

<<Insert Company Name>>
Arrangement

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4. Control of Substances Hazardous
5. Asbestos
6. Manual Handling
7. First Aid
8. Accident Reporting
9. Electricity
10. Noise
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13. General Work Equipment
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15. Computer Screens
16. Personal Protective Equipment
17. Protection of Young Persons

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ARRANGEMENTS AND PROCESSES

1. Training and Supervision

- 1.1 It will be the policy of <<Insert Name>> ("the Business") that health and safety information for all work activities is given to all new employees or sub-contractors as part of the overall induction into the Business.
- 1.2 Suitable training will be provided for all direct employees at all levels are:
 - 1.2.1 Aware of their health and safety responsibilities
 - 1.2.2 Competent to carry out their duties
 - 1.2.3 Competent to operate any tools, plant or work equipment, and any other equipment that may be needed for their trade.
- 1.3 Decisions relating to ongoing work activities will be reviewed on a regular basis. Records of such reviews will be kept on each employee's personnel file.

2. Risk Assessments

(Reg. 3 Management of Health and Safety (Design & Management) Regulations 1999, Construction)

All site based work activities shall be covered by a sufficient Risk Assessment which will consider the hazards to those carrying out the work in the vicinity. Suitable control measures will be put in place to both those carrying out the works and anyone else who may be affected. It shall be the duty of the Management to ensure Risk Assessments are carried out and reviewed periodically.

3. Workplace Safety

(The Workplace (Health, Safety and Welfare) Regulations 1992, Construction (Design & Management) Regulations 2015)

The Business will ensure that its working conditions meet the health, safety and welfare needs of all its employees, visitors and contractors wherever needed, people with disabilities. The <<Proprietor/Partners>> shall ensure that the working environment, whether at the Company premises or otherwise, is adequate in respect of lighting, heating, ventilation, ear protection, hygiene/toilet facilities and general cleanliness. These will be reviewed on a regular basis by job basis. It will be the duty of the <<Proprietor/Partners>> and the Professional Designer to ensure that all sites have appropriate standards in place.

4. Control of Substances Hazardous to Health

((COSHH), Regulations 2002)

Where needed, Risk Assessments used will be kept at the Business of Management will instigate the principles as detailed in Schedule 2A Regulations

Data Sheets of substances assessments the control of exposure

Asbestos

5. Control of Asbestos Regulations 2006

The <<Proprietor/Partners>> will ensure that no asbestos has been seen, or that a suitable Asbestos Register has been carried out before any invasive works take place on any of our employees or sub-contractors encounter asbestos, it will be reported immediately and the work will cease until the substance has been removed by specialist contractors. All suspected substances without a suitable Asbestos Register will be removed by a specialist contractor.

Asbestos Register has been carried out before any <<Business name>> is or is suspected to be carrying out works in the area will be immediately made safe or removed without that may disturb asbestos has been done by a

Manual Handling

6. Manual Handling Operations Regulations 1992

The Management of the Business will ensure that the work place, and where possible provide mechanical aids in order to reduce the risk of injury. Managers will ensure that adequate training and supervision is given, and where necessary

handling operations within the work place by task or provide mechanical aids in order to reduce the risk of injury. Managers will ensure that adequate training and supervision is given, and where necessary

7. First Aid

(Health and Safety (First Aid) Regulations 1981)

The Management of the Business will ensure that sufficient First Aiders or Appointed Persons on every site at all times and a First Aid box will be kept to hand on every site.

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8. Accident Reporting

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

All accidents and incidents will be reported to the HSE. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

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S A M P L E

9. Electricity

(Electricity at Work Regulations, 1989)

It is the policy of the Business that v...
Where this is not possible a Residu...
will be checked for safety daily. Any...
will be removed from use immediate

nd tools will be 110v.
will be used. All site tools
aged casings or leads
carried out.

10. Noise

(Control of Noise at Work Regulation

Where needed, noise assessments...
the noise levels exceed current acti...
source. Where the plant/machinery...
enclosed The <<Proprietor/Partners...
available.

