



HEALTH AND SAFETY POLICY & ARRANGEMENTS

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| CONTENTS | | | Page |
|-----------------|---|---|-------------|
| 1.0 | INTRODUCTION | | 4 |
| 2.0 | HEALTH & SAFETY POLICY STATEMENT | | 5 |
| 3.0 | GENERAL SAFETY ARRANGEMENTS | | 6 |
| | 3.1 | First Aid Arrangements | 6 |
| | 3.2 | Accident & Incident Reporting | 6 |
| | 3.3 | Fire Safety | 7 |
| | 3.4 | Manual handling | 8 |
| | 3.5 | Electrical Safety | 8 |
| | 3.6 | Portable Appliance Testing | 9 |
| | 3.7 | Maintenance of Workplace Machinery & Premises | 10 |
| | 3.8 | Personal Protective Equipment | 10 |
| | 3.9 | Welding | 11 |
| | 3.10 | Highly Flammable Liquids (Including LPGs) | 11 |
| | 3.11 | Housekeeping | 12 |
| | 3.12 | Work on customer's sites | 12 |
| | 3.13 | Car park | 13 |
| | 3.14 | Forklift trucks and visiting drivers | 13 |
| | 3.15 | Smoking policy | 13 |
| | 3.16 | COSHH | 13 |
| | 3.17 | Noise and vibration | 14 |
| | 3.18 | Wood Dust | 14 |
| | 3.19 | Working at heights | 14 |
| | 3.20 | Workplace conditions | 15 |
| | 3.21 | Display Screen Equipment (DSE) | 15 |
| | 3.22 | Returning from sick leave | 15 |
| | 3.23 | Visitors | 16 |
| | 3.24 | Risk Assessments | 16 |
| | 3.25 | Induction Training | 17 |
| 4.0 | Related Websites | | 18 |

1.0 INTRODUCTION

To ensure that our work environment continues to be safe and productive this handbook outlines policies, both company and statutory, to enable staff and managers to clearly understand the responsibilities we each have in ensuring that the safety of ourselves and our colleagues remains paramount in our operation.

The management openly encourages and invites all members of staff to make their views and concerns known to them regarding any aspect of their role relating to safety and the environment in which they work.

This manual in conjunction with the handbook, and any subsequent amendments, has been prepared to provide employees with the required written particulars of their responsibilities to ensure safe working practices. These form part of your contract with CED. It is therefore important you read and understand the contents.



Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To establish a health and safety management structure.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe working equipment and working conditions.
- To provide information, instruction and supervision for employees.
- To ensure employees are competent to do their tasks and provide adequate training.
- To prevent accidents and cases of work-related ill health
- To review and revise this policy as necessary at regular intervals.

Responsibilities:

Day to day and final responsibility for ensuring this health and safety policy is put into practice is that of

Mr Jason Davison (Production Control Manager)
Mr James Worsley (Technical Manager)
Mr Ian Wilkinson (Domestics Supervisor)

Support for health & safety policy, arrangements and risk assessments will be provided by

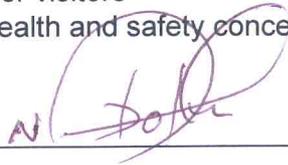
Mr Musawar Hussain (QEHS Officer)

Overall responsibility for health & safety and its implementation is that of

Mr Neil Rowbotham (Finance Director)

To ensure health and safety standards are maintained or improved all employees have to:

- Co-operate with management on healthy and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and avoid injury to their colleagues, contractors or visitors
- Report all health and safety concerns to Management.

Signed:  (Finance Director)

Date: 15 February 2012 Review Date: 15 February 2013

3.0 GENERAL SAFETY ARRANGEMENTS

3.1 First -Aid Arrangements

We recognise that by providing suitable first aid facilities, having regard to the nature of our work and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train suitable numbers of first aid personnel.
- Provide and maintain suitable and sufficient first aid facilities.
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide additional training for first aid personnel as necessary to take into account any specific hazards.

