



TAG GUARD LIMITED

HEALTH & SAFETY POLICY

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Introduction

The Health and Safety at Work Act 1974 requires employers with 5 or more employees to prepare and keep up to date a health and safety policy.

This policy document has been produced to comply with the above stated legal duty.

This policy document covers the Tag Guard Ltd operations and is divided into three key sections to explain how the Company will meet its legal duties as defined by health, safety and welfare legislation and protect the health and safety of employees and others who may be affected by the work of the Company.

The policy document also defines the responsibilities of employees and others in relation to looking after themselves, not causing injury to others and helping the Company meet its responsibilities.

The three key sections of this policy document are: -

- Statement of Intent
- Organisation & Responsibilities
- Arrangements

The purpose and contents of each section is briefly described below.

Section 1 Statement of Intent

This statement details the commitment of the Company towards health safety and welfare matters and describes the key actions the Company will take in relation to the protection of employees and others health and safety together with the provision and maintenance of welfare facilities.

Section 2 Organisation

This section details the organisation (management structure) in place to manage health, safety and welfare matters. The Health and Safety at Work Act intends that all employees within the Company should be allocated individual responsibilities to help the Company meet its legal responsibilities and protect their own and other health and safety.

The health and safety responsibilities of all employees are detailed within this section.

Section 3 Arrangements

This final section of the policy details through policy and procedures how the Company will manage its numerous health, safety and welfare responsibilities. The procedures detail exactly how these responsibilities will be discharged in an effective and efficient manner.



SECTION ONE

HEALTH & SAFETY POLICY STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy working conditions for all our employees, providing them with suitable and sufficient conditions, equipment, training, information, supervision and safe systems of work, as they need to perform all our work activities.

We also accept our responsibilities for the health and safety of persons not employed by ourselves who may be affected by our work activities.

Where required all risks will be assessed and all staff and others who may be affected will be made aware of the level of risk involved. All actions shown to be necessary to eliminate or reduce risk will be implemented.

Tag Guard does not expect any employee to work in an unsafe manner to achieve results. If they have concerns about safety then stop work, report to the person in charge. Do not start work again until they and the person in charge agree it is safe to do so. Safety is treated as top priority.

Refusal to work on the grounds of Health and Safety is free from disciplinary action. All refusals to work will be responded to positively and promptly and employees raise the worksafe procedure will be informed of decisions throughout the process.

Any work activities that may endanger the health of any employees or others will be monitored and where necessary arrangements will be made for employees to be provided with health surveillance.

The responsibilities and duties of management and employees and particular arrangements for health and safety will be clearly defined within this policy. The Company will consult and communicate with employees on a regular basis to ensure the highest levels of health, safety and welfare are established and maintained at all times.

We plan to minimise the risk created by our work activities and organise ourselves in a way which will secure involvement and participation at all levels, measuring performance against our pre-determined standards. Our commitment to this policy will assist us to develop a positive health and safety culture.

Suitable resources will be provided and maintained for the effective implementation of this policy and continual improvement in our health and safety performance.

Our policy will be reviewed each year and if required amended to meet any changes to our business, nature of work or legal requirements.

The Tag Guard Policy Statement and any changes to it will be brought to the attention of all employees.



SECTION TWO
ORGANISATION & RESPONSIBILITIES

Health & Safety Policy
Organisation (Management Structure)

The management structure for the implementation of our Health and Safety policy is as follows: -

Vaughan Kitchin Managing Director
Grant Laker Health & Safety Manager
Office Managers / Regional Sales Managers
All Employees



Health and Safety Policy

Responsibilities

This section of the Company Health and Safety Policy describes the general health and safety responsibilities assigned to individuals at all levels within the organisation. Where particular positions or individuals are assigned additional specific responsibilities in addition to the general responsibilities these are detailed within the final paragraphs of this section. Allocated responsibilities are assigned to ensure the Health and Safety Policy and objectives are achieved and maintained.

MANAGING DIRECTOR

The Managing Director recognises his role in managing corporate risk and recognises that a key risk area is the health and safety of employees and others who may be affected by the activities of the Company.

The Managing Director accepts his role in providing health and safety leadership and recognises that effective leadership is vital in delivering effective health and safety risk control.

The Managing Director accepts his personal responsibilities and liabilities under health and safety law.

The Managing Director will ensure the effective management of health and safety risks by:-

- Ensuring that the health and safety risks arising from the Company's activities are properly managed.
- Ensuring adequate resources are available at all times for the effective management of health and safety.
- Ensuring the Company has an active and effective approach to managing health and safety risks through the active participation of all employees in improving health and safety.
- Ensuring the health and safety ramifications of investments in new plant, premises, processes and products are taken into account as business decisions are made.
- Ensuring purchasing decisions and decisions to engage contractors reinforce our health and safety intentions.
- Ensuring customers are alerted to any risks and necessary precautions associated with the products and services provided by the Company.
- Undertaking regular reviews of the health and safety policy and set objectives and targets aimed at achieving continual improvement in the Company's health and safety performance.

The following positions/individuals have been assigned specific responsibilities in addition to their general health and safety responsibilities to help the Company comply with its legal duties and protect the health, safety and welfare of employees and others who may be affected by the operations of the Company: -

The Health and Safety Manager

Has been appointed to co-ordinate and administer health, safety and welfare matters throughout the Company.

Department Managers

Have responsibility for all aspects of health and safety within Regions/Business areas under their control.

First Aiders

Responsible for taking control in the event of an accident and where appropriate administering first aid to an injured or ill person and calling emergency services where appropriate.

Responsible for accident recording and maintenance of the Company first aid facilities and equipment.



Health & Safety Manager

Detailed below are the health and safety responsibilities of the Health & Safety Manager.

- To co-ordinate health, safety and welfare matters throughout the Company work environment.
- To ensure all Tag Guard premises, plant and equipment are maintained in efficient working order and good repair.
- To ensure after the appropriate risk assessments has been undertaken all repairs are carried out on all facilities related matters.
- To ensure an annual inspection of all and audit programme is developed and inspections and audits undertaken and reports produced.
- Promoting interest and enthusiasm for health and safety matters throughout the organisation.

DEPARTMENT MANAGERS

Detailed below are the individual responsibilities of Managers to assist the Company in meeting its legal obligations in ensuring the health and safety of employees and others who may be affected by the operation of the company.

- To ensure the Company Health and Safety Policy is effectively implemented and maintained at all locations and functions under their control.
- To ensure all employees under their control are made aware of and understand the requirements detailed in the Health and Safety Policy.
- To ensure all employees under their control are provided with sufficient information, instruction, training and supervision to carry out their duties in a competent manner.
- To ensure health and safety is included as an agenda once per quarter in Management and Operational meetings.
- To promote interest and enthusiasm for health and safety amongst all staff under their control.
- To ensure employees under their control are aware of any risks associated with their work and the precautions to be observed to avoid injury and ill health.
- To ensure employees with specific health and safety responsibilities such as Fire Wardens and First Aiders are provided with sufficient resources including time to fulfil their duties.
- To ensure disregard for the Company Health and Safety Policy is treated as a disciplinary action.
- To ensure H&S Manager consult with managers within their office environment on health safety and welfare matters and feed information back as required.
- To ensure health and safety concerns of employees and others receive prompt attention and suitable actions taken to remedy any defects in the Company health and safety arrangements.
- To ensure employees are issued with and wear suitable personal protective equipment and to ensure the personal protective equipment is maintained and replaced as necessary.
- To ensure employees under their control follow safe working practices at all times as detailed in the health and safety policy, risk assessments and other appropriate documents.
- To ensure contractors under their control comply with safe working practices at all times and are adequately supervised.



EMPLOYEES

Employees have a responsibility: -

- To correctly use all work items provided by the Company in accordance with the training and instruction received on the safe use of such items.
- To develop a personal concern for your own and other's health and safety and not to do anything that would adversely affect your own or other's health and safety.
- To co-operate with the Company on health and safety matters including following the requirements detailed in the Company Health and Safety Policy.
- Not to intentionally abuse, misuse or interfere with anything provided for health and safety reasons.
- To make full and proper use of any safety devices and equipment provided for your use.
- To report the absence of or defect to any machinery guards, safety devices and equipment to your immediate Manager.
- To report all accidents, near misses, uncontrolled hazards and dangerous situations to your immediate Manager.
- To report immediately any damage to plant, equipment, tools and appliances to your Manager and take the offending item out of use until effective repairs or replacement has taken place.
- To adopt a proactive approach to health and safety by making suggestions to assist the Company in continuously improving its health and safety performance.
- To Worksafe. If you consider safety to be compromised then stop work and report to the person in charge, follow the Worksafe Procedure.
Do not work if
 1. You are not competent to do so
 2. You do not have the correct equipment
 3. There is no safe system of work in place (Method Statement)
 4. You do not have the correct PPE

If you have a safety concern

1. Stop work, move to a position of safety and contact the person in charge, explaining you have evoked the Worksafe procedure and explain why you have stopped work.
 2. The person in charge shall, in discussion with the employee, make an assessment of the situation and determine the course of action required.
 3. An agreement should be reached that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that work can be restarted
- If no agreement can be reached, the work will not be restarted and the person in charge will consult their management to agree when the work can be made safe.

Refusal to work on the grounds of Health and Safety is free from disciplinary action. All refusals to work will be responded to positively and promptly and employees raise the worksafe procedure will be informed of decisions throughout the process.



SECTION THREE

ARRANGEMENTS

Accident and Near Miss Reporting, Recording and Investigation

Policy

The Company recognises its responsibilities in relation to the reporting and recording of accidents and near misses.

