



Health & Safety Policy 2019

Issue Date: January 2019
Next Review: January 2020

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1.0 Safety Policy Statement

It is the policy of Bailey Streetscene Limited to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Bailey Streetscene Limited health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as are necessary to implement the policy and achieve the stated objective.

The company recognises and accepts their duty to protect the health and safety of all visitors to their premises, including contractors and temporary workers, as well as any member of the public who might be affected by our operations.

While the management will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The company recognises that an effective safety policy can only be achieved by continuous communication between members of Bailey Streetscene Limited at all levels. It is therefore every managers and workers responsibility to report immediately any situation, which could jeopardize the well being of them, or others affected by our operations.

The company's health and safety policy and procedures will be continually monitored and updated, particularly when changes in the size and nature of our operations occur. The specific arrangements for the implementation of the policy and responsibilities are detailed within the company's safety policy.

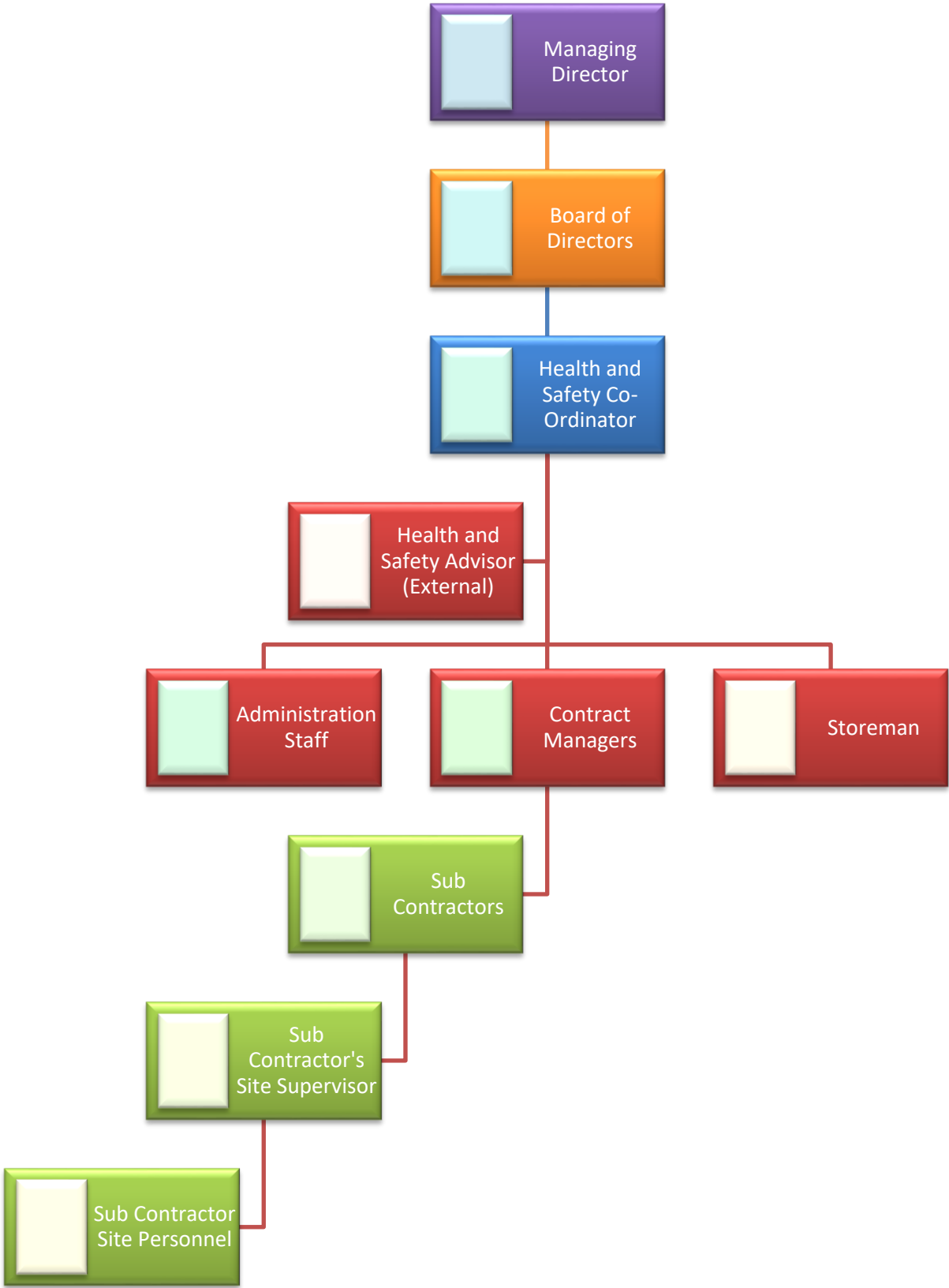
Signed:

Ian Bailey, Managing Director

Date: 07/01/2019

Next Review: 06/01/2020

Organisation for Implementing the health and Safety Policy



2.0 Statement of Intent

The management looks upon the development and promotion of all Health and Safety issues as mutual objectives between management and the workforce.

It is the policy of Bailey Streetscene Limited to do so far that is reasonable and practical to prevent injury, damage or near miss to persons or property and to protect all persons including visitors and the public in so far that they come into contact with the company or its activities.

The management recognises and accepts its responsibilities:

- To provide and maintain working conditions that conforms to health and safety requirements.
- To continually strive to develop health and safety systems.
- To provide and maintain training and instruction to enable all employees to perform their work safely.
- To take into account all-legal / statutory duties and requirements for health and safety.
- To consult and involve employees in matters involving health and safety
- The management also recognises that employees have a 'Duty of Care' to:
 - Co-operate in the implementation of the health and safety policy
 - Work safely
 - Report damage or incidents that could lead to damage or injury to any persons or property.
 - To meet their statutory duties.
 - To follow the safe system of work as implemented by Bailey Streetscene Limited

3.0 HEALTH AND SAFETY POLICY

It shall be the responsibility of all persons to ensure that the provisions of The Health and Safety at Work Act 1974 and all other relevant legislation is carried out.

1. The company will provide and ensure the maintenance of plant equipment and systems of work are so far, as is reasonably practicable safe and without risk to health.
2. Bailey Streetscene Limited shall, so far, as is reasonably practicable with regards any place of work or activity under its control, ensure that maintenance of it is in a condition that is safe and without risk to health, and will, ensure that safe access and egress from it is provided.
3. The company shall provide such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work and associated activities of all persons connected with Bailey Streetscene Limited.
4. It shall be the duty of all employees, self-employed and others sub-contracted on behalf of the company, to conform to Bailey Streetscene Limited Safety Policy.
5. Employees shall take all reasonable care for the health and safety of themselves and all other persons who may be affected by their work.
6. The company will provide and maintain staff rooms, first aid facilities and ensure the adequacy and cleanliness of washing and sanitation facilities.

Failure to observe the Policy and Provisions of the Health and Safety at Work Act 1974 or other legislative requirements could result in prosecution.

The penalties for which are, a monetary fine on summary conviction and up to two years in jail on indictment.

4.0 COMPANY MANAGEMENT & RESPONSIBILITIES

Ian Bailey (The Managing Director) has overall responsibility and works in partnership with Simon T Whitnall, BSc, F.I.I.R.S.M. M.I.F.P.O. Tech IOSH. Dip CII.

MAIN RESPONSIBILITIES

1.	To initiate Bailey Streetscene Limited Safety Policy for the prevention of injury and damage, to set targets for reduction of accident and incident rates.
2.	To administer the Policy.
3.	Know the requirements of the relevant legislation and ensure they are observed whilst carrying out Company activities.
4.	Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
5.	Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
6.	Where, reasonably practicable analyse accident/ incident trends.
7.	Reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
8.	Encourage the distribution of relevant safety information to all persons concerned and promote communication of issues throughout Bailey Streetscene Limited.
9.	Ensure that sufficient funds and facilities are made available to meet requirements of the company.
10.	Promote and maintain the company's on-going determination to improve its performance in Health, Safety and Welfare.
11.	Ensure there are sufficient First Aid personnel and first aid boxes.
12.	To chair the company's Health and Safety Management Meetings.

The Operations Director **and** Projects Manager have a dual role assisting the Managing Director with all responsibilities.

ASSISTING RESPONSIBILITIES INCLUDE

1.	Initiating Bailey Streetscene Limited Safety Policy for the prevention of injury and damage, to set targets for reduction of accident and incident rates.
2.	To administer the Policy to all interested parties.
3.	Know the requirements of the relevant legislation and ensure they are observed whilst carrying out Company activities.
4.	Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
5.	Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
6.	Where, reasonably practicable analyse accident/ incident trends.
7.	Reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
8.	Encourage the distribution of relevant safety information to all persons concerned and promote communication of issues throughout Bailey Streetscene Limited.
9.	Promote and maintain the company's on-going determination to improve its performance in Health, Safety and Welfare.
10.	Ensure there are sufficient First Aid personnel and first aid boxes.
11.	To attend and contribute to the company's Health and Safety Management Meetings.

The Contracts Manager is the person responsible for Health and Safety on site - Working in conjunction with the company's Health and Safety advisor.

MAIN RESPONSIBILITIES

1.	Discuss with company management methods of preventing injury to any persons connected with Bailey Streetscene Limited and possible improvements in existing working methods that may affect health, safety and welfare.
2.	Ensure that task and site specific Risk Assessments and Method Statements have been collated and communicated to all operatives and other interested Parties.
3.	Ensure that the plant and equipment is capable of doing the work it is intended for.
4.	See that protective clothing and equipment is used correctly.
5.	Arrange for training with regards health and safety.
6.	To ensure sub-contractors adhere to all relevant health and safety requirements.
7.	<p>Arrange regular safety meetings, maintain and keep up to date records for the following: -</p> <ul style="list-style-type: none"> ● Safety documentation. ● Accident/Incident rates and reporting procedures. ● Safety training. ● Certificates of competency. ● Inspection/ Audits. ● Minutes of Health and Safety Meetings. ● Health and safety information provided by Sub-contractors.
8.	Accompany HSE Inspectors on any visits and arrange compliance with all recommendations made by them.

Site Supervisor

MAIN RESPONSIBILITIES

1.	Organise work areas so that work is carried out to the required standard with minimum risk.
2.	Know the broad requirements of relevant Safety Regulations and Codes of Practice.
3.	Arrange the storing of materials to avoid any possible hazards.
4.	Ensure that all relevant Risk Assessments and Method statements are obtained and are fully communicated to all site operatives prior to work commencing.
5.	Check all equipment is in good condition.
6.	Make sure protective clothing is available and is worn properly.
7.	Ensure First Aid and Emergency Equipment is available.
8.	Liaise with company management and employee's in order to maintain safe working methods.
9.	Ensure that the workplace is well organised and tidy.
10.	Report and investigate all accidents and incidents in line with Bailey Streetscene Limited procedures and legal requirements.
11.	Ensure all sub-contractors adhere to their health and safety obligations.
12.	All managers of departments/ sites shall write and make available safe systems of work with regard to their own areas of responsibilities.
13.	All persons in management positions shall inform their immediate superior if for any reason they are unable to fulfill the above responsibilities.
14.	Ensure each new starter is thoroughly inducted and issued with the companies staff hand book.
15.	Ensure each new starter understands the contents of the staff handbook.

Operatives & Staff

RESPONSIBILITIES

1.	Have a Duty of Care to comply with all relevant legislation and to read and adhere to the company's Health and Safety Policy. They are to seek guidance from managers on their duties when they have problems understanding their duties or have reading or sight impairment.
2.	They have a responsibility to ensure that company's safety procedures are carried out.
3.	Ensure that all Personal Protective Equipment is properly worn and used in accordance with manufacturer's guidance and recommendations.
4.	Report any faulty or defective equipment, plant, tools, machinery, building, and unsafe behaviour to management immediately. Do not attempt to repair any faulty electrical equipment.
5.	Report immediately any serious health issue or impending prosecution (including driving prosecutions) to their manager.
6.	Ensure they are fully conversant and comply with all Risk and COSHH Assessments, Method statements, Permit to Work procedures, and other safe working practices.
7.	Keep emergency stairs, corridors and exits free from obstruction.
8.	Switch off all electrical equipment before leaving the premises.
9.	Not to smoke anywhere in the premises.
10.	<p>Make themselves available for Health and Safety training, as the company deems necessary.</p> <p><u>Note</u></p> <ol style="list-style-type: none"> 1. All persons/ employees/ subcontractors carrying out work on behalf of Bailey Streetscene Limited must comply with the above. 2. All contractors to complete (or have previously completed a Pre-Start Form prior to commencing work).

5.0 Construction (Design and Management) Regulations 2015

The company is aware of its duties under the above regulations and will make suitable arrangements for managing the project.

The company will notify the HSE of the site if the construction work is expected to either:

- last longer than 30 days and have more than 20 workers working simultaneously at any point in the project; or
- Involve more than 500 person days of construction work;

Generally the nature of the work carried out would be considered as non – notifiable. However, our duties could fall under those of designer, principal designer, principal contractor or contractor.

As a company we will design to eliminate, reduce or control foreseeable risks that may arise during construction, maintenance and use. We will cooperate and provide required information to other duty holders and members of the project team.

As principal contractor/ contractor, we will plan, manage, monitor and coordinate health and safety in the construction phase including:

- Liaising with the client and principal designer
- Preparing the construction phase plan
- Organizing cooperation between contractors and coordinating their work

We will ensure:

- Suitable site inductions are provided
- Reasonable steps are taken to prevent unauthorized access
- Workers are consulted and engaged in securing their health and safety
- Welfare facilities are provided

6.0 Consultation with Employees

Executive Summary

There is a requirement under various legislation to consult and inform with employees about health & safety. Where a company is unionised it must allow the recognised union to represent the workforce. In other companies compliance with the legislation may be achieved by direct consultation via the use of notice boards, meetings or bulletins but it is always best practise to actively involve the workforce by appointment of safety representatives (elected by the workforce) and to hold committee meetings. The company may decide from time to time to vary the method by which it meets its obligations.

This section covers all three methods of consultation that meet the legal duties of employers.

Consultation with employees - unionised organisations

Consultation with employees - elected safety representatives

Consultation with employees - direct consultation

Bailey Streetscene Ltd will consult employees directly

1.0 Consultation with Employees - Unionised Organisations

Specific provisions requiring employers to consult with employees on matters of health and safety are contained in four pieces of legislation, the Health and Safety at Work Act 1974, the Safety Representatives and Safety Committees Regulations 1977, the Management of Health and Safety at Work Regulations 1999, and the Health and Safety (Consultation with Employees) Regulations 1996.

2.0 Health and Safety at Work Act 1974

2.1 Section 2(4) of this Act provided for Regulations to be made which allowed the appointment of safety representatives from "recognized trade union" members - for the purposes of these Regulations a "recognized trade union" is one that is accepted by the employer for "collective bargaining" negotiations. These safety representatives are required to represent their particular group of employees in consultations with employers on health and safety matters, and undertake other prescribed duties. The Safety Representatives and Safety Committees Regulations 1977 implemented this particular provision.

2.2 In addition, employers have a specific duty under Section 2 (6) to consult such safety representatives on the drawing up and maintaining of arrangements for the effective promotion, development and monitoring of measures to ensure the health and safety at work of employees.

2.3 The Safety Representatives and Safety Committees Regulations 1977, detail the appointment, functions and rights of trade union safety representatives, including their right to consult with the employer on matters relating to the Health and safety of the employees they represent.

2.4 An amendment to these Regulations made by the Management of Health and Safety at Work Regulations 1999, requires employers to consult with safety representatives, in good time, on matters concerning:

- The introduction of any measure that will affect the health and safety of the employees represented by the safety representative
- The persons nominated to provide health and safety assistance, and assist in emergency procedures (as required by regulations 6 and 7 of the 1992 Management Regulations).
- Any health and safety training or information the employer is required to provide to the employees the safety representatives.
- The health and safety consequences of the planning and introduction of new technologies into the workplace.