The Company's Appointed Person who shall ensure that first aid boxes are maintained, keep records of persons treated is:

- **Mr Jason Davison**

Company will ensure adequate numbers of first aiders are trained and certified and present during working hours. The trained first aiders are:

- **Mr Jason Davison** (Units A1-A4)
- **Mr Tony Roberts** (Units A1-A4)
- **Mr James Worsely** (Units A1-A4)
- **Mr Phillip Howarth** (Units A1-A4, Night shift)
- **Mr Paul Kirk** (Units A1-A4, Night shift)
- **Mr Michael Warburton** (Wood workshop)
- **Mr Ian Wilkinson** (Domestic Kitchens)

3.2 Accident and Incident Reporting

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which are referred to in this policy.

Where an accident or incident meets the criteria for RIDDOR it shall be responsibility of one the following persons to report it to the enforcing authority (i.e. HSE):

- **Mr Jason Davison**
- **Mr James Worsley**

The above persons will be responsible for investigating all accidents, including 'near miss' incidents, to prevent recurrence.

N.B.: An incident is defined as an occurrence from which there could be the risk of repercussions.

3.3 Fire Safety.

It is a requirement of Regulatory Reform (Fire Safety) Order 2005 that we conduct a fire risk assessment, take safety precautions and preventive measures against the possibilities of a fire occurring .

To comply with the regulations, the company has a fire alarm system installed that is activated by call points or smoke detectors. The fire alarm system is serviced annually by a competent contractor. There are appropriate numbers and types of fire extinguishers in the building to help extinguish small fires before they become too big to handle. You are not expected to use fire extinguishers if you think you will put yourself at risk. The fire extinguishers are serviced periodically by a competent contractor.

Emergency lights and fire escape signs are fitted to assist you to evacuate the premises safely in the event of a fire emergency.

The emergency evacuation procedures are displayed throughout the premises and are to be complied with at all times.

Person responsible for maintaining fire safety within the premises and keeping records upto date in the fire safety logbook is:

- **Mr Jason Davison (Units A1-A4)**
- **Mr Ian Wilkinson (Domestics)**

The Company has identified individuals as fire marshals who shall be responsible for ensuring that all personnel have cleared the building and then carry out a headcount. The names of Fire marshals are displayed on the notice board and can also be found in the fire safety logbook.

Emergency Evacuation procedures:

If you discover a fire:

- a) Sound the nearest fire alarm call point.
- b) If you have been trained to use fire-fighting equipment, attack the fire if possible using the fire extinguishers provided, as long as it is safe to do so.

On hearing the alarm:

- a) Leave the building immediately, using the nearest safe fire exit.
- b) Report to your assembly point.
- c) Remain at your assembly point until you are authorised to return to your place of work by the fire safety controller / senior manager present who will liaise with the emergency services.

At all times you are expected to strictly follow the instructions given by your fire marshal, they have an important task to complete in collating the information required to ensure everyone has safely evacuated the building.

Customer's site

Employees working on customer's site shall also ensure that they are familiar with the customers fire precautions, escape routes and other fire prevention rules.

3.4 Manual Handling

We recognise that manual handling can cause accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

There are many activities within the business that require manual handling; from receiving goods, storage, production to delivery.

It is our policy to:

- a) Carry out an assessment of manual handling activities, which cannot be avoided.
- b) Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
- c) Consider the use of forklift trucks, mechanical and handling aids to reduce the need for manual handling.
- d) Provide safety gloves
- e) Inform employees of their duties and provide the appropriate training.

Before any materials are stacked and/or stored the following must be checked:

- a) Permissible floor loading within the building
- b) The load bearing capacity of the area to be used
- c) Proposed routing of the materials in and out of the area
- d) The provision and marking of suitable access ways and exits for personnel and mechanical handling equipment
- e) The provision of adequate lighting
- f) Establishment of a regular inspection programme to ensure stability of stacking and/or storage and the maintenance of the access ways and exits.