The Company recognises that effective reporting, recording and investigation of accidents and near misses contributes to continuous improvement in the overall health and safety performance of the Company.

To ensure the effective implementation of this policy we will ensure: -

- All accidents are recorded in the accident book.
- All reportable injuries diseases and dangerous occurrences (RIDDOR) are reported to the health and Safety Manager within the specified timescales.
- All reportable accidents and near misses will be fully investigated by competent persons and internal reports produced detailing the findings of the investigation and suggestions for improvement.

Procedure

Definitions

The following definitions apply to this procedure: -

ACCIDENT means an unplanned, unexpected random event, which results in injury, damage or loss.

Examples include a person falling resulting in a fractured bone and incorrect use of office equipment resulting in damage and breakdown.

NEAR MISS means an unplanned event, which does not cause injury, damage or loss but had a high potential to do so.

Examples include a heavy box falling from a high level shelf narrowly missing a passer by or a short circuit in an item of electrical equipment resulting in an explosion and malfunction of the equipment.

General Reporting

Employees must ensure all accidents are recorded in the accident book no matter how minor.

Any accident to an employee outside their normal place of work during normal working hours must also be recorded in the accident book. The person in charge of the premises where the accident occurred must also be informed.

Details of accidents to persons other than employees including clients, visitors and contractors must be recorded in the accident book by the person witnessing the accident or attending the injured person.

If due to an accident the injured person is unable to make an entry in the accident book, a witness or individual attending the injured person must complete the entry.

Where an accident involves treatment from a first aider, details should be recorded in the accident book.

Youth trainees and other students carrying out work for the Company are considered employees in terms of accident reporting.



The accident book, which is to an approved format, is under the control of the first aiders at each office and contains information, which must be completed by law.

The accident book will be reviewed annually by the health and safety representative to identify any trends in accidents and to implement suitable corrective action if appropriate. Reviews may result in revisions to the Company Health and Safety Policy, risk assessments and other associated documents.

Employees must complete an absence from work self-certification form where an injury results in an absence from work. The form must be completed to reflect that the absence from work resulted from a workplace accident.

Reporting to the Health and Safety Executive

Certain injuries, diseases and dangerous occurrences (near misses) must be reported to the Enforcing Authority as soon as possible, this will be carried out by H&S Manager normally within 24 hrs and followed up by a written report within 10 days.

Examples of reportable injuries include: -

- ◆ Fracture other than to fingers, thumbs or toes.
- ◆ Dislocation of shoulder, hip, knee or spine
- ◆ Loss of sight (temporary or permanent)
- ◆ Amputation
- ◆ Injury resulting in a person being absent from work or unable to do their normal work for more than seven days.

Examples of reportable dangerous occurrences are: -

- ◆ Electrical short-circuit or overload resulting in fire or explosion.
- ◆ Accidental release of any substance, which may damage health.

The H&S Manager will hold a full list of reportable injuries, diseases and dangerous occurrences. All competent persons should make themselves aware of the contents of this list.

All reportable incidents must be reported immediately to the HSE by the quickest route, normally by telephone, email, or fax. The reporting responsibilities are detailed below:

The Office/Regional Sales Manager or First Aider for the premises must provide details of the accident or dangerous occurrence to H&S Manager or Directors immediately after becoming aware of the incident.

The H&S Manager will advise the HSE or Local Authority as appropriate and complete the required form (Form F2508, or carry out online reporting via the internet - for injuries and dangerous occurrences. Form F2508A for Reportable diseases)

Accident Reporting Hotline

Person responsible for reporting: **Health & Safety Manager** Grant Laker
Out of work contact number: 07767 690116
Person who will deputise: **First Aider**

Any reportable incident, which may lead to a claim for compensation, will be notified to the company insurers by the Health & Safety Manager.



Accident Investigation

All reportable incidents will be fully investigated and a written report prepared detailing the circumstances of the incident and recommended actions to prevent recurrence.

The Health & Safety Manager will complete all relevant details on accident investigation forms and agree the actions to be taken to prevent recurrence of the incident.

First aiders will record details on the accident investigation form when first aid is given.

Changes to the Health and Safety Policy, Risk Assessments or related documents may result from the completion of accident/near miss investigations.

Reference Materials

HSE Publication - A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Consultation with Employees

Policy

The Company acknowledges the importance of employee involvement in health and safety matters, including regular consultation between employees and management of the Company.

Suitable arrangements will be made to: -

- Consult and communicate with employees on health and safety matters.
- Develop action plans to improve the Company health and safety arrangements and performance.
- Provide suitable information in support of the consultation process.
- Hold health and safety committee meetings at quarter year intervals.

Procedure

Consultation General

During the Consultation process the Company will give information to employees and others on proposed health, safety and welfare matters, listen to and taking account of employees and other persons views before making any health and safety decisions that could have health and safety consequences.

Consultation will be carried out on matters relating to health, safety and welfare such as: -

- ◆ Changes, which may substantially affect the health and safety of persons such as changes to procedures, work equipment, methods of work or workplaces.
- ◆ Arrangements made by the Company for obtaining competent help on health, safety and welfare to achieve compliance with the law and follow best practice.
- ◆ Information on risks to the health and safety of persons at work and the measures to be taken to eliminate or control those risks to acceptable levels.
- ◆ Identification, planning and delivery of health and safety training.
- ◆ Health and safety consequences of introducing new technology.



The views of employees, persons on temporary contracts or from an employment agency and persons on work experience will be considered as appropriate during the consultation process.

Regular consultation and communication on health and safety matters will take place by one or more of the following: -

- ◆ Quality Management Meetings
- ◆ Management meetings with employees.
- ◆ Team meetings
- ◆ Notice boards, memo's, letters etc
- ◆ Electronic means.

Improvement Plans

Where appropriate action plans for improvement will be discussed and developed following meetings or formal reviews of Tag Guard health and safety performance.

Provision of Information

During the consultation process sufficient information will be provided for all persons concerned to understand: -

- ◆ Risks and hazards associated with work activities, workplaces and work equipment.
- ◆ The control in place or to be introduced to eliminate or reduce to acceptable levels those risks and hazards.
- ◆ The procedures and actions to follow when encountering risks and hazards.

The information provided may be verbal or in writing dependant on the degree and type of hazards and risk involved. Written information will normally be in the form of risk assessments and safety management procedures.

Where appropriate the matters discussed at consultation meetings will be formally minuted. Where matters requiring attention are identified, the minutes will detail the name of the person responsible for taking appropriate action and the timescale for completion. Copy minutes will be displayed on the company notice board.

In certain situation the Company will not make available information: -

- ◆ Which would breach a prohibition imposed.
- ◆ Relating specifically to an individual, unless the individual consents to its being disclosed.
- ◆ Which could damage the Company reputation.
- ◆ Which would be used for the purpose of bringing prosecution or defending a legal action.
- ◆ Which provides information on matters not relating to health and safety.

Notice Boards

Where the Company wishes to pass health and safety information to employees, written information will be displayed on the notice boards located within the premises.

Memos, Letters, Electronic Means

The Company may communicate health and safety information or instructions either to groups of employees or individuals by means of memo's, letters, e-mail and intranet as appropriate. Records of such communications will be retained for reference purposes.



Health and Safety Committee

The Health & Safety Manager will be provided with suitable resources and time to carry out their duties in administrating and co-ordinating health, safety and welfare matters.

Through regular meetings we will endeavour to communicate health and safety issues and allow an open forum for health and safety discussion.

Minutes of Quality Management meetings will be formally recorded with responsibilities and timescales for completion of any actions agreed identified.

Minutes will be circulated to all persons in attendance at the meeting. A copy of the minutes will also be displayed on the notice board.

Reference Material

HSE Document - A Guide to the Health and Safety (Consultation with Employees) Regulations 1996.

Display Screen Workstations

Policy

The Company recognises the risk of musculoskeletal disorders, eyestrain and fatigue as the main causes of injury and ill health relating to the use of display screen equipment.

All reasonable steps will be taken to ensure the health and safety of employees who work with display screen equipment by adopting a risk minimisation approach to such work. In particular we will: -

- Undertake a risk assessment of each display screen workstation.
- Provide employees with information and training in relation to the use of display screen workstations.
- Ensure work routines avoid excessive periods of display screen use.
- Provide employees with eye and eyesight test and where appropriate glasses or contact lenses.
- Provide suitable workstation furniture and equipment.

Procedure

Workstation assessments

Risk assessments of each display screen workstation will be undertaken by trained risk assessors only to identify the specific risk and take appropriate measures to minimise those risks to user health and safety.

The guidance provided within the Health and Safety Executive document "The Law on VDU's an Easy Guide" will be used to carry out the risk assessments and the form used to record the findings (other approved forms may have been used previously).

Risk assessments will be reviewed when there are substantial changes in the layout of the display screen workstation.



Information and Training

Employees will be provided with information and training on the risk associated with the use of the display screen equipment, and the methods to be adopted to reduce those risks to a minimum.

Details of the training provided will be held in the employee's personnel file.

Work Routines

Suitable steps will be taken to incorporate changes in work routines to ensure intense periods of display screen activity are not undertaken within the working day.

This will be achieved by attempting to ensure that employees undertake other work tasks

Eye and Eyesight Tests

Arrangements will be made for staff to be provided with eye and eyesight tests where this is identified as a requirement by the risk assessment process or when a request is received from an employee experiencing visual problems.

The Company will meet the full costs of the eye and eyesight tests.

Arrangements will be made to provide employees free of charge with suitable spectacles or contact lenses where the results of eye and eyesight tests indicate they are required specifically for display screen work.