Note: the 1992 "Management Regulations" which have themselves been revoked and replaced by the 1999 Regulations originally introduced these changes.

2.5 As the 1977 Regulations only apply to safety representatives from recognised trade unions, many non-unionised workers did not have any rights of consultation with their employers on matters of health and safety.

2.6 This has now been redressed by the Health and Safety (Consultation with Employees) Regulations 1996 which require employers to consult with employees directly, or through elected "representatives of employee safety". The roles and functions of union safety representatives are not affected by these Regulations.

2.7 Consultation with Employees - Elected Safety Representatives (Health and Safety (Consultation with Employees) Regulations 1996)

These Regulations came into effect on 1 October 1996 and implement the consultation provisions of the "Framework" Directive, which extend the rights of consultation on health and safety matters to all workers, not just those represented by trade union safety representatives. In workplaces where employees are not represented by trade union safety representatives, employers must consult with their employees in good time on health and safety matters, particularly with regard to:

- the introduction of any measure that will affect the health and safety of employees
- the arrangements for appointing/ nominating persons to assist the employer in complying with relevant legislation, and to assist in emergency procedures (as required by regulations 7 and 8 of the 1999 Management Regulations)
- the provision of relevant information as required under health and safety legislation
- any planning and organisation of relevant training required to be provided to the employees under health and safety legislation
- the health and safety consequences of introducing new technologies into the employees' workplace.

3.0 Persons to be Consulted (Regulation 4)

3.1 Employers may consult with their employees through "representatives of employee safety" (hereafter referred to as "employee representatives") elected by a group of employees to represent them in consultations on health and safety matters with the employer.

3.2 Where consultation is through such employee representatives the employer must inform the employees of the names of these representatives, and the group of employees they represent.

3.3 Employees must also be told when the employer discontinues consultation with these employee representatives. Such discontinuation may occur when:

- the employee representatives have informed the employer that they no longer intend to represent their group of employees in health and safety consultations;
- the employee representatives no longer work in the group of employees they represent;
- the period of election has elapsed without the employee representatives being reelected, or, the employee representatives have become incapacitated from performing the duties required under these Regulations.
- Employees and their representatives must be informed by the employer if the employer decides to change from consulting with the employee representatives to consulting with the employees directly.

3.4 Where employers consult with employee's representatives they must provide all such information, as the employees will require in order for them to participate fully in the consultations. In addition these employee representatives must also be provided with information associated with the records to be kept under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where the information relates to the workplace of the employees they represent.

3.5 The employer is not obliged to disclose information that:

- does not relate to health and safety;
- is against the interests of national security;
- would contravene any prohibition imposed under any legislation;
- relates specifically to an individual (unless that individual has given their consent);
- would damage the employer's undertaking, or the undertaking of another person where that other person supplied the information, or, that has been obtained by the employer for the purpose of any legal proceedings.

4.0 Functions of Representatives of Employee Safety (Regulation 6)

4.1 Employee representatives may make representations to the employer on any hazards, (dangerous occurrences and general health and safety matters, particularly in relation to the matters on which employers are obliged to consult as defined in regulation 3 above), which may affect the health and safety of the employees they represent. They may also represent their group of employees in consultation with enforcing authority inspectors.

4.2 Training, Time Off and Provision of Facilities (Regulation 7)

4.3 Employers must provide employee representatives with appropriate and reasonable training and other relevant facilities so as to enable the representatives to perform their functions.

4.4 Employers must also meet all reasonable costs associated with the training, including travel and subsistence costs. In addition, the employee representatives must be given paid time off to perform their functions and to attend relevant training courses. Paid time off must also be provided for candidates standing for election as employee representatives, in order for them to perform their functions as such candidates.

4.5 Employers must pay employee representatives their normal work remuneration, where that remuneration does not vary with the amount of work carried out, or, at an average hourly rate where the remuneration does vary with the work carried out. In the after case, if no fair estimate can be made within the workplace then an estimate from comparable external work may be used. Full details relating to paid time off are contained in Schedule 1 to the Regulations.

4.6 If employers refuse to allow employee representatives time off with pay to fulfill their duties, the representatives may make a complaint to an Industrial Tribunal. Full details in relation to Employment Tribunals are contained in Schedule 2 to the Regulations.

4.7 Safety Committees

4.8 Objectives and Functions

The object of every safety committee must be to promote co-operation between the employer and the employees in instigating, developing and carrying out measures to ensure employees' health and safety at work. Safety committees should consider drawing up agreed objectives and terms of reference, with particular regard to the following:

- the study of accident disease statistics and trends, so that reports can be made to management on unsafe or unhealthy conditions and practices, along with
- recommendations for remedial action
- examination of safety audit reports on a similar basis
- analysis of information and reports provided by enforcing authority inspectors, e.g.
- HSE and local authority inspector's consideration of reports from appointed safety representatives
- the development, introduction and monitoring of works safety rules and safe systems of work
- the constant appraisal of the effectiveness of safety training
- a watch on the adequacy of safety and health communication and publicity in the workplace, and
- the provision of a link with the appropriate inspectors appointed by the enforcing authority.

Whilst management is ultimately responsible for the regular and effective checking of health and safety precautions and for ensuring that it's declared health and safety policy is being fulfilled, safety committees may, from time to time, consider it useful to carry out independent inspections of the workplace. The work of the safety committee must be seen as supplementing the arrangements introduced by management for ensuring the continued well-being of employees.

4.9 Membership of Safety Committees

4.10 The membership and structure of safety committees should be a matter for agreement between management and the Company's employees. The committee should be a compact body but compatible with the need to represent the interests of all employees (including safety representatives) and management alike.

4.11 The number of management representatives should not exceed the number of employee representatives, and should include not only line managers but others such as works engineers and personnel managers. Supervisors should also be represented.

4.12 Management representation should be aimed at ensuring adequate authority to give proper consideration to views and recommendations, and must include those with the necessary knowledge and expertise to provide accurate information to the committee on Company policy, production needs and on technical matters in relation to premises, processes, plant, machinery and equipment.

4.13 The relationship between safety representatives and the safety committee should be a flexible but intimate one. Neither is responsible to, or for, the other. The aim should be to form the most effective organisation appropriate to the particular undertaking, and in particular effective co-ordination between the work of the committee and the safety representatives.

4.14 Membership of a safety committee must be regarded as part of an individual's normal work. Members should not suffer any loss of pay through attendance at meetings of the committee or at other agreed activities, such as safety inspections undertaken by, or on behalf of, the committee."

4.15 The Conduct of Safety Committees

4.16 Safety committees should meet as often as necessary.

4.17 The frequency of meetings will depend on the volume of business, as well as local conditions such as the size of the workplace, the numbers employed, the kind of work carried on and the degree of inherent risks. Meetings should not be cancelled or postponed.

4.18 The dates of meetings should be planned well in advance, and all members of the committee should be sent a personal copy of the programme giving the dates of the meetings. Suitable notices should be pinned to the workplace notice boards.

4.19 The minutes of the committee meetings should be kept and a copy supplied to each member and each safety representative, as well as to the senior executive responsible for health and safety. Copies should be distributed amongst members of the workforce or pinned to the notice boards.

4.20 Inspection reports made by safety representatives should be brought to the attention of the safety committee. In such cases, the committee may suggest suitable publicity.

5.0 Consultation with Employees - Direct Consultation

Where employers consult directly with employees they must provide all such information, as the employees will require, in order for them to participate fully in the consultations. This may be done by meetings, notice boards or bulletins.

The company **MUST** be able to demonstrate that they involve, inform and instruct all employees on all matters to do with their safety. It is important that employees are informed at the induction stage of their responsibilities, the responsibilities of the employers and their rights. The HSE statutory poster must be displayed where it accessible by all employees.

7.0 Risk Assessments

The company's aim of making a "Risk Assessment" is to identify the hazards associated with an activity, to assess the seriousness of these hazards and to formulate systems of work, training or other methods (controls) to reduce the associated risks to a minimum or at least to an acceptable level

This procedure has to be carried out by someone who is experienced and fully familiar with the activity *i.e.* a "competent person".

The Risk Assessment Procedure

We are required to:-

1. Identify hazards associated with activities or situations,
2. Somehow or other quantify the associated risk,
3. (How likely is that any hazard will be realised? How severe will the consequences be? How often does exposure to the hazard occur?)
4. Identify who is at risk,
5. Identify the control measures to be used to reduce the risk to a "reasonable" level,
6. Quantify the residual risk.

And then:

- Record the assessment.
- Implement the control measures.

Bailey Streetscene Limited shall make a suitable and sufficient assessment of –

(a) risks to the health and safety of their employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by the company of their undertaking,

For the purpose of identifying the measures the company will comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and the Regulatory Reform (Fire Safety) Order 2005 which came into effect in October 2006 and replaced over 70 pieces of fire safety law.

Every self-employed person employed by the company shall make a suitable and sufficient assessment of -

(a) the risks to his own health and safety to which he is exposed whilst he is at work; and

(b) risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

For the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions. Any assessment shall be reviewed by the employer or self-employed person who made it if -

(a) there is reason to suspect that it is no longer valid; or

(b) there has been a significant change in the matters to which it relates; and where as a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them.

Young Person

The company shall not employ a young person unless he has, in relation to risks to the health and safety of young persons, made or reviewed an assessment in accordance with the above statements.

In making or reviewing the assessment, the company shall take particular account of -

(a) the inexperience, lack of awareness of risks and immaturity of young person's;

(b) the fitting-out and layout of the workplace and/ or workstation;

(c) the nature, degree and duration of exposure to physical, biological and chemical agents;

(d) the form, range, and use of work equipment and the way in which it is handled;

(e) the organisation of processes and activities;

(f) the extent of the health and safety training provided or to be provided to young person's; and

(g) risks from agents, processes and work listed in the Annex to Council Directive 94/33/ EC _ on the protection of young people at work.

Recordings

As the company employs more than 5 people the company shall record the following when completing specific site and task Risk Assessments.

(a) the significant findings of the assessment; and

(b) any group of his employees identified by it as being especially at risk.

8.0 Safety Auditing

The company shall continue to complete on-site inspections and audits to ensure we are able to gauge the status of our current Health and Safety culture, our compliance and performance.

Report and audits enables us to use the information to review and monitor our Health and Safety performance if required.

Although only an SME company, the company still understands the need to comply with all Health and Safety responsibilities and be in a position to improve and continually develop our systems.

Our own Health and Safety policy is continually reviewed and amended as required. This further demonstrates our company's ability to review our goals and objectives. The policy is reviewed periodically or whenever there is a major change to any existing and current Health and Safety regulations, legislation or to responsibilities.

Site inspections are completed by our external Health and Safety advisor and also by company management. Once an inspection is complete a thorough report, including any photographic evidence, is collated and communicated to all interested parties. The report includes any recommendations and observation required to improve safety on site.

Inspections also ensure compliance on site to all Health and Safety procedures including the adherence to project and task specific Risk Assessments and Method Statements.

9.0 Fire Procedures

General Statement

The Regulatory Reform (Fire Safety) Order 2005 came into effect in October 2006 and replaced over 70 pieces of fire safety law. The previous system of issuing Fire Certificates will be abolished.

It attempts to improve fire safety by placing the responsibility on the employer or "responsible person" for that building or premises. He or she will be required to assess the risks of fire and take steps to reduce it. As far as reasonably practicable all steps shall be taken by Bailey Streetscene Limited to prevent or minimize the probability of all causes of fire, including the collation of Fire Risk Assessments.

The company acknowledges that despite all these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinized to ensure they are adequate by regular fire drills, inspection of fire equipment and means of escape and the maintenance of fire warning systems.

To this end all employees shall be given suitable training in basic fire prevention measures. Employees who are involved in processes that give rise to enhanced fire risks will be given appropriate training. Employees should report any concerns they may have about fire hazards to a responsible person so that the company can take the appropriate measures to eliminate the problem.

The person responsible for the implementation of the policy is Ian Bailey.

Arrangements for Securing the Health and Safety of Workers

Periodic inspections shall be carried out to identify fire risks and ensure that appropriate precautions are in place. Bailey Streetscene Limited will ensure that housekeeping standards are such as to minimize the risk and development of fire. Effective security precautions shall be taken to minimize the risk of arson both within the building and surrounding areas.

With the exception of specific hazards of industrial processes most fires in non-domestic premises are the result of electrical appliances or wiring, smokers' materials or matches, or arson. Therefore the company's fire prevention measures will focus on these three causes of fire. Bailey Streetscene Limited will, in consultation with employees implement the following fire prevention measures: -

Electrical Safety

Much can be done to prevent fires of electrical origin simply by good maintenance and routine inspection of equipment. The company will therefore:

- a) Arrange for testing and inspection of the fixed electrical installations and portable appliances in accordance with the current regulations.
- b) Take appropriate precautions to reduce the risk of ignition by electrical equipment or other sources of ignition in any areas where combustible materials, flammable liquids or flammable gases are used or stored
- c) Arrange for employees' personal electrical equipment intended for use on Bailey Streetscene Limited premises to be inspected and tested by a competent person before use and at regular intervals
- d) Arrange for any portable heaters (to be provided by Bailey Streetscene Limited only) to be inspected and tested by a competent person before use and sited so as to avoid any risk of ignition of combustible materials. Radiant bar fires are prohibited under all circumstances.

Smoking

The company prohibits smoking throughout internal areas of its premises.

Arson

To prevent arson by outsiders the company provides intruder alarms, security lighting. Only authorized persons are allowed to enter the premises.

Safe System of Work

The following procedures are to be adopted to ensure safe working arrangements:

- 1) Observe the following safety measures with regards to electrical equipment:
 - a) Avoid temporary connections and joints in cables
 - b) Avoid the use of adapters and extension leads as far as practicable
 - c) Do not carry out work on electrical installations; only competent, qualified persons should undertake this type of work
 - d) Ensure that there is a clear space around switchgear, light fittings and appliances that are a source of heat
 - e) Avoid bringing your own electrical appliances to work but if you do, ensure that it is tested before use and put on the same maintenance routine as company equipment
 - f) Switch off all electrical equipment at the end of the working day unless its operation is required

- 2) Reduce the risk of arson by: -
 - a) Ensuring that security doors are not open or left unattended
 - b) Report any failure of security lighting
 - c) Being vigilant; challenge those whom you suspect to be unauthorized personnel
- 3) Do not smoke on the premises
- 4) Keep your work area clean and dispose of waste regularly and safely

Policy Statement

In the event of a fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire. If a fire is discovered the alarm shall be raised *immediately* by the appropriate method (such as operation of fire alarm and/ or shouting). This should be the first action taken on discovery of a fire, however small.

The company refutes the notion that the alarm should be raised only in the event of a "large" fire.

All employees are empowered to take this action if they believe there is a fire; no authority should or is required to be sought from any other person. The company will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade lies firstly with the H&S Officer, Office Manager or her assistant, or Workshop Supervisor in their absence. Where circumstances dictate the person discovering the fire may call the fire brigade after raising the alarm within the premises.

The company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which fire-fighting should be avoided or discontinued will be included in staff fire safety training.

Immediate evacuation of the building must take place as soon as the order to evacuate is given. All occupants on evacuation should report to the assembly point outside the premises which is in the car park outside the reception area.

Re-entry of the building is strictly prohibited until the fire brigade officer-in-charge declares it is safe to do so. Silencing of the fire alarm should never be taken as an indication that it is safe to enter the building. Employees are encouraged to report any concerns regarding fire procedures so that Bailey Streetscene Limited may investigate and take remedial actions as necessary.

10.0 Trainees and Young Persons on Work Experience

General Statement

The company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimize those risks so far as is reasonably practicable. Bailey Streetscene Limited will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young person's will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Employees' concerns regarding young persons in the workplace should be addressed to the company's Health & Safety Officer and measures will be taken to investigate the circumstances and provide a solution.