Empty gas cylinders must be stored separately from full cylinders and clearly marked as empty.

3.5 Electrical Safety

The Electricity at Work Regulations 1989 make provisions for preventing danger from work on or near electrical systems. The Regulations specifically address suitability and capability, design, construction, installation, maintenance, adverse conditions including environmental effects, and the provision of suitable and adequate protection and precautions. No person may work on electrical systems unless he or she is competent to do so or adequately supervised.

The Electrical Equipment (Safety) Regulations 1994 apply to electrical equipment put on the market after 31 December 1996, operating between 50 to 1000 volts AC, or 75 to 1500 volts DC.

Such equipment must:

- a) not pose a risk of injury or damage;
- b) be constructed in accordance with good engineering practice;
- c) bear the CE marking and have the associated EC declaration of conformity;

- d) there must also be protection from any risks arising from the equipment itself.

It is our policy to ensure that:

- a) All systems at all times are of such construction and shall be maintained so as to prevent danger, so far as is reasonably practicable.
- b) Work activities, including operation, use and maintenance of a system and work near a system, shall be conducted in a way so as not to present danger, so far as is reasonably practicable.
- c) Equipment provided under current Electricity at Work Regulations for the purpose of protecting people at work on or near electrical; equipment shall be suitable for its intended use, properly used and properly maintained.
- d) No electrical equipment shall be used where its strength and capability may be exceeded in such a way as to present danger.
- e) Electrical equipment which may be exposed to mechanical damage, inclement weather, adverse effects of wet, dirty, dusty or corrosive conditions, flammable, explosive substances, including dusts, vapours or gases, shall be constructed to prevent danger arising from such exposure, so far as is reasonably practicable.
- f) All conductors in a system which may present danger shall either be suitably insulated or have precautions taken, including being suitably placed so as to prevent, so far as is reasonably practicable, danger.
- g) Precautions shall be taken to suitably earth, or otherwise prevent danger arising from charged conductors.
- h) Where a circuit conductor is connected to earth or other reference point, nothing which might reasonably be expected to present danger by breaking the electrical continuity or introducing high impedance shall be placed in that conductor unless suitable precautions are taken to prevent that danger.
- i) Where necessary to prevent danger, every joint and connection in a system shall be mechanically and electrically suitable for use.
- j) Efficient means, suitably located, shall be provided for protecting from excess of current every part of a system as may be necessary to prevent danger.
- k) Where necessary to prevent danger, suitable means shall be available for cutting off the electrical energy supply to any electrical equipment and isolating electrical equipment.
- l) Adequate precautions shall be taken to prevent electrical equipment, which has been made dead in order to prevent danger while work is carried out on or near that equipment, from becoming electrically charged during that work if danger may arise.
- m) No person shall undertake work on or so near to any live conductor (unless properly insulated) that may present danger unless, it is unreasonable for it to be dead and it reasonable for that person to work on or near it while it is live and suitable precautions are taken to prevent injury.
- n) For the purposes of preventing injury adequate working space, access and lighting shall be provided at electrical equipment on which or near which work is carried out in such a way as to prevent danger.
- o) No person shall undertake work where technical knowledge or experience is necessary to prevent danger which may result in injury, unless that person possesses such knowledge or experience, or is adequately supervised, having regard to the nature of the work.

3.6 Portable Appliance Testing

We recognise that the use of portable electrical appliances is potentially hazardous. We will identify risks to people, managing those risks in accordance with current safety legislation and guidance.