Alternatively the Company will make an allowance to replace existing spectacles. In each case, the contribution to be made by the Company will be equivalent to the cost of providing national health frames and lenses, and in either case a receipt must be produced before payment is made.

Where employees are provided with spectacles or contact lenses they are responsible for their safekeeping. Employees are expected to show the same degree of care towards spectacles and contact lenses as they would to any other work equipment.

Furniture and Equipment

The Company will provide suitable furniture to ensure the layout of the workstation provides sufficient space for employees to undertake their work without adverse effects to health and safety.

When providing furniture, account will be taken of other equipment necessary for the work to be undertaken and the ergonomic requirements of the workstation. Furniture provided will have sufficient space to accommodate such equipment.

The Company will provide items such as footrests, glare screens and document holders where they are considered necessary as a result of the risk assessment of the display screen workstation.

The Company will ensure that software is suitable for the task and does not cause undue stress to the user.

Reference Material

HSE Document – The Law on VDU's an Easy Guide, HS (G) 90.

Health & Safety (Display Screen Equipment) Regulation 1992



Electricity

Policy

The Company recognises its duty to prevent danger arising in relation to the provision and use of electrical equipment and systems. A detailed assessment of the hazards from electricity has highlighted the procedures required to ensure the health and safety of employees whilst at work.

The Company will effectively control the risk identified by ensuring: -

- That electrical installations and equipment are installed and maintained in accordance with the current edition of the Institute of Electrical Engineers Wiring Regulations.
- The implementation of a safe system of work for maintenance, inspection and testing of electrical equipment and systems.
- Employees receive instruction, information and training and where appropriate supervision relevant to the work they are required to perform.

Procedures

Fixed Electrical Installation

The fixed electrical installation within each premise will be regularly inspected and electrically tested by a qualified electrician every five years.

Electrical switchgear and distribution equipment will be suitably identified with the equipment or circuits they control.

Portable Electrical Equipment

A register of portable electrical equipment will be held under the control of the H&S Manager. The register will contain details of the type of equipment, its unique identification number and the inspection and test frequency.

Each item of portable electrical equipment will be identified with its unique identification number, the date of the last inspection and test and the date the next inspection and test is due.

The following inspection and test frequencies will apply to portable electrical equipment:

- ◆ Office equipment; which remains mainly in position, such as computer equipment, once every four years.
- ◆ Items of equipment; which are regularly moved or are hand held, such as kettles and floor cleaning equipment, once every year.
- ◆ All other items of portable electrical equipment, such as microwave ovens, once every two years.

Hired electrical equipment such as copiers will be inspected and tested by the suppliers and manufacturers or H&S Manager as appropriate. Records of the results of the inspection and testing will be held by the Health & Safety Manager.

Before being put into use users of portable electrical equipment will check for any obvious signs of damage and defects, any defects or damage found must be reported to the Manager in charge of the area/equipment. Staffs are trained to visually inspect any electrical appliance prior to use and report any findings e.g., loose or frayed cables.

Faulty or damaged equipment will be taken out of use immediately and identified with a suitable label/notice "Do Not Use". Faulty or damaged equipment must not be used until effective repair or replacement has taken place.

All contractors who wish to carry out work on our behalf will be requested to show proof of testing of their electrical equipment before work can commence.



Work on Electrical Systems

Employees must not undertake any work on or near electrical equipment or systems unless they have been specifically trained to do so.

Live working on electrical equipment or systems will not be allowed on Company premises other than for testing purposes.

Information, Instruction and Training

Employees will be provided with suitable information, instruction, training and supervision for any work they are expected to perform in relation to electrical safety.

Records of the training provided will be held in employee's personnel files.

Basic Safety Rules

- ◆ The rule of one plug to one outlet will apply throughout Company premises.
- ◆ Extension leads may be used provided they are used for low energy consumption equipment such as computers and printers and do not introduce a tripping hazard.
- ◆ The area around electrical switchgear and distribution equipment must be kept clear at all times.
- ◆ Employees must not bring items of electrical equipment from home for use on Company premises.
- ◆ All electrical equipment should be switched off at the end of each day by the last user, except essential items such as computer, security equipment etc.
- ◆ Defective or damaged electrical equipment must not be used until suitable repair/replacement has taken place.
- ◆ Keep gangways, walkways and other access routes clear of trailing flexible leads.
- ◆ Do not leave portable electrical equipment plugged into the supply when not used for long periods or when unattended.

Reference Materials

HSE Document - Maintaining Portable and Transportable Electrical Equipment, HS (G) 107.

The Electricity at Work Regulation 1989



Emergency Procedures

Policy

The Company recognises the importance of developing effective emergency procedures to protect the health and safety of employees and others in the event of an emergency situation.

Procedures will be developed and revised as necessary to ensure: -

- Employees will be appointed to take control of emergency situations.
- Employees are trained in the procedures to follow in the event of an emergency situation occurring.
- Regular practice emergency drills will be undertaken to assess the effectiveness of emergency procedures and where appropriate improved procedures will be developed and implemented.

Procedure

Contact with Emergency Services

- ◆ Raising the alarm in the event of an emergency.
- ◆ Evacuation of persons from the area/premises as required.
- ◆ Contacting the emergency services to request assistance.
- ◆ Ensuring emergency services are provided with unrestricted access to the danger area and provided with full information on the emergency situation on arrival at the premises.
- ◆ Measures to prevent person re-entering the area/premises until it is safe to do so.
- ◆ Review of effectiveness of emergency actions and where appropriate changed/new procedures to bring about improvements.

Appointment of Competent Persons

A suitable number of competent persons will be trained and appointed to take control in an emergency situation. Responsibilities of competent persons will include: -

- ◆ Ensuring effective procedures as agreed with the emergency services and internal procedures are implemented and maintained.
- ◆ Ensuring all people are evacuated from the area/premises and report to the designated assembly point.
- ◆ Ensuring full information on the situation is available for the emergency services on arrival at the premises.
- ◆ To liaise with the emergency services throughout the emergency and agree when it is safe to re-enter the area/premises.
- ◆ Review the effectiveness of emergency actions with the emergency services and the Company management.
- ◆ Provide employees and others with induction and refresher training on emergency procedures.

A list of competent persons will be displayed on the Company health and safety notice board.



Training

All employees will be provided with training on emergency procedures as part of the induction training programme.

Refresher training on emergency procedures will be provided to all staff every two years.

Contractors working at the premises will be provided with information and training on the procedures to follow in the event of an emergency situation.

Additional training will be provided where changes to emergency procedures are required.

Records of the nature of the training provided and the persons in attendance will be maintained. Records will be held under the control of the Administration Department.

Simulated Drills

Simulated drills will be undertaken at twelve monthly intervals to assess the effectiveness of emergency procedures.

Competent persons are responsible for co-ordinating and arranging simulated drills including: -

- ◆ Assessment of the effectiveness of actions taken.
- ◆ Where appropriate making recommendations for improvement.

Procedures

The Company have developed emergency procedures in the following areas: -

- ◆ Fire.
- ◆ Accident.
- ◆ Mains Electricity failure.

Reference Materials

HSE Publication - The Management of Health and Safety at Work Regulations 1999.

Fire Safety

Policy

The Company recognises the main purpose of fire safety legislation is to safeguard life. We also recognise the main causes of fire within the workplace as faulty electrical equipment or systems, matches, arson and smokers materials.

All reasonable steps will be taken to prevent or minimise the risk of fire in the workplace. This will be achieved by: -

- ◆ Undertaking a detailed fire risk assessment and implementing suitable control measure to eliminate or minimise risks.
- Providing employees with suitable training based on fire prevention.
- Provision of suitable fire warning systems, firefighting and detection equipment, fire exit and escape route signs, fire safety procedures and emergency lighting.
- Regular maintenance of the fire warning systems, firefighting and detection equipment
- Regular fire drills to ensure employees and others are aware of the procedures to follow in the event of a fire.



- Regular inspection and testing of electrical equipment and systems.
- Suitable security arrangements to reduce the possibility of arson.

Procedure

General

Simulated fire evacuation drills will be undertaken at twelve monthly intervals to ensure employees are aware of the procedures to follow in the event of a fire.

Audibility test of the fire alarm system will be undertaken by the H&S Manager from a different call point at the same time each month. Employees will be made aware of the time and day of this testing.

Where appropriate, suitable arrangements will be made with other building occupiers to co-ordinate fire evacuation drills and audibility tests.

Detailed Fire Risk Assessment

A detailed fire risk assessment will be undertaken by the H&S Manager following the guidance in the Health and Safety Executive publication 'Fire Safety an Employers Guide'

The assessments will be reviewed where there are structural changes to the premises, flammable substances or materials are introduced, machinery, plant and equipment is identified as a potential fire hazard, work activities represent a fire risk or any other matters where a risk of fire is considered significant.

Fire Warning and Detection Systems

The fire warning and detection systems within the premise will be regularly maintained in accordance with the installer's/manufacture's recommendations.

Emergency lighting equipment and systems will be regularly inspected and maintained by a competent person. Partial and full discharge test will be undertaken at intervals as recommended by the installers or manufacturers.

The H&S Manager will hold records of the maintenance of the fire warning and detection systems and the emergency lighting systems for the premises.

Fire Extinguishers

A sufficient number of fire extinguishers will be provided within each work area that is suitable for the risk involved.

Each fire extinguisher will be wall mounted with the head of the extinguisher at least 1 meter from the floor or held in suitable floor mounted holders.

A notice will be fixed above each extinguisher detailing the type of substance within the extinguisher and the type of fire that can be fought.

The area around each extinguisher will be kept clear at all times so that its location can be easily identified in an emergency situation.