The Managing Director is the director with responsibility for ensuring that the provisions of this policy are met.

Arrangements for ensuring the Health and Safety of Young Workers

All reasonable steps will be taken by the company to secure the health and safety of young person's placed with the company either through a training scheme or work experience programs. There will be a thorough preparation before trainees/ pupils arrive, enabling a risk assessment to be undertaken of any hazards to which they may be exposed.

On arrival at the premises a thorough induction will be undertaken, not only to provide an introduction to the company but also to explain the health and safety rules, regulations and precautions that must be taken. Staff at all levels who may be involved in the exercise will be briefed as what their responsibilities are and the extent of the work trainees may undertake.

The company will identify the activities that the trainees will be engaged and ensure all risks are controlled and a safe system of work implemented. The company will also determine whether it will be necessary' to impose any limitations or special arrangements on medical grounds (e.g. where a trainee suffers from asthma, defective colour vision or hearing impairment etc).

Safe System of Work

The company further recognizes that training, coupled with proper supervision, is particularly important for young person's because of their relative immaturity and unfamiliarity with the working environment.

In addition to the specific training they will need to carry out assigned work tasks, young person's need to be aware of the following general rules for safeguarding their own safety and the safety of others.

1. Games and practical jokes are not appropriate in the workplace; potentially serious injuries could from such conduct
2. Work areas and gangways need to be kept tidy. Do not leave things where people could trip or bump into them

3. Good hygiene, and the use of barrier creams where appropriate, are needed to prevent risks to health and safety from dangerous articles and substances
4. Protective clothing needs to be kept in good condition
5. Running in the workplace can be dangerous and is generally prohibited. Safe routes must always be used
6. Lifting and carrying should be carried out in the correct manner; training will be carried out as required
7. Compressed air is provided for approved uses only. It should not be used for cleaning benches or clothing and NEVER on other people
8. Electricity is very dangerous and electrical equipment should only be used according to appropriate instructions
9. Machines should not be used unless appropriate training has been given, including the use of safety guards, etc.
10. Hazard warning signs for harmful substances are in place in the workshop and should be heeded. In the event of any doubt the advice of a supervisor should be sought.
11. Care must be taken when handling flammable substances and smoking prohibitions must be observed. Carelessly discarded rubbish or smoking materials presents a fire hazard
12. Any injury must be reported to a supervisor
13. Be fully aware of emergency and first aid arrangement actions
14. ANY doubt ASK

11.0 Accident and Incident Reporting

This policy outlines the procedures, which are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on company premises during the course of their employment. This will also apply to visitors who are members of the public and therefore not at work.

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.

Accident - an unplanned event, which causes injury to persons, damage to property, or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

Near miss - an unplanned event, which does not cause injury or damage, but could do so. Examples include: articles falling near to people, short-circuits on electrical equipment.

This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the accident book.

The person responsible for co-ordinating all incident reporting is Ian Bailey.

The Accident Book

All accidents resulting in personal injury must be recorded in Bailey Streetscene Limited accident book. This is located in a central position within the building and contains information which must be recorded under law. Pages are removable to conform to the Data Protection Act when completed and are filed securely.

Recorded data will be regularly reviewed by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident. All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure - Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person. Injuries which occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the company is informed of these incidents, it will be unable to take remedial action.

An injury may be dealt with by a first aider or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

Reporting Procedure - Managers

If an injury, damage incident or near miss is reported to a member of management, that manager should ensure that appropriate records are maintained.

If the incident results in over seven consecutive days of incapacity for work it is reportable under RIDDOR '2013 and the HSE should be advised via the on line facility at [www.hse.gov/riddor](http://www.hse.gov.uk/riddor) .

The manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The manager is responsible for assisting contractors and visitors in complying with company policy regarding accident reporting whilst on company premises.

Accident Reporting Procedure - Visitors/Contractors

Any non-employee who is involved in an accident or near-miss incident whilst on company premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/ contractor must obtain the assistance of a responsible person to ensure that company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf.

Visitors and contractors should also notify their own employer where applicable.

Accident Reporting Procedure - Members of the Public

If an injury occurs to a member of the public on company premises which results in their removal from site for hospital treatment, then this is notifiable.

Safe System of Work

All accidents and near-miss incidents must be reported, however minor. In order to achieve this, the following procedure should be adopted.

1. Obtain treatment for the injury from a first aider or other appointed person.
2. Make the area safe following the incident (e.g. by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
3. Enter details in the accident book.
4. Inform the injured person's manager (or a responsible person) of the incident.
5. Keep the company informed of any after-effects of the incident, including periods of total or partial incapacity for work.
6. Review existing workplace risk assessments and safe systems of work in light of the accident investigation results.

12.0 Health Surveillance

Health Surveillance is a process involving a range of strategies and methods to systematically detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards and subsequently acting on the results.

In simple terms, Health Surveillance means watching out for early signs of work-related ill health in employees exposed to certain health risks. Methods can be simple or more complex depending on the risks to employees from the hazards of the job.

Why carry out Health Surveillance?

Some forms of Health Surveillance are required by law.

Other forms of Health Surveillance are undertaken as good practice (e.g. pre-employment assessments as to fitness to work in the particular job). Health Surveillance can:

- help protect the health of employees
- help you make sure employers are complying with the legal requirements for a safe workplace
- allow detection of any adverse health effects at an early stage
- assist in the evaluation of control measures
- provide information useful in the detection of hazards and assessment of risks. Health Surveillance should be conducted when:
 - there is an identifiable disease or other identifiable adverse health outcome
 - the disease or health effect may be related to exposure
 - there is a likelihood that the disease or health effect may occur
 - there are valid techniques for detecting indications of the disease or health effects.

Simple methods of Health Surveillance

Non-technical Health Surveillance techniques include:

Simple skin surveillance

Looking for skin damage on hands from using certain chemicals.

Simple respiratory surveillance

Asking employees to fill in a respiratory questionnaire to assess whether they have developed any breathing problems from substances they work with.

Lung Health

Spirometry tests: A lung function test to assess the capability of the lungs in gaseous exchange. This will detect any underlying damage to the lungs. The participant has to blow into a tube and totally empty the lungs.

The test takes approximately three minutes and three tests are carried out to give the best results. The appointment would be approximately 30 minutes to cover administration and assessment by the nurse.

Occupational asthma or other respiratory diseases can be picked up by this procedure although further intervention will be required.

Hearing

Audiometric tests: A hearing test to assess any hearing defects which may have been caused by exposure to noise at work.

This requires the participant to sit in a sound proof booth. Earphones and a handset are provided and the individual uses the handset when noises are heard.

The noise is heard through the earphones and will vary in frequency and levels of loudness. Both the right and the left ear are tested and a printout is given at the end which can be read by the practitioner.

Noise-induced hearing loss can be picked up by the results although further intervention will be required.

Other examinations, tests and assessments

In addition to the above there may be a requirement for medical examinations, urine tests or blood tests depending on the work activities and the employee's exposure to various substances or hazards. It may be necessary to carry out a noise assessment or air sampling to determine whether these tests are required.

Such tests are normally carried out by an Occupational Hygienist although the sampling can be performed by competent persons in the workplace if they have had appropriate training and the proper equipment.

The type of business and the level of risk will determine whether it is worth paying the cost of training and equipment to conduct the tests in-house, rather than a periodic assessment by an Occupational Hygienist.

When is Health Surveillance necessary?

The starting point of any Health Surveillance is the Risk Assessment. Once this has been completed, all hazards and health hazards in the workplace should be identified.

The following steps are important prior to any Health Surveillance being carried out

1. find out what the hazards are
 2. identify who might be at risk from exposure to those hazards and how
 3. decide what to do to prevent harm to health, e.g.:
- remove the hazard altogether
 - reduce risks by changing the way work is done or use other controls
 - provide protective equipment.

If the above steps have been completed, and risks still remain, you will need to take further steps to protect employees. Employers must find out whether their employees are at risk from:

- noise
- vibration
- respiratory disease
- skin disease or irritation
- eye irritation
- kidney or liver damage.

In order to answer these questions, the person conducting the risk assessment must understand the full work process and all of the risks employees are exposed to.

The main areas of concern are:

- solvents
- fumes
- dusts
- biological agents
- asbestos
- lead
- compressed air
- ionising radiations
- diving.

Some forms of Health Surveillance are required by law. Other forms of Health Surveillance are undertaken as good practice (e.g. pre-employment assessments as to fitness to work in the particular job).

When is Health Surveillance carried out and who can do it?

In its simplest form, Health Surveillance involves employees checking themselves for signs or symptoms of ill health. However, self-checks can only be carried out where they are part of a wider Health Surveillance programme. Self-checks only work where employees have been properly trained on what to look for and know to whom to report symptoms. An example would be employees noticing soreness, redness and itching on their hands and arms, where they work with substances that can irritate or damage the skin.

A responsible person can be trained to make basic checks such as skin inspections for first signs of redness. The responsible person could be a supervisor, employee representative or a first aider. For more complicated assessments, such as medical fitness for specific jobs, lung function tests, hearing tests, etc. an Occupational Health Nurse can perform the assessment and do various examinations.

Some jobs may only require the employee to fill in a questionnaire, which can be screened by the Occupational Health Nurse. This is normally done for new employees to ensure fitness for the type of post but can also be done periodically for jobs with specific hazards. For more complicated procedures, an Occupational Health Physician may be required.

Common examples of Health Surveillance

- Display Screen Equipment Use: Vision Screening; Muscular Assessment; Work Station Assessment
- Drivers: Occupational Health Assessment
- Manual Handling work: Occupational Health Assessment or questionnaire
- Noise: Hearing test if exposure at levels of 80Db or above
- Vibration: Self reporting examination or questionnaire + Occupational Health examination if required
- Asbestos, lead, compressed air: Occupational Health Assessment
- Substances Hazardous to Health: Varies depending on substance, Self reporting; Occupational Health Assessment; Respiratory function tests; Skin surveillance; Blood test; Urine tests
- Ionising Radiations: Dosimetry; Personal monitoring
- Laser users: Eye examination
- Confined spaces - use of respirators: Occupational Health medical
- Pregnant workers: Occupational Health Assessment or questionnaire
- Night work: Occupational Health Assessment or questionnaire

Health Surveillance Records

Where any health information is written down, such as lung function test reports, records have to be kept for a minimum of 40 years. These are normally kept by the Occupational Health provider.

1.

Bailey Streetscene Limited is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

13.0 Alcohol and Drugs

- Promote the health and well-being of employees and to minimize problems at work from the effects of alcohol or drugs
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
- Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source of diagnosis and treatment if necessary

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedures as appropriate.

The person responsible for implementing this policy is Ian Bailey.

a) advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications)

(b) encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of Bailey Streetscene Limited referral procedure for diagnosis and treatment

(c) enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate company specialist to determine whether there is sufficient concern to warrant a medical evaluation

(d) in cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with Bailey Streetscene Limited medical advisor and the employee

(e) instruct the company's medical advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

Bailey Streetscene Limited will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same.

The policy rules may cover:

- a. disciplinary action for refusal to accept help
- b. conditions for accepting treatment
- c. future employment if treatment proves to be successful
- d. observation of medical confidentiality
- e. effects upon pensions, benefits and employment rights.
- f. Arrangements for Securing the Health & Safety of Workers

Drug Testing

The company has the facility to test employees for a range of drug abuse and may employ these tests when it perceives that such test will be beneficial to the safety of employees.

Information and Training

The company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- (a) to understand the dangers associated with the effects of alcohol or drugs at work and the company policy regarding this
- (b) to understand Bailey Streetscene Limited procedures that will be adopted where there is found to be deterioration in work performance from these effects
- (c) to understand the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

Safe System of Work

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to.

1. Do not come to work under the influence of alcohol or drugs.
2. Do not bring alcohol or non-prescribed drugs on to company premises.
3. Check with your doctor or pharmacist about the side-effects of prescribed medications.
4. Never drive or operate machinery if you are affected by alcohol or drugs.
5. Ask your general practitioner or company management for guidance and advice on sensible limits of alcohol consumption.
6. Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.
7. Ask for assistance if you feel that matters are beyond your own control

14.0 Asbestos

The company does not undertake any works on or near any Asbestos Containing Materials.

All works are completed in external areas only.

15.0 Compressed Gas Cylinders - (Transportable Gas Containers)

All reasonable steps will be taken by Bailey Streetscene Limited to secure the health and safety of employees who work with compressed gas cylinders (transportable gas containers) and associated plant and equipment.

The company acknowledges that health and safety hazards may arise from the reception, transport, distribution, storage, use and/ or disposal of any compressed gas cylinder or gas contained within it. It is the intention of Bailey Streetscene Limited to ensure that any risks are reduced to a minimum. Adequate training will be given and the correct information on safe working procedures will be supplied to each employee handling compressed gases.

The implementation of this policy requires the complete cooperation of all members of management and staff. Existing channels of communication with employees or their representatives will be utilised for dealing with such problems that may arise.

Arrangements for Securing the Health and Safety of Workers

Bailey Streetscene Limited will, in consultation with employees and/ or their representatives:

- a. carry out an assessment of each workstation or operation to note any risks with substances, plant or equipment that may affect the worker or the environment
- b. take all necessary measures to rectify or reduce to a minimum any risks highlighted as a result of the assessment
- c. introduce changes in work procedures wherever possible to reduce the risk to the worker or the environment
- d. introduce safety devices into the plant and equipment or supply all necessary PPE in order to minimise the risk of injury or damage to persons, plant or the environment
- e. provide employees with accurate information on the safe use of compressed gas cylinders (transportable gas containers) and gases and the plant and equipment used in conjunction with them.

Procedures for Dealing with Health and Safety Issues

When a matter related to health and safety is raised by an employee regarding the safe use, etc of working with compressed gas cylinders (transportable gas containers) and gases contained within them, the company will:

- a. investigate the circumstances of the enquiry or complaint
- b. take the necessary corrective measures where appropriate
- c. advise the employee of the action taken.

2.

Where a problem arises regarding either the use of compressed gas cylinders (transportable gas containers), gases contained within them or plant and equipment used with them, employees must adopt the following procedures:

- a. inform a responsible person immediately
- b. in the case of a health condition, advise Bailey Streetscene Limited doctor or their own general practitioner

Information and Training

The company will provide sufficient information, training and instruction as is necessary to ensure the health and safety of workers involved in the use or handling of compressed gas cylinders (transportable gas containers), gases and plant or equipment used with them. This provision also applies to others not in direct contact with gases or equipment (such as purchasing staff) as well as temporary staff and contractors.

Health checks/examinations

Any persons likely to suffer ill health from working with compressed gases due to a known health condition should not be employed in a location where they are likely to experience further problems. Where the results of an examination reveal the possibility of a health risk, alternative employment or provision of adequate PPE should be considered.

Job changes

Employees who transfer to a job involving the use of compressed gas cylinders (transportable gas containers) or gases will be provided with training to enable them to carry out the work in a safe manner.

Personal protective equipment

Employees are entitled to the supply of all PPE, its periodic replacement due to fair wear and tear and its inspection by a competent person at intervals recommended by the equipment supplier or statutory requirement.

Safe System of Work

Badly located equipment or incorrect positioning of plant and equipment can result in discomfort and in some cases permanent disability. Poor planning of the working procedure can also add to these conditions.

These situations can be avoided by adopting some simple precautions.

- a. Make sure that all equipment is operating correctly and that the working position is comfortable.
- b. Follow any safe system of work or other procedure which has been devised for the task.
- c. Ensure that breaks are taken during long periods of a working procedure.



- d. Be aware of safety devices installed in the plant or equipment.
- e. Use any PPE provided and ensure that it is properly maintained.
- f. Do not allow modification of or tampering with gas cylinders or plant or equipment used with them.
- g. If any faults in the equipment are apparent, cease work and report to the immediate supervisor.

