus load (persons, tools, materials etc.) will be no more than ½ capacity of the truck.
- The weight capacity of the truck will be de-rated if the platform and necessary attachments are fitted (in this case, it is recommended to contact the manufacturer).
- The weight of the platform and maximum load will be marked upon the platform.
- The platform will be as small as possible and the number of persons carried will not exceed two.
- The platform will be secured to the forks at all times.
- The platform will have a suitable handrail and toe boarding.
- Mesh protection will be provided to prevent access to the mast and chain.
- Where a gate is provided it will open inwards, upwards or sideways to prevent the gate being accidentally opened when in use.
- The platform floor of the cage will be horizontal and slip-resistant and be designed to prevent accumulation of water.
- Overhead hazards to persons will be identified and suitable overhead protection will be considered and implemented.
- The truck mast will remain vertical and secured at all times.
- Suitable mechanical locking devices will be fitted to prevent inadvertent operation.
- The design of platform for frequent use must be fitted with operating controls (raising/lowering only).
- When in an elevated position and persons are working on platforms the forklift truck will not be moved.
- Where the platform is not fitted with its own controls, the truck driver will remain at the controls of the truck at all times.
- The truck and platform will only be used on level gradient.
- The forklift truck operator and person working in the platform will be properly trained and given adequate instructions as to the safe system of work and the action to take in the event of an emergency.

### 3.42 Safety of persons with disabilities

Anglia Formwork have a responsibility to ensure that all persons who visit the company are safe at all times. In order that this is done effectively the management will ensure that disabled patrons are protected from everyday hazards within the company as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the company prior to their visit in order that any special arrangements can be made.

It is the company's policy to make all premises as accessible as possible, however the Managing Director is responsible for ensuring that disabled people are safely evacuated in the event of an emergency. Where this is not possible due to the disabled person being located above ground floor level, a member of staff should ensure that they are taken to the nearest refuge point and remain with them as long as possible or until relieved by a Fire Officer.

Anglia Formwork will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made based upon the company's disability policy.

The Managing Director will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

### 3.43 Safety signs

It is important that all staff take notice of all warning signs at work, as they are in place to safeguard people's health and safety. Therefore it is the company's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** for example, no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.
- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and should contain a black pictogram.
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

The company acknowledge that signs must comply with the regulations, however where necessary the company will design the signs to maintain a safe environment.

Where there is a risk to health and safety that cannot be controlled by any other means, signs will be displayed. It is company policy to ensure that any signs that are provided for safety reasons are: -

- Maintained in a good condition.
- Positioned in the correct location.
- Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

### 3.44 Safe use of ladders and stepladders

Every year many people are injured, some fatally, whilst using ladders. More than half the accidents occur because ladders are not securely placed and fixed and of these many happen when the work is of 30 minutes duration or less.

The use of ladders will only be considered as a last resort. For example where the use of scaffolding or mobile access equipment is not reasonably practicable.

A ladder is a simple and versatile tool, irrespective of its type. Planning work before it is commenced can substantially reduce the risk of accidents. Therefore, it is the company's intention to ensure all possible control measures are introduced.

The term "ladder" covers all portable ladders, extension ladders and stepladders that are used to gain access and egress from a place of work. However it is important to ensure that it is maintained on a regular basis to ensure its condition does not deteriorate.

Ladders should be of good condition and sound material and of adequate strength for the purpose for which they are used, therefore: -

- All ladders will be inspected once every three months and the inspection recorded in the ladders register.
- After ladders have been inspected, they will be labelled to signify that they are safe for use until the next inspection.
- All ladders which are defective at the time of inspection will be withdrawn from service.

All ladders will be stored in suitable locations and shall be the responsibility of the management to ensure that all ladders issued are in a safe condition.

#### Do not erect

- On sloping ground.
- On top of moving objects.
- In high wind.
- In front of a door which may be opened.
- Against a slippery or unstable surface.
- At a shallow angle or used horizontally as a plank or bridge.
- Leaning to one side.
- At too steep an angle.

Do not

- Use tools or do jobs requiring two hands while standing on a ladder, always keep one hand on a rung.
- Drop things from a ladder.
- Straddle from the ladder to a nearby foothold.
- Allow more than one person up a ladder at a time.
- Rest tools or implements against the base of a ladder.
- Use a ladder which is too short.
- Use a defective ladder.
- Use a makeshift or homemade ladder.
- Splice or lash ladders together.
- Leave tools or objects on rungs unless properly hooked-on.
- Over reach (generally always keep hips within the stiles).
- Overload a ladder or support it with a plank bearing on a rung.
- Slide down a ladder.
- Carry sheets of material, especially if it is windy.