All extinguishers are inspected by a competent person annually. The date of the last inspection is indicated on the label affixed to the extinguisher.

Certificates and Notices

Fire escape routes and fire exit doors will be clearly marked to the prescribed standards i.e. green background with white pictogram.



Fire safety procedures will be displayed adjacent to each fire alarm call point and final point of exit from the building.

Smoking

The Company operates a no smoking policy within the premises.

Training

All employees will be provided with fire safety training as part of the induction process for new employees.

General fire safety training will be repeated once every two years for existing employees to keep them up to date.

All employees will receive training to recognise the different types of fire extinguisher within the workplace, the types of fire they can fight and the methods of operation.

Records

Details of the following matters in relation to fire safety will be recorded in the fire precautions log book for each premise: -

- ◆ Dates of fire evacuation drills.
- ◆ Audibility checks of the fire alarm system.
- ◆ Inspection of the means of escape from the building.
- ◆ Fire safety training.
- ◆ Maintenance of the fire extinguishers.
- ◆ Maintenance of the fire warning and detection systems.
- ◆ Maintenance of the emergency lighting system.
- ◆ Visits from the Fire Officer.

Fire Marshals

A suitable number of fire marshals have been trained and appointed to take control of fire safety within the workplace.

The duties of fire wardens include: -

- ◆ Ensuring all persons have evacuated the area under their control in the event of a fire and reporting this fact to the person in charge at the fire assembly point.
- ◆ Undertake regular inspection of the workplace to ensure fire safety arrangements are being adhered to.
- ◆ Advising persons when it is safe to re-enter the building following a fire following consultation with the fire officer as appropriate.

Contractors

The work of contractors on site will be tightly controlled to ensure the fire risks associated with their work is prevented or reduced to acceptable levels.



Reference Material

Regulatory Reform (Fire Safety) Order 2005

HSE Document - Fire Safety an Employers Guide.

Stationary Office Document - Fire Precautions in the Workplace.

HSE Document - Safe use and Handling of Flammable Liquids, HSG140.

HSE Document - Storage of Flammable Liquids in Containers, HSG51.

First Aid

Policy

Tag Guard recognises their legal duty to make sufficient provision for first-aid to employees, including those travelling or working away from our premises

The Company recognises its duty to provide adequate first aid provisions for employees who may become ill or are injured at work.

Employees will be informed of the arrangements for first aid including the names of appointed persons and location of the first aid boxes.

Procedure

First Aiders

Tag Guard will assess risk to employees and make appropriate first-aid arrangements to deal with the risk. The Health & Safety Manager will re-assess the first aid provision annually, or whenever there have been significant changes. The company will revise their arrangements accordingly.

Additionally we will ensure that contractors on our premises either have sufficient first aid provision or if their work involves no special risk, their contract may include the use of our facilities, by agreement.

A sufficient number of employees will be trained in first aid to take responsibility for administering first aid, seeking medical assistance when required and the provision and maintenance of first aid boxes.

The number of persons appointed will be sufficient to cover for holidays and sicknesses so ensuring a sufficient number of first aiders are available in the workplace at any time.

The number of first aiders will be based on a ratio of one first aider to every fifty employees.

First aiders will keep records of the items used from the first aid boxes, by whom and for what reason.

The H&S Manager is responsible for co-ordinating first aid matters on behalf of Tag Guard.

Notices

Notices will be displayed in suitable locations around the workplace reminding employees of the names of the first aiders and the location of the first aid boxes.

First Aid Facilities

Due to the generally low risk nature of the Company's operations and the accessibility of outside accident and emergency facilities, it is not considered necessary to provide a first aid room within Company premises.

First aid boxes will be stocked to the prescribed standards. A card will be held in each first aid box to remind first aiders of the quantities of each item for restocking purposes.



General

All accidents no matter how minor must be recorded in the accident book held on site. Where first aid treatment is given to an injured person this fact must be recorded in the accident book.

Information on first aid arrangements will be included as part of the induction training for new employees. All employees will be informed of any changes to the Company first aid arrangements.

First aiders will be covered by legal indemnity insurance by the Company insurers.

Reference Material

HSE Document - First Aid at Work, Approved Code of Practice and Guidance, L74.

The Health & Safety (First Aid) Regulations 1981

Hazardous Substances COSHH

Policy

We recognise our responsibility to ensure all reasonable steps are taken to prevent or control to acceptable levels employee's exposure to hazardous substances.

To achieve our Policy the Company will: -

- Assess the risks to health from exposure to hazardous substances before they are put into use.
- Determine the precautions needed to prevent or control to acceptable levels exposure to hazardous substances.
- Ensure control measures such as ventilation systems and the issue and use of personal protective equipment are effectively maintained.
- Where necessary monitor exposure of employees to hazardous substances.
- Where necessary provide employees with regular health surveillance and keep suitable records.
- Provide employees with information and training on risks to their health and safety from exposure to hazardous substances and the precautions to be observed.

Procedure

Before any new substance is put into use the H&S Manager will obtain health and safety data sheets from the suppliers/manufacturers. The Cleaning Contractors will complete a risk assessment for the manner in which the substance is to be used.

A register of all assessed hazardous substances used by the Company will be produced and kept up to date by the H&S Manager.

Employees should use only hazardous substances detailed in the Company register.

Where it is proposed to purchase a new hazardous substance, the H&S Manager should be consulted. Data sheets and risk assessments will be completed and where appropriate the hazardous substance will be added to the register.

Employees will be provided with sufficient information and training on the risk of exposure to hazardous substances and the precautions to be observed, including the correct type and use of personal protective equipment.

When not in use the top on the hazardous substance container must be securely fixed. The container will be held in a secure location away from food and drink. Only authorised persons should have access to the secure storage area.



Contractors must provide the H&S Manager with health and safety data sheets and risk assessments for any hazardous substances they use on Company premises.

Reference Materials

Health and Safety Executive document - 'COSHH Essentials - Easy Steps to Control Chemicals, HSG193.'

HSE Document - MDF Hazard Assessment Document, EH75/1.

HSE Document - Safe use and Handling of Flammable Liquids, HSG140.

HSE Document - Health Risk Management, a Guide to Working with Solvents, HSG188.

The control of Substances Hazardous to H & S Regulation 2002

New and Expectant Mothers

Policy

The Company recognises that some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children.

The Company will take particular account of risks to new and expectant mothers when assessing risks in the workplace and do everything reasonably practicable to control those risks.

Procedure

General

The phrase 'New or Expectant Mother' means a person who is pregnant, who has given birth in the previous six months, or is breastfeeding.

'Given Birth' is defined as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

Notification of Pregnancy

Employees who become pregnant must inform their line manager and thereafter the Managing Director at Merlin House, Gibson Rd, Hemswell Cliff Business Park, Gainsborough. Lincs DN21 5TL

A written certificate from a registered medical practitioner or a registered midwife must be produced to confirm the pregnancy.

Risk Assessment

When notified of a pregnancy the Company will undertake a full risk assessment of the risks to the mother, unborn child or child. Suitable action will be taken to ensure the mother, child or unborn child are not exposed to any significant risks.

If the risks cannot be controlled by normal means, then arrangements will be made to discuss situation with the H&S Manager/office Manager for next steps. Changes will be made to the working conditions if all parties are in agreement. This may result in an offer of alternative work.

If changes to working conditions, hours of work, or alternative work does not adequately control the risks, the person will be given paid leave in accordance with the conditions defined in the employee handbook. Again this is in conjunction with decision and discussion with the Managing Director.

Where necessary when deciding on the control measures to be adopted the Company may seek professional medical assistance.

COSHH assessment have already been undertaken regarding exposure to hazardous chemicals, complying with the stated control measures will normally be sufficient and will not result in significant exposure to the mother, child or unborn child.



Wherever possible a safe and healthy environment will be found for mothers who are breastfeeding.

The risk assessments will be regularly reviewed and where required control measures changed to ensure risks stay at acceptable levels.

All risk assessments will be recorded with hard copy being held under the control of the Health & Safety Manager as appropriate.

Night work

If a new or expectant mother is required to work at night and has a medical certificate stating that night work could affect her health or safety the Company will: -

Offer suitable alternative daytime work if available. If this is not reasonable then suspend her from work for as long as is necessary to protect her health and safety.

The Health & Safety Manager will complete the Maternity Risk Assessment form when advised that an employee is pregnant.

A buddy will be selected who is a friend or colleague of the pregnant person and will provide assistance to the pregnant person during the pregnancy and when returning to work after giving birth.

Reference Material

HSE Publication - New and Expectant Mothers at Work, A Guide for Employers, HSG122.

Health and Safety Information

Policy

The Company recognises their legal responsibilities to provide certain information to employees and others with regards to health, safety and welfare matters.

Effective provision of information is also important in the elimination and control of workplace risks to health and safety.

The Company will: -

- Provide and maintain or make available for inspection up to date health and safety information to employees and others as appropriate. Information may be in paper or electronic form.
- Take into account the knowledge, skills and experience of employees when determining the type and detail of information to be provided.

Procedures

The Company will provide or make access available to health and safety documentation including relevant Acts of Parliament, Regulations, Approved Codes of Practice, Guidance Documents, Manufacturers and Suppliers instruction manuals, data sheet and publications from lead and professional bodies.

The Health and Safety Manager holds regulations, approved codes of practice, guidance documents and other relevant publications applicable to the work of the Company. These documents will be referred to or provided by the Health and Safety Manager when assisting the Company in meeting its legal duties.

Publications will be held under the control of the Health & Safety Manager and made available to employees and others as the situation demands.

Publications provided will be reviewed on a yearly basis by the Health and Safety Manager to ensure they remain up to date and appropriate to the operation of the Company.