16.0 Flammable Liquids

All reasonable steps will be taken by Bailey Streetscene Limited to ensure the health and safety of employees who work with flammable liquids. Bailey Streetscene Limited acknowledges that health and safety hazards may arise from the use of flammable liquids.

It is the intention of Bailey Streetscene Limited to ensure that any risks are reduced to a minimum. The implementation of this policy is the responsibility of The Managing Director and requires the total cooperation of all members of management and staff.

Arrangements for Ensuring the Health and Safety of Workers

Bailey Streetscene Limited will, in consultation with workers and their representatives:

- a. carry out assessments of work activities
- b. so far as is reasonably practicable, take measures to reduce the risks
- c. ensure that all storage and transport vessels are appropriate and adequate
- d. provide suitable and well-maintained emergency fire-fighting equipment
- e. advise all employees, including new employees, who work or will work with flammable liquids of the risks to health and safety and the results of assessments.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of flammable liquids, Bailey Streetscene Limited will:

- a. take all necessary steps to investigate the circumstances
- b. take corrective measures where appropriate
- c. advise the employee of actions taken.

Where a problem arises in the use, handling or storage of flammable liquids, the employee must adopt the following procedure:

- a. inform a responsible person immediately, usually a supervisor or manager
- b. in the case of an accident or emergency, respond quickly and efficiently to ensure the appropriate action is taken.

Information and Training

Bailey Streetscene Limited will give sufficient information, instruction and training to ensure the health and safety of workers who use flammable liquids.

This provision also applies to persons not in direct employment such as visitors, temporary staff and contractors.

Training

Training in the use, handling and storage of flammable liquids will cover aspects of health and safety legislation in general and the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002 in particular. Training will also cover the provisions of this policy.



Safe System of Work

The main hazards involving flammable liquids are fire and explosion, toxic vapours and toxic or dermatitic effects due to contact with the skin. The risk of accidents can be reduced by adopting the following precautions.

1. Make sure that all persons who are, or will be, using flammable liquids are adequately trained.
2. Ensure that leaks of liquid or vapour cannot occur, by using containers which are adequately sealed and undamaged.
3. Where drums are stored in an open-air compound, the compound must be securely fenced and surrounded by a bund sufficient to contain the contents of the largest drum plus 10%.
4. Transfer of liquid from one vessel to another should be carried out in the open air using proprietary syphonic devices or funnels and with suitable protective clothing.
5. Ensure there is adequate ventilation where flammable liquids are used in enclosed areas. The standard of ventilation will depend on the nature of the work and the particular substance in use.
6. Where flammable liquids are used or stored, make sure that no sources of ignition are present, such as naked lights or unprotected electrical equipment. Smoking must be prohibited and notices displayed to that effect.
6. Make sure that all fire-fighting equipment is well-maintained, suitable and readily available for use. Staff who use flammable liquids must be trained in the use of fire extinguishers and any other measures to be taken in an emergency.
7. Ensure workplaces are kept free from rubbish and waste material at all times. Waste flammable liquids must be disposed of immediately.

17.0 The Control of Substance Hazardous to Health (COSHH) Regulations

1. Summary

All companies will use substances that come under COSHH, whether it be domestic cleaning products, toners for printers and copiers or more aggressive substances used in industrial processes.

The Control of Substance Hazardous to Health (COSHH) Regulations 2016 are the main piece of legislation covering control of the risks to employees and other people arising from exposure to harmful substances generated out of or in connection with any work activity under the company's control. The main objective of the Regulations is to reduce occupational ill health by setting out a simple framework for controlling hazardous substances in the workplace

In terms of the Regulations, a Substance Hazardous to Health is:

- one that has already been classified as being very toxic, toxic, harmful, corrosive or irritant under the Chemicals (Hazard Information and Packaging) Regulations or CHIP (The Approved Supply List).
- or a substance which has been assigned exposure limits
- or a substance that is carcinogenic, mutagenic or toxic to reproduction
- or a biological agent,
- or dust in substantial concentrations in air and
- any substance not mentioned above but which creates a hazard to health comparable to those mentioned above.

Complying with COSHH involves:

- assessing the risks to health arising from hazardous substances at work and
- deciding what precautions are needed,
- preventing or adequately controlling exposure,
- ensuring that control measures are used, maintained, examined and tested,
- if necessary, monitoring exposure and carrying out health surveillance and
- ensuring that employees are properly informed, trained and supervised.

2. Company Responsibility

The company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The company undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff.

3. Arrangements for securing the Health and Safety of Workers

The company will implement the following.

- a. An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
- b. Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- c. All operations that involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
- d. Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This Will be achieved by planned preventive maintenance and annual performance monitoring.
- e. The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimized to prevent mistakes with servicing or replacement.
- f. Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every three years.
- g. Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified professionals.
- h. Employee health records will be kept of all exposures to substances hazardous to health for a minimum of 40 years.
- i. All employees will be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are working and they will be informed about any monitoring and health surveillance results.
- j. All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

4. Procedures for Dealing with Health and Safety Issues

Where an employee raises a point related to the use of substances hazardous to health the company will:

- a. Ensure that the hazard associated with the substance has been correctly identified
- b. Ensure that the assessment of the use of the substance is correct and up to date
- c. Ensure that the controls in place are adequate
- d. Correct any observed deficiencies in the control of the hazards
- e. Inform the employee and his representative where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected, and their managers and representatives, will be informed immediately. Possible health effects will, in addition, be communicated to the company occupational health physician, where applicable, and the employee's own general practitioner.

5. Information and Training

The company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

6 Control of Substances Hazardous to Health (C.O.S.H.H) 2016

These regulations apply to any substance the use of which creates a health hazard and place obligation on the company to assess and control such hazards. The only exceptions are substances subject to other existing regulations such as Lead Compounds, Asbestos, Radioactive, Flammable or Explosive substances. The key regulation is : -

"The employer shall not carry on any work which is liable to expose any employees to any substances hazardous to health unless he/ she has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and of the steps that need to be taken to meet the requirements of the regulations."

There is also a requirement to prevent or control exposure to substances hazardous to health - so far as is reasonably practical by means other than by the provision of personal protective equipment. With regard to the hazard from inhalation, there is a requirement that Workplace Exposure Limits (WELs) are not exceeded.

All reasonable steps must be taken to ensure that control measures, (i.e. personal protective equipment or other facility) is properly used and employees are required to make full and proper use of such equipment etc.

Health surveillance is required where it is appropriate for the protection of the health of employees exposed to substances hazardous to health.

Employees must be provided with such information, instruction and training as is suitable and sufficient for them to know the risks to health created by their exposure and the precautions that should be taken. This regulation also requires that employees or their representatives be informed of the results of any monitoring of exposure and in particular, informed forthwith if the monitoring results show that a Workplace Exposure Limit has been exceeded.

7 Health Risk Assessment of Substances Hazardous to Health

The company will not carry on any work liable to expose employees to substances hazardous to their health, unless a suitable and sufficient assessment of the risks created by that work, and of the steps needed to comply with COSHH, has been made.

The company will inform their employees of the results of the assessments.

7.1 Reviewing the assessment

A review of any COSHH assessment will be carried out regularly and certainly if its validity becomes suspect, or if significant changes in the work take place. Also the assessment will be reviewed if new evidence emerges about particular substances hazardous to health.

7.2 Recording the assessment

Except in the simplest of situations assessments will be in written form.

This will enable the company to demonstrate readily that all factors have been considered; that they have adequate knowledge on which to base the control measures to achieve compliance with COSHH; and that they can show continuity of effort and achievement in dealing with health risks associated with the work.

8. Health Risk Prevention and Control of Substances Hazardous to Health

The prevention of exposure of employees to substances hazardous to health is the company's main aim.

Only where prevention is not reasonably practicable will the company turn to the provision of adequate control as a legitimate second option.

Prevention can be achieved by:

- a. eliminating the use of the substances hazardous to health completely
- b. replacing substances hazardous to health with non-hazardous forms.

Adequate control will be secured first by means other than personal protective equipment (PPE).

Control will be achieved, where practicable, by:

- a. enclosure of the process
- b. alterations to machinery to minimise exposure
- c. reducing the possibility of cross-contamination by good housekeeping
- d. limiting the number of employees exposed to the substances hazardous to health
- e. prohibiting eating and drinking in potentially contaminated areas
- f. reducing the time employees are exposed to substances hazardous to health
- g. local exhaust ventilation (except where the exposure relates to a carcinogen or biological agent).

9 Provision of PPE

Where such control measures are found to be inadequate by themselves, then and only then will the company resort to the provision of suitable PPE. Any item of PPE provided by the company will meet the requirements of any relevant EC Product/Design as listed in The Personal Protective Equipment at Work Regulations 2002.

There are some situations where the use of PPE may be necessary, such as during routine maintenance or during emergencies.

10 Exposure standards and limits

Certain substances (listed in Schedule I of COSHH as amended) have been given workplace exposure limits (WELs). Where such limits exist, control of exposure so far as inhalation of those substances is concerned, can only be treated as adequate if the level of exposure is reduced so far as is reasonably practicable, and in any case below the listed WEL.

A list of WELs can be found in the HSE's annual revised publication EH40. The omission of a chemical from EH40 does not mean it is always safe to use. For these substances exposure should be reduced to the level where nearly all the population could be exposed repeatedly, day after day, without any adverse effect on their health.

11 Provision of respiratory protective equipment (RPE)

Where it is necessary to provide respiratory protective equipment (RPE), it will be suitable for its intended purpose and will be of a type that conforms to any UK legislation which implements relevant EC Product Directives concerning design and manufacturer.

12 Carcinogens

Carcinogens are capable of causing cancer. Where it is not reasonably practicable to prevent exposure to carcinogens by alternative substances or processes the following steps will be taken:

- a. total enclosure of the process or system
- b. minimising, suppressing and containing the generation of carcinogenic spills, dusts, fumes, leaks and vapour through the use of appropriate plant, processes and work systems
- c. minimising the quantities of carcinogens on site and the number of persons likely to be exposed
- d. prohibiting eating, drinking and smoking in contaminated areas
- e. providing facilities for personal washing and premises cleaning
- f. designation of contaminated areas and installations (including suitable marking)
- g. safe storage, handling and disposal of carcinogens (including the use of closed and clearly labelled containers).

If the failure of a control measure results in the escape of a carcinogen into the workplace, the company will ensure that only personnel necessary for the repairs are authorised to enter the affected area and that they are provided with suitable PPE.

Employees and anyone else who may be affected by the escape will be informed immediately.

13 Control Measure Use and Maintenance

The company will employ control measures, including PPE, and will take all reasonable steps to ensure they are properly used or applied.

The company will make full and proper use of control measures, including PPE, which is provided to comply with COSHH requirements, this includes taking all reasonable steps to ensure PPE is returned to any accommodation provided for it.

Additionally, if employees discover any defect in what is provided they must report the defect at once to line management. How to recognise defects and understand their implication and significance is an important part of the training regime and this will be given by the company.

The company will ensure that all the control measures provided are maintained in an efficient state, in efficient working order and in good repair.

Where PPE is involved this will additionally be kept clean.

14 Local Exhaust Ventilation (L.E.V)

Local exhaust ventilation controls will be thoroughly examined and tested at least once in every 14 months (in certain specified cases the interval between consecutive examination is a shorter period).

The nature and content of the thorough examination and test depends upon the inherent reliability of the control measure and the consequence of any deterioration or failure. Other engineering controls will be thoroughly examined and tested at suitable intervals.

15 RPE

Where respiratory protective equipment is provided, the company will ensure it is examined at suitable intervals and where appropriate, tested. If the RPE is disposable obviously examination and test are not required.

However, if the RPE is of a respirator type it will be subject to a tough examination of at least once a month. Thorough visual examination should be made of RPE paying particular attention to the filters, valves and the straps.

16 Record keeping

Suitable records of examinations and tests, and of the repairs found to be necessary, and thereafter carried out, will be kept available for inspection for at least five years. The records should include company details, particulars of the equipment, and condition in which used.

17 Monitoring Exposure at the Workplace

Where employees are exposed to hazardous substances and it is necessary to ensure that adequate control of their exposure is maintained, that exposure will be monitored by a suitable procedure. Monitoring is required when failure or deterioration of control measures could result in a serious health effect and where the company cannot be sure that a workplace exposure limit (WEL) is not being exceeded.

Procedures for monitoring will be established to determine:

- a. when it is to be done
- b. where it is to be done
- c. how is it to be done
- d. what measuring and sampling methods are available and most appropriate
- e. who will be monitored
- f. how often the monitoring will be performed
- g. how the results will be obtained and interpreted.
- h. what processes will be in operation at the time of monitoring
- i. how long monitoring will carry on for.

Where appropriate monitoring should be carried out in conjunction with HSE Guidance Notes in the EH series.

18 Records of Monitoring

In specified cases the frequency of monitoring is stipulated (Schedule 4 of COSHH Regulations sets out the specific substances and processes for which the minimum frequency of monitoring is laid down) and records of monitoring are required to be kept for at least five years.

Where the record of monitoring is representative of the personal exposure of identifiable employees, the period for maintaining the records is extended to 30 years. Monitoring records should include the information derived in establishing the procedure for monitoring as above.

Monitoring records should be made available to employees and their representatives and EMAs or appointed doctors.

Where it is appropriate to protect the health of employees exposed to substances hazardous to health the company will ensure such employees are under suitable health surveillance including, where necessary, biological monitoring.

Health surveillance which includes medical surveillance (see below under Employment medical advisors) can include such things as regular skin inspections, enquiries about any signs and symptoms or other tests. It should only be carried out by EMAs, occupational health nurses or other responsible or competent persons.

Biological monitoring is where employees exposed to substances hazardous to health have their metabolites, e.g. blood or urine assessed and measured for uptake of these substances hazardous to health.

For the substances and processes specified in Schedule 5 of the Regulations, health surveillance is appropriate unless the exposure is not significant. Apart from the cases schedule, surveillance may also be appropriate where exposure to hazardous substances is such that an identifiable disease or adverse health effect may be linked to the exposure.

There must be a reasonable likelihood that the disease or effect may occur under the particular conditions of work prevailing and that valid techniques exist to detect such conditions and effects. Health surveillance can be beneficial to employees by protecting their health, detecting adverse changes and helping in identifying the effectiveness of control measure.

Where health surveillance has to be carried out suitable accommodation and equipment will be provided.

19.1 Health surveillance records

Records of surveillance in respect of each employee will be kept by the company for at least 30 years after the last date of entry. This requirement still applies where companies cease to trade, in which case the records must be offered to the HSE.

20 Employment medical advisors (EMAs)

In specified cases (detailed in Schedule 5) health surveillance has to include medical surveillance under the supervision of an employment medical advisor (EM A) or appointed doctor at 12 month intervals (or at shorter intervals as they may themselves prescribe).

The EMA or appointed doctors may suspend, absolutely or conditionally, those employees who, in their opinion should not continue to be exposed to the hazardous substances concerned. Medical surveillance may also be required by the EMA or doctor to be continued after the employment has ceased.

The company will also allow their employees access to health records, bear the costs of any health or medical surveillance programmes, and allow employees to attend during normal working hours.

Employees for their part must make themselves available for health and medical surveillance procedures and furnish the EMA or doctor with information concerning their health which may be reasonably required. The EMA or doctor may require the company to permit them to inspect their workplaces and/ or any records associated with the health surveillance.

Conditions imposed by employment medical advisors (EMAs) or doctors and their decision on suspension may be the subject of reviews by a procedure approved by the Health and Safety Commission (HSC).

To invoke the provider, employees must make written application to the HSE within 28 days if being notified of the EMA or doctor's decision. The results of the review must be notified to both employee and employer and entered in the health record.

21 Information, Instruction and Training for Employees

COSHH contains two requirements on information provision to:

- a. employees
- b. others who may be affected, e.g. the emergency services.