It is our policy to:

- a) Maintain a register of all portable electrical appliances used by us and ensure that a competent person inspects and, where required, tests all such equipment at intervals identified in our risk assessment.
- b) Prohibit personal portable electrical appliances from being brought into our premises unless prior approval has been given and a competent person before use has inspected the equipment.
- c) Provide instruction to users of portable electrical appliances so that they are aware of the hazards and are able to spot visible defects prior to use.
- d) Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- e) Ensure that all staff are aware of the need to stop using portable electrical appliances if problems are encountered and report any defects immediately.
- f) Isolate or take out of service any faulty electrical equipment.
- g) Test electrical appliances following repair and prior to reinstating their use.
- h) Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.
- i) Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.

3.7 Maintenance of Workplace Machinery & Premises

There is a legal requirement to ensure all workplaces and equipment used at work are adequately maintained.

It is our policy to:

- a) Carry out routine maintenance to our machinery, premises and installations to ensure that there are no significant risks to the health and safety of our staff and others who could be affected.
- b) Ensure that those who carry out maintenance are competent to do so and, where appropriate, provide documentation and records of their maintenance activities.
- c) Ensure that where specialised examinations or inspections are required, a competent company is contracted to carry them out, (e.g. fire safety equipment, water treatment, or surface water pumps).
- d) Ensure that maintenance is carried out in such a way that it does not present significant risks to the health and safety of those undertaking the work, or others who may be affected by the maintenance activity.

3.8 Personal Protective Equipment

The requirement for provision of Personal Protective Equipment (PPE) is usually determined by risk assessment.

It is our policy to:

- a) Provide personal protective equipment where a risk assessment concludes that personal protective equipment is required.

- b) Ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- c) Provide personal protective equipment that conforms to relevant British and European standards.
- d) Provide employees using PPE with relevant information and training.
- e) Supervise and monitor the Management of Health and Safety at Work Regulations to ensure the personal protective equipment is being used correctly.
- f) Discipline employees who repeatedly refuse to use PPE in the correct way.

Protective clothing and equipment must be kept in a clean and serviceable condition and any defects or damage must be reported immediately.

3.9 Welding

The welding process produces a large quantity of visible light, ultraviolet and infrared. Exposure to the radiation from an arc causes burns to the skin, and damage to the eyes. For this reason, welders need to wear clothing to protect their bodies and arms, regardless of the weather conditions. They also need efficient eye protection, which is supplied in the form of a welding helmet.

Welding operations in confined spaces result in accumulation of toxic vapours and gases, which are hazardous to health if adequate ventilation is not present.

To reduce or eliminate the cause for ill health and prevent injury, it is our policy to:

- a) Not to permit unauthorised persons to use welding or cutting equipment
- b) Remove all flammable material from the vicinity of welding
- c) Provide CO2 fire extinguishers in close vicinity of the welding bays
- d) Provide suitable PPE such as gloves, gauntlets, protective sleeves, welding helmets and goggles.
- e) Provide extraction system to prevent accumulation of toxic fumes.
- f) Provide screened welding bays to prevent sparks from flying outside and damage to eyes of other staff who are not wearing eye protection.

It is the responsibility of the operators to ensure that the equipment is checked to be in good order prior to carrying out any work, the area is tidy and there is good lighting and ventilation.

When leaving the area checks must be carried out to ensure that it has been left in a safe condition.

When equipment is to be left unattended all gas cylinder valves must be shut and electrical power switched off.

3.10 Highly Flammable Liquids (including LPG)

The consequences of incorrect storage, handling, transportation and use of Highly Flammable Liquids (HFLs) can be catastrophic; therefore it is vitally important safety measures are taken.

Following HFLs are used in the company:

- a) Argon for welding

- b) Propane for Fork Lift Trucks
- c) Acetylene for copper pipes
- d) Diesel for vehicles
- e) AdBlue for vehicles
- f) Unleaded petrol for vehicles
- g) White spirit for paints and cleaning

Liquid Petroleum Gas (LPG) covers commercial propane, butane and any mixture of both.

