

<<Company name>>
Arrangements

1. Supervision
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4. Control of Substances Hazardous to Health
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ARRANGEMENT

1. Training and Supervision

It will be the policy of <<Company name>> ("the Company") that health and safety information relevant to the work of all employees is given to all employees.

An initial assessment will be carried out to ensure that employees at all levels are:

- competent to carry out work tasks and use of plant and work equipment.
- aware of their health and safety responsibilities.

Decisions relating to ongoing training will be reviewed on a regular basis. The designated Health and Safety Officer is responsible for identifying and implementing health and safety training needs. The training will be kept on each employee's individual file.

2. Risk Assessments

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

The Management will ensure that a Risk Assessment is carried out for all tasks involving the use of trucks and all floor or bench mounted equipment. Specific assessments carried out on equipment used by anyone who may be in the area. Up-to-date measures will be introduced, maintained and reviewed to ensure the lowest possible residual risk remains.

3. Workplace Safety and Welfare

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

The Management will ensure that the workplace is provided with welfare facilities that meet the needs of all the employees, including people with disabilities. The Company will ensure that adequate ventilation is provided in both work areas and common areas to maintain an optimum comfort level.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments for the use of substances will be kept at the Company's premises. The Management will instigate the principles of control as detailed in Schedule 2A Regulations. No substance will be introduced without the specific consent of the Management.

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5. **Asbestos**

(Control of Asbestos at Work Regulations 2006)

In the unlikely event that a substance is found to contain asbestos during any work activity, all works in the area will be suspended to avoid any risk of exposure. Work will be suspended until the substance has been identified and if appropriate made safe. No works will be carried out that may disturb the substance until an Asbestos Survey having been done by a specialist contractor.

If asbestos is found immediately to avoid any risk of exposure. Work will be suspended until the substance has been identified and if appropriate made safe. No works will be carried out that may disturb the substance until a suitable Asbestos Survey has been done by a specialist contractor.

6. **Manual Handling**

(Manual Handling Operations Regulations 1992)

The designated H&S person will assess all manual handling operations within the workshop, stores and delivery areas to identify any risk of injury. Materials will be palletised and moved around using forklifts or vacuum hoists. Mechanical aids will be used to lighten the manual handling of loads. Risk assessments are carried out on all manual handling activities in the workshop, stores and delivery areas to identify any risk of injury. Control measures are brought in.

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7. **First Aid**

(Health and Safety (First Aid) Regulations 1981)

The designated H&S person shall ensure that adequate First Aid provision is available at all times, including holidays, for the duration of the work. The level of cover shall be determined by risk assessment. First Aid kits will be maintained at all locations around the premises, the level of cover shall be tailored to the needs of the area.

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8. **Accident Reporting**

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

All accidents will be recorded in an accident book. All personal details will be recorded. All dangerous occurrences will be reported to the H&S person as possible after the incident.

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9. **Electricity**

(Electricity at Work Regulations, 1989)

<<It is the policy of the Company that all hand tools will be battery powered or 110v>> where this is not possible, a Residual Current Device (RCD) will be used.

10. **Noise**

(Control of Noise at Work Regulations 2005)

The <<workshop/factory supervisor/man>> will ensure that noisy works such as drilling, cutting, grinding, etc. are carried out in a way that causes no nuisance to others. Where practical noisy works will be in a separate area. All those who will be in the vicinity will be given suitable ear protection.

11. **Vibration**

Control of Vibration at Work Regulations 2005

The management will ensure that where vibration cannot be reduced, suitable safety measures will be taken, including appropriate, anti-vibration gloves.

12. **Working at Heights**

(Work at Heights Regulations 2005)

Access to high level storage will only be given to a member of staff caught climbing on racking will be subject to disciplinary action >>.

13. **General Work Equipment**

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

It will be the Directors/Partners responsibility to ensure that the Company

- Provides suitable equipment (Reg 4)
- Ensures that equipment will be maintained in good order and in good repair (Reg 5)
- Ensures that all equipment is used as required by Regulation 6
- That all employees are competent (Regs 8 & 9)
- Regularly checks the operation of any plant requiring them, such as employees before they use

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14. **Fire**

(The Regulatory Reform (Fire Safety)

It will be the responsibility of the << >> to ensure an adequate supply of fire extinguishers are to be checked

Where any hot works are to take place an extinguisher is to hand at all times and checking for any smouldering once

The works manager will be responsible for maintaining escape routes at all times.

the works foreman>> to ensure an adequate supply of fire extinguishers are to be checked at all work locations. All contractors.

will ensure that a suitable fire extinguisher is in place to ensure

escape routes are

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15. **Computer screens**

(The Health and Safety (Display Screen Equipment)

Regulations, 1992)

The Directors/Partners will ensure that all persons who use display screen equipment are aware of the amount of time a person uses a VDU workstation and general working environment.

will be carried out for all persons who use display screen equipment. All persons will consider the usability of their workstation.

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

(The Personal Protective Equipment Regulations 1992)

(PE) 1992)

The Directors/Partners and the site manager will ensure that all employees and sub-contractors have access to a sufficient supply of PPE.

at all employees and sub-contractors. All employees and sub-contractors will be required to wear PPE.

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

when there is a change in circumstances, in work practices or the introduction of new equipment.

Signed

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<<Insert Name>>
Director/Partner

Date:

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