Employees exposed to substances hazardous to their health will be provided with such information instruction and training as is suitable and sufficient for them to know the health risks associated with their exposure to the substances with which they work.

The company will use, if required, competent persons to conduct this training, in any event the following training objectives should be met to:

- a. understand the fundamental principles of COSHH and the arrangements in force to enable a company compliance
- b. understand the potential toxic effects of the substances hazardous to health in use
- c. know why the likely routes of entry into the body of substances hazardous to health
- d. understand the results of assessments, monitoring and health surveillance
- e. understand the risks of exposure to substances hazardous to health
- f. understand the principles of the control measure so far as is reasonably practicable provide and how to use them.
- g. understand the reasons behind the requirement to report faults/breakdowns in control measures and to report such faults promptly
- h. know and use the appropriate spillage and emergency procedures
- i. know and be familiar with sources of information on the toxicology, control limits and safe use of substances hazardous to health.

Included in the information provided for employees will be the results of monitoring and the collective, but not individual, results of any health surveillance undertaken.

Where monitoring results indicate exposure limits have been exceeded, employees or their representatives, will be told at once. All persons carrying out any work in connection with COSHH (assessment, monitoring, health surveillance, training, examining control equipment, etc) will have had the necessary information, instruction and training.

This applies whether the persons concerned are employees or otherwise. Key points of information to be addressed in training are detailed in the ACOP to COSHH and may be summarised as follows:

- Results of assessments
- Risks to health created by exposure
- Precautions
- Results of air monitoring
- Results of health surveillance where carried out
- Information on control measures
- Information on emergency procedures
- Background information
- Any previous incidents

The above points will also satisfy the legal requirements to provide information, for example, to emergency services or contractors.

22 Persons not employed but affected by substances hazardous to health

Where duties are placed on the company to protect their employees, they are, so far as is reasonably practicable, under a similar duty in respect of persons they do not employ (whether they are at work or not) who may be affected by their handling of hazardous substances at the workplace - there is no duty on the company to provide health surveillance for non-employees, and the provisions relating to monitoring, exposure, information and training only apply to non-employees where they are on the premises carrying out the work.

23 Employees

Employees will need to understand:

- a. the general requirements of COSHH
- b. the general nature of substances hazardous to health and their biological effects
- c. the importance of the principal routes of entry into the body (inhalation and skin absorption)
- d. the principles of COSHH assessment, air monitoring and health surveillance
- e. the use and importance of control measures, including PPE

- f. the details of the hazardous substances they are using to which they may be exposed
- g. how to deal with spillages and emergencies
- h. the correct, safe methods of waste disposal

24 Managers and Supervisors

In addition to the above, managers and supervisors must understand:

- a. the need to ensure that assessments are regularly reviewed and operations reassessed at least every five years
- b. the requirement to ensure workplace changes and new knowledge on the risks to health of substances are addressed and assessments reviewed as necessary
- c. the requirement to ensure that control measures are maintained, continue to be adequate and are used
- d. how to deal with concerns regarding the use of what the employee may regard as hazardous substances, both biological and chemical
- e. that standards are likely to become more strict and the need to be prepared to challenge accepted practice and be aware of the principles of the management of change.

25 Record keeping

Records of training will be maintained in order to demonstrate legal compliance, ensure that training is up-to-date and appropriate, and to assist in the defence of any civil claim alleging negligence.

They should include the following:

- a. name of the trainee
- b. date and duration of the training
- c. course details and results
- d. the hazardous substances to which the employee may be exposed
- e. name and position of trainer
- f. review date.

18.0 Display Screen Equipment (V.D.U.s)

All reasonable steps will be taken by Bailey Streetscene Limited to secure the health and safety of employees who work with display screen equipment (DSE).

Bailey Streetscene Limited acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of Bailey Streetscene Limited to ensure that any risks are reduced to a

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks health, it is appreciated that some employees may have genuine reservations and concerns. Bailey Streetscene Limited will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total cooperation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

Arrangements for Securing the Health and Safety of Workers

- a. Bailey Streetscene Limited will, in consultation with workers and their representatives:
- b. carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker
- c. take all necessary measures to remedy any risks found as a result of the assessment
- d. take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity
- e. review software to ensure suitability for the task
- f. arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced
- g. arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE
- h. advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of DSE, Bailey Streetscene Limited will:

- a. take all necessary steps to investigate the circumstances
- b. take corrective measures where appropriate
- c. advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures:

- a. inform a responsible person immediately
- b. in the case of an adverse health condition, advise his or her own general practitioner.

Information and Training

Bailey Streetscene Limited will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

Managers and supervisors who are responsible for users of display screen equipment will also be given appropriate training.

Rest breaks

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the company will seek to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work.

Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management. Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Radiation and pregnancy

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment. The company acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health.

The policy is therefore that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that she undertakes. Although no guarantee can be given such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of Bailey Streetscene Limited operations.

Assessment of the Workstation

DSE users will be invited to assist the company in providing a comfortable and safe working environment.

Training

All employees who use DSE may be given training to enable them to work without risk to health. Training will also cover the provisions of this policy.

Safe System of Work

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions.

- a. Make sure that all your furniture and equipment is functioning correctly.
- b. Adjust furniture and equipment so that you are comfortable when working.
- c. Take the opportunity to vary activities, breaking up long periods of DSE work.
- d. Use your entitlement to eye and eyesight tests.
- e. Report symptoms of discomfort or ill health as soon as you are aware of them.
- f. Inform your employer of your training needs.
- g. Do not tamper with electrical equipment - ask for assistance.

19.0 Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. Bailey Streetscene Limited acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.

The implementation of this policy requires the total cooperation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment. The person responsible for implementing this policy is Ian Bailey.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and Bailey Streetscene Limited will then take the necessary measures to investigate and remedy the situation.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

- a. ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations
- b. maintain the fixed installation in a safe condition by carrying out routine safety testing
- c. inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled)
- d. promote and implement a safe system of work for maintenance, inspection or testing
- e. forbid live working unless absolutely necessary in which case a permit to work must be issued before work begins
- f. ensure that employees who carry out electrical work are competent to do so
- g. forbid all work by Bailey Streetscene Limited staff on equipment or systems above 650 volts: such work will be carried out under contract by approved contractors who are required to be competent, trained and equipped for this work exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) Bailey Streetscene Limited health and safety arrangements
- h. provide suitable personal protective equipment if required, maintaining it in a good condition
- i. maintain detailed records of (a)-(h) above.

Information and Training

Bailey Streetscene Limited will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Electrical work should only be carried out by competent persons.

If it is found necessary to use in-house technical staff to carry out such work, they will be adequately trained to the level required.

Safe System of Work

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.
2. Do not carry out repairs, etc, or even fit plugs, unless you are authorised to do so.

Transportable Electrical Equipment

1. Personal issue equipment should be visually inspected at least once a week by the user.
2. Equipment used out of doors should be 110 volt or be supplied via a residual current device (RCD).
3. Avoid using long extension leads wherever possible. If their use is unavoidable, ensure that the connector is manufactured to BS 4343 (this has been replaced by BS EN 60309-2, but still remains current).

Temporary Installations

Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three months.

Electrical Work - High Voltage

Do not carry out work on equipment or systems above 650 volts. Only Bailey Streetscene Limited approved contractors are authorised to carry out this work.

Electrical Work - Voltages up to 650

1. All work on electrical equipment or systems which involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energisation.
2. A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

Live Working

1. Live working must be avoided wherever possible. Work on or near live conductors is only
2. permitted when essential for equipment fault diagnosis.
3. Only competent persons can be authorised to carry out live working.
4. A permit to work is required before working live.
5. All practicable precautions must be taken when working live to ensure the safety of persons, including:
 - a. the use of special tools, rubber mats and gloves
 - b. the presence of another authorised person who understands the activity and who is able to handle an emergency (e.g. remove the victim from further danger, administer first aid)
 - c. the erection of safety barriers to keep unauthorised persons out of harm's way.

20.0 Portable Equipment

Purchase and Use

Many electrical accidents occur with the use of hand-held portable appliances. In industry such equipment tends to be abused to the extent that leads are damaged and patched up with, for example, insulating tape.

Such repairs are hazardous and should be prohibited. Any lead which requires a repair is a potential shock or fire hazard.

Many accidents arise with badly fitted 13 A plugs. Plugs should only be fitted by personnel who have received some basic instruction in this simple exercise.

There is a range of shock protection methods applied to portable appliances.

1. Earthing (Class 1). All exposed conductive parts of the appliance are connected via a circuit protective conductor to the system earth
2. All insulated (Class 2). There is no exposed metalwork on the appliance.
3. Double insulation (Class 2). Exposed metalwork is isolated by functional and protective insulation.

Rechargeable Battery Operated Tools

In addition to safety, these have the advantage that no supply connection is required and leads are avoided.

These tools require regular maintenance to ensure good battery connections. Batteries should be handled with care and not carried with terminals unprotected in pockets or tool boxes.

Reduced low voltage systems are most appropriate for most industrial applications but the risk of cable damage must always be taken into account. Transformers are required either to supply individual tools or for fixed circuitry. Plugs and sockets must be to BS 4343, colour coded yellow.

Supplementary protection may be given to the user with the use of 30 mA RCD protection.

The IEE Wiring Regulations specify that any socket outlet which may reasonably be expected to supply portable equipment outdoors should have supplementary RCD protection. This applies to all types of equipment.

Extension Leads

The use of long extension leads should be avoided in any situation since an excessively long mains cord may increase the earth fault loop impedance (EFLI) at the tool, to such an extent that an earth fault will not rupture the fuse quickly enough to prevent danger to the user.

If extension leads are purchased, the style of lead fitted to a drum or coiled in some other way should be avoided since they must be completely unwound to be safe to use at their marked current carrying capacity, and this requirement is difficult to monitor and enforce.

If extension leads must be used and particularly if they are to be used under adverse environmental conditions, only connectors protected to the standard IP 55 or better should be used. Such components are usually manufactured to BS 4343 (IEC 309): Industrial plugs and sockets.

Routine Safety Testing

The Regulations requires portable equipment to be maintained so far as is reasonably practicable to prevent danger. The Regulations do not specify what needs to be done, by whom or how frequently.

An on-site judgement must be made to take into account the conditions of service and type of equipment.

Two levels of regular inspection are suggested.

1. A frequent visual check by the user of the equipment. The intended user requires some basic instruction to know what to look for.
2. A full inspection with all appropriate electrical tests.

More detailed guidance can be found in the HSE publication, HSG107 (Third edition) published 2013 and available to download from the HSE web site.

Test Parameters

The regular simple visual check should consist of the following:

- Visual check for signs of damage to the equipment and its supply cord
- Check lead and plug and cord-grip at both ends
- Check any extension leads

If any faults are found the equipment should be withdrawn from service for repairs followed by a full test.

The Physical Inspection

The most important and relevant test is the visual inspection since approximately 80% of equipment defects are found at this important first stage. A detailed physical inspection by a competent and conscientious person will make a significant contribution to hazard elimination.

Typical hazards may include:

- incorrectly wired plugs
- loose plug top connections
- wrong value fuses or fuses replaced with a metal foil or bar
- plug cord grips not gripping the cord outer sheath
- damaged flexible cord
- unsafe cable joints
- damaged case mounted components (e.g. fuseholders, voltage selectors, neon indicators)

All physical defects must be corrected at this stage, before any electrical tests are attempted. Unless a cable is damaged near to its end when it may be shortened, all flexible cords which show any sign of damage should be replaced since cable repairs and joints are unlikely to meet the stringent safety standards required.

Competence to Test

There are no nationally recognised formal qualifications in electrical safety testing. The Regulations require, however, that all persons who undertake work involving electricity are competent to prevent danger arising from that work. Those being considered for competence in testing portable equipment should have practical experience or adequate knowledge of:

- a. the principles of electricity together with a sound appreciation of the source and nature of electrical hazards
- b. the precautions required to avoid danger
- c. whether it is safe for testing to continue following an abnormal result
- d. the relevant safety standards
- e. the hazards which may arise because of the testing location
- f. the operating principles of the test equipment and the unit under test
- g. appliance testing and the use of test equipment
- h. the interpretation of test results
- i. the correct frequency of testing.

R.C.D Testing

Every fixed RCD is fitted with a test button which should be operated periodically and this check may be done by the user. Pressing the test button will cause an imbalance to occur between live and neutral currents which in turn should operate the RCD. The magnitude of this imbalance is preset at the rated sensitivity of the device.

Two important points should be noted with regard to this check:

- a. no indication of the tripping time is obtained and the check is not therefore a verification that the device is within its design standard (BS 4293).
- b. the internal test circuit is not connected to earth and the test will not therefore verify that an earth exists at that point in the circuit.

The operation of the test button serves two important functions:

1. It will provide a confidence check that the RCD will operate.
2. Its actual operation will minimise the chance of the device sticking.

Most RCDs are electromechanical devices and if not operated for relatively long periods, the mechanical parts may stiffen sufficiently to cause the operating time to be lengthened by a few milliseconds when first activated.

Periodic operation of the mechanical parts should produce clean operating surfaces and ensure consistent results.

It is suggested that all RCDs are checked at least at quarterly intervals with the test button.

Portable RCDs are particularly vulnerable to maltreatment and damage. The test button on these devices should be operated regularly to ensure that the mechanism is working.

It is important to instruct users of equipment supplied through an RCD protected socket that if the RCD trips, the assumption must be that the appliance is faulty. The appliance should be withdrawn and given a full test.

It is dangerous to "check" the appliance by plugging into an unprotected socket.

21.0 Work Equipment (PUWER Regulations)

Summary

In general terms, the Regulations require that equipment provided for use at work is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

Generally, any equipment which is used by an employee at or for work is covered, for example hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), dumper trucks and motor vehicles.

Similarly, if you allow employees to provide their own equipment, it too will be covered by PUWER and you will need to make sure it complies.

Examples of uses of equipment which are covered by the Regulations include starting or stopping the equipment, repairing, modifying, maintaining, servicing, cleaning and transporting.

The Regulations apply if the company provides equipment for use at work, or if it have control of the use of equipment.

While employees do not have duties under PUWER, they do have general duties under the HSW Act and the Management of Health and Safety at Work Regulations 1999 (MHSWR), for example to take reasonable care of themselves and others who may be affected by their actions, and to cooperate with others.

The company will ensure that the work equipment it provides meets the requirements of PUWER. In doing so, it will ensure that it is:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and
- inspected in certain circumstances to ensure that it is, and continues to be, safe for use.

Any inspection should be carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) make more explicit the general duties contained in the HSW Act.

The Regulations apply to all work equipment, including second hand, hired or leased equipment.

The Provisions of The Supply Of Machinery (Safety) Regulations 2008

Interpretation

The following definitions and terms are important in understanding the requirements laid down by these Regulations.

- **Inspection:** This means a visual, tactile or more rigorous inspection, as required by regulation 6 carried out by a competent person, and may include appropriate testing.
- **Power Press:** This means a press or press brake that is power driven and contains a flywheel and clutch, and is used for working metal by means of tools, or for die proving.
- **Thorough Examination:** This means a thorough examination, as required by regulation 32, carried out by a competent person, and may include appropriate testing.
- **Work Equipment:** This includes all machinery, appliances, apparatus, tools or installations for use at work - the definition will cover single machines such as guillotines right through to complete entities such as bottling plant.
- **Use:** This includes any activity that may be associated with the work equipment, such as starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Unless otherwise stated the requirements of these Regulations are absolute, i.e. they must be achieved.

Application

The Regulations apply to:

- work equipment provided by employers for use by their employees at work
- work equipment provided by self-employed persons for their own use at work
- persons who have any control of work equipment, or who use, supervise or manage its use
- the way work equipment is used

Suitability

Employers must ensure that any equipment provided for work is constructed or adapted so as to be suitable for its intended purpose.

