

<<Insert Company Name>>  
Arrangements

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4. Control of Substances Hazardous to Health
5. Asbestos
6. Manual Handling
7. First Aid
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15. Computer Screens
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17. Protection of Young Persons

# S A M P L E

## ARRANGEMENT

### 1. Training and Supervision

It will be the policy of <<Insert Company Name>> ("the Business") that health and safety information relevant to the Business is given to all new employees or sub-contractors as part of their induction into the Business.

Suitable training will be provided to all employees at all levels are:

- Aware of their health and safety responsibilities
- Competent to carry out their duties
- Competent to operate specialist equipment

Decisions relating to ongoing training will be reviewed on a regular basis. Records of the training will be kept in the Business's personnel file.

### 2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

All hazardous work activities shall undergo a Risk Assessment. Upon the establishment of the risk, control measures are identified which are then introduced, maintained and periodically reviewed. It shall be the duty of the Management to ensure that Risk Assessments are carried out and reviewed periodically.

### 3. Workplace Safety

(The Workplace (Health, Safety and Welfare) Regulations, 1992)

The Business will ensure that its work environment, Health, Safety and Welfare needs of all its employees, visitors, and the public, wherever appropriate, people with disabilities.

### 4. Control of Substances Hazardous to Health

((COSHH), Regulations 2002)

Where needed, Risk Assessments and Safety Data Sheets of substances used will be kept at the Business of Health and Safety. Management will instigate the principles of control of exposure as detailed in Schedule 2A Regulations.

### 5. Control of Asbestos at Work Regulations

In the event that any of the Business's employees encounter any

substance suspected to be or contain asbestos, the area will be cordoned off and the area will be reported immediately to a supervisor. All works in the area will be suspended until the cause has been identified and if appropriate made safe/removed. No works will be carried out that may disturb suspected asbestos until a suitable Asbestos Survey has been done by a specialist contractor.

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## 6. **Manual Handling Operations Regulations 1992**

The Management of the Business will ensure that all manual handling operations within the work place, and where possible, mechanical aids in order to reduce the risk of injury. Managers will ensure that adequate training is carried out to identify hazards associated with manual handling and that adequate training and supervision is given, and where needed.

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## 7. **First Aid**

(Health and Safety (First Aid) Regulations 1981)

The Management of the Business will ensure that sufficient First Aiders or Appointed Persons relevant to the Business are available at all times.

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## 8. **Accident Reporting**

(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995)

All accidents and incidents will be reported to the HSE. Reportable accidents, incidents, or diseases will be reported to the HSE.

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## 9. **Electricity**

(Electricity at Work Regulations, 1989)

It is the policy of the Business that all electrical work will be carried out by a competent person. Where this is not possible a Residual Current Device (RCD) will be used.

and tools will be 110v. Where this is not possible a Residual Current Device (RCD) will be used.

## 10. **Noise**

(Control of Noise at Work Regulations 2005)

Where needed, noise assessments will be carried out. If the noise levels exceed current action levels, measures will be taken to reduce noise at source. Where the plant/machinery is noisy, the plant/machinery will be enclosed. The Proprietor/Partners will ensure that adequate hearing protection is available.

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11. **Vibration**

Control of Vibration at Work Regulations 2005

Where necessary the Proprietor/Partners will ensure that the use of vibration is properly assessed to ensure the safety of employees. The Business will ensure that where the use of vibration is necessary, suitable safeguarding procedures are in place and that employees use vibration gloves.

12. **Working at Heights**

(Work at Heights Regulations 2005)

Where any Business personnel need to work at height, the Proprietor/Partners will assess the task and the most suitable means of access. Wherever practicable mobile towers or 'podium hop ups' will be used. Ladders and steps will only be used where necessary or where the use of mobile towers or 'podium hop ups' is not practicable or unnecessary due to the duration of the works. Suitable exclusion zones will be put in place to ensure the safety of employees and any others who will be in the vicinity.

13. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations 1998) (Lifting Operations and Lifting Equipment Regulations 1998)

It will be the Proprietor/Partners responsibility to ensure that the Business provides:

- Suitable equipment for the task
- To ensure that equipment is in efficient state, in efficient working order and in good repair
- To ensure that all equipment is used in accordance with Regulation 6
- That persons who are required to use the equipment will receive adequate training, information, instruction

The duties will include an assessment of the risks involved with usage, and the implementation of preventative measures to ensure the safety of the users/operators to ensure the tools are in good working order. Procedures will be in place to ensure that all plant and tools owned by the Business are tested at regular intervals.

On occasion the company may need to hire specialist equipment due to either the specialised nature or quantity of work. The equipment will be hired from approved hire companies who supply the appropriate training and where necessary supply training to ensure all employees are suitably trained in

tasks and tools used are properly assessed to ensure the safety of employees. The Business will ensure that where the use of vibration is necessary, suitable safeguarding procedures are in place and that employees use vibration gloves.

Where any Business personnel need to work at height, the Proprietor/Partners will assess the task and the most suitable means of access. Wherever practicable mobile towers or 'podium hop ups', or similar will be used. Ladders and steps will only be used where necessary or where the use of mobile towers or 'podium hop ups' is not practicable or unnecessary due to the duration of the works. Suitable exclusion zones will be put in place to ensure the safety of employees and any others who will be in the vicinity.

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the use of the equipment.

14. **Fire**

(The Regulatory Reform (Fire Safety)

It will be the responsibility of the Proprietor/Partners to ensure that suitable and sufficient fire extinguishers are made available in the premises. All fire extinguishers are to be checked annually by a specialist.

A Fire Risk Assessment will be carried out and the findings published on the notice board. An evacuation Procedure will be published on the notice board.

re suitable and sufficient  
es. All fire extinguishers

vacuation Procedure will be

15. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Proprietor/Partners will ensure that persons who use display screen equipment are given appropriate information and training. The amount of time a person uses a VDU workstation and general working environment will be monitored.

e carried out for all  
nts will consider the  
e usability of their

16. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment Regulations (PPE) 1992)

The Management recognises that PPE should only be used when risks cannot be avoided by other preventive measures or through work re-organisation. A sufficient supply of PPE available when required. Employees are suitably trained in the use of such equipment.

tes that PPE should only  
d by other preventive  
that there is sufficient  
employees are suitably

17. **Protection of Young Persons**

The Management of the Business shall ensure that young persons (under 18 years of age) employed by them are protected against risks which are a consequence of either their inexperience or the fact that the young person may not comprehend any hazard. A specific Young Persons Risk Assessment shall be carried out before work commences.

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ork commences.

These arrangements and procedures will be reviewed when there is a change in circumstances, in work practices or the introduction of new technology.

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Signed

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<<Insert Name>>  
Proprietor/ Partners

<<Insert Name>>

Date:

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