Health and safety information will be displayed on notice boards, in appropriate locations within the workplace and communicated via memo, minutes of meetings, electronic and other suitable means.

Specific legislation requires employees to be provided with certain information; these requirements have been included in the appropriate section of this health and safety policy. To summarise information will be provided on: -

- ◆ Risks to health and safety including those created by exposure to hazardous substances.
- ◆ Preventive and protective measures.
- ◆ What employees ought to do when encountering risks and hazards?
- ◆ Emergency procedures including those responsible for evacuation.
- ◆ Temporary employees on fixed term contracts will be provided with information on any special occupational skills or qualifications needed for the work and any requirements for health surveillance.
- ◆ First aid arrangements including facilities, names of the first aiders and the location of first aid equipment.
- ◆ Clear and relevant information on the measures to be taken in conjunction with safety signs.
- ◆ Information on employees health, safety and welfare in the form of the 'Health and Safety Law – What You Should Know' poster displayed at the workplace or the approved leaflet given to each employee.
- ◆ Result of hazardous substance exposure monitoring and collective results of any required health surveillance.
- ◆ Information contained on safety data sheets.
- ◆ Weight of loads and heaviest side of any load whose centre of gravity is not positioned centrally, for persons undertaking manual handling.
- ◆ Health and safety information about display screen work.
- ◆ Condition and method of use of work equipment including hand tools.
- ◆ In relation to work equipment, foreseeable abnormal situations, what to do and lessons learned from previous experience.
- ◆ Risks that personal protective equipment will avoid or limit.
- ◆ The purpose of personal protective equipment provided and the way in which it must be used.
- ◆ What employees need to do to keep personal protective equipment in working order and good repair?

Where appropriate records will be retained of the documents held by individuals to ensure the individual is kept up to date with changed or new documents.

Health and Safety Monitoring

Policy

The implementation of management systems to continually monitor and review our company's health, safety and welfare is paramount to our safety culture.

The Company recognises the importance of effective health and safety monitoring as the means of assessing the effectiveness of the Health and Safety Policy and providing information for management review and action.

We also recognise that health and safety monitoring provides evidence to the Enforcing Authorities that health and safety within the Company is being actively managed.

Monitoring programmes will be developed and implemented each year. Managers will ensure that monitoring activities delegated to employees under their control are undertaken within the agreed time-scales and reports produced as appropriate.

Procedure

At the start of each financial year the Health and Safety Manager will agree and produce a programme of inspections and audits.

The agreed programme will be circulated to all employees with a monitoring responsibility and those in control of the work area or work activities where the inspections and audits will take place.

The findings of the inspections and audits will be brought to the attention of the Manager in charge of the area or work activity audited. The Manager will be required to implement suitable corrective actions where unsatisfactory performance or conditions have been identified.



Records of inspections and audits will be held under the control of the Health & Safety Manager.

Inspection and audit records will be held for three years from the date of completion.

The Health & Safety Managers will review inspection and audit reports on a yearly basis. Where appropriate, action will be taken to ensure continuous improvement in the Company health and safety performance is achieved.

Accidents, incident and occurrences will be collated annually and be sent by the H&S Manager to identify trends.

H&S Manager will as a matter of course monitor health, safety and welfare on a daily basis. Immediate action will be taken when any serious breaches are identified.

Formal inspection and audit responsibilities and frequencies will generally be as follows:

- The Health and Safety Manager will undertake a full audit at the work premises once every year. Additional audits may also be undertaken on work sites.
- H&S Manager will undertake inspections within their own offices and work activities once every twelve months.

Monitoring Records

The finding of these audits will be reported to employees at all levels and where required action will be taken to rectify any shortfalls.

Copies of all inspections, reports and audits will be available for all staff and other interested parties to see on request.

Housekeeping

Policy

The Company recognises that poor standards of housekeeping are a common cause of injury within the workplace and can present unnecessary fire risks.

We will ensure adequate standards of housekeeping are achieved in accordance with our Policy commitment to provide and maintain a safe place of work.

Procedure

Workplace inspections both formal and informal will be carried out at regular intervals by the H&S Manager.

Full details of health and safety inspection and audit responsibilities and frequencies can be found in the Health and Safety Monitoring section of this Policy.

Informal inspections will be undertaken on a daily basis to ensure the required standards are maintained.

Suitable storage facilities will be provided for office equipment, stationary etc. Storage racking will be of suitable strength for the items to be stored and where possible will be secured to the building fabric for security.

Unused or spare office equipment and hazardous substances will be stored in securely locked storage facilities; the key will be under the control of the appropriate Office Manager.

Floors, furniture and fittings will be cleaned regularly by the Company cleaning contractors, including the emptying of waste paper bins and other waste containers.

Suitable information and training will be provided for employees on housekeeping arrangements.



Basic Safety Rules

Employees will be expected to observe the following rules in relation to housekeeping:

- ◆ Ensure your workstation and work area is left in a clean and orderly manner at the end of each working day.
- ◆ Waste must not be allowed to accumulate in your work area; workstations must be kept in a clean and orderly condition.
- ◆ Walkways, fire escape routes and other common areas must be kept clear from obstructions.
- ◆ Report any housekeeping problems to the Manager responsible for your work area/location.

Manual Handling

Policy

We recognise that manual handling injuries are the most common cause of absence from work, and recognise that such injuries may result in long term effects.

Our policy is to reduce risk associated with manual handling and to provide guidance on the measures needed, including correct handling techniques to ensure safe manual handling is undertaken.

Wherever possible the need for manual handling will be avoided. Where this is not possible risk will be reduced by the provision of suitable manual handling aids.

Procedure

The Health and Safety Manager will assess the risk to employees whose jobs involve manual handling. In assessing risk consideration has been given to four key elements of any manual handling activity, namely the **Load, Individual, Task** and the **Environment**

The assessment format for manual handling is in accordance with the 1998 guidance document on the Manual Handling Operations Regulations 1992.

Records of risk assessments are held under the control of the Health & Safety Manager as appropriate.

Mechanical aids such as trolleys will be provided if appropriate for use when manual handling items of office equipment and bulk deliveries of stationery.

Employees will be provided with information on safe handling techniques, including the display of notices reminding employees of correct handling techniques.

Suitable information and training will be provided for staff whose jobs involve regular manual handling activities.

Wherever possible, heavy items will be stored between shoulder and waist height. The workplace will be arranged wherever possible to avoid the need to stretch and twist when undertaking manual handling tasks.

Employees are expected to make full and proper use of the mechanical aids provided and to adopt the correct manual handling techniques in accordance with the instruction and training they have been provided with.

Employees must never take unnecessary risks when carrying out manual handling tasks, and where necessary seek advice in the best technique to be adopted or seek assistance to perform the manual handling task.

When undertaking manual handling tasks employees must ensure the route is clear from obstructions and where necessary suitable resting places are available to put down heavy or awkward loads.



Where necessary, information on the weight of the load and centre of gravity where not positioned centrally will be provided to assist with safety in manual handling operations.

Reference Materials

HSE Publication - Manual Handling Operations Regulations 1992, Guidance on the Regulations (revised), L23.

Lone Workers

Any employee who is required to carry out their duties away from the company's main place of work will be protected under the same arrangements as other staff so far as is reasonably practicable.

Risk assessment of the increased risk due to lone working will be taken into account and controls implemented prior to the work commencing.

Health, safety and welfare arrangements will be arranged either through our company or any host company.

Where necessary, suitable arrangements will be made to maintain contact with lone workers at regular periods throughout the day.

Emergency arrangements will be put into place to deal with any breakdown in communication and to establish if the lone worker is in need of assistance.

Young Persons Policy

The Company is aware of the additional risks associated with the employment of young persons and will take all reasonably practicable measures to ensure their health and safety whilst in the employment of the Company.

The Company will ensure an extra duty of care is exercised in relation to young persons ensuring increased levels of information, instruction, training and supervision is provided.

Procedure

Before employing any young person, a risk assessment will be undertaken in relation to the proposed work activities and workplace where the young person will be employed.

All young persons will undergo general induction training on their first day of employment with the Company. The Department Manager in charge of the workplace and work activities of the young person will provide ongoing specific training to ensure full awareness in relations to the risks to health and safety and the precautions to be observed.

In the case of a young person who has not reached school-leaving age, full communication with the school/teaching establishment will take place before the child commences employment. This communication process will ensure both parties are aware of the risk to the health and safety of the child, including the precautions to be observed to eliminate or control to acceptable levels those risks.

The parent or guardian of the child will be provided with written information on the risks to health and safety, including the measures in place to protect the child from injury or ill health.

Where required any prohibitions placed on a young person or persons will be clearly instructed to the employee and their supervisor.

No young person will be allowed to work unsupervised until they are deemed competent by means of experience and qualification.

Any person who is of school age (work placements / work experience) will have strict control and supervision placed on them at all times. Assessments and prohibitions will be enforced at all times. Parents or Guardians of the young person will be informed of our assessment and controls prior to the person commencing work.



Employees concerns regarding young persons in the workplace should be addressed to Office Manager.

Young persons will be covered by the Company's insurance whilst working on Company premises.

Management of Health & Safety at work Regulation 1999.

Employment of Childrens Act 1973

Health & Safety (Training for Employment) Regulation 1990

HSE Publication Young People at Work, A Guide for Employers

Notices, Signs and Registers

Policy

The Company will display safety signs and notices at the place of work as required by legislation and where there is a benefit in reminding employees and others of the hazards at work, precautions to be observed or the identity or location of safety facilities or escape routes.