It is our policy to:

- a) Ensure cylinders and drums are kept upright and stored securely (if possible outside away from the premises and where this is not possible due to security reasons, they will be safely positioned in a ventilated area).
- b) Structure of storage area will be fire resistant.
- c) Keep minimum number in the work areas.
- d) Secure cylinders to avoid toppling
- e) Ensure no heating or smoke is allowed in close vicinity of cylinders.
- f) Prevent build of static electricity
- g) Check the condition of nozzles and cylinders
- h) Avoid building of residue
- i) Ensure safe signs "HIGHLY FLAMMABLE" are displayed.

3.11 Housekeeping

Housekeeping prevents slips and trips; furthermore it improves working conditions and enhances efficiency. All employees and contractors are expected to ensure that they maintain the highest standard of cleanliness on the shop floors, storage areas, in all offices, car park and on customer's site during installations. All spillages must be cleared immediately; sawdust or sand must be used when clearing any fuel or oil spillages and must be disposed of as instructed. Waste must be segregated, kept secure and disposed of in the waste bins and skips provided.

All floors, passageways, gangways, steps and exit and access points shall be free from obstructions and substances likely to cause a person to slip, trip or fall or prevent emergency evacuation of the building.

All access ways shall be clearly defined and remain clear at all times.

The cleanliness of the toilets needs to be maintained to ensure the health and welfare of all members of staff. It is therefore expected that these are maintained to a level which is both safe and acceptable for everybody.

3.12 Work on Customer's sites

For working on customer's sites, Company's healthy and safety policy and rules shall apply in addition to site safety rules already in place by the customer or Principal Contractor.

Risk assessments will be carried out to identify hazards and risks and methods statements will be established to deploy safe practices on site.

3.13 Car park

Due to the high number of employees at Units A1-A4 and limited car park spaces, the car park can be full at times. We encourage that employees share transport to work to help the environment and also make more car parking spaces available. It is the responsibility of all drivers not to block other vehicles in a way to prevent access to driver's seat and to ensure loading / unloading bays are kept clear at all times.

The company does not take responsibility for any damage to employee's vehicles.

There is a maximum speed limit in the car parks of five (5) m.p.h. that is compulsory for all vehicle drivers on the premises. This is to protect people and vehicles.

Anyone driving a vehicle above five (5) mph on Company premises may have disciplinary action taken against them.

3.14 Forklift trucks and visiting drivers

Only qualified staff may drive the forklift truck, it is a disciplinary offence to drive without qualifications.

A daily inspection of the truck shall be made by the first member staff using it.

Visiting drivers must be guided where to park their vehicles and made aware of activities of any safety issues.

3.15 Smoking policy

Smoking is NOT allowed on the premises and is against the law. Smoking is allowed in designated areas outside in the car park at break/lunch time only. If you are found contravening this policy, then disciplinary action will be taken against you

3.16 COSHH (The Control of Substances Hazardous to Health)

Hazardous substances include:

- a) Substances used directly in work activities e.g. adhesives, paints, cleaning agents.
- b) Substances generated during work activities e.g. fumes from welding and soldering
- c) Naturally occurring substances such as dust
- d) Biological agents such as bacteria and other micro organisms

Exposure to hazardous substances may be via ingestion, inhalation, contact with eyes or skin and absorption through the skin. Effects could be a skin irritation or as severe as an asthma attack. Also, effects on health may be short-term or long-term and will generally vary according to levels and duration of exposure

To comply with the requirements of COSHH regulations, we will aim to carry out the following actions.

- a) An inventory of all substances used on the premises e.g. those used for cleaning and maintenance activities, and any processes where exposure to biological agents, fumes, dusts etc. could arise.
- b) All relevant product health and safety data sheets shall be obtained from the manufacturer.
- c) Copies of these data sheets should be made available to employees, preferably at the point of use or likely exposure.
- d) Carry out COSHH risk assessments.

- e) Where possible eliminate or substitute the use of the substance. If this is not possible provide control measures for storage and handling.
- f) All employees must be informed that they are required to co-operate with management regarding the use of the required control measures and to report defects or loss of any personal protective equipment supplied.