Always

- Ensure the base of the ladder is set 1m out for every 4m of vertical height or at an angle of 75°.
- Only use authorised equipment.
- Make an effort to tie the ladder in position, preferably at the top and bottom.
- If a suitable hand hold is not provided make sure the ladder projects well above the level at which workmen stand or climb off and in any case not less than 1m.
- Ensure sufficient overlap between stages of extension ladders.
- Check support hooks are properly engaged.
- Use a bracing board for windows and similar openings.
- Use a bag on a rope or a belt to carry things - so leaving hands free for climbing.
- Secure all doors likely to foul a ladder.
- Use two hands in climbing a ladder.
- Use one hand to hold on while working on a ladder.
- Have a mate to guard the base, where appropriate.
- Make sure footwear is in good condition and soles are clean.
- Make sure rungs are clean.
- Carry ladders with end high enough to clear people's heads.
- If the ladder rises 9 metres or more ensure there are suitable and sufficient rest platforms.

Ladder check list

<u>General</u>	
Are there any loose or missing steps or rungs?	YES/NO
Are there any cracked, split, worn or broken stiles, braces, steps or rungs?	YES/NO
Are stiles twisted or distorted?	YES/NO
Is each ladder clearly identifiable?	YES/NO
<u>Stepladders</u>	
Are there any loose or bent hinge spreaders?	YES/NO
Are stops on hinge spreaders broken?	YES/NO
Are there any broken, split, or worn steps?	YES/NO
Are there any loose hinges?	YES/NO
<u>Extension ladders</u>	
Are there any loose, broken or missing extension locks?	YES/NO
Are there any defective locks that do not seat properly when the ladder is extended?	YES/NO
<u>Positioning and use of ladders</u>	
Are ladders positioned on a firm level surface?	YES/NO
Are ladders firmly secured at the top or if not possible, at the bottom? If neither is possible, is the ladder 'footed'?	YES/NO
Are ladders set at the correct angle?	YES/NO
Are ladders inspected for defects before and after use?	YES/NO
Are defects reported immediately and then taken out of service until repaired or replaced with records kept?	YES/NO

3.45 Site safety

In line with our legal responsibilities, Anglia Formwork will obtain information on any known health and safety risks present or likely to arise on client's sites and will work in accordance with The Construction (Design and Management) Regulations 2007. Anglia Formwork will also seek information as to the steps taken to prevent or control those risks and in all instances all such information will be passed to all employees recruited to work on the site or sites concerned.

### 3.46 Stacking and storage

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare parts used or supplied by Anglia Formwork.

All storage facilities will be designed so as to reduce the amount of manual lifting and carrying as low as reasonably practicable.

Appropriate racking will be provided by Anglia Formwork who will arrange for its erection to be undertaken by competent Engineers. All employees are advised not to dismantle, alter or otherwise interfere with any racking and under no circumstances are they permitted to erect or use any temporary or makeshift racking.

All members of staff are advised that they must not overload the racking at any time and it is the responsibility of the Managing Director to ensure that items of stock are stored safely at all times.

Staff are informed that they must report any defects to management if any are observed or suspected so that the appropriate action can be undertaken.

The management will ensure that any employee who is required to access areas of the racking which is above floor level, does so with the correct equipment i.e. steps, stairs, ladders or (where appropriate) scaffolding.

### 3.47 Violence at work

Whilst it is unlikely that the staff from Anglia Formwork may be subjected to violence and aggression from customers using the company's facilities, it is important to ensure that the health, safety and welfare of all employees is maintained at all times.

It is therefore company policy to compile a suitable assessment of the risks to staff as it may vary. When the assessment has been compiled, safe systems will be implemented to reduce the likelihood of any physical or mental ill treatment by or from employees or any other individual visiting the premises.

The company will not tolerate any form of bullying, verbal or physical and will take the appropriate action to prevent it occurring or where necessary discipline any members of staff found guilty of any intimidation.

As part of Anglia Formwork's training regime, instruction regarding violence at work will be given to staff on induction and at team training sessions. The training will include: -

- Awareness of causative factors liable to lead to aggression and how to influence those factors.
- Recognition of the signs and symptoms of potential violence, which may be averted by understanding the situation and being able to cope with it in a more confident manner.
- Raising the awareness of the appropriate actions if confronted by a violent situation.
- Briefing Managers and other staff of the essential role of training and handling these types of situations.

The level of training will largely depend upon the likelihood of such harm arising out of specific hazards, activities of the individual role and environment and the level of responsibility of management and supervision to prevent such occurrences.

It is company policy to investigate all complaints regarding violence at work and strict confidentiality will be maintained wherever possible.

All members of staff are instructed to contact the Managing Director to alert them to confrontational situations. After any violent incident, staff are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring.

In the event of an armed robbery, staff are instructed not to offer any resistance but comply with the demands of the aggressor(s).

Preserving the life and safety of all persons is of paramount importance.