Procedure

Signs

The coloured signs at the workplace have the following meanings: -

- ◆ Red circular sign **Prohibit** behaviour likely to increase or cause danger such as smoking.
- ◆ Red rectangular signs show the position or type of **Fire Fighting Equipment**.
- ◆ Yellow triangular signs or red diamond give a **Warning of Hazard**, yellow is sometimes used with black stripes to identify a hazard.
- ◆ Blue circular signs are **Mandatory Signs**, they tell you to do something, such as wear personal protective equipment.
- ◆ Green signs **Identify** or **Locate** safety equipment or escape routes such as fire exits.

Notices

The following notices will be displayed within the premises in location where they can be clearly seen by employees and visitors: -

- ◆ Health and Safety Law – What You Should Know Poster. Information will be entered in to the spaces provided on the notice.
- ◆ Employers Liability Insurance Certificate.
- ◆ Emergency Aid Notices will be displayed within each office.
- ◆ First Aid Leaflet, detailing the contents to be displayed within first aid boxes.

Registers

The following documents, logbooks and other registers will be completed and kept up to date: -

- ◆ First Aid Book.
- ◆ Fire Precautions Logbook.

Reference Materials

H&S (Safety Signs and Signals) Regulations 1996



Personal Protective Equipment

Policy

The Company recognises personal protective equipment as an important means of controlling risks where the risk presented by a work activity cannot be adequately controlled by other means.

Appropriate personal protective equipment will be provided as identified by risk assessments.

Personal protective equipment will be maintained or replaced as necessary and provided free of charge to employees.

Procedure

A specific risk assessment will be undertaken on all items of personal protective equipment to ensure they are suitable to protect against the risk involved.

The assessment form provided in the HSE publication 'Personal Protective Equipment at Work Regulations 1992, Guidance on the Regulations' will be used as guidance when undertaking the assessments, the findings of the assessments will be recorded on this form.

Personal protective equipment will only be issued when the risk cannot be controlled by any other means

A register of all personal protective equipment issued to employees will be held by the H&S Manager and made available for inspection upon request. All equipment issued will comply with EC standards and be selected for both the nature of the task and the person who is wearing it.

Where two or more items of personal protective equipment are worn simultaneously the Company will ensure they are compatible so that the effectiveness of each item is maintained.

Suitable accommodation will be provided for the storage of personal protective equipment when not in use to prevent damage or contamination.

Personal protective equipment will be cleaned, repaired or replaced as necessary to ensure it remains effective in protecting the individual against the identified hazard.

Employees will be informed of the risks involved and the protection provided by the personal protective equipment against those risks. Training will be provided on the correct use, maintenance and storage of personal protective equipment.

Records of training will be held in the personnel file of each employee. Employees are instructed to use and maintain the personal protective equipment in accordance with the information and training they have received.

Suitable notices will be displayed within the workplace at appropriate locations to remind persons to wear specific items of PPE.

Reference Materials

HSE Publications – Personal Protective Equipment at Work Regulations 1992, Guidance on the Regulations, L25.

Risk Assessment

Policy

The Company recognises its duty to assess the risks to the health and safety of employees and others and to eliminate or control to acceptable levels those risks.

All reasonably practicable steps will be taken to ensure risk assessments are undertaken at all Company premises, work locations and for all work activities undertaken.



Procedure

Risk Assessment

H&S Manager will be trained to undertake risks assessments on behalf of Tag Guard

Template check sheets have been produced by the Health and Safety Manager, which are used by the risk assessors to carry out the risk assessments.

Risks not covered by the template check sheets are assessed using the five-step approach identified within the Health and Safety Executive document "Five Steps to Risk Assessment". Suitable control measures are then designed and implemented to ensure risks to health and safety are eliminated or controlled to acceptable levels.

Risk assessments will be reviewed when there are changes in the workplace, in particular: -

- The introduction of new tools, plant and equipment.
- Employees being given changed or new job responsibilities.
- Following reportable accidents and near misses.
- Following the results of inspections and audits of the workplace and work activities.
- Changed or new legislation.

The reviews may result in changes to the risk assessments or revisions to the Health and Safety Policy.

Employees will be provided with information, instruction and training in relation to the findings of the risk assessments, in particular: -

- Risk to health and safety measures will be put in place to eliminate or reduce those risks to acceptable levels
- The procedures to follow in the event of an emergency situation.
- Distribution of the names of the persons in control of emergency situations should they arise.

Hazard Identification

Employees are encouraged, and have a legal duty to report hazards to their Department Manager to ensure suitable actions are taken to eliminate or control risk to health and safety.

Hazards will also be identified: -

- As a result of accident and near miss investigations.
- Following workplace and work activity inspections and audits.

In all situations where new or changed risks to health and safety are identified, a full risk assessment will be undertaken and where appropriate changes to the Health and Safety Policy made.

Safe Systems of Work / Permits to Work

It is our intention for all our employees to carry out the work in a safe manner. Safe systems of work will be identified and implemented whenever an assessment shows that this will reduce the risk of injury. Only staffs that are competent with the systems will be authorised to carry out the work.



Any work that is deemed to be of a high risk or complicated nature will be subject to a permit to work. The aim of such a permit is to clearly identify what work is to be carried out, the nature of the work, the method of work and the safe procedure for the completion of the work. All persons involved with the permit will be required to show their understanding of their commitments before being allowed to start work.

The person responsible for the implementation and monitoring of any permit is the H&S Manager.

Statutory Inspections

Policy

The Company recognises that certain items of machinery, plant and equipment must undergo regular tests and examinations to ensure defects and weaknesses are detected and remedial action taken as required.

The Company will ensure that a competent person undertakes the required statutory test and examinations and suitable records maintained and made available for inspection.

The Company Insurers and their approved contractors are appointed as the competent person to carry out these inspections.

Procedure

The machinery, plant and equipment detailed below will be regularly tested and examined as necessary at the frequency indicated: -

Plant/Equipment	Inspection Frequency
Hoists and Lifts.	6 Months
Lifting Tackle	6 Months.
Cranes and Lifting Appliances	12 Months

Reports of inspection and examination will be held by the H&S Manager and made available for inspection upon request.

All defects or weaknesses identified will be repaired or rectified as necessary.

Records of testing and examination will be held for a period of five years from the inspection date.

A register of all items of machinery, plant and equipment held by the Company will be produced and kept up to date by the Company Insurers or approved contractors.

Training

Policy

The Company is aware of the legal obligation relating to the training of new and existing employees.

It is our policy to ensure all employees are adequately trained in the following general areas: -

- The Company Health and Safety Policy, procedures and associated documents.
- Training in the tasks they are expected to undertake.



- Training on the procedures to follow in the event of an emergency situation arising.

Procedures

Induction training will be provided for all new employees and staff on a temporary contract when first joining the Company. In particular induction training will cover the following health and safety matters: -

- ◆ The Health and Safety Policy including the organisation in place for carrying out the Policy and the safe working practices to be followed.
- ◆ Fire procedures and precautions including means of raising the alarm, action to take upon hearing the alarm, location of fire escape routes and exits, location of the assembly point, name of responsible person in charge of the emergency situation and what procedures to follow in relation to office equipment.
- ◆ Names of the person responsible for first aid and the location of first aid boxes and other first aid facilities.
- ◆ Accident and near miss reporting and recording.
- ◆ Details of any specific hazards in relation to the employee's work activities or work location, including the precautions to be observed to prevent injury or ill health. This may include the safe use and maintenance of plant, equipment, machinery and tools.
- ◆ Name of the Health & Safety Manager appointed to assist the Company in meeting its legal obligations including Fire Marshals and First Aiders.
- ◆ Arrangements for consultation with employees on health and safety matters, including the means by which consultation is undertaken.
- ◆ The employee's general responsibilities in relation to health and safety.
- ◆ Arrangements for providing job specific health and safety training.
- ◆ Details of refresher and specialist training as appropriate.
- ◆ Use of Company vehicles.

Specific health and safety training will be undertaken by a competent person either using in house or external sources as appropriate.

Employee training needs will be identified and discussed during staff reviews and appraisals. Training needs may also be identified following accidents, near misses, inspections or audits.

Training will also be provided where there are changes in the work place including: -

- ◆ The introduction of new tools, machinery, plant and equipment.
- ◆ Employees being given changed or new job responsibilities.
- ◆ Introduction of changed or new legislation.

Records of health and safety training will be held in the employee's personal file, under the control of the Administration Department. Records may include training record sheets which are signed by employees or training certificates issued by the training provider.

Wherever possible the competence of persons will be assessed by means of an end of course written assessment or exercises during the training delivery.



Specific legislation requires employees to be provided with certain training, these requirements have been included in the appropriate section of this health and safety policy. To summarise training will be provided on: -

- ◆ On recruitment.
- ◆ On being exposed to new or increased risks.
- ◆ Refresher training repeated as appropriate.
- ◆ First aid training for registered first aiders.
- ◆ The meaning of safety signs.
- ◆ Measures to be taken in connection with safety signs.
- ◆ Training for safety representatives.
- ◆ Risks created by exposure to substances hazardous to health and the precautions to be observed.
- ◆ Results of any required exposure monitoring.
- ◆ Collective results of any required health surveillance.
- ◆ Use of display screen workstations.
- ◆ Noise exposure: level, risk of damage to hearing and actions employees can take to minimise risk.
- ◆ How to get ear protectors, when they should be worn, how to look after them and how to report defective ear protectors and noise control equipment.
- ◆ When to seek medical advice on loss of hearing.
- ◆ Employee's duties under the Noise at Work Regulations.
- ◆ Methods that must be followed when using work equipment.
- ◆ Risk from using work equipment and the precautions to be observed.
- ◆ Risk that personal protective equipment (PPE) will avoid or limit.
- ◆ The PPE's purpose and the way it must be used.
- ◆ How to keep the PPE in working order and good repair.