The procurement team are responsible for ensuring data sheets are provided by the manufacturer. Stores shall be responsible for ensuring that any COSHH items stored in a secure location and on issuing these items to staff the data sheet must be given with the product and remain with the product during its use.

3.17 Noise and vibration

Risk assessments shall be carried out of all tasks and working areas where noise and vibration could impact on the health of operatives and other staff and safety measures will be implemented.

3.18 Wood dust

Activities likely to produce high dust levels including routing, sawing, sanding by machine operations and the bagging of dust from dust extraction systems. Manual operations such as sanding and assembly also produce high levels of dust.

The following health problems are among the effects associated with exposure to wood dust:

- a) Skin disorders
- b) Obstruction in the nose and rhinitis
- c) Asthma
- d) Rare type of nasal cancer

Wood dust can also cause fires and explosions. Concentration of small dust particles in the air can form a mixture that will explode if ignited. Such concentrations are likely to occur in dust extraction equipment.

To control and reduce dust it is our policy to:

- a) Provide effective dust extraction system for the machine operations where appropriate and reasonable.
- b) Provide good ventilation for woodworking areas
- c) Ensure machines and equipments are properly maintained.
- d) Provide suitable PPE where measures to control airborne dust are inadequate.
- e) Cleans floors, walls, and other surfaces to remove build up of dust
- f) Provide good washing facilities include soap and towels
- g) Provide information and training to employees

3.19 Working at heights

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The organisation will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

It is our policy to:

- a) Identify work activities that involve work at height.
- b) Evaluate the risks associated with activities that involve work at height and take steps to control them.

- c) Provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace.
- d) Regularly inspect all equipment required for work at height.
- e) Ensure that all persons who have to undertake work at height are trained and competent to do so.
- f) Provide suitable information and training to persons who are required to undertake activities that involve work at height.

3.20 Workplace conditions

We recognise that a safe and healthy work environment is not only a legal requirement but also contributes to employees' satisfaction.

It is our policy to:

- a) Provide a comfortable work environment which is safe and without risk to health.
- b) Control (as far as reasonably practical) the following factors affecting our general working environment to ensure compliance with legislation:
 - i. Temperature.
 - ii. Ventilation.
 - iii. Lighting, including emergency lighting.
 - iv. Individual workspace requirements.
 - v. General layout of work areas.
 - vi. waste disposal.
- c) Provide and maintain safe access to and egress from the workplace.
- d) Control safe vehicle movements wherever possible to avoid the risk of injury.
- e) Keep floors and walkways clean, and free from obstruction and slipping and tripping hazards.
- f) Provide and maintain the following welfare facilities:
 - i. An adequate number of toilets for the gender mix at our premises.
 - ii. Rest areas, including outside arrangements for non-smokers
- g) Ensure the workplace, its equipment, machinery, services and facilities are maintained.
- h) Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.
- i) Prevent a build up of waste in the workplace by disposal in accordance with current health, safety and environmental requirements.

3.21 Display Screen Equipment (DSE)

DSE refers to a computer workstation that has a display screen, desk, chair, telephone, printer and working environment such lighting. Main hazards associated with DSE is not the equipment itself but the way it is used such as incorrect sitting posture, adjustment of equipment or prolonged use.

It is our policy to:

- a) To train and educate workstation users of correct ergonomics and use of workstations.
- b) Provide appropriate workstation equipment that matches the ergonomic needs of the users.
- c) Provide adequate lighting and prevent reflections and glares.
- d) Provide free eye tests where the users has reason to believe his eyesight deficiency has been caused by DSE. Designer frames and contract lens is at the employee's expense.

3.22 Returning from sick leave

On returning from sick leave, staff will be required to complete a form to confirm that they are fit for work.