This includes taking account of reasonably foreseeable working conditions, inherent health and safety risks where the equipment is to be used and any risks associated with the equipment itself.

Work equipment must only be used for tasks, and under the conditions, for which it is suitable. "Suitable" in this regulation means suitable with respect to the health and safety of any person. Regulation 3(1) of MHSW, i.e. risk assessment, is relevant.

Maintenance

Work equipment must be maintained in an efficient state, in efficient working order, in good repair, and where a maintenance log is required, i.e. under other legislation (e.g. COSHH), such logs must be kept up to date. However, the accompanying guidance does recommend that maintenance records are kept.

Note: The emphasis of this regulation is on efficiency with respect to health and safety not productivity.

Inspection

Where the safety of work equipment depends on the installation conditions, the work equipment must be inspected after installation and before it is used for the first time, or after it has been installed at a new location or premises. The inspections are to ensure that the work equipment has been installed correctly and is safe to use.

In addition, work equipment which is exposed to conditions which may cause deterioration and consequent danger as a result of that deterioration must be inspected at suitable intervals, and whenever exceptional circumstances have occurred that may have had adverse effects on the safety of the work equipment.

The inspections are to ensure that health and safety conditions are maintained, and that defects are identified and corrected quickly.

Records of all inspections must be made and kept until the next inspection has been completed and recorded.

No work equipment may leave an employer's undertaking, or be used in the undertaking, if supplied by another person, unless there is accompanying physical evidence that the last inspection was carried out.

Specific Risks

Employers must ensure that where the work equipment poses a specific risk to health and safety, the use and maintenance of such equipment is restricted to designated persons who have received adequate training in the operations they have been designated to carry out.

Exposure to vibration in terms of use of vibrating equipment is negligible in the yard/storage area.

The Contract Manager shall ensure that the installation sub – contractors risk assessment identifies the likely level of exposure of their site personnel to hand arm vibration and their measures to ensure levels are kept below the Exposure Action Level.

Workshop activity involving the use of hand tools will be risk assessed, equipment used will be suitable for the task and reduce exposure to the lowest level that is reasonably practicable. Exposure will be maintained below Exposure Action Levels.

Information and Instructions: Training

These regulations require employers to make available to all persons using work equipment adequate health and safety information, and where appropriate written instructions on the use of such equipment.

The employer must also provide adequate health and safety training in the use of the work equipment, including any associated risks and necessary precautions.

Adequate information and training, and written instructions where appropriate, must also be made available to persons who supervise or manage the use of work equipment.

The information and instructions must be comprehensible and include: the conditions and methods of use of the equipment; foreseeable abnormal situations and any necessary actions, and any conclusions drawn from experience in the use of the equipment.

Note:

- **The guidance points out that, where appropriate, the written instructions should include the manufacturers/suppliers instruction manuals, etc.**
- **Employers should therefore ascertain that such information has been provided as required under Section 6 of the HSW Act.**
- **With regard to training, the guidance specifically points out the importance of considering additional requirements for young and/or inexperienced persons.**

2.0 First Aid

Bailey Streetscene Limited is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work. To this end, the company will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

Should employees have concerns about the provision of first aid within the organisation, they should inform a responsible person to enable Bailey Streetscene Limited to investigate and rectify the situation if necessary.

The person responsible for the implementation of this policy is Ian Bailey.

Arrangements for Securing the Health and Safety of Workers

First Aid personnel

First aid personnel are employees who have volunteered for the role and who have been assessed as being suitable. Where there are insufficient numbers of volunteers, Bailey Streetscene Limited will nominate a person from each area to take charge of the situation where an employee becomes injured or ill and requires attention.

The appointed person need not necessarily be a qualified first aider but he or she will be given a clear indication of his or her responsibilities and the training required in order to effectively discharge them.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with retraining at regular intervals in order to ensure that their skills are maintained.

The company will ensure that there are sufficient first aid personnel within the workplace to adequately cover for every shift through the carrying out of a first aid assessment. This includes night shifts and weekend working (where relevant). Notices will be displayed in all workplaces giving the location of first aid equipment and the name(s) and location(s) of personnel concerned.

Legal indemnity of First Aiders

It is unlikely that first aid personnel rendering assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, Bailey Streetscene Limited has arranged to guard against this possibility by providing through its insurance policies indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

First Aid boxes

First aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies which are required under law.

Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

The location of first aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards throughout the workplace. First aid boxes will display the following information:

- a. the name of the person responsible for their upkeep
- b. the nearest location for further supplies
- c. the contents of the first aid box and replenishing arrangements
- d. the location of the accident book.

First aid boxes are maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

Portable First Aid kits

Portable first aid kits are available for those members of staff who are required to work away from the normal workplace, where access to facilities may be restricted. Examples of these circumstances include:

- a. work with potentially dangerous tools and machinery away from base location
- b. staff travelling abroad on business
- c. staff travelling in vehicles on a regular basis, e.g. sales executives or delivery personnel
- d. staff whose work takes them to isolated or remote locations
- e. staff participating in sporting or social events arranged or supported by the company.

Recording Accidents

All accidents must be recorded, however minor. Bailey Streetscene Limited has provided an accident book in which all incidents must be noted. The accident book is housed in a central location, details of which are displayed on first aid boxes.

It is the responsibility of employees to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred. Where the injured person is unable to enter his or her account into the accident book, the first aider or witness (where relevant) should enter details on the employee's behalf.

Where an accident results in admittance to hospital, or inability to continue work, the relevant manager must be informed immediately.

For the purposes of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom and for what reason

Safe System of Work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace.



1. First aid personnel must inform the company when their training certification period is nearing expiry.
2. Management must ensure that employees are familiar with the identity and location of their nearest first aider and first aid box.
3. The name(s) and location(s) of first aid personnel and equipment must be displayed on the first aid box, on the door of the first aid room and on notice boards.
4. Ensure that information displayed on notice boards, the first aid room and first aid boxes is updated to reflect any changes in location or changes in appointed personnel which may take place.
5. Ensure that the contents of each first aid box are regularly checked to establish that supplies are sufficient to meet requirements.
6. Order replacement supplies immediately after equipment has been used.
7. Ensure that there is easy access to first aid equipment and the first aid room at all times.
8. Summon professional medical assistance where necessary.
9. Ensure that details of all accidents are reported and entered into the accident book.

23.0 Lighting

Bailey Streetscene Limited regards the provision of a safe and well-lit working environment as fundamental to the health, safety and well-being of the work force.

All reasonable steps will be taken to ensure that lighting is adequate for the task at all times. Any complaints or problems regarding lighting should be reported at once to a responsible person so that the company can take steps to remedy the situation. The implementation of this policy is the responsibility of the Managing Director, and requires the total cooperation of all members of management and staff.

In recognition of this policy the company will:

1. ensure that at no workplace the lighting level falls below the absolute minimum lighting level required for the safe performance of the task (as listed the HSE document Lighting at work, HS(G) 38); recommended illuminances and guidance are contained in Code for interior lighting, published by the Chartered Institution of Building Services Engineers
2. ensure that there is no disabling or distracting glare caused by lighting equipment, sunlight through windows, bright room surfaces or reflections on equipment
3. confirm that for any machine, appliance, apparatus or tool the lighting is sufficient to provide the required level of task illumination; if the task requires higher levels of illumination, supplementary local lighting will be provided
4. ensure that adequate levels of emergency lighting are provided.
5. ensure, so far as is reasonably practicable, that all workers have natural light in their workplace by adjusting the position and layout of workplaces within the building in relation to the window and roof light positions, and by maintaining a tidy office and clean windows so that natural light is not obscured (the requirements of the DSE Regulations mean that the brightness of certain windows may need to be controlled which may reduce the level of daylight available in some areas)

6. in display screen areas, arrange the lighting system, the workplace and the equipment used so that no distracting reflections appear on the screen and so that the visual environment provides the appropriate contrast between the screen and its background (windows will, where necessary, be provided with adjustable blinds or covering to limit their brightness)
7. ensure that lighting equipment is in such a position or hung at such a level so as to avoid the risk of hitting operatives or items that they are carrying
8. ensure that lighting equipment is so located or so guarded that operatives and combustible items are not likely to come into contact with hot components of the lights or with surfaces heated up by the lights
9. ensure that all lighting equipment is positioned so as to provide safe access for lamp changing and cleaning; where lighting is positioned in difficult places, such as over large stairwells, in atria or over process equipment, then winching or access equipment will be provided
10. carry out checks of all the above aspects of lighting at regular intervals and whenever changes are made to existing workplaces.

Safe System of Work

Lighting is one of the more important environmental criteria that go to make up the safe and effective working environment for the workforce. In order to ensure that it does not adversely affect working conditions, the following precautions should be taken.

1. Report failures of lighting or any defects observed to a responsible person.
2. Do not attempt to fix defects yourself.
3. Request additional lighting if existing lighting is not sufficient for the task.
4. Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or hit persons or property.
5. Use window blinds to control brightness or glare from sunlight.
6. Keep the workplace tidy and do not let items accumulate on window sills, so that natural light is not obscured.

24.0 Machinery Safety

Bailey Streetscene Limited will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The company will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The company will seek to inform and train personnel to implement this policy. The implementation of the policy needs the cooperation of all management and staff. The person responsible for implementing this policy is the Managing Director.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with the maintenance staff and their representatives:

- a. carry out an assessment of how the machinery should be isolated for specific maintenance work
- b. carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- c. carry out an assessment of the maintenance of the machine itself including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result (e.g. climbing outside a safety barrier on a crane) and any risks of parts falling
- d. (carry out an assessment of how the maintenance of the machine affects its environment
- e. carry out an assessment of all hazards that arise when guards have been removed
- f. take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- g. provide any personal protective equipment that might be necessary to carry out the work safely
- h. ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

Information and Training

Bailey Streetscene Limited will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

Safe System of Work

The Provision and Use of Work Equipment Regulations 1998 outline the following safe systems of work.

1. Work equipment should be maintained in an efficient state, in efficient working order and in good repair.
2. Maintenance logs should be kept up to date.
3. Appropriate work equipment should be provided with suitable means to isolate it from all sources of energy. Appropriate measures should be taken to ensure that reconnection to the energy source will not expose any person using or maintaining the work equipment to any risk to his or her health or safety. Where any electrical power is involved in the machine to be maintained it should always be checked that this is dead before work is started.

4. All persons who maintain machinery and all persons who supervise or manage the maintenance of machinery should have available to them adequate and readily comprehensible safety and health information and, where appropriate, written instructions pertaining to the maintenance of the machinery. This information will include the conditions in which, and the methods by which, the machinery should be maintained, any foreseeable abnormal situations and the action to be taken when they occur, as well as any conclusions to be drawn from experience in maintaining the machinery.
5. All persons who maintain or who supervise or manage maintenance of work machinery should have received adequate training for the purposes of their health and safety.
6. Measures should be taken to:
 - a. prevent access to any dangerous part of machinery
 - b. stop the movement of any dangerous part of machinery before any person enters a danger zone.
7. Where necessary a permit to work system should be rigorously adhered to.
8. Isolation of all equipment or machinery from all sources of energy should be possible, and should be carried out before maintenance work commences (unless running maintenance is being carried out). Reconnection and isolation procedures must avoid any risks.

25.0 Manual Handling - Manual Handling Regulations 1992 (As amended)

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects.

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

Arrangements for Securing the Health and Safety of Workers

Elimination of hazardous manual handling activities

Bailey Streetscene Limited will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

The Task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

The Load

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

The Individual

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The Working Environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

Other Factors

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must be avoided, as this can reduce the concentration of an individual.



Duties of Managers and Supervisors

Managers or supervisors must ensure that:

- a. manual handling assessments are carried out where relevant and records are kept
- b. employees are properly supervised
- c. adequate information and training is provided to persons carrying out manual handling activities
- d. any injuries or incidents relating to manual handling are investigated, with remedial action taken
- e. employees adhere to safe systems of work
- f. safety arrangements for manual handling operations are regularly monitored and reviewed
- g. employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
- h. special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

Duties of Employees

Employees must ensure that:

- a. they report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- b. they comply with instruction and training which is provided in safe manual handling activities
- c. their own health and safety is not put at risk when carrying out manual handling activities
- d. they use equipment which has been provided to minimise manual handling activities
- e. any problems relating to the activity are reported to a responsible person.

Information and Training

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads which are handled and objects which have eccentric weight distribution.

Safe System Of Work

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.

1. Ensure that formalised systems of work which have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
3. Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
4. Use the legs and knees to bend and lift - do not stoop or bend the back.
5. Avoid tasks which require stretching or twisting.
6. Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
7. Ensure that there are no sharp, hot or cold edges which could cause injury.
8. Ensure that walkways are free from obstructions.
9. Make full and proper use of personal protective equipment.
10. Report any problems or concerns associated with manual handling operations to a responsible person without delay.

26.0 Personal Protective Clothing (P.P.E.)

Bailey Streetscene Limited will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by Bailey Streetscene Limited to secure the health and safety of employees who work with PPE.

The company acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the company to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these **issues**.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

Arrangements for Securing the Health and Safety of Workers

Bailey Streetscene Limited will, in consultation with workers and their representatives:

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Arrange for adequate accommodation for correct storage of the PPE
- Implement steps for the maintenance, cleaning and repair of PPE
- Train staff in the safe use of PPE for all risks within the organisation
- Replace PPE, which has been provided to meet statutory obligation, as necessary and at no cost to the employee
- Inform every employee of the risks which exist
- Reassess as necessary if substances used for work processes change

Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of PPE, the company will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of action taken

Where a problem arises in the use of PPE the employee must:

1. inform a responsible person immediately
2. in the case of an adverse health condition advise Bailey Streetscene Limited doctor and his or her own general practitioner.

Information and Training

The company will give sufficient information, instruction and training to ensure the health and safety of workers using PPE, which includes temporary staff, persons gaining work experience with Bailey Streetscene Limited and contractors, as well as those in direct employment. Managers and supervisors who are responsible for users of PPE will also receive appropriate training.

Safe System Of Work

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures should be observed when using PPE.

1. Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working.
2. Make sure that the PPE is functioning correctly before use in specified work activity: if in any doubt, report the suspected defect.
3. When using two (or more) types of PPE together, ensure that items are compatible when used together and that combined use does not reduce their effectiveness.
4. Report symptoms of discomfort or ill health immediately.
5. Inform the employer of any training needs.

27.0 Hand Tools

Bailey Streetscene Limited will, in accordance with its general duties; make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools.

These risks will then be controlled so far as is reasonably practicable so that neither the company's employees nor others who could also be exposed to them will be put at risk.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

- Ensure that the correct tool for the job is provided
- Ensure that employees do not misuse tools, which can lead to damage of materials, equipments and the tools as well as possibly leading to injury
- Implement a system for reporting defective tools at all workplaces
- Inform users of their responsibility to maintain tools and report any defects to their immediate supervisor
- Ensure that defective tools are taken out of use and returned to the stores
- Implement a system for the replacement of defective tools which will be made known to all employees
- Arrange for tools to be repaired by trained personnel only
- Arrange for regular inspection of electrically powered tools in accordance with EAWR; all such tools will be tagged showing the date of the last test
- Provide personal protective equipment if necessary
- Ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools
- Provide suitable storage facilities for tools

Training and Information

All employees using tools will be trained in their use and the use of any associated equipment used in conjunction with the prime tool. Any employee who is not conversant with a tool must make it known to his or her supervisor.

Safe System of Work

To ensure the safe use of hand tools the following procedures should be followed.

All portable appliances should be used in accordance with the safe system of work.

Where electric powered tools are used from a trailing lead:

- a. the length of the lead should be kept to a minimum
- b. the cable should be heavy duty and capable of serving the equipment that it is to supply
- c. it should be paid out fully from any winding drum and if at all possible be protected from damage

It should be laid with care to ensure that it does not present a trip hazard to others or to the user of the equipment.