Transport Safety

Policy

The Company recognises that staff that are required to drive Company vehicles are exposed to specific hazards and risks.

The Company also recognises that the presence of workplace transport on the premises can result in serious injury to employees and others.

The Company also recognises that most transport related accidents are avoidable and that effective management control can eliminate or control the risks of injury to acceptable levels.



Our policy for the control of workplace transport is: -

- To undertake risk assessments to identify and control workplace transport risks.
- Ensure that all staff are fully trained, insured and in a fit state of health to drive company or their own vehicles for work-related activities.
- Check all driver licenses on a periodic basis.
- Ensure that vehicles provided for staff are safe and in a roadworthy condition.
- Ensure that vehicles are serviced and maintained in good condition and at intervals recommended by the manufacturer.
- Identify any driver training or instruction that may be necessary on the use of mobile phones, accidents, servicing, regular vehicle condition checks, breakdown, maximum working and driving hours and personal safety.
- To review site arrangements and procedures to ensure pedestrian and vehicle segregation where possible.
- To ensure safe system of work are in place to control the movement of vehicles around the site, to control reversing vehicles and ensure loading and unloading activities are carried out safely.
- To ensure all staff are informed, instructed and trained regarding all aspects of workplace transport safety.
- To ensure visitors, contractors and others visiting the site are aware of the transport risks and procedures to be followed.
- To ensure the safe use of mobile phones.

Procedure

Risk Assessment

The Health & Safety Manager will undertake a general workplace car parking and pedestrian area risk assessment for each premise. The risk assessment will identify where transport safety is adequately controlled and where additional actions are required.

Where additional actions are required the H&S Manager will produce an action plan to implement the required improvement actions.

On completion of the improvement actions the risk assessment will be updated.

Risk assessments will be reviewed once every five years or more frequently should the workplace change or new legislation is introduced.

Traffic and Pedestrian Routes

Wherever possible, separate vehicle and pedestrian routes will be provided on the site.

Suitable signs/mirrors will be placed at blind areas or where restricted visibility exists.



Signs will be displayed around the site to indicate no entry points, direction of travel, pedestrian routes and to warn or instruct on other transport related matters.

Suitable lighting will be provided throughout the site to illuminate vehicle and pedestrian routes, special emphasis will be placed on illuminating pedestrian crossing places, areas with restricted visibility and sharp bends and traffic signs.

Suitable arrangements will be put in place to deal with adverse weather conditions such as gritting external vehicle and pedestrian routes and clearing snow.

Parking Areas

Suitable marked parking areas will be provided for company and private cars away from main transport routes.

Company Vehicles and Drivers

All drivers of Company vehicles will hold appropriate licenses for the types of vehicle they drive. Copy licenses will be held in the individual's personnel files.

The Company will review all drivers' licenses annually to ensure they remain valid and up to date for the vehicles to be driven.

The Company will ensure all drivers of Company vehicles remain in good health and take account of their hearing and eyesight abilities.

Where necessary, drivers will be provided with medical examinations.

All drivers will be expected to undertake pre-journey checks of their vehicles. Visual checks on tyres, windscreen, lights, fluid levels and safety devices must be undertaken as appropriate for the type of vehicle.

All company vehicles will be regularly serviced and maintained in line with the manufacturers' recommendations. Records of vehicle maintenance will be maintained.

Drivers are required to report any medical conditions to their line manager, which may affect their driving ability and license, such as heart condition or epilepsy.

Drivers should be aware that certain medication may impair their driving ability such as some antihistamines (used to control the effects of hay fever). Additionally, some proprietary cold cure manufacturers advise the driver not to drive whilst taking the remedy.

Drivers are reminded that driving in accordance with the Highway Code is the minimum standard expected of you. Guidance given in the Highway Code should also be followed in the event of breakdown and accidents.

Drivers are expected to use and control the vehicle and equipment in accordance with the requirements detailed in the vehicles handbook(s).

Drinking and Driving

The company has a strict no drinking policy, all drivers are reminded of this policy and should not consume alcohol or be under the influence of alcohol if expected to drive.

Driving Hours

Drivers of cars are advised to take a stop on long journeys at least once in every period of three hours.

Mobile Phones

No employee is required to use or answer their mobile phone, including hands free, whilst driving any motor vehicle.



The use of any hand held phones whilst driving any motor vehicle is prohibited. This prohibition includes the use of wire earphone, microphone kits or handsets permanently wired into the vehicle, but required to be held in order to be used, at any time other than when the vehicle is stationary and the engine is switched off.

The use of hands free equipment is permitted if it does not require the driver to significantly alter their position in relation to the steering wheel in order to use it. This use will be at the employee's discretion and risk. The Company discourages use of hands free equipment whilst driving if the nature and duration of the call is likely to significantly affect the driver's concentration.

Every employee is reminded that: -

- Text messaging and voice mail facilities will allow messages to be collected whilst the phone is switched off for later recall.
- Use of hand-held phones by drivers whilst the vehicle is stationary in traffic, for example at traffic lights or within traffic jams, etc, is prohibited by law.
- Their individual and personal responsibilities are not to create the expectation or insist in any way whatsoever that other employees answer mobile calls whilst driving motor vehicles.

The only permitted use of mobile phones by drivers is: -

- If the vehicle has been fitted with hands free equipment and in the opinion of the driver it is safe to operate.
- In order to call the emergency services (999) in a genuine emergency when the driver is of the opinion that it is not safe to stop prior to making the call on a hand held mobile phone.

Failure to maintain proper control of motor vehicles for whatever reason may lead to employees as well as the Company being prosecuted.

Hired Vehicles

When vehicles are hired, the person hiring the vehicle should ensure the vehicle has been properly serviced and maintained and in a roadworthy condition.

Visitors

Policy

The Company accepts its responsibility to ensure the health and safety of visitors whilst on Company premises.

Our Policy regarding the control of visitors to our premises is: -

- To be aware that visitors are present on our premises.
- To make visitors aware of any risks to their health and safety.
- To make visitors aware of the procedures to follow in the event of an emergency.
- Where necessary ensure visitors are accompanied by a member of staff at all times.

Procedure

Upon entering Company premises all visitors must make an entry in the visitor's book where appropriate. The person escorting the visitor off site will ensure a further entry is made in the visitor's book upon departure from the premises.



The person receiving the visitor will advise each visitor of the procedure to follow in the event of an emergency situation including the name of the person in charge of the visitor's health and safety whilst on company premises.

The person receiving the visitor will be responsible for visitor's welfare until the visitor is handed over to the person being visited.

The person receiving the visitor will ensure they are accompanied at all times whilst on Company premises and not allowed to enter restricted areas.

All restricted areas will be clearly signed and access controlled to prevent visitors gaining access.

If required, visitors will be provided with suitable personal protective equipment and made aware of any foreseeable risks.

No visitor will be allowed to remain on site should they fail to comply with our arrangements.

It will be the responsibility of the employee hosting a physically or sensory impaired visitor to ensure such temporary arrangements are made to assist in the evacuation of the visitor.

Control of Contractors Working on Company Premises

Policy

It is our Policy to ensure the health and safety of contractors who work on our premises as well as employees, clients, visitors and others who may be affected by the activities of contractors.

The Company will plan, co-ordinate, control and monitor the activities of contractors to ensure the health and safety of all persons who may be affected by their work activities.

We are also committed to ensuring construction work carried out on Company premises is undertaken without risks to the health and safety of employees and others by complying with the requirements of the Construction Design and Management Regulations 2015 as appropriate.

The Company will only use contractors who have been assessed as capable to undertake their work in a safe and healthy manner and who will allocate adequate resources to health and safety management.

Procedure

The Tag Guard Health & Safety Manager will ensure appointed contractors are competent to undertake their work in a safe and healthy manner.

Before contractors start work on site the Tag Guard Health & Safety Manager will obtain from the contractors risk assessments and where appropriate method statements for the work activities to be undertaken. These risk assessments will be used to monitor the performance of the contractor whilst on Company premises.

When arriving on Company premises the contractor must make an entry in the visitor's book and report to the H&S Manager. On leaving the premises the contractor must make a further entry in the visitor's book.

Unless indicated all contractors will be required to provide their own first aid and health surveillance cover and personal protective equipment.

Any tools or equipment brought on site may be subject to an inspection by our staff. Where required we will request the removal of such equipment should it not meet legal or our safety requirements.



All restricted areas will be clearly signed and access controlled to prevent contractors gaining access.

Hygiene and welfare facilities will be extended to contractors where reasonable and subject to the nature of their work.

When required all contract staff will be made aware of any hazards that they may face due to the nature of our work, and they will be informed of our arrangements to minimise the risk.

Any contractors failing to comply with our safety arrangements will be asked to leave the premises immediately.

At the start of the contract the senior person of the contracting company must read and sign the contractor's safety rules. It will be the responsibility of this person to brief all of their employees prior to commencement of work.

Arrangements and instructions for the control of contractors on site are identified within this policy document and the contractors' health and safety rules document.

Reference Materials

HSE Publication - Managing Contractors, a Guide for Employers.

Work Equipment Safety

Policy

The Company recognises the risk associated with the use of work equipment, in particular the risk associated with moving dangerous parts of machinery.

The Company is committed to ensuring the health and safety of employees when using work equipment and will ensure that: -

- All new work equipment meets current European and other health and safety requirements.
- Existing equipment meets the same high standard of safety as new equipment.
- Work equipment is regularly serviced and maintained and where appropriate subject to statutory inspection.
- Employees are provided with information, instruction and where necessary training in the use of work equipment.
- Where appropriate suitable items of personal protective equipment are provided and worn.