Where a member of staff considers that they are not fit to carry out their specified tasks, although they have been cleared by their doctor, this must be discussed with their supervisor prior to returning to work.

Should you feel at anytime that you are not fit to carry out using any plant and machinery you should immediately advise your supervisor.

3.23 Visitors

Visitors must not be allowed to enter the premises through the workshop but advised to enter the building through reception. All visitors must be accompanied in the workshops at all times by a member of staff, unless they have authorisation from a Director.

3.24 Risk Assessments

We recognise that risk assessments are the most important part of effective health and safety management. Risk assessments help us to prevent accidents and ill health by considering the hazards that exist and how we best manage the risks associated with them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring.

We will develop risk assessment documents to guide staff on how to assess the level of risks and the control measures to be taken. 'Specific' risk assessments are required by certain regulations.

Definitions

| | |
|-------------------------|---|
| <i>Hazard:</i> | Something with the potential to cause harm (e.g. a substance, part of a machine, a method of work, a form of energy or a situation). |
| <i>Harm:</i> | Includes death, injury, physical or mental ill health, damage to property or the environment, loss of production or any combination of these. |
| <i>Accident:</i> | An unplanned and undesired event that results in harm. |
| <i>Incident:</i> | An unplanned and undesired event that could have resulted in harm (also referred to a near miss or near-hit). |
| <i>Risk:</i> | A measure of the likelihood that the harm from a particular hazard will occur. Taking into account the possible severity of the harm. Risk is expressed as: Hazard Severity X Likelihood of Occurrence = Risk. |
| <i>Danger:</i> | A state in which there is exposure to a hazard: the opposite of safety (often used in terms such as dangerous condition, danger area, danger zone etc.). |
| <i>Safe:</i> | A state in which exposure to hazards has been adequately controlled; the opposite of dangerous (safe plant, safe system of work). |
| <i>Risk Management:</i> | The process of identifying hazards, assessing risks, taking action to eliminate or reduce risk, monitoring and reviewing. |
| <i>Risk Assessment:</i> | The process of analysing the level of risk, considering those in danger and evaluating whether hazards are adequately controlled, taking into account any measures already in place. |

Risk Ratings:

| | |
|----------------|--|
| <i>Low:</i> | Relates to the occurrence of a minor injury or reversible minor health effect. |
| <i>Medium:</i> | Relates to the possibility of a serious injury or serious health effect. |
| <i>High:</i> | Relates to the highly probable occurrence of fatal or major injury or irreversible health effect to one or more persons. |

It is our policy to:

- a) Appoint a competent person or persons to carry out specific risk assessments.
- b) Carry out suitable and sufficient risk assessments of our activities in order to eliminate or reduce risks which may result in injury or ill health to our employees, sub-contractors, the self employed, the general public and any others who may be affected by undertakings.
- c) Identify and carry out those specific risk assessments we are legally required to carry out.
- d) Implement the control measures and further actions required to reduce risk identified in the assessments.
- e) Bring the significant findings of the risk assessments to the attention of those affected.
- f) Prepare, implement and monitor safe systems of work based on the findings of our risk assessments.
- g) Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- h) Train employees on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.

3.25 Induction training

As a responsible employer the Company recognises the importance of training and developing its staff.

It is the Company's policy to ensure that all new members of staff attend an induction course to familiarise themselves with the operation and policies of the company.

On completion of the induction training the new employee shall sign the induction form to indicate they have received the training.

Where the training of an individual has a relevance to their position in the Company and is required to support the development of their role and to meet the objectives of the business e.g. health and safety training, the Company will provide support and assistance.

4.0 RELATED WEBSITES

HEALTH AND SAFETY EXECUTIVE

<http://www.hse.gov.uk/index.htm>

HEALTH AND SAFETY – Safe Start Up.org

<http://www.safestartup.org>

DEPT OF ENVIRONMENT, TRANSPORT AND THE REGIONS

<http://www.ehso.com>