When using power tools that are designed to be fitted with guards, the guards will be fitted correctly prior to the use of the tool

Power tools must be isolated from the power source before any routine adjustments are carried out (e.g. when replacing bits or blades). The correct fuse rating must be used for all electric tools.

When using compressed air tools:

- a. couplings should be securely attached before allowing air to flow
- b. air compressors should be located outside the building in which the work is being conducted
- c. all hoses and couplings should be checked regularly by the user and supervisors
- d. hoses should be routed so that they do not obstruct access, allow free movement of the tool and are not likely to become damaged whilst in use. Supervisors should ensure that equipment and tools are properly maintained and repaired, that correct working methods are followed and that no unsafe practices are tolerated.
- e. Employees should use tools in the correct manner and for the correct job, using the safety devices and equipment provided, and report conditions they believe to be dangerous.

28.0 Mobile Phones

General Statement

The original fine of £30 has increased. Penalty points can mean higher insurance costs. You can get 6 penalty points and a £200.00 fine if you use a hand held mobile phone, you can also be banned from driving and risk a maximum fine of £1,000, which rises to £2,500 for the driver of a bus, coach, or heavy goods vehicle.

A driver can also be prosecuted for using a hands- free device if you are not in proper control of your vehicle when using the device. The penalties are the same - £60 fine and three points on your licence.

If you are an employer you can be prosecuted if you require employees to make or receive mobile calls while driving. It is an offence to cause or permit the use of a hand-held mobile phone when driving. It is also an offence to cause or permit a driver not to have proper control of a vehicle.

Callers also play an important role in keeping the roads safe. If the person you are speaking to is driving, please terminate the call and arrange to speak to them later.

Why are the penalties going up?

- It is hard to do two things at once and research has shown that if you are using a mobile phone whilst driving, you are four times more likely to have a crash.
- In fact, if you use any type of mobile be it hands free or hands held, your reaction times are worse than if you were driving under the influence of alcohol Tests have shown that reaction times for drivers using a hand-held phone slows reactions by 50% when compared to normal driving and by 30% when compared to being drunk (*Direct Line Mobile Phone Report 2002*).
- The use of a mobile phone often involves distractions which could be visual, auditory, mental or physical (*Direct Line Mobile Phone Report 2002*).
- Even if you're a careful driver, it's easy to be distracted by a phone call or text message and that split second lapse in concentration could result in a crash.

Are there any exceptions?

- A driver may call 999 or 112 in response to a genuine emergency.
- Two-way radios are not covered by this offence but other devices for sending or receiving data are included if they are held while driving, i.e. a PDA, Blackberry or similar device.

This company will comply with all the mandatory requirements and, so far as is reasonably practicable, ensure the health and safety of all who may be affected by the use of mobile phones

This will be achieved by setting up safe systems of work, based on risk assessments by competent persons that will either eliminate or reduce hazards to acceptable levels, in accordance with the approved guidelines or codes of practice.

The safety systems will be supported by the provision of the requisite information and training where needed and the development of safety awareness throughout all levels of Bailey Streetscene Limited.

The management will consult with any employee or elected representative and advise on any potential safety issues that require resolution.

Arrangements for Securing the Health and Safety of Workers

The following procedures will deal with any potential risks to health and safety:

- Safety procedures will be devised (see Safe System of Work below for example)
- All operators will be trained and competent in those procedures
- Necessary equipment will be available and fit for its purpose
- The safety systems will be audited and appropriate records kept and reviewed

Procedure for Dealing with Health and Safety Issues

All operators will share the responsibility for preserving their own and their colleagues health and safety by complying with the safety systems and informing the safety advisor of any unsafe or hazardous conditions of work; or of their own physical condition if that could prejudice Bailey Streetscene Limited policy.

Bailey Streetscene Limited will review any such reports and take appropriate action, informing employees of the outcome.

As a safety conscious company we seek to actively discourage the practice by introducing a procedure to encourage safe driving practices. Therefore, any member of staff while driving on company business must pull over to answer all mobile phone calls when it is safe and practicable to do so. However, in the event that a passenger is carried he may answer the phone but must limit the distraction that the driver may face.

Staff ringing mobiles should be aware that the recipient may be driving and in the event of the phone not being answered in a short period of time should hang up. The driver, when safe to do so, should stop and return call at the earliest opportunity whilst stationary, handbrake applied and engine disengaged.

Further, the Home Secretary proposed a charge of Aggravated Manslaughter whereby a road death contributable to the use of a mobile while driving is liable to a prison term of five years,

29.0 Smoking at Work

General Statement

From 1st of July 2007 virtually all enclosed public places and workplaces in England became smoke free. A smoke free England will ensure a healthier environment, so everyone can socialise, relax, travel, shop and work free from secondhand smoke

What do I do checklist

Employers, managers and those in charge of smoke free premises and vehicles will need to:

- display 'no smoking' signs in smoke free premises and vehicles
- take reasonable steps to ensure that staff, customers/ members and visitors are aware that premises and vehicles are legally required to be smoke free
- remove any existing indoor smoking rooms
- ensure that no one smokes in smoke free premises or vehicles

You may also want to take these supportive measures:

- remove ashtrays from smoke free areas
- develop a smoke free policy in consultation with staff
- offer staff training to help them understand the new law and what their responsibilities are
- provide your staff and customers with support to quit smoking

The aim of the regulations is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke whilst at work.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken if necessary.

Arrangements for Ensuring the Health and Safety of Workers

Work areas

Smoking will not be permitted in any work areas, including the workshop floor. This restriction applies at all times, including outside normal working hours.

Anyone wishing to smoke may do so in the designated smoking area at any time previously agreed with their line manager.

Support for smokers

It is recognised that some smokers will need to adjust to this policy and may welcome some support. If you would like further information or advice about coping with the policy, or would like to use this opportunity to give up smoking, please contact the Managing Director.

Visitors

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the new smoking policy. Appropriate internal 'no smoking' signs will be displayed at all entrances to the premises and employees should tactfully remind visitors of the policy, if necessary.

Safe System of Work

Smoking is the most important cause of disease and premature death in the UK. The Health Education Authority states that there are 110,000 smoking-attributable deaths per annum in England alone. Once activity-specific safety and hygiene regulations have been satisfied, the overriding aim of a smoking policy should be to protect non-smokers from the effects of passive smoking. In addition, the needs of smokers should be taken into account wherever possible.

In order to preserve the health of non-smokers (and maintain safety in the workplace) the following standards should be observed:

1. If you wish to smoke, do so in a designated smoking area; do not smoke in areas of the workplace in which smoking is prohibited.
2. Do not take smoking breaks for longer than allowed or at times not previously agreed with your manager.
3. If you find it difficult to restrict your smoking or wish to give up smoking, inform the appropriate person in the company who may be able to help.
4. Inform any visitors, contractors, temporary staff or clients you may deal with of Bailey Streetscene Limited smoking policy.

Summary Policy Statement

Smoking at work is a sensitive issue involving the personal habits of some members of the workforce, which can conflict with the health and well-being of others. The rights and needs of all individuals must be taken into account. The three most important steps are to:

- a. conduct a proper consultation exercise, taking into account the needs and legitimate concerns of everyone
- b. allow sufficient time to develop a suitable policy and to give staff notice of its introduction
- c. ensure that the policy is equitably enforced and effectively monitored.

30.0 Noise

On April 6th 2006, the Control of Noise at Work Regulations came into force. HSE is campaigning to remind employers that:

- Prolonged exposure to noise at work can cause hearing loss, which is often permanent.
- Hearing loss caused by work is preventable, but once your hearing has gone, it won't come back.
- The Health and Safety Executive is working in partnership with businesses to find practical solutions to noise risks at work, to help protect everyone's hearing. Noise solutions can often be surprisingly cost-effective and easy to implement.
- Business benefits include lower sickness absence, lower staff turnover, improved productivity and safety, enhanced reputation, and lower risk of legal action.

- Hearing loss caused by exposure to noise at work continues to be a significant occupational disease. Some 170,000 people in the UK suffer deafness, tinnitus or other ear conditions as a result of exposure to excessive noise at work.
- Over 1 million employees in Great Britain are exposed to levels of noise which put their hearing at risk.

- Therefore periodic noise assessment will be completed to ensure action levels are not breached. Personal Protective Equipment such as ear defenders etc shall be introduced as a last resort.

In the workplace alternative working methods will be assessed to eliminate excessive noise.

Exposure limit values and action values

(1) The lower exposure action values are-

- a. a daily or weekly personal noise exposure of 80 dB (A-weighted); and
- b. a peak sound pressure of 135 dB (C-weighted).

(2) The upper exposure action values are-

- a. a daily or weekly personal noise exposure of 85 dB (A-weighted); and
- b. a peak sound pressure of 137 dB (C-weighted).

(3) The exposure limit values are-

- (a) a daily or weekly personal noise exposure of 87 dB (A-weighted); and
- (b) a peak sound pressure of 140 dB (C-weighted).

31.0 Lifting Operations and Lifting Equipment Regulations 1998

What is LOLER?

In the main, LOLER replaced existing legal requirements relating to the use of lifting equipment, for example the Construction (Lifting Operations) Regulations 1961, the Docks Regulations 1988 and the Lifting Plant and Equipment (Records of Test and Examination etc) Regulations 1992.

The Regulations aim to reduce risks to people's health and safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER), see 'Further information'.

What does LOLER do?

Generally, the Regulations require that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads;
- positioned and installed to minimise any risks;
- used safely, i.e. the work is planned, organised and performed by competent people; and
- subject to ongoing thorough examination and, where appropriate, inspection by competent people.

What equipment is covered by the Regulations?

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists.

Definition also includes lifting accessories such as chains, slings, eyebolts etc. LOLER does not apply to escalators, these are covered by more specific legislation, i.e. the Workplace (Health, Safety and Welfare) Regulations 1992.

If we allow employees to provide their own lifting equipment, then this too is covered by the Regulations.

What do the Regulations require the company to do?

We need to ensure that in using any lifting equipment the requirements of LOLER are met. For example, we should ensure that all lifting equipment is:

- sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable;

- positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people;
- visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

Additionally, we must ensure that:

- lifting operations are planned, supervised and carried out in a safe manner by people who are competent;
- where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk;
- where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person.

All examination work should be performed by a competent person; and

- following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

How do the Regulations relate to other health and safety legislation?

The requirements of the Regulations need to be considered alongside other health and safety law. For example, section 2 of the HSW Act requires all employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees.

Similarly, the MHSWR contain important duties which relate to the carrying out of a risk assessment to identify measures that we can take to eliminate, or reduce, the risks presented by the particular hazards in the workplace.

Other more specific legislation, for example the Personal Protective Equipment at Work Regulations 1992, may also apply. Under these particular Regulations there may be a need to provide a safety harness for rope access work during activities such as window cleaning.

How are the Regulations enforced?

Health and safety inspectors enforce the Regulations.

32.0 Working at Height

General Statement

All reasonable steps shall be taken by Bailey Streetscene Limited to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The company shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall cooperate in the implementation of this policy.

Arrangements for Securing the Health and Safety of Workers

Bailey Streetscene Limited will, in consultation with workers and their representatives:

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them
- provide all the necessary equipment to allow safe access to and egress from the place of work
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
- appoint a competent person to be responsible for the supervision of the erection, altering
- and dismantling of scaffolding and for the inspection of equipment used in work at height.

Procedures for Dealing with Health and Safety Issues

The company will prepare a method statement (a written safe system of work incorporating the results of any risk assessments made) for work at height, to be followed by all involved in such work. Where it is not possible to follow the method statement:

- No further work should be undertaken
- A responsible person should be informed
- alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

Information and Training

Bailey Streetscene Limited shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height. Bailey Streetscene Limited shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

Safe System of Work

In order to prevent falls of persons or objects from a height, the following measures should be taken:

- Plan work in advance to anticipate potential problems and implement safe procedures.
- If at all possible, arrange for work to be done at ground level or provide adequate platforms where this cannot.
- Scaffolding should be erected by trained and experienced workmen making use of all the necessary plant and equipment including lighting where required.
- Ensure that adequate edge protection is provided.
- Ensure that the surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
- Erect barriers or use covers to prevent falls through openings in the floor.
- Make use of safety harnesses and belts, or safety nets, where these are required.
- Follow the method statement laid down by Bailey Streetscene Limited; if this is not possible, inform a responsible person immediately.
- Inspect equipment before use; scaffolding should be inspected by a competent person.
- Report any defects found to a responsible person immediately.

Summary Policy Statement

Working at height poses additional risks to persons carrying out those activities which they would normally carry out at ground level, so it is important to remember:

- a. to adhere to the plan of work prepared in advance (or the method statement)
- b. to make full use of edge protection, and safety belts and harnesses if appropriate
- c. to maintain equipment in a good condition, check it visually before use and inspect it as frequently as required by legislation or more often if necessary.

33.0 Use of Ladders

General Statement

- The Work at Height Regulations 2005 do not ban ladders.
- Ladders should only be considered where a Risk Assessment has shown that the use of other more suitable work equipment is not appropriate
- HSE accepts the practicalities of the use of ladders for work at height, and the fact that they are commonly used in a wide variety of situations.
- Ladders are used in almost all employment sectors, sometimes for purposes other than those for which they were designed

(Schedule 6 - Working at Height Regulations)

Every ladder shall be used in such a way that-

- (a) a secure handhold and secure support are always available to the user; and
- (b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of a stepladder is justified because of -
 - (i) the low risk; and
 - (ii) the short duration of use.

All reasonable actions will be taken by Bailey Streetscene Limited to ensure the safety of employees who work with ladders. Any work activity using ladders will be risk assessed and as a result of that assessment suitable ladders will be provided. Control measures will be introduced to reduce the risks to a minimum and information and training will be provided to employees.

Arrangements for Securing the Health and Safety of Workers

The management will, in consultation with workers and their representatives:

carry out a risk assessment of work activities involving the use of ladders

1. take all necessary measures to reduce any risks found as a result of the assessment
2. ensure all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed
3. ensure all ladders used are identified, regularly inspected and maintained
4. maintain a records system which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken
5. provide appropriate information and training to employees who use ladders, including additional information and training where the ladder is used in a high risk environment or in a way which increases the risks involved
6. ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
7. implement a reporting system, so that any concerns, problems, risks or defects encountered while using ladders can be reported to a responsible person and the appropriate action taken.

Safe System of Work

Ladder accidents are mainly due to the following causes.

1. Using a ladder for the wrong purpose, e.g. as a working platform instead of scaffolding.
2. Using the wrong type of ladder, e.g. a metal ladder near overhead electricity lines.
3. Dropping tools or materials from a ladder due to lack of adequate means of carrying them.
4. Inadequate securing of ladders, resulting in falls.
5. Ladders not extending far enough above their landing place, leading to falls.
6. Using defective or poorly maintained ladders. Many of these accidents can be avoided by adopting the following precautions

(a) take necessary measures to reduce risks found as a result of risk assessments carried out by Bailey Streetscene Limited. These will include:

- (i) selection of suitable ladders
- (ii) inspection before use
- (iii) keeping records of ladder identification, inspection and maintenance
- (iv) correct storage between uses
- (v) use of ladder at correct angle (75° , i.e. one metre out at the base for every four metres in height)
- (vi) secure fixing or footing during use
- (vii) ensuring only one person is on the ladder at a time
- (viii) ensuring suitable footwear is worn
- (ix) use of tool-carrying bags to leave both hands free to hold ladder
- (x) reporting of defects and removal of ladders from service if necessary

(b) obtain the necessary instruction, information and training concerning ladder safety

(c) ensure that all ladders are from reputable manufacturers and suppliers and that they conform to the relevant British and European standards.

Securing the Ladder:

The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on other equipment to gain extra height.