Assistance is to be sought from other members of staff and the police as soon as it is safe to do so. Where possible, staff should try and remember as many details as possible about the persons and if possible identify any vehicle they may depart in, together with the licence number.

Whilst it is always an individual's choice on how they dress, the company should always consider any effects that this may have on their safety and the risks to which they are exposed.

#### 3.48 Visits from enforcement officers

The Health and Safety at Work etc. Act 1974 conveys certain powers on inspectors who are appointed by the relevant enforcing body, in order that they ensure the relevant statutory requirements are being complied with.

The company recognises the need to co-operate with enforcement officers once they have produced satisfactory identification. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include this health and safety policy, relevant risk assessments and emergency plans etc.

Where necessary Norwich Building Safety Group can help liaise with the enforcing authority on behalf of the company, to ensure that health and safety issues and concerns are dealt with promptly and correctly.

#### 3.49 Waste disposal

To ensure that Anglia Formwork comply with environmental legislation, it is essential that all waste be correctly disposed of. It is therefore company policy to establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.

All waste such as paper and cardboard items should be placed in bin liners and disposed of in the general waste bins or skips that are provided. Where possible all cardboard should be flattened to enable ease of movement.

All chemical substances that are required to be disposed of will be stored in their original containers until an authorised waste disposal company can remove them from the company premises. Copies of the waste transfer notes will be held on site for a minimum of two years for future reference.

### 3.50 Welfare

The company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

Anglia Formwork will aim to comply with these regulations by: -

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

### 3.51 Work equipment

It is the company's policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations (PUWER).

Wherever there is any significant risk to health and safety due to the work equipment the company will:

-

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

### 3.52 Working at height

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the Company shall conduct a Risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The Company will do all that is reasonably practicable to prevent anyone falling. The hierarchy below will be used for managing and selecting suitable ways for work at height: -

- a. Use work equipment or other measures to PREVENT falls where we cannot avoid the task.
- b. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

Anglia Formwork have a duty as an employer to ensure that the risk of injury is removed or minimized. The essential part of this is to plan and organize the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its' complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment: -

- Competence of people, including those involved in the planning of the task
- Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort)
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

As an ongoing factor of compliance a schedule of inspection will be in place. Specifically, the requirement to carry out weekly-recorded scaffold inspections and checking surfaces, rails etc. before every shift. There is a duty on our employees to report defects that may be identified. Checks relating to ladder inspections are referred to within the monitoring section of the company's health and safety policy.

The Management of Health & Safety at Work Regulations (1999) and the Work at Height Regulations 2005 state that risk should always be reduced to as low a level as possible, as far as is reasonably practicable.

### Reducing the risks

If a harness has been shown by the risk assessment to be the most appropriate method of fall protection, then a full safety method statement will be compiled for the work.

We will: -

- Ensure all personnel chosen for the work have been fully trained in the safe use of harnesses.
- Ensure a regime is in place for the thorough safety checking of all harnesses before and after every use.
- Provide proper storage facilities in clean and dry conditions.
- Assign appropriate manning levels for the work being carried out.

Considerations for a rescue plan: -

- Awareness of the emergency procedures.
- Decide at which point to contact the emergency services if it is felt that a speedy rescue cannot be effected.
- If identified within the assessment, have a trained First Aider present, preferably one with specialist trauma training for immediate medical checks.
- Establish accessibility of a suspended harnessed person.
- Knowledge of the ground conditions immediately beneath the suspended area and the affect it may have on rescue vehicles or equipment to gain access.
- Establishing the need for specialist access equipment to be available in an emergency (other than with the emergency services).
- Whether the public may be affected in any way, for example, is the suspended area over a public thoroughfare; will there be the need to isolate the area for rescue?

If an incident occurs involving a harnessed person, which requires intervention by the emergency services, there will be an urgent need to manage the situation in the interim period. The procedures within the safety method statement must be followed, ensuring that no other persons are exposed to any further risk.

Following a fall incident: -

- Carry out a full incident investigation.
- Revise risk assessments involving harness usage.
- Revise safety method statements using any information derived from any investigation carried out.
- Re-train operatives.
- Subject any harness involved in an incident to rigorous testing before any further use is allowed.

This information is not exhaustive, and should always be subject to continuous improvement.

### 3.53 Young persons at work

The Health and Safety Executive classify all people under the age of 18 years of age as a young person, including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the company's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment, however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the company offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees Anglia Formwork will complete specific risk assessments, these will include: -

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the company will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the company will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. Anglia Formwork view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons: -

- Specific risk assessment records for the tasks that young people within the company are required to undertake.
- Details of training and information that has been given to the young person, along with records to show that the individuals have accomplished an acceptable standard of competence.

Where the young person has not reached minimum school leaving age, a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.