Procedures

New Work Equipment

All new work equipment will comply with relevant European and other health and safety requirements. New equipment will only be purchased that carries the CE mark.

New work equipment will be supplied with suitable operation and maintenance instructions/manuals, which will be held by the H&S Manager. Instructions/Manuals will be made readily available for use by employees and contractors.

Existing Machinery

All existing work equipment will meet the same high safety standards as existing work equipment.

The hazards and risks associated with the use and maintenance of work equipment will be addressed as part of the general risk assessments undertaken at each office location.



Risk assessments are held by the H&S Manager and are readily available for inspection by employees and contractors.

The control measures detailed in the risk assessments must be observed at all times.

Maintenance of Work Equipment

All work equipment will be subject to regular planned maintenance in accordance with the manufacturer's recommendations.

The H&S Manager is responsible for ensuring maintenance schedules are drawn up for all items of work equipment. Contractors are responsible for ensuring maintenance work is completed in accordance with the agreed schedule.

Where necessary a maintenance log will be held for each item of work equipment detailing the maintenance work undertaken and any repairs replacements necessary. Maintenance logs are normally only required for items of plant and machinery.

Safe systems of work will be adopted at all times when maintaining work equipment.

Where appropriate the Company insurers or approved contractors will undertake statutory examinations and inspections of work equipment at prescribed intervals and issue suitable certificates. Certificates will be held under the control of the H&S Manager.

Instruction and Training

All persons will be provided with instruction and where necessary training on the use and where appropriate maintenance of work equipment.

Records of training will be held by the Administration Department.

Personal Protective Equipment

Where necessary suitable items of personal protective equipment (PPE) will be issued to and worn by persons using or maintaining work equipment.

The PPE required is detailed within general and COSHH risk assessments.

Company contractors are responsible for ensuring appropriate PPE is issued, maintained and worn for work they undertake on work equipment.

Basic Safety Rules

Work equipment can cause serious injury if not used correctly, detailed below are some basic safety rules to be observed to protect your health and safety when working with work equipment:

- ◆ Do not interfere with machinery guards or other safety devices.
- ◆ Before using work equipment ensure you know where any safety controls are located and how they operate.
- ◆ Before using any work equipment ensures any fitted guards are in place, report any defects immediately to the Health & Safety Manager.
- ◆ Ensure you use work equipment in accordance with any information, instruction and training you have received.

Reference Material

HSE Document - HS (G)129, Health and Safety in Engineering Workshops.



Working on Clients Premises

Policy

When employees are required to work within another company's premises or undertakings it is our intention to reduce the risk of harm to them so far as is reasonably practicable.

Procedure

Only experienced and competent employees will be requested to carry out such work.

Training of these employees will include the ability to assess both the environment and task for risk of harm and authorisation will be given to return to their base should the risk be unacceptable.

Prior to the employee starting work information will be obtained to cover the following areas and provided to the employee:-

- Safety arrangements
- Emergency procedures / evacuation
- Risk assessments
- Permits / safe systems of work
- Rest and welfare facilities
- First aid / Emergency procedures.
- And any other job specific requirements.

Tag Guard will ensure that where the Client provides the above information to the employee directly that adequate arrangements are in place for the passage of the information and that it has been received by the employee.

Where Tag Guard employees introduce risk into the Clients business then a risk assessment will be completed and the Client provided with copies so that appropriate controls can be put in place by the Client as required.

The H&S Manager will periodically carry out inspections on employees working away to ensure that both parties are fulfilling our arrangements especially those related to the provision of health and safety information and precaution to control risk.

Workplace Health, Safety and Welfare

Policy

The Company recognises its duty to ensure the workplace meets the health, safety and welfare needs of all employees of the Company and others who visit or work at the premises, including the needs of persons with disabilities.

The Company will ensure the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 are complied with.

Procedures

The Company will ensure the following health, safety and welfare standards are achieved and maintained: -

Ventilation

Suitable ventilation will be provided throughout the workplace including the supply of fresh clean air. Ventilation will where appropriate dilute warm humid air and provide air movement, which gives a sense of freshness without causing draughts.



Windows and other openings will provide the basic source of fresh air, where necessary mechanical ventilation will also be provided.

Ventilation will be provided to remove or control sources of dust, fumes and vapours from production processes; where appropriate a supply of fresh air will also be provided.

Temperature

The temperature within the premises will be maintained at a minimum temperature of 16 degrees centigrade; where physical work is required the temperature will be maintained at a minimum 13 degrees centigrade.

Lighting

So far as is reasonably practicable natural lighting will be used to illuminate the working environment, where required this will be supplemented or substituted with artificial light that provides adequate and safe illumination.

Suitable and sufficient lighting will be provided to enable persons to work and move about safely. Where necessary local lighting will be provided to supplement background lighting particularly where close or difficult work is being undertaken.

Local lighting will be provided at places of particular risk such as pedestrian and vehicle access points.

Emergency lighting will be provided where a sudden loss of light may create a risk. Light fittings will be regularly cleaned and maintained as necessary to ensure they remain in efficient working order.

Cleanliness and Waste Materials

The workplace will be regularly cleaned and waste materials removed. The surface of floors, walls and ceilings will be cleaned/decorated as required. A cleaning schedule will be enforced in order to keep the general working environment in a suitable condition.

A contractor will be appointed to remove domestic waste products from the building. All internal waste bins will be emptied daily by the member of staff at that work point and a suitable external waste area is provided as a collection point.

Room Dimension and Space

The premises will be arranged to ensure there is enough free space for people to move about freely and complete their work in comfortable conditions. A minimum of 11 cubic meters working space will be provided for each person.

Workstations and Seating

Workstations will be suitable for the persons using them and for the work undertaken. Workstation will be designed so that persons can leave them swiftly in an emergency situation. Where work can be done seated suitable seats will be provided. Where person's feet do not touch the floor suitable footrests will also be provided.

Maintenance

The workplace, machinery, plant, equipment, tools, safety devices and systems will be regularly maintained to ensure they remain in efficient working order and good repair.

Floors and Traffic Routes

Floors and traffic routes will be suitable for the work undertaken within the premises. Suitable markings will be placed on the floor to identify designated routes for vehicles and pedestrians and the storage of materials, machinery, plant and equipment.

Wherever possible vehicles and pedestrians will be segregated and separate entry/exit points provided for each.



Open sides of staircases will be suitably fenced to prevent persons falling, a suitable handrail will be provided to at least one side of each staircase.

Falls and Falling Objects

Where a person might fall more than two meters suitable guard rails and toe boards will be erected. Access to mezzanine floor will be via a permanent staircase fitted with suitable guard-rails and handholds.

If required, crawling boards are provided on the roof to gain access to machinery, plant and equipment, which requires maintenance or repair works completing. Suitable warning signs will be displayed to warn persons that the roof is constructed of fragile materials. Only competent persons will be allowed onto the roof of the premises.

Where fencing and guarding does not provide adequate protection against falls, than fall arrest equipment including safety harnesses will be provided and worn.

Storage racking will be provided that is suitable for the items stored. Racking will be secured to the floor and where appropriate building fabric. Heavy items will be stored towards the bottom of racking with lighter items towards the top.

The racking will be regularly inspected for damage and defect; signs will be clearly displayed on the racking indicating its safe working load (SWL).

Suitable strengthened posts will be fitted to the corners of storage racking where there is a risk of the racking being struck by fork lift trucks and other transport.

Transparent Doors, Gates, Walls and Windows

Windows, transparent or translucent surfaces in walls, partitions, doors and gates will be made of safety materials or adequately protected against breakage.

Where there is a danger of persons coming into contact with such surfaces they shall be suitably identified.

Openable Windows

Openable windows, skylights and ventilators are capable of being opened, closed and adjusted safely. Where necessary for maintenance purposes the area around such items will be suitably fenced off.

All windows and skylights are capable of being cleaned properly and safely. Contractors undertake such cleaning work on behalf of the Company.

Doors and Gates

Doors on main traffic routes capable of opening in both directions will have suitable vision panels fitted. Powered gates and doors will be regularly serviced and fitted with safety devices to prevent persons becoming trapped. Records of servicing will be held under the control of the H&S Manager.

Sanitary Conveniences and Washing Facilities

Suitable sanitary and washing facilities for both male and females will be provided at readily accessible places. Washing facilities will be provided with hot and cold running water and means of washing and drying. Sanitary and washing facilities will be adequately ventilated and kept in a clean and tidy order

Drinking Water

Suitable supplies of drinking water will be made readily available.



Accommodation for Clothing and for Changing

Suitable facilities will be provided for the storage of work and normal clothing. Where appropriate the accommodation will be segregated to prevent contamination between work and home clothing.

Suitable facilities will be provided for changing clothes from home to work wear and vice versa.

Facilities for Rest and Eating Meals

Suitable facilities for resting and for eating meals will be provided and maintained. The premises are designated 'No Smoking' providing protection to non-smokers from the discomfort of tobacco smoke.

Hygiene

Members of staff who are likely to come into contact with body fluids e.g. first aiders will receive full training and suitable PPE.

Risk assessments will be conducted for all foreseeable occurrences where cross infection might happen.

Storage

So far as reasonably practicable storage is kept to below head height. Where necessary only light objects that are easy to manage should be placed on shelving higher than two meters from the ground.

All stacking that is required to hold heavy loads will be inspected by staff and a competent person at regular intervals to ensure safety.

Signed:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Date: 30th July 2018

Position: Managing Director