Wherever practicable the top of the ladder should be securely fixed to the structure so that it cannot slip. Lashings can be used, straps or proprietary clips. While lashings etc. are being secured someone should foot the ladder.

If the ladder cannot be secured at the top it should be secured at the base using fixing blocks or cleats, sandbags, or if appropriate by stakes embedded in the ground. Where it is not practicable to do this a second person should foot the ladder until the user has returned to the bottom. Serious accidents have occurred because the person responsible for footing the ladder has wandered off to do other work.

Footing is not considered effective for ladders longer than 5m

Different grades of ladder are available. Ensure that the ladders chosen are strong enough for the work planned.

Do not overload ladders - they are liable to break!

Only one person should be on the ladder at any one time.

Ensure that the ladder is in good condition. Do not carry out makeshift repairs to a damaged ladder! Do not use defective ladders!

Ensure that ladders are examined at regular intervals for defects such as cracked stiles and rungs.

Never paint a wooden ladder - it can hide defects (they may be treated with a non-conductive coating such as varnish, shellac or clear preservative).

The top of the ladder should extend at least 1.05m above the platform or other landing place or above the highest rung on which the user has to stand, unless there is a suitable manhold to reduce the risk of over-balancing.

Place the top of the ladder at a suitable angle to minimise the risk of it slipping outwards (ideally at about 75 degrees to the horizontal, i.e.; 1m out from the building for every 4m in height).

Rest the ladder against a solid surface; proprietary spreader arms or similar equipment should be used to span windows or other openings.

A ladder should not rest against plastic gutters or other such surfaces! (Appropriate equipment such as ladder stays should be used). Do not support ladders on their rungs!

Lifting materials and tools:

Never try to carry heavy or awkward loads up a ladder!

Step-ladders

Step-ladders and folding trestles are not designed for any degree of side loading. Workers have been killed or seriously injured trying to descend from work platforms or landing places using unsecured step-ladders.

Do not use the top platform for work unless it is designed with special handholds, and avoid overreaching. The step-ladder is liable to overturn!

Never place a ladder where there is danger from moving vehicles, overhead cranes or electricity lines!

Records

Records are important in order to ensure that ladders are initially safe and kept safe throughout their working life.

Records should be kept of the following.

1. Date of purchase of ladder.
2. Manufacturer's or supplier's name.
3. Identification mark.
4. Intended use.
5. Dates inspected.

6. Problems revealed through inspection, i.e.:
 - a. defects
 - b. deterioration of previous repair
 - c. paint or varnish covering wooden ladders
 - d. warning sign missing from metal ladders informing that they are not to be used near overhead lines
 - e. damaged or worn stiles, particularly at the top or bottom of the ladder (f) broken, missing, loose or worn rungs and treads
 - f. mud or grease on rungs
 - g. rungs or treads supported solely by nails or spikes, etc. (i) decayed timber, corrosion of fittings
 - h. insecure tie-rods
 - i. (k) warping, sagging or distortion - check that the ladder stands firmly
 - j. condition of ropes, cords, pulleys, hinges and other fittings.
7. Action taken following inspection, i.e. repair, removal from service or no action required.
8. Dates maintenance carried out, action carried out during maintenance and date for next inspection or maintenance.
9. Anticipated life of ladder.
10. Training provided to users of ladders.

Summary Policy Statement

The three most important steps with regard to ladder safety are to:

- a. match the ladder to the job: check whether the type of work activity requires the use of a ladder and if so, whether the ladder is suitable for the task
- b. ensure the ladder is in good condition: check that it has been inspected and stored
- c. correctly, that repairs have been carried out correctly, that it has been regularly maintained and that it is free from defect, of good construction and of sound material
- d. ensure that the person using the ladder knows how to do so safely, has been trained and has been given any additional information relevant to the specific task being undertaken.

34.0 Mobile Towers

General Statement

All reasonable steps shall be taken by Bailey Streetscene Limited to provide a safe working environment for employees required to work on mobile towers and similar structures.

Bailey Streetscene Limited shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall cooperate in the implementation of this policy.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

- carry out an assessment of the risks involved in work at height on mobile towers and take steps to eliminate or control them
- provide all the necessary equipment to allow safe access to and egress from the place of work
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
- appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of the mobile tower and for the inspection of equipment used in work at height.

Procedures for Dealing with Health and Safety Issues

The company will prepare a method statement (a written safe system of work incorporating the results of any risk assessments made) for work at height, to be followed by all involved in such work. Where it is not possible to follow the method statement:

- No further work should be undertaken
- A responsible person should be informed
- alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

Information and Training

Bailey Streetscene Limited shall provide any information, instruction and training an employee may require to carry out their trade or skill in a safe manner when erecting/working on mobile towers. We shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

Safe System of Work

Tower scaffolds are one of the most widely used pieces of access equipment in construction and they are involved in numerous accidents each year. These are usually caused by the tower being incorrectly erected or because it is not being properly used. Aluminium towers are light in weight and severe loading or excessive forces applied at the top can easily cause them to overturn. Towers rely on all the components being in place to ensure adequate strength and sections left out cause them to collapse.

Erecting the Tower:

There are a number of different types of prefabricated towers available. The manufacturer should provide an adequate instruction manual or erection guide for their particular type. This should give detailed advice on the erection sequence including the bracing requirements and be passed on to the erector. The person erecting the tower should be competent and adequately trained.

Stability:

The base of the tower should rest on firm level ground with the wheels or feet properly supported.

Bricks or building blocks should not be used to take the weight of any part of the structure.

The taller the tower the more likely it is to become unstable if a tower is to be used in exposed conditions i.e.; outside regardless of weather conditions.

The height of the working platform above ground level should not exceed 3 times the minimum base dimension. If a tower is used inside, on firm level ground, the ratio may be extended to 3.5.

The height to base ratio should be checked against the instruction manual. The tower might become unstable despite the dimension ratios outlined above if the tower is:

- a. Sheeted and likely to be exposed to strong winds.
- b. Loaded with heavy equipment or materials.
- c. Used to hoist heavy materials or support rubbish chutes.

To prevent the tower overturning when any of the above applies, additional support must be provided. This may be achieved by rigidly tying the tower to the structure it is serving, or by using ballast weights, guy ropes or ground anchors.

Before using the tower check:

- a. That the scaffold is vertical;
- b. That the wheel brakes are on.

Access:

There must be a safe way to get to and from the work platform.

IT IS NOT SAFE TO CLIMB UP THE END FRAMES OF THE TOWER!

There must be a safe way to get to and from the work platform. This must be on the inside of the tower by an appropriately designed built-in ladder. It is not safe to climb up the rungs on the end of the frames unless the rungs have been specifically designed for the purpose of getting to and from the working platform - these have rung spacing's of between 230mm and 300mm and an anti-slip surface.

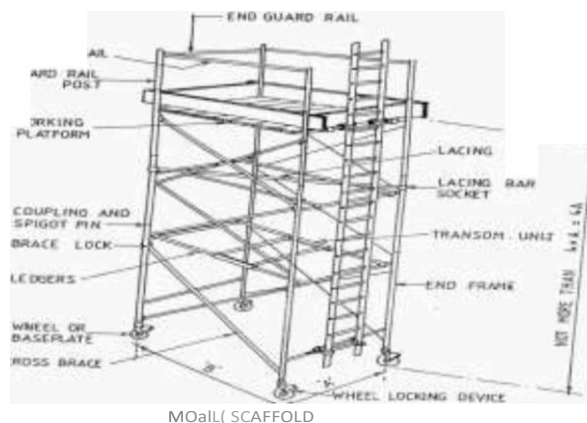
Note: If a ladder is to be fitted to the outside: a check must be made with the supplier/manufacturer to determine whether this is acceptable as the weight of someone climbing the outside may make the tower unstable. Alternatively safe access can be made by means of internal ladders.

Where internal ladders are used there must be a secure handhold at the landing place

Guardrails and Toe-boards:

Platforms from which a person could fall any distance must be fitted with guardrails and toe boards. Falls must be prevented where there is a risk of injury. The working platform must be provided with suitable edge protection and toe boards. Guardrails should be at least 950mm high and an intermediate guardrail should also be provided so that the unprotected gap does not exceed 470mm.

However existing designs (i.e. guard rail set at 910mm) are still permitted under the new regulations s long as any unprotected gap does not exceed 470mm.



7.

Working at Height

- Summary Policy

Statement

Moving the Tower:

Before attempting to move a mobile tower a check is to be made to ensure that there are no power lines or other overhead obstructions. The ground should be firm and level.

When moving a tower:

- Push or pull only from the base - never use powered vehicles!
- Never move it while there are people or materials on the upper platforms!
- Never move it in windy conditions

Protecting Others:

When towers are used in public places additional precautions may be necessary. Barriers are to be erected at ground level to prevent people walking into the tower or work area. If the tower is to be left unattended, the access ladders are to be removed or boarded over to prevent unauthorised access!

Working at height poses additional risks to persons carrying out those activities which they would normally carry out at ground level, so it is important to remember:

- a. To adhere to the plan of work prepared in advance (or the method statement)
- b. To make full use of edge protection, and safety belts and harnesses if appropriate
- c. To maintain equipment in a good condition, check it visually before use and inspect it as
- d. frequently as required by legislation or more often if necessary.

Recent directives from the Health and Safety Executive (HSE) have indicated the need to remove or *reduce* the use of ladders and stepladders when working at height, but not remove entirely. The previous '2 metre' rule for working at height has now been revoked. The hazard remains falling from height regardless of the actual height the operative works at.

From the HSE:

The Regulations adopt a risk-based approach to working at height and propose that the following three key steps be considered before carrying out work at height:

1, If you can avoid the need to work at height then do so - with a little planning many activities can be conducted safely from the ground;

2, Where you can't avoid working at height then you must take steps to prevent falls by either working from a safe place of work at height, or if this is not available, by selecting the most suitable equipment for working at height, You should take into consideration the risks and factors such as the duration of the work and the environment in which the equipment is to be used; and

3, If there is any remaining risk of a fall you should take steps to mitigate the effect, for example by using fall arrest equipment,

Risk Assessment is the key to the proper planning and organisation of all work at height and should inform the selection and use of appropriate equipment. Although the HSE have not ruled out the use of ladders completely they have merely placed additional responsibilities on those who collate the task specific Health and Safety documentation to use alternative methods, or equipment, to enable the tasks to be completed more safely.

A new hierarchy of procedures is now been put in place to ensure all methods and alternatives are considered before relying on the use of ladders.

THE EXISTING 2 METRE RULE HAS NOW BEEN REMOVED. UNDER THE NEW WORKING AT HEIGHT REGULATIONS 2005 EMPLOYEES MUST ENSURE ADEQUATE SAFETY MEASURES ARE IN PLACE FOR OPERATIVES WORKING REGARDLESS OF HEIGHT

35.0 Stress and Working Hours

It is company policy to do everything that is reasonably practicable to reduce the risk of work – related stress. The Health and Safety Co - ordinator and Contract Manager shall schedule the company’s workload to ensure that safe working hours are not exceeded. The company will comply with The Working Time Regulations. All supervisors and managers are instructed on recognizing signs of work related stress.

If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to management.

36.0 Welfare and Lone Working

At head office and on all installation sites required welfare facilities will be provided and to include:

Toilets and washing facilities with hot and cold water, towels and soap
Canteen/rest area with means of heating food

All welfare facilities are non-smoking facilities, although the Contracts Manager, with the agreement, where relevant, with the client/main contractor, may designate an outside smoking area.

Where on site facilities are not available alternative arrangements will be made and explained as part of the on-site induction.

No lone working will be allowed and all staff will work in supported teams.

37.0 Selection and Management of Sub Contractors

The company maintains an approved list of sub – contractors. Sub – contractors are maintained on this list on the basis of a proven track record of adequate resources and competence and quality of service. “New” sub – contractors are added on the basis of their completing the Sub – Contractor Assessment Questionnaires, to the satisfaction of the Health and Safety Co – ordinator. Any sub – contractor not performing to the satisfaction of the Company is removed from the list and additionally the approved list is reviewed annually. Approved sub – contractors shall be issued with a controlled copy of the company health and safety policy. The Health and Safety Co – ordinator will issue an Annual Update Form to confirm continuing adequacy of sub – contractors and will monitor the return of these forms and ensure that they are all satisfactory.

Where the company is working on a project that is Notifiable under CDM Regulations, the Contract Manager shall notify the Principal Contractor of the proposed sub – contractors in advance of them starting work on site.

Sub – contractors are required to apply for written approval if they propose to sub – contract any of their work and to provide proof of their assessment of the competence and resources of their proposed sub – contractor.

Management

The Health and Safety Co – ordinator is responsible for ensuring that potential sub – contractors are provided with sufficient information at the enquiry stage on site specific hazards and contract requirements so that they can plan and price for carrying out the work in accordance with these safely and without risk to health. Usually, the sub – contractor will carry out a site visit with the Contract Manager to confirm site conditions.

The conditions of the sub – contract order require sub – contractors to comply with the company health and safety policy and to provide the required risk assessments and method statements prior to starting on site. The Contract Manager shall review the returned risk assessments and method statements to ensure that they address the known site specific conditions and any known site specific hazards and that they can demonstrate compliance with the requirements of the health and safety policy.

The sub – contract order also includes the requirement for the sub – contractor to provide proof of:

- Appropriate training and experience of all assigned persons working on site together with safety testing and inspection of equipment
- COSHH assessments for substances that the sub – contractor plans to bring to site or generate on site

The Contract Manager shall ensure that all the necessary information is collated and available before allowing them to start on site. The information will be held on site.

The Contract Manager shall co ordinate sub – contractor activities and ensure that any additional hazards associated with the contract are safely addressed.

Review of performance

As part of any site visit during the installation work, the Contract Manager shall review the performance of the sub – contractor and complete a Site Safety Monitoring Form. Any shortcomings in performance shall be discussed with the sub – contractor and a record of the Site Safety Monitoring Form issued to them. The Contract Manager shall maintain records of any review of health and safety by the Client/Main Contractor and ensure any identified shortcomings are dealt with. Any serious and/or unresolved issues may result in the Company's decision to remove a sub – contractor from the approved list.

38.0 Protecting the Public/Site Security/Traffic Management

Installation within Construction Sites

Responsibilities for this are confirmed in the Company standard terms and conditions to rest with the main contractor. If there is any other agreed arrangement, the Contract Manager shall confirm what measures are necessary with the installation sub – contractors and ensure that these are included in their risk assessments and method statements and that they are implemented on site.

Other Installation Sites

The extent of any necessary fencing/security to prevent/discourage unauthorized access is assessed at the enquiry stage. Factors taken into account include the extent and type of boundary fencing/walls, gates, lighting, footpath crossings, arrangements for safe vehicle access/egress, signage and lighting and the proximity of venerable people, e.g., school children.

The installation sub – contractors are responsible for implementing the above and securing the site at the end of each working day confirming that all site security measures are in place and/or ensuring that it is left in a safe condition. This check includes ensuring that any barriers, fencing and warning signs are in place, tripping hazards removed from public areas, unfixed materials and tools are removed and that all plant is secured and immobilized.

Traffic management requirements are considered during the tender phase and responsibilities to provide this, where it is required, agreed in writing. Where necessary a traffic management plan is developed to explain any non – standard arrangements or arrangements where significant risks cannot be avoided. The Contract Manager shall ensure all agreed arrangements are confirmed in writing and the installation sub – contractors shall ensure that they have been implemented prior to starting any work for which they are required and that they are maintained for the agreed duration.

Head Office

All deliveries to head office and yard shall be under the supervision of the storeman, or nominee. No reversing is allowed out of the company premises. Barriers or cones shall be set up to warn personnel not to enter an area where the fork lift truck is in use. The premises shall be locked and gated by night by the last person leaving the premises. Warning signs shall be displayed together with notices prohibiting unauthorized access.