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## ARRANGEMENTS AND PROCEDURES

### 1. Induction, Training and Supervision

- 1.1 It is <<Insert Company name>> policy that all new employees are given information relevant to their role, as part of their overall induction.
- 1.2 Ongoing training will be provided for all employees at all levels are:
  - 1.2.1 Competent to carry out tasks and use specialist tools, plant and work equipment.
  - 1.2.2 Aware of their health and safety responsibilities.
- 1.3 Decisions relating to ongoing training will be reviewed on a regular basis. The Director/Manager/Contracts Manager will be responsible for identifying training needs and ensuring that training is provided. Records of the training will be maintained in the employee's individual file.

### 2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work (Design & Management) Regulations 1999, Construction (Design & Management) Regulations 1999, Construction (Design & Management) Regulations 2007)

The Health and Safety Director/Manager/Contracts Manager will ensure that Risk Assessments are carried out for all work activities and that suitable control measures are put in place to protect the workers and to anyone else in the vicinity of the work. The Director/Manager/Contracts Manager will ensure that the hazards identified in the Risk Assessments are adequately controlled. Work activities in the offices will also be assessed and suitable measures introduced, maintained and reviewed. The Director/Manager/Contracts Manager will ensure that Risk Assessments are reviewed periodically.

### 3. Workplace Safety

(The Workplace (Health, Safety and Welfare) Regulations 1992, Construction (Design & Management) Regulations 2007)

The Company will ensure that its premises are safe and sound for the needs of all its employees, visitors and contractors. The Director/Manager/Contracts Manager will ensure that the Company premises or elsewhere where work is carried out, the environment, whether at the place of work or elsewhere, is safe and sound. The Director/Manager/Contracts Manager will ensure that the Company premises or elsewhere where work is carried out, the environment, whether at the place of work or elsewhere, is safe and sound. The Director/Manager/Contracts Manager will ensure that the Company premises or elsewhere where work is carried out, the environment, whether at the place of work or elsewhere, is safe and sound.

### 4. Control of Substances Hazardous to Health

((COSHH), Regulations 2002)

- 4.1 Assessments and all Material Safety Data Sheets (MSDS) of hazardous

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substances used will be  
Safety Director's respons  
and regularly reviewed. F  
instigate the principles of g  
in Schedule 2A Regulation

offices. It is the Health and  
assessments are carried out  
ents the Management will  
control of exposure as detailed

4.2 No employee will introduce  
Manager.

the specific consent of their

## 5. Control of Asbestos at Work Re

The Contracts Manager will ensure  
seen, or that a suitable Asbestos  
works take place on any contract.  
contractors encounter any subst  
reported immediately to a supervi  
substance has been identified and  
contractors. No works will be car  
a suitable Asbestos Survey having

estros Register has been  
out before any invasive  
company staff or sub-  
d to be asbestos, it will be  
a will cease until the  
life or removed by specialist  
suspect substances without  
list contractor.

## 6. Manual Handling Operations R

The Company will assess all man  
take an ergonomic approach and  
provide mechanical aids in order t  
The Company will ensure that ade  
hazards associated with manual h  
supervision is given, and where n  
responsibility of the Health and Sa  
requirements outlined in the Regu

within the workplace, to  
the nature of any task or  
manual handling of loads.  
s are carried out to identify  
that suitable training and  
provided. It will be the  
to ensure that the  
met.

## 7. First Aid

(Health and Safety (First Aid) Rec

The Company shall ensure that th  
Appointed Persons. The Directors  
Management as to the quantity an  
annually or upon any major chang  
always have at least one member  
have a fully stocked First Aid box

d as First Aiders or  
ents and advise the  
ed. This will be re-assessed  
practices. Every site will  
trained in place, and will

## 8. Accident Reporting

(Reporting of Injuries, Diseases, D

Regulations 2013)

All accidents and incidents must b  
site where the accident occurred,  
reportable accidents, incidents, or  
enforcing authority by the Director

nt book at the particular  
ny injury occurred. Any  
will be reported to the  
practicable.

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## 9. Electricity

(Electricity at Work Regulations, 1987)

Equipment within the office will be checked every 6 months. Appliances will be tagged and inspected in all offices. It is Company policy that, where possible, equipment will be 110v. Where this is not possible, equipment will be 240v.

On-site equipment every 6 months. Appliances will be tagged and inspected at the Company premises. Tools supplied and used will be 110v. Where this is not possible, equipment will be 240v. A Residual Current Device (RCD) will be used.

## 10. Noise

(Control of Noise at Work Regulations, 2005)

The Company is committed to controlling noise levels within its industry. Where needed, noise assessments will be carried out at the Company premises. If the noise levels exceed action levels, measures will be taken to reduce noise at source. Where the plant/machinery/processes are not silenced or enclosed the Company will ensure that suitable hearing protection is available. It is the Company policy to ensure that all new tools and equipment purchased and used by employees have noise reduction built in to the design.

On-site equipment every 6 months. Appliances will be tagged and inspected at the Company premises. Tools supplied and used will be 110v. Where this is not possible, equipment will be 240v. A Residual Current Device (RCD) will be used.

## 11. Vibration

(Control of Vibration at Work Regulations, 2005)

Where necessary the Company will ensure that the use of vibration is assessed to ensure the continued health and safety of employees. Where the use of vibration is deemed unsuitable or unnecessary, suitable safeguarding procedures will be implemented. Where appropriate, anti-vibration gloves will be used.

On-site equipment every 6 months. Appliances will be tagged and inspected at the Company premises. Tools supplied and used will be 110v. Where this is not possible, equipment will be 240v. A Residual Current Device (RCD) will be used.