Business premises. If...
I be to reduce noise at...
onably silenced or...
ple ear protection is freely

11. Vibration

Control of Vibration at Work Regula

Where necessary the <<Proprietor/...
are properly assessed to ensure the...
<<Proprietor/Partners>> will ensure...
tools cannot be reduced, suitable sa...
where appropriate, anti-vibration glo

ne tasks and tools used...
ts employees. The...
poration causing hand...
are brought in, including

12. Working at Heights

(Work at Heights Regulations 2005)

Where any Business personnel nee...
<<Proprietor/Partners>> will assess...
means of access. Wherever practic...
will be used. Ladders and steps wi...
use of mobile towers or 'podium ho...
due to the duration of the works. S...
will be put in place to ensure the sa

at height' the...
er the most suitable...
'ium hop ups', or similar...
erm access or where the...
suitable or unnecessary...
such as exclusion zones...
ll be in the vicinity.

13. General Work Equipment

(The Provision and Use of Work Eq...
Operations and Lifting Equipment R

(LIFTER) 1998) (Lifting...
8)

13.1 It will be the Proprietor/Pa...
provides:

ensure that the Business

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13.1.1 Suitable equipment for

Reg 4)

13.1.2 To ensure that equipment is maintained in an efficient state, in efficient working order

and in an efficient state, in efficient working order (Reg 5)

13.1.3 To ensure that all electrical equipment is inspected as required by Regulation 6

be inspected as required

13.1.4 That persons who are using electrical equipment will receive adequate training, instruction and supervision as necessary (Regs 8 & 9)

electrical equipment will receive adequate training, instruction and supervision as necessary

13.2 The duties will include an assessment of the hazards and risks involved with the use, and implementation of measures to control these risks, the responsibility of the users/operators. Tools and equipment used are maintained and tested in accordance with instructions. Procedures will be implemented to ensure that tools and equipment used are tested in accordance with instructions.

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13.3 On occasion the company may use specialist equipment due to either the specialised nature or quantity of work. Equipment will only be obtained from approved hire companies. The appropriate safety documentation and where necessary, training for the use of the equipment and/or sub-contractors are supplied.

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13.4 Only site operatives who are trained and permitted to use them.

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14. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

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14.1 It will be the responsibility of the <<Proprietor/Partners>> to ensure suitable and sufficient fire extinguishers are provided and sufficient fire extinguishers are to be checked and maintained.

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14.2 If appropriate, a Fire Risk Assessment will be carried out, and the Fire Evacuation Procedure will be implemented. Information concerning an emergency evacuation will be provided to all site workers at the start of their works.

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15. Computer screens

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

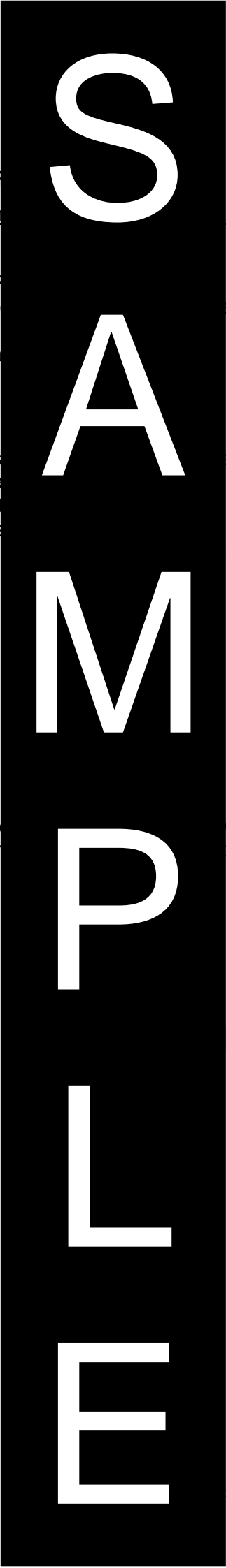
P

The <<Proprietor/Partners>> will ensure that assessments are carried out for all persons who use display screen equipment. Assessments will consider the amount of time a person uses a VDU workstation and general working environment. Information concerning the usability of their workstation will be provided to all site workers at the start of their works.

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16. Personal Protective Equipment (PPE)
(The Personal Protective Equipment Regulations 1992)

The Management recognises that PPE is required when risks cannot be avoided or sufficiently reduced by other means or through work re-organisation. They will ensure that adequate PPE is available on each site and will ensure all employees are trained in the use of such equipment.

(PE) 1992)

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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 when their work commences.

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

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Signed

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<<Insert Name>>
Proprietor/ Partners

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<<Name>>

Date: