

SPECIFIC ARRANGEMENTS

Introduction

Specific Arrangements

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INTRODUCTION

We have a duty to provide measures to manage health and safety issues in our workplace. We will ensure that these measures are put into place and implemented by all relevant members of our workforce. We have also established the means whereby we can monitor the implementation of these measures.

This will typically involve:

- The identification of hazards in our workplace.
- Carrying out risk assessments.
- Implementing the control measures set out in the risk assessments.
- The provision of personal protective equipment to our employees, where hazards cannot be removed or otherwise controlled.
- The provision of training for our employees that is relevant to the tasks being carried out.
- The maintenance of our workplace.
- The provision of equipment and machinery that is suitable and appropriate for the work being undertaken.
- The maintenance of our machinery and equipment.
- Managing the activities of visitors and contractors.
- The provision of occupational health facilities as appropriate and where necessary.
- The maintenance of records.

The following information sets out the specific issues we need to manage and identifies the location of the instructions and working documents that relate to them.

We have allocated responsibilities to key personnel to ensure these tasks are carried out and the appropriate records maintained. These responsibilities and the monitoring record sheets have been provided to the personnel concerned.

Further information is also provided in the guidance notes issued by Peninsula Business Services Limited Health and Safety Department and their Health and Safety Advice Service.

ACCIDENT AND INCIDENT REPORTING (RIDDOR)

We understand our legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. We realise we must identify reportable injuries, deaths and dangerous occurrences and report in the appropriate manner. We have the facility to instigate control measures.

The measures will include:

- Identifying those accidents, diseases and incidents (near miss) that should be reported to the Enforcing Authority e.g. Health and Safety Executive or Local Authority (information can be found in the **guidance notes**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

ACCIDENT INVESTIGATION

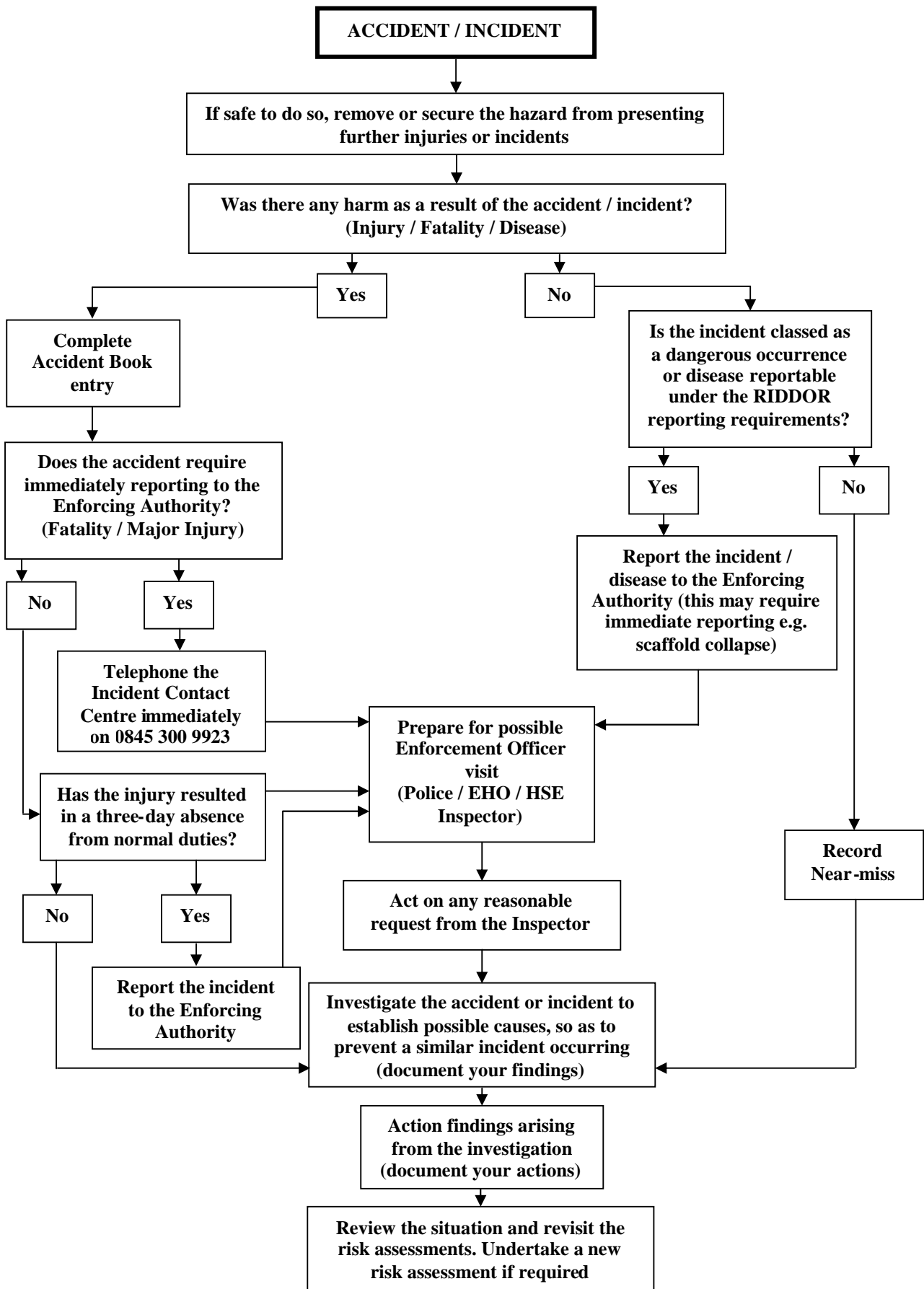
We recognise our duty to undertake accident and near miss investigations so that we can prevent re-occurrence of the same incidents. We have the facility to document our findings and instigate the necessary action and control measures.

The measures will include:

- Identification of the cause of accidents / incidents.
- Investigating each occurrence to identify causes and control measures to prevent a re-occurrence (information can be found in the **guidance notes** and an **Accident / Incident Investigation** form can be found in the **Accidents, Incidents, Diseases and Dangerous Occurrences** section of the **Safety Records**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

REPORTING AND INVESTIGATION PROCEDURE



CONSULTATION

This is accomplished by consultation sessions between employees and management in the form of on the job talks and by pre-arranged formal meetings. Employees are encouraged to elect health and safety representation amongst themselves. We have the facility to instigate these consultation meetings.

- These meetings take place on a formal and informal basis.
- The content of the meetings is documented.

Responsibility for undertaking these meetings has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

Consultation takes place within Signposts Marc Ltd on a weekly / monthly basis in the form of toolbox talks / formal meetings.

ELECTRICAL SAFETY

We recognise we have a legal duty to control the use of electrical equipment in our facility; this equipment includes the main supply and any portable equipment. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that all electrical installations and wiring conforms to the established legal standards.
- Ensuring that all electrical supply isolation cabinets / circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.
- Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in house or undertaken by an external provider) have reached the necessary competency level.
- Ensuring that all suitable and sufficient control measures are put into place when required (e.g. lock out procedures and permits to work information can be found in the **guidance notes**). This will be established undertaking a risk assessment. This can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**.
- Maintenance and testing of fixed electrical installations and wiring (information and the maintenance / test records can be found in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).
- The identification, visual inspection and testing of portable electrical appliances (portable appliance testing (PAT), test records can be found in **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

EQUIPMENT USE

We own and use a significant amount of equipment in our facility and recognise due to the inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as guarding, applications and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the equipment provided is suitable and sufficient for the relevant task.
- Ensuring that equipment is subjected to planned maintenance (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that faulty or defective equipment is placed out of use and secured, until properly repaired by a competent person.
- Ensuring that only properly trained and competent persons use the equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

FIRE / EMERGENCY ARRANGEMENTS

We recognise due to the inherent dangers involved and our legal duty that there is a requirement to ensure the necessary fire precautions and emergency arrangements are put into place (e.g. evacuation, fire fighting equipment and major spillages). We have the facility to instigate control measures.

The measures will include:

- Identifying situations that require procedures to be put into place (information can be found in the **guidance notes**).
- Assessing the risks involved (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** and **Fire Risk Assessment** sections of the **Risk Assessments Manual**).
- Establishing procedures to deal with emergency situations, such as evacuation of the premises and the provision of fire fighting equipment (information can be found in the **guidance notes**).
- Liaising with the relevant emergency services (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training for all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The development and implementation of safe systems of work to combat emergency situations.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

FIRST AID

We recognise our duty of care and legal requirement for first aid provision in our facility and understand that we must ensure adequate arrangements are provided for dealing with emergency situations that require first aid. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place e.g. provision of First Aiders or ‘Appointed Persons’ (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that emergency procedures are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that all operatives are properly instructed and trained on the emergency procedures, personal protective equipment and other safety measures, e.g. ensuring that body fluids are cleaned up in the appropriate manner (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel.

HAZARD REPORTING

So as to encourage a proactive approach to health and safety within our organisation, we have implemented a hazard reporting procedure to enable employees to raise the awareness of hazardous situations which may cause harm. We have the facility to instigate control measures.

The measures will include:

- Establishing the means by which hazards that occur can be formally reported (information and **Hazard Log** forms can be found in the **Hazard Reporting** section of the **Safety Records**).
- Providing information and where necessary training to all personnel to enable them to identify hazards that occur and be able to report them.
- Ensuring that all hazards are brought to the attention of the line management concerned.
- Ensuring that hazards are promptly and properly dealt with.

Responsibility for reporting hazards rests with all employees. The responsibilities to ensure that satisfactory remedial action is undertaken rests with the line manager, who will undertake or delegate any remedial work, as is necessary, to ensure that the hazard is removed.

OCCUPATIONAL HEALTH

We recognise our duty to ensure the health and wellbeing of anyone who may be affected by our work activities. If our risk assessments deem it necessary, we will introduce procedures to monitor employees who are, or may be, exposed to health and wellbeing risks whilst carrying out their work activities. We recognise our employees may require referring for health screening as part of a health surveillance programme. In some instances (some chemical, biological and physical agents) this is a mandatory requirement. We have the facility to instigate control measures.

The measures will include:

- Hazards that have the potential to cause ill health to our employees, or anyone who may be affected by our work activities, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessments Manual**. These assessments will identify any occupational health issues that require controlling.
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. diseases, allergies or previous ill health conditions) that may affect their health and ability to undertake their normal work activities.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

PURCHASING

We recognise we have a specific obligation to ensure certain equipment and machinery meets a specified design standard. This includes machinery guarding and equipment such as personal protective equipment. We have the facility to instigate control measures.

The measures will include:

- Ensuring that all products purchased for use in the workplace are suitable and sufficient for the purpose.
- Ensuring that relevant information, operating practices, safety information, storage information, disposal information etc is obtained from the suppliers / manufacturers.
- Ensuring that personal protective equipment meets the European Compliance standard (CE Marking).
- Ensuring that all hazardous substances are provided in the correct packaging, the correct labelling and material safety data sheets.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

RISK ASSESSMENTS

We understand the benefits of undertaking suitable and sufficient risk assessments. We also recognise we have a legal obligation to undertake risk assessments of all activities that pose a risk and are connected with our business undertaking. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (A full explanation of the risk assessment process and further guidance on specific assessment subjects, examples and working documents can be found in **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that the risk assessments are documented.
- Ensuring that the risk assessments are linked to the tasks.
- Ensuring that safe working practices are developed and implemented.
- Ensuring that the risk assessments are made available to the employees involved.
- Ensuring that those involved in risk assessment training are identified and recorded (training records can be found in the **Health and Safety Training** section of the **Safety Records Manual**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

TRAINING

We recognise the benefits of training within our organisation and the legal requirement to provide information, instruction and training. We have the facility to instigate control measures.

The measures will include:

- Identifying the tasks for which training must be provided to ensure that our employees achieve the necessary level of competence to carry them out.
- The provision of training in the use and / or maintenance of equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that the training provided is suitable and sufficient and carried out by competent persons. In some cases this requires approved certification.
- Ensuring that only properly trained and competent persons use the equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

WELFARE / WORKING ENVIRONMENT

We recognise our duty to provide a healthy working environment and suitable welfare facilities. These will include the provision of an adequately ventilated, well-lit workplace as well as sanitary conveniences and washing facilities. We have the facility to instigate control measures.

These measures will include:

- Ensuring an assessment is undertaken of the general workplace condition (information can be found in the **guidance notes**).
- Ensuring the workplace is adequately ventilated and temperature controlled where possible.
- Ensuring that the workplace lighting meets a satisfactory standard.
- Ensuring good housekeeping standards are maintained and waste is cleared on a regular basis, so as not to give rise to blocked access routes and possible slips, trips and falls etc.
- Ensuring that adequate sanitary conveniences, washing and changing facilities are provided as appropriate (information can be found in the guidance notes).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

ASBESTOS

We recognise we have a legal obligation to deal with asbestos in our facility due to inherent dangers involved. We realise we must identify areas within the facility that may contain asbestos so that we can prevent any inadvertent contact with the substance. We have the facility to instigate control measures.

The measures will include:

- Identification of asbestos in the workplace (information can be found in the **guidance notes**).
- Assessing the risks involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Removing asbestos if necessary (information can be found in the **guidance notes**).
- Establishing control measures (information can be found in the **guidance notes**).
- Training on control measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

CLEANING

We have some particular issues to consider as regards the cleaning requirements in our facility. This is due to the inherent dangers involved whilst carrying out cleaning operations. These include the use of chemicals that can cause harm to persons. We have the facility to instigate control measures.

The measures will include:

- Ensuring that appropriate cleaning regimes and procedures are developed and maintained (information can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Control of Substances Hazardous to Health Assessment** sections of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

CONTROL OF CONTRACTORS

We recognise we have a legal duty to control contractors who carry out tasks in our facility. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the contractor undertakes a risk assessment of the task to be done.
- Ensuring the contractor develops a method statement that meets our requirements.
- Ensuring that all maintenance work is carried out by suitably qualified and / or competent persons (contractors).
- Ensuring that contractors used to carry out work are suitably trained / qualified / competent to use the equipment that is required to carry out the work.
- Ensuring that all equipment provided and used by contractors is suitable for that use and is properly maintained.
- Ensuring that all work is carried out within the scope of a Permit to Work (information is available within the **guidance notes**).
- Assessing the risks involved and the control measures that are required to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that contractors wear the personal protective equipment that is required for the work being carried out and / or use of equipment.
- Providing information and instruction to all persons who may be affected by the work being carried out.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

DISPLAY SCREEN EQUIPMENT (DSE)

We recognise we have a legal duty to control work being carried out using DSE in our facility. We recognise that there are specific specifications we must adhere to when setting up DSE workstations. We must also identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the risks that may arise. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved (completed risk assessments can be found in the **Display Screen Equipment Assessment** section of the **Risk Assessments Manual**).
- Implementation of the control measures.
- Training on the use of display screen equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The provision of eye tests for DSE users (information can be found in the **guidance notes**).
- The provision of basic optical lenses where required.
- The provision of adequate natural breaks from the workstation.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

OFFICE EQUIPMENT

Our office has several items of electrical and mechanical equipment within it (e.g. printers, photo copiers, laminators and desk fans). We recognise due to the hazards associated with these items that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as condition monitoring and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that this equipment is only used by authorised personnel and is appropriate to the work being carried out (information can be found in the **guidance notes**).
- Maintaining the equipment so that its original design integrity is maintained.
- Ensuring that faulty or defective equipment is taken out of use and any repairs are undertaken by a competent person.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Training on the use of the equipment and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

FOOD SAFETY

We have kitchen and catering facilities under our control. We recognise we must maintain a high standard of safety within this environment, so as to ensure the health and safety of those that may be affected by actions arising within this environment. Some of these issues will fall under food safety / food hygiene controls which are outside the scope of this documentation. We must ensure that our kitchen and catering facilities meet legal standards in order to continue to use the work areas for the preparation of food in a safe working environment. We have a facility to ensure compliance with these standards.

The measures will include:

- Ensuring that any equipment provided within this environment is suitable and sufficient for the task it is performing and is adequately maintained.
- Ensuring that these facilities are maintained and kept in a clean and organised condition.
- Assessing the premises and facilities that are provided and identifying any control measures which need to be put into place (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

HAZARDOUS SUBSTANCES

Our business requires contact with the use of hazardous substances. Due to the inherent dangers involved we recognise our duty to control the storage, handling and use of these substances. They may be purchased as a hazardous substance, produced as a result of our activities or exist in the form of microbiological hazards. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the purchased products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled to the recognised standard and are stored in the appropriate containers.
- Identifying the activities where hazardous products are generated as a result of the process and require control measures instigating. This will also include microbiological hazards (information is provided within the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

USE OF CHEMICALS

Due to the nature of our business we use and handle hazardous chemicals. Because of the inherent dangers involved we recognise our duty to control the storage, handling and use of these chemicals. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the purchased products used by employees and decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access the information on the associated hazards involved.
- Ensuring the hazardous chemicals are correctly labelled and stored in the appropriate containers (information is provided within the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use or contact (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

STORAGE OF HAZARDOUS SUBSTANCES

Our business undertaking requires us to store hazardous substances. Due to the inherent dangers involved we recognise our duty to control this storage, handling and transportation that is involved. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request from our suppliers a copy of the material safety data sheet (MSDS), this enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled in compliance with the current legislative standard and are stored in the appropriate containers this will include any microbiological hazards.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of handling (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.
- Ensuring that a spillage / release procedure is in place and all the necessary equipment to tackle the spillage / release is available.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

LEGIONELLA

Due to the nature of our business we recognise we have a risk of contact with the Legionella bacteria. Strict control measures are instigated to remove or reduce the risk to the lowest level possible. Situations arise whereby the storage of water and the use of water misting systems are in operation and we introduce a monitoring programme. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessments to either remove or control the risks.
- Installing a monitoring and water sample testing programme as required, enabling us to detect any presence of the Legionella bacteria (information can be found in the **guidance notes**).
- Ensuring the water system is designed and installed, so as not to give rise to situations that may create system dead ends, thus allowing water to lie dormant (information can be found in the **guidance notes**).
- Introducing disinfection and cleaning regimes to ensure spray heads are dealt with (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

PLAY AREAS

We have within our control a children's play area on our facility. We recognise our duty to ensure that materials and equipment within these facilities are installed and maintained to a high standard. To ensure these standards are maintained we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that when any new equipment is installed, it is installed to meet the recognised standards.
- Ensuring that a monitoring programme is put into place, so that the equipment is inspected for defects on a regular basis.
- Ensuring that any materials provided that make up the play area does not give rise to injuries or ill health e.g. play area sand.
- Ensuring that all relevant persons are informed of the activity and risks involved (information can be found in the **guidance notes**).
- Ensuring that the play area is supervised by employees who are trained and competent, when this is not practicable signage informing the parents or guardians that the children under their control must be continually supervised by them will be displayed (information can be found in the **guidance notes**).
- Ensuring that the facilities / premises / equipment used are suitable for that use and are maintained in a safe condition (information can be found in the **guidance notes**).
- Identifying the emergency procedures that need to be put into place and adequate first aid provision is available in foreseeable situations.
- The provision of information, instruction and training to all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

LONE WORKING

Due to the nature of our business situations may arise whereby employees may have to work alone. Where possible we discourage this practice, but sometimes this becomes unavoidable. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Establishing emergency contact procedures (information can be found in the **guidance notes**).
- Ensuring that regular contact is made with the lone worker.
- Implementing the control measures.
- Ensuring that safe working practices are produced and implemented.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

MANUAL HANDLING

Due to the nature of our business situations may arise whereby manual handling tasks become unavoidable. Where possible we discourage manual handling and provide suitable mechanised equipment. When an unavoidable situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Manual Handling Assessment** sections of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing and maintaining suitable and appropriate manual handling equipment (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on manual handling, the safe working practices, equipment and use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Implementing and monitoring the control measures.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

NEW AND EXPECTANT MOTHERS

We recognise our legal duty to undertake a specific individual assessment of the tasks undertaken by new and expectant mothers, so as not to expose them to hazards that may cause harm. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and introducing control measures that arise from the assessment (information can be found in the **guidance notes** and completed risk assessments can be found in the **New and Expectant Mothers Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Providing adequate facility for rest during the pregnancy.
- Monitoring the employee through the development of the pregnancy (information can be found in the **guidance notes**).
- Providing adequate facilities for new nursing mothers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

SUBSTANCE AND ALCOHOL USE / ABUSE

We recognise the health and safety implications posed by employees that may be involved with substance and alcohol use and abuse. We have a low tolerance policy towards employees that are involved in these activities, but also realise our duty to assist those that have a genuine problem. When this situation arises we instigate the following procedures.

These procedures will include:

- Identifying those affected.
- Identifying the use / abuse problem.
- Deciding whether to invoke the disciplinary procedures (information can be found in the **guidance notes**).
- Ensuring that adequate supervision is provided so as to monitor the actions of those affected.
- Implementing and monitoring the control measures.
- Providing health surveillance and / or counselling as appropriate.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

WORKING AT HEIGHT

Situations arise within our organisation that requires working at height. We recognise, due to the high risk of injury or fatality whilst carrying out these tasks, the need to ensure adequate controls are put into place to control the risk. When this situation arises we instigate control measures.

The measures will include:

- Identifying the work at height tasks that require control measures (information can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring a **Permit to work** is raised when required.
- Liaising with the contractor, if the work to be undertaken, is to be completed by somebody external to our organisation.
- Approving the work (**Permit to Work** forms can be found in the **guidance notes**).
- Ensuring that control measures are implemented and monitored (method statements and safe working practices should be filed with the **Permit to Work** form).
- Ensuring that only properly trained and competent persons are authorised to carry out the work (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that safe working practices are developed and implemented (this will involve the provision of fall arrest equipment. Information can be found in the **guidance notes**).
- Where required, issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Due to the nature of our business situations may arise whereby the use of personal protective equipment becomes unavoidable. We realise that this should form the last resort as a control measure but this becomes the only viable option in many cases. When this situation arises we instigate control measures.

The measures will include:

- Providing suitable and sufficient personal protective equipment that meets European Standards (CE marking), (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use and maintenance of personal protective equipment and use of personal protective equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Providing appropriate storage for personal protective equipment (PPE) when it is not in use.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

PLAYGROUNDS

Due to the nature of our organisation and the 'duty of care' owed to children within our care we must maintain high standards of health and safety. We recognise our duty to maintain premises, equipment and procedures in order to ensure the health and safety of the children and employees. To ensure that acceptable standards are maintained we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put in place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that children are supervised by employees who are trained and competent.
- Selecting materials and equipment which meet recognised standards and do not increase the risk of injury or ill-health (information can be found in the **guidance notes**).
- Monitoring the condition of the equipment and playground on a regular basis in order to detect defects.
- Ensuring that defective equipment is taken out of use and any repairs are undertaken by a competent person.
- Ensuring that maintenance work is carried out by competent contractors (further information can be found in the **guidance notes**).
- Identifying the emergency procedures necessary and ensuring adequate first aid provision is available.
- The provision of information, instruction and training to all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

WORK WITH CHILDREN

Due to the nature of our organisation and the 'duty of care' owed to children within our care we must maintain high standards of health and safety. We recognise our duty to maintain premises, equipment and procedures in order to ensure the health and safety of the children and employees. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put in place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Assessing the premises for hazardous situations that may pose a health and safety risk (information can be found in the **guidance notes**).
- Assessing the facilities provided for hazardous situations that may pose a health and safety risk (information can be found in the **guidance notes**).
- Ensuring that facilities are maintained and kept in a clean condition. These facilities are frequently monitored for defects.
- Storing hazardous substances in a secure area (information can be found in the **guidance notes**).
- Ensuring that defective equipment is taken out of use and any repairs are undertaken by a competent person.
- Ensuring that children are supervised by employees who are suitable, trained and competent.
- Establishing recruitment procedures which ensure that health and security screening of potential employees is satisfactorily completed prior to the commencement of employment.
- Implementing security measures to ensure that unauthorised access to the premises is prevented.
- Identifying the emergency procedures necessary and ensuring that adequate first aid provision is available.
- Ensuring that maintenance work is carried out by competent contractors (further information can be found in the **guidance notes**).
- The provision of information, instruction and training to all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Responsibility Folders** issued to them.

SMOKING

To improve health, safety and welfare, we effectively reduce the effects that smoking has on the health of our employees by ensuring a smoke free environment.

Our duty under current legislation is to ensure the health, safety and welfare of those who work for or who enter our premises and in pursuit of this aim we have systems in place to ensure our employees are protected from passive smoking.

Our systems consist of:

- Nominating senior staff members to identify a policy, with regards to smoking.
- Developing an acceptable and adequate no smoking policy.
- Implementing the no smoking policy.
- Assessing the risks involved and the control measures that need to be put into place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures (a smoking policy can be found in the **guidance notes**).
- Providing information to all persons affected.
- Ensuring that employees and others are aware of any designated areas in which smoking is allowed
- Providing signage to indicate no smoking areas.
- Reviewing the suitability of the smoking policy.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

STRESS IN THE WORKPLACE

Due to the nature of our business, it is foreseeable that situations may arise whereby workplace stress poses a significant health risk. We recognise our legal duty to ensure we control situations that are likely to heighten the risk of the condition. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures that have been identified.
- Ensuring that the workloads are not excessive.
- Ensuring that employees are provided with the necessary counselling and occupational health practitioner facilities when necessary (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

TRANSPORT

Due to the nature of our business transport is a major issue within our organisation. Due to the inherent dangers involved there is a requirement to control the pedestrian / vehicle interface. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all persons involved in our transport activities are appropriately trained and competent (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that all company transport is appropriately maintained and kept in a roadworthy condition (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that personnel involved in driving activities do so in accordance with relevant legislation (i.e. Road Traffic Act, Highway Code etc).
- Ensuring that safe working practices are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that our drivers do not use hand held mobile phones whilst they are driving (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

OCCUPATIONAL ROAD SAFETY

Due to the nature of our business we require our employees to drive on public roads. We recognise the associated hazards and the risks involved in the use of company vehicles, these include driving whilst tired and the use of mobile phones. To ensure we control these issues we have the facility to instigate control measures.

The measures will include:

- Ensuring that all our drivers hold a current, valid driving licence.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures required.
- Ensuring we provide our drivers with the necessary rules and procedural arrangements to deal with situations that may arise.
- Instructing our drivers not to use hand held mobile phones whilst driving.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

VIOLENCE

Due to the nature of our business, it is foreseeable that situations may arise whereby employees are exposed to a significant risk of abuse and violence. We recognise our legal duty to ensure we control situations that are likely to increase the risk of violence towards our employees. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring we provide adequate information, instruction and training to enable those that come into contact with the situations to deal with them (information can be found in the **guidance notes**).
- Implementing and monitoring the control measures that have been identified.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

VISITORS

Due to the nature of our business and the inherent dangers involved we realise our duty to control access to our facility by visitors. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and introduced by visitors and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all visitors read the safety and emergency rules that are relevant to them and sign the **Visitors Book** to say that they have done so.
- Ensuring that visitors are supervised at all times and are not allowed to wander around the premises by themselves.
- Ensuring that personal protective equipment is used where required.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

SLIPS, TRIPS AND FALLS

We recognise our duty to ensure that the premises are maintained to an acceptable standard. This will involve good housekeeping and organisation. This is to ensure that situations do not arise that may cause slips, trips and falls on our premises. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

- Ensuring we monitor the premises and identify any actions necessary.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing information, instruction and training to all persons who might be affected within the facility.
- Providing signage to indicate the presence of the hazard.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

YOUNG PERSONS

We recognise the legal requirement to undertake a risk assessment of the tasks undertaken by young persons. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that the control measures identified are put into place and implemented (information can be found in the **Young Persons Assessment** section of the **Risk Assessments Manual**).
- Restricting the work activities of young persons where failure to do so is likely to result in injury.
- Ensuring that all relevant persons are informed of the activity and risks involved (information can be found in the **guidance notes**).
- Ensuring that the young person is managed / supervised by persons who are trained and competent (information can be found in the **guidance notes**).
- The provision of information, instruction and training to all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities** section of the **Policy and Procedures** and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.