## 12. Working at Height

(Work at Heights Regulations 2005)

Where work - especially site work - is carried out at height, the Directors/Contracts Manager will assess the most appropriate method of access. In particular they will assess use of steps and ladders. Where 'podium hop ups', or similar will be used for short term access or where the use of ladders is deemed unsuitable or unnecessary, suitable safeguarding procedures will be implemented. Where appropriate, anti-vibration gloves will be used.

On-site equipment every 6 months. Appliances will be tagged and inspected at the Company premises. Tools supplied and used will be 110v. Where this is not possible, equipment will be 240v. A Residual Current Device (RCD) will be used.

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### 13. General work equipment

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

- 13.1 It will be the Health and Safety responsibility to ensure that the Company:
- 13.1.1 Provides suitable equipment to be done (Reg. 4)
  - 13.1.2 Ensures that equipment is maintained in an efficient state, in efficient working order and that it is used safely (Reg. 5)
  - 13.1.3 Ensures that all equipment is inspected as required by Regulation 6
  - 13.1.4 Ensures that persons using work equipment will receive adequate instruction and supervision as necessary (Regs. 8)
- 13.2 The Health and Safety Manager will include an assessment of risks and implementation measures, guards etc. It will be the responsibility of the user to ensure that the tools are checked prior to use and are maintained in good order. Procedures will be implemented to ensure that equipment owned by the Company are tested in accordance with the relevant standards.
- 13.3 On occasion the Company may require specialist equipment due to either the specialised nature of the work or the equipment. The equipment will only be obtained from approved suppliers and will carry the appropriate safety documentation and, where necessary, will be used by trained personnel to ensure all employees are aware of the use of the equipment.

### 14. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

- 14.1 It will be the responsibility of the Company to ensure that suitable and sufficient fire extinguishers are made available at all premises.
- 14.2 A Fire Risk Assessment will be carried out on the Company premises and the Fire Evacuation Procedure will be displayed on a prominent notice board. Employees working at customer premises will be made aware of the Fire Precaution Notices and take note of the measures already in place and make themselves familiar with the Fire Evacuation Procedures. If The Company is in charge of the premises, the Manager/Site Manager will ensure a suitable Fire Risk Assessment is carried out and that the evacuation procedures are made known to all employees.
- 14.3 All fire extinguishers are maintained and serviced by a specialist contractor. Where Company employees are using fire extinguishers, they will ensure they are aware of the site fire equipment and its location.
- 14.4 Each site will be supplied with a sufficient number of fire extinguishers at all times.

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**15. Computer screens**

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

The Directors will ensure suitable use of display screen equipment. They will consider the amount of time a person uses a VDU and the work environment.

ed out for all persons who consider the amount of time a person uses a VDU and the work environment and general

**16. Personal Protective Equipment**

(The Personal Protective Equipment Regulations (PPE) 1992)

16.1 The Company recognises that PPE should only be used when risks cannot be sufficiently reduced by other preventive measures or control measures. The Directors will ensure that there is sufficient PPE required and will ensure all employees are suitably trained in the correct storage of PPE. The Contracts Manager/Site Manager will ensure that each site has sufficient suitable PPE, and that it is

arly states that PPE should be sufficiently reduced by other preventive measures or control measures. The Directors will ensure that there is sufficient PPE required and will ensure all employees are suitably trained in the correct storage of PPE. The Contracts Manager/Site Manager will ensure that each site has sufficient

16.2 All PPE issued will be stored in accordance with the manufacturer's specification.

er's specification.

16.3 It shall be the duty of each employee to ensure that PPE does not or interfere with any health and safety equipment in accordance with the Health and Safety Act 1974)

or interfere with any health and safety equipment in accordance with the Health and Safety Act 1974)

**17. Consultation with Employees**

(Health and Safety (Consultation with Employees) Regulations 1996)

The Directors will consult with employees on matters relating to Health, Safety and Welfare and furnish them with the information is to be seen on the workplace/site board, and in the handbook. The Company encourages employees to join in part in discussions with their managers to ensure that this consultation takes

ating to Health, Safety and Welfare and furnish them with the information is to be seen on the workplace/site board, and in the handbook. The Company encourages employees to join in part in discussions with their managers to ensure that this consultation takes

**18. Protection of Young Persons**

18.1 The Company shall ensure that young persons (under 18 years of age) employed by them are protected from any risks to their health and safety which are a consequence of their inexperience, or the fact that young persons have not reached a sufficient level of maturity to comprehend any hazards in the workplace. A Risk Assessment shall be undertaken before any

(under 18 years of age) employed by them are protected from any risks to their health and safety which are a consequence of their inexperience, or the fact that young persons have not reached a sufficient level of maturity to comprehend any hazards in the workplace. A Risk Assessment shall

18.2 Where the individual concerned is under 16 years of age), in addition, this assessment shall take account of parental responsibilities/rights and whether the young person is on an organised scheme i.e. work experience or a similar scheme.

Someone under 16 years of age), in addition, this assessment shall take account of parental responsibilities/rights and whether the young person is on an organised scheme i.e. work experience or a similar scheme.

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placement organisation,  
process.

involved in the assessment

- 18.3 Persons under 18 years  
equipment, unless attending  
and supervision of a qualified

from operating the following  
under the specific direction  
of a competent person:

18.3.1 [Power tools]

18.3.2 [Mobile towers]

- 18.4 This policy will be reviewed  
circumstances, in work practice

when there is a change in  
of new legislation.

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Signed:

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<<Insert Name>>  
Director

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Date:

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