

<<Company Name>>
Arrangements

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ARRANGEMENTS

1. Training and Supervision

It will be the policy of <<Company Name>> (the Business") that health and safety information relevant to the work will be made available to all employees and sub-contractors.

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

- competent to carry out their work with the equipment; and
- aware of their health and safety responsibilities.

Decisions relating to ongoing training will be reviewed on a regular basis. The person with day to day responsibility for health and safety will be responsible for identifying and implementing training needs. Records of the training will be kept in an individual file.

Checks will be made to ensure that employees are competent to carry out the tasks allocated to them and that the work environment is appropriate to their work.

2. Risk Assessments

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

The Management Team will ensure that all activities undergo a suitable and sufficient Risk Assessment. Where necessary, preventative measures will be introduced to reduce the level of risk, revised as needed.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 2015)

The management will ensure that all activities undergo a health, safety and welfare assessment of the level of risk, revised as needed.

4. Control of Substances Hazardous to Health (COSHH 2002)

Where needed, Risk Assessments 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. Where necessary, measures will be introduced to reduce the level of risk, revised as needed.

5. **Asbestos**

(Control of Asbestos at Work Regulations 2006)

In the event that any substance suspected of containing asbestos is found during the course of the Business' work, work will cease immediately to avoid any exposure. Work will be suspended until the substance has been identified and if appropriate measures have been taken. No works will be carried out that may disturb the substance until an Asbestos Survey having been done.

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6. **Manual Handling**

(Manual Handling Operations Regulations 1992)

The designated H&S person will assess the risk of manual handling operations within the workplace, and where possible chairlifts will be used to reduce or lighten the load. They will ensure that adequate Risk Assessments are carried out for all manual handling and ensure that workers are provided with adequate training.

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7. **First Aid**

(Health and Safety (First Aid) Regulations 1981)

The designated H&S person shall ensure that there is adequate First Aid provision at all times. The provision will be determined by risk assessment.

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8. **Accident Reporting**

(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded in the Accident Book and personal details of those involved. Reportable accidents, incidents, or dangerous occurrences will be reported to HSE.

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9. **Electricity**

(Electricity at Work Regulations, 1989)

It is the policy of the Business that all electrical equipment will be battery powered or 110v. Where this is not possible, a Residual Current Device (RCD) will be used.

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10. **Noise**

(Control of Noise at Work Regulation 2017)

The person in charge of a working area will ensure that noisy works do not cause a nuisance to others in the vicinity of the work. Suitable ear protection is freely available.

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11. **Vibration**

(Control of Vibration at Work Regulations 2005)

The designated H&S person will ensure that vibration causing hand tools cannot be reduced, suitable safety gloves are brought in, including where appropriate, anti-vibration gloves.

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12. **Working at Heights**

(Work at Heights Regulations 2005)

Where the business activities involve working at heights, the designated H&S person will assess the task beforehand and will ensure that suitable control measures such as safety harnesses are in place to ensure the safety of any others who will be in the vicinity of the work.

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13. **General Work Equipment**

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

It will be the designated H&S person's responsibility to ensure that:

- Suitable equipment is supplied
- That the equipment will be maintained in good order and in good repair (Reg. 4)
- That all equipment and plant is used in accordance with the manufacturer's instructions
- That those tasked with using the equipment are competent to use it. (Regs. 8 & 9)

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• That those tasked with using the equipment are competent to use it. (Regs. 8 & 9)

14. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the designated H&S person to ensure that adequate fire extinguishers are available at all work areas and are checked annually by a specialist company.

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<<Where any hot works are to take place, a suitable extinguisher

at a suitable extinguisher

is to hand at all times>>

15. **Computer screens**

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

The designated H&S person will ensure that the following arrangements are carried out for all persons who use display screen equipment. They will consider the amount of time a person uses a VDU workstation and general working environment and the usability of their

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ts will consider the
e usability of their

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

(The Personal Protective Equipment Regulations, 1992)

The designated H&S person will ensure that the following arrangements are in place to provide a sufficient supply of PPE when required.

ave access to a sufficient

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

hen there is a change in
on.

Name: <<Insert Full Name>>

Position:

Date: <<Date>>

Signature: