

# INTEGRATED MANAGEMENT SYSTEM

QMS, EMS, OHSAS, ISMS, BCMS

## HEALTH AND SAFETY POLICY

<b>SOA</b>	
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# ONE STANDARD

SINCE 1972

**POINTER**

inform & protect

**POINTERFIRE**

**JGE**

## Document Control

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### Approvals

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## Summary / Purpose

The purpose of this policy is to outline the responsibilities associated with Pointer / PointerFire / JGE Systems Occupational Health & Safety Management System (OHSMS) and health & safety compliance.

## Scope

The scope of this Policy covers the responsibilities associated with Pointer / PointerFire / JGE Systems OHSMS and applies to all colleagues across the organisation.

## Applicability

This policy applies to all colleagues, and any sub-contractors, involved with any activities covered by the above scope.

Unless otherwise stated, the processes, procedures and instructions outlined in this policy must be followed and failure to follow this policy could lead to disciplinary action or removal from our approved sub-contractor list.

Sections marked '**Guidance**' are included as guidance and strict adherence is not required.

## Health and Safety Management

Our company has an Occupational Health & Safety Management System (OHSMS) in place which forms part of an Integrated Management System (**IMS**). The OHSMS follows the international standard ISO 45001 and formally states how we commit to protect the health and safety of personnel and stay legally compliant. All Pointer / PointerFire / JGE Systems activities, colleagues and contractors are covered by the OHSMS and must comply with it.

The company complies with the Health and Safety at Work etc. Act 1974 (and Regulations made under it) to fulfil its legal obligations, and to take appropriate care for the health and safety of its colleagues and sub-contractors.

## 1.0 Company Obligations

The company provides any information, instructions, training or supervision necessary to ensure all colleagues can perform their job safely.

As part of these obligations the company;

- Provide adequate resources to ensure competent guidance, including information, instruction, training and supervision on health and safety is provided to all workers.
- Provide a safe and healthy environment for all colleagues, visitors and contractors on its premises.
- Provide and maintain plant and systems of work that are, so far as reasonably practicable, safe and without risk to the health of its colleagues or the public where relevant.
- Maintain its workplace in a condition that is, so far as reasonably practicable, safe and without risk to the health of its workers or the public where relevant.
- Maintain proper measures for fire protection and firefighting, and systems of evacuation in an emergency.
- Ensures, so far as is reasonably practicable, the safe use, handling, storage and transport of articles and substances where necessary.
- Establishes and observes operating procedures which protect its colleagues and promotes safe working and efficient operating procedures.
- Carries out periodic risk assessments and health and safety reviews.
- Established a group of colleagues as Health and Safety Champions to consult with and communicate Health and Safety matters with all colleagues and contractors.

### Appointment and qualifications of First Aiders

The Company will provide adequate first-aid facilities for all its colleagues. Allocated First Aiders are responsible for ensuring that all first-aid arrangements are in place, and that all relevant notices and records are maintained. Where there is no First Aider, the Manager will ensure that the first-aid box is fully stocked, and that relevant notices and records are maintained.

### Smoking policy

The Company operates a smoke-free workplace including the use of electronic cigarettes. Certain specified areas outside the building may be specified as acceptable for smoking. This includes company vehicles and customer premises.

## 2.0 Colleagues / Workers Responsibilities

All colleagues should be aware of this policy procedure and the following;

- Be aware of the Health & Safety Policy and the management systems.
- Be aware of our Objectives and Targets.
- Report any issues related to Health & Safety to your Line Manager.
- Come forward with any suggestions for improvements to health & safety in the workplace.
- Report any incidents and near misses related to health & safety.

### Working Practices

The following must be followed and adhered to by all colleagues;

- Must not operate any equipment unless trained and authorised to do so.
- Must not remove any guarding from equipment used or deviate from your authorised usage of the equipment.
- Must report immediately any equipment defect and never attempt to repair.
- Must undertake all duties as instructed and never take short cuts.

### Hazard / Warning Signs & Notices

- Must comply with all hazard / warning signs and notices displayed on the premises.

### Working Conditions / Environment

- Must make proper use of all equipment and facilities provided to control working conditions and working environment.
- Must ensure work areas are kept clear and tidy.
- Must dispose of waste / scrap in the appropriate areas and bins provided.
- Must report any spills or safety issues immediately.

### Protective Clothing & Equipment

- Must wear protective equipment where required.
- Must only wear protective equipment that has been issued to you.
- Must never damage or use damaged PPE equipment.
- Report any damaged to protective equipment and get replacements.
- Must never obstruct any fire escape route, fire equipment or doors with equipment.

### Accidents and Near Misses

- Must see the first-aider for any injury, irrespective of how minor, and ensure details are entered into the site accident book and report the incident using the Pointer Portal.
- Must report any incident in which damage is caused to property.
- All near-misses, any incident that could have led to damage or injury, must be reported using the Pointer Portal.

### Health

- Must report any medical condition that could affect the safety of yourself or others.
- Must not become involved with horseplay, or practical jokes.
- Must follow all rules pertaining to no smoking areas.

**Breach of Requirements**

If any worker is found to have breached these requirements, they may be subject to Pointer / PointerFire / JGE Systems disciplinary procedure.

## 3.0 Health and Safety Procedures

### *Health and safety incident reporting*

Incidents must be reported when any colleague, visitor or contractor experiences an accident, near miss or dangerous occurrence on the company's premises.

#### **Definitions of Accident and Near Miss**

- Accident: An unplanned event which causes injury to persons, damage to property or a combination of both.
- Near miss: An unplanned event which does not cause injury or damage, but could do so.

#### **Accident / Incident Reporting**

In the event of an accident or incident (including near misses) that is not reportable to RIDDOR, the Compliance Manager, or delegated person, will carry out an investigation immediately and gather all associated evidence.

All accidents, incidents and near misses will be documented using the Pointer Portal and will be reviewed by the Compliance Manager. Any corrective action or additional controls will be implemented to prevent reoccurrence. Any actions required will be logged on the **issues register** and the outcome of any investigation or any updated procedures will be communicated to all relevant workers.

In the event of a serious accident or dangerous occurrence reportable to RIDDOR, the Compliance Manager will carry out a comprehensive accident investigation immediately using the accident report form **on the Pointer Portal**.

The results of the investigation will be used to help identify any underlying deficiencies, possible contributing factors and necessary corrective actions.

Reportable accidents and dangerous occurrences which are identified in the RIDDOR Regulations will be reported at: <http://www.hse.gov.uk/riddor/> by the Compliance Manager.

#### **Accident / Incident Investigation and Review**

Wherever possible all near-misses, incidents or accidents should be reviewed to try and establish any causation factors and root cause with the aim of preventing such issues happening again in the future. The investigation should involve all relevant personnel and interested parties whose input should be sought.

In the event of an incident (or near miss) of any degree, minor or major, all associated Risk Assessments and methods of work will be examined. Improvements made to these documents will be recorded and approved by the Compliance Manager or the Internal Health and Safety Expert (Grad IOSH).

All accident / incident (and near miss) investigation information will be kept for a minimum period of three years. All information will be collated and summarised to provide relevant data for the next Management Review.

## ***Visitors and Contractors***

Visitors and contractors must be accompanied at all times, unless otherwise agreed. They are expected to abide by our rules regarding health and safety, which includes taking reasonable care for their own health, safety and welfare and that of any other person who may be affected by their acts or omissions at work.

Visitors and contractors should be informed by their host that:

- They should report any hazards spotted to their host immediately.
- They should observe all signs and instructions regarding health and safety.
- They should not operate any machinery or vehicle unless authorised to do so.
- All accidents or incidents, however minor, occurring on the premises must be reported.

Safety Information is provided to the visitor / contractor on arrival of our site.

## ***Lone working and protection from violence***

If you unavoidably have to work alone, or if a situation could pose a threat to you, your Manager will discuss arrangements for maximising your safety with you. These arrangements vary, depending on the circumstances, but may involve:

- Keeping the door locked at all times.
- Not allowing access to anyone you don't know, or anyone who does not have a pre-arranged appointment.
- Making you fully aware of emergency measures, e.g. in the event of fire.
- Checking that you have no medical condition which means that it is unsuitable for you to work alone.
- Identifying potentially threatening situations in advance so that the risks can be minimised.
- Giving you telephone numbers to contact in an emergency.
- Maintaining regular contact with you.
- Ensuring that you have access to the first aid kit.

## ***Pregnant workers***

If a colleague formally informs the Company that they are pregnant a New and Expectant Mothers assessment will be completed, and any necessary reasonable adjustments will be implemented to accommodate maternity at work. If you are pregnant, you must not lift, push or pull any heavy objects or undertake any strenuous activities that could lead to harm.

## ***Safe Use and Management of PPE***

The company has a duty to ensure the workplace is safe and to encourage people to work safely and responsibly. Even after a full risk assessment and where engineering controls and safe systems of work have been applied, some hazards might remain. In cases where all other safety options have been explored and the potential to be harmed still remains, the company will issue PPE.

All colleagues required to use PPE as part of their job, will be provided with the required training in safe use and maintenance of their PPE.

## ***Selection and use of PPE***

All PPE used by the company is CE marked in accordance with the Personal Protective Equipment Regulations. The PPE will be selected based on the size, fit and weight of the colleague. Where possible the colleague will be consulted when choosing PPE.

PPE Issued	Standard / Regulation
COVID-19 PPE	NHS Inform / Protect
Safety Helmet	BS EN 397
Safety Footwear	BS EN 345-1
Safety Glasses	BS EN 166
Safety Gloves	BS EN 420
Safety Hearing Protection	BE EN 352-2
High Visibility Workwear	BS EN 471
Respiratory Equipment	BS EN 529
Fall Arrest Equipment	BS EN 795
Outdoor Clothing	(Thermal / Waterproof)
Flame Retardant Overalls	ARC2

### Maintenance and Review

As part of the monitoring and review of PPE the company will:

- Check regularly that PPE is used.
- Provide safety signs to remind colleagues that PPE must be worn.
- Provide re-training should there be any changes to the PPE or tasks.

### Safe Use of Equipment

The company has to comply with all legislation and requirements covering the use of work equipment such as the Provision and Use of Work Equipment Regulations (PUWER).

### Definition of Equipment

Work equipment is any machinery, appliance, apparatus, tool or installation that is used at work and includes equipment that colleagues provide for their own use for their working activity.

### Provision of Equipment

The company ensures all equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls.
- Used in accordance with specific requirements.

When providing new work equipment for use at work, it is ensured it conforms with the essential legal requirements where all equipment:

- Is CE Marked.
- Comes with a certificate of conformity.
- Is provided with instructions in English.

- Is free from obvious defects and remains so during its lifecycle.

### **Company responsibility;**

- Increase worker awareness on the safe use of equipment in the workplace.
- Ensure work equipment is suitable for the purpose for which it is to be used or has been provided.
- Ensure work equipment is inspected at regular intervals.
- Ensure work equipment is maintained in good working order and kept in a good state.
- Ensure colleagues receive relevant information, instruction and training on using work equipment.

### **Colleague responsibility;**

- Carry out a visual safety check before using any equipment.
- Complete and document any pre-start checks required.
- Use the equipment only in accordance with supplied guidance and the manufacturer's instructions.
- Use equipment only for its intended use.
- Use only equipment purchased by or on behalf of the company or approved for use.
- Only use equipment for which they have been trained to use.
- Report any faults promptly and not use any faulty equipment until it has been established that it is safe to do so.
- Report any incident, injury or near miss occurrence when operating work equipment.

### **Machine Guarding**

The company has a responsibility under the Provision and Use of Work Equipment Regulations to provide the right guarding mechanism for machinery to prevent injuries such as people getting struck and injured by moving parts, being cut by sharp edges, crushed between parts, get electrical shock or burns or have an accident due to inexperience or lack of training.

### **Required Guarding**

For the requirement of the guarding, the Company will use following general principles:

- All guards must be of suitable design and construction.
- They should be strong, resilient, difficult to defeat or override and securely fixed in position.
- Guards must be effective in preventing access to danger zones and is checked.
- Guards must be maintained in position whenever the machine is operating and training will be provided to every person using the equipment.

### ***Risk Assessments***

When conducting a risk assessment consideration will be given to Hazards and Risks. Risk Assessments is completed using the Pointer Portal. The Risk Assessment is created from the colleague identifying the risks on a site and work activity.

All assessments are completed by competent staff who have a knowledge of the area being assessed.

### **Hazard Identification**

The following sources of information may also be utilised to identify hazards:

- Direct report from / consultation with workers, health and safety champions or any other relevant personnel.

- Industry and legislative requirements / guidance.
- Incident reports.
- Hazard inspection reports / Workplace hazard inspections.
- Observation of work tasks and activities.

### **Ongoing Review**

Risk Assessments are completed and reviewed periodically, to ensure that any new hazards introduced through changes to the organisational systems, new plant and machinery or products are assessed. The Risk Assessment process include consultation with workers or other individuals involved with the area being assessed.

### **Safe Operating Procedures / Method Statements**

Where required Safe Operating Procedure / Method Statement detailing controls, safety equipment and safe method of work is prepared alongside the Risk Assessment. These will be generated from the site specific information gathered as part of the Risk Assessment is compiled.

### ***Manual Handling***

Each manual handling process is reviewed case by case and the things taken into account are, but not limited to, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads and history of back troubles.

As there is no such thing as a completely 'safe' manual handling operation, training and guidance is provided to all workers to reduce the risks involved with lifting and / or carrying.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

The company recognises the importance of preventing manual handling injuries in the workplace and is committed to avoiding such tasks as far as possible. The use of mechanical handling aids, wherever reasonably practicable, in order to reduce the need for manual handling is always considered.

### ***Safety Signage***

The company will, where necessary:

- Use road traffic signs in workplaces to regulate road traffic.
- Maintain the safety signs they provide.
- Explain unfamiliar signs to their colleagues and provide adequate training related to safety signs.

Safety signs will be used where a significant risk has been identified and where additional controls can't be implemented.

For each identified risk the relevant signage will be determined. E.g. Health/safety sign providing information or instruction about safety and/or health at work.

The following signs must be in place:

- **Emergency Exits:** Signs / lights must be in place and is checked to ensure they are functional and not removed or obscured.
- **Emergency Action:** Fire action signs are implemented and kept in place.
- **Health & Safety Poster:** HSE poster is available on noticeboards.
- **First Aid:** Signage in place to indicate location of First Aid facilities.
- **Mandatory / Warning / Prohibition signs:** These signs are maintained in various locations where they are deemed to be required.
- **Fire extinguishers:** Suitable signage is in place for all fire extinguishers.

### ***Control of Substances Hazardous to Health (COSHH)***

The company will review each substance used as part of its operation to determine in what way they are harmful and if there are any associated risks that need to be considered.

As part of this assessment the following actions are taken.

- Checking the information that came with the product (Material Safety Data Sheet - MSDS).
- Asking the supplier, sales representative and trade association.
- Checking on the internet, e.g. HSE's website.

COSHH Assessments and Material Safety Data Sheets are available on the Pointer Portal.

### **Company responsibility**

All COSHH will be identified and following control measures put in place to prevent harm to health:

- COSHH assessment completed for all hazardous substances.
- COSHH assessment / relevant Safety Data Sheets made available prior to use.
- No one to be exposed to hazardous substances without being aware of it.
- Materials are stored in a secure location & in a manner that avoids damage after use.
- All materials used are in date.
- Personal Protective Equipment (PPE) is provided and used as required.

### **Colleague responsibility**

Where required a risk assessment will be completed in addition to the COSHH assessment.

The Risk Assessment and / or COSHH assessment will detail the control measures needed to ensure the substance can be used with minimal risk to health.

All colleagues must follow any controls specified and the following rules when dealing with substances marked with hazardous substances symbols;

- Make sure you obtain, read and understand copies of all relevant COSHH data sheets before using any hazardous substances.
- Ensure hazardous substances are suitable for the intended task.
- Check the container and instruction labels are intact.
- Put on all protective clothing.
- Check work area/equipment for potential dangers.
- Prepare hazardous substances/cleaning materials as directed on the label.
- Use hazardous substances as directed on the label.
- Rinse and dry as directed on the label.
- Dispose of any unused hazardous substances safely.

- Return hazardous substances to the correct storage area.
- Never mix hazardous substances.
- Do not smoke, eat or drink whilst using hazardous substances.

### ***Working Safely at Height***

If someone is working at height, if they could fall a distance liable to cause personal injury if there were no precautions in place.

Some examples of working at height could be, but is not limited to, the following:

- A person working on a ladder or a flat roof.
- If a person could fall through a fragile surface.
- If a person could fall into an opening in a floor or a hole in the ground.

### **Company's Obligations**

The company will always try and remove the need for working at height in the workplace, however, where this is not possible the following actions will be taken:

- Where possible procedures that prevent a fall from height should be introduced.
- If the risk of falling still remains, measures should be taken to minimise the distance or consequence of the fall.
- For tasks of low risk and short duration, ladders and step ladders can be provided for the working at height operation. (A check should be carried out to see if these are acceptable on the site first)
- All colleagues required to work at height is provided with appropriate training and instruction to make sure that they are competent to do so.
- Measures to protect anyone at risk from a fall from height is always considered.

### **Colleagues' Responsibilities**

When planning and undertaking work at height, colleagues shall:

- Always do as much of the work as possible on the ground.
- Never undertake an activity that involves working at height that they have not been trained to do.
- Immediately report any unsafe practices.
- Immediately report any incidents or near-misses.
- Take account of weather conditions that could compromise their safety.
- Check that the place (e.g. a roof) where work at height is to be undertaken is safe and checked every time before use.
- Take measures to stop materials or objects from falling if reasonably practicable or take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away.
- Store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- Plan for emergencies and rescue and agree a set procedure for evacuation.

### ***Preventing Slips and Trips***

Slips and trips are the most common cause of injury at work and also the most reported type of injury to the Health and Safety Executive (HSE).

To ensure the risks related to slips and trips are minimized, the company will take following actions:

- Conducting thorough risk assessments to ensure that any hazards are identified and controlled.
- Training colleagues to recognise the hazards and how to take steps to avoid them.
- Making sure good housekeeping is normal and expected in the workplace.
- Ensure floors to be suitable, in good condition and free from obstructions.
- Ensure the lighting is adequate.

### **Colleague's Obligations**

To ensure the risks related to slips and trips are minimized, all colleagues are obligated to take following actions:

- If a spillage is seen, it must be reported, and arrangements must be made to clean the area.
- Colleagues must report any damaged floors or mats.
- Colleagues must keep the workplace tidy, including walkways, break areas and their work area.
- If the colleague sees any items on the floor where someone could trip over them, they should remove them.
- If asked to do so, you must wear PPE and look after it.

### ***Electrical Safety***

Electricity can be dangerous and injury can occur when live electrical parts are exposed and touched.

### **Training and Awareness**

Anyone working on or with electrical equipment must be 'competent' for the task that they are completing and will be trained prior to using any electrical equipment.

### **Electrical Safety do's and don'ts**

Do:

- Treat every electrical device like it is live, even if it does not look like it is plugged in or operational.
- Unplug appliances before performing any service or repairs on them.
- When working on electrical devices, only use tools that have official "non-conducting" handles.
- Try to limit the use of electrical equipment in rooms that are very cold or have a lot of condensation.
- When handling electrical equipment, make sure your hands are dry.
- If you spill any kind of liquid on electrical equipment, first immediately shut off power to the equipment via the main switch or circuit breaker and then unplug the equipment itself.

Don't

- Touch active electrical circuits.
- Touch electrical equipment when any part of your body is wet.
- Store liquids of any sort near electrical equipment.
- If a person comes into contact with an energized electrical conductor, do not touch the equipment, its cords, or the person affected because the charge may pass to you. Instead, shut down the main power source via the circuit breaker and then unplug the equipment using a leather belt.
- Wear metal of any sort if you are working on electrical equipment.

## ***Lifting Operations***

All lifting has to comply with The Lifting Operations and Lifting Equipment Regulations (LOLER).

When undertaking lifting operations involving lifting equipment, colleagues will:

- Plan them properly with a Lifting Risk Assessment and Lifting plan prepared as required.
- Use people who are sufficiently competent.
- Supervise them appropriately.
- Ensure that they are carried out in a safe manner.

## **Lifting Equipment Requirements**

The company will only use CE marked equipment for lifting operations and all lifting equipment, including accessories, will be clearly marked to indicate their 'safe working loads' (SWL).

Lifting equipment will always be positioned or installed in such a way, that it reduces the risk as much as possible, as far as reasonably practicable, of the equipment or load striking a person, or of the load drifting, falling freely or being unintentionally released.

## **Inspection**

A record of all lifting equipment / accessories and required thorough inspection are monitored and managed at all times.

Thorough inspection is carried out on all lifting equipment regularly, but as a minimum:

- Before first use of the equipment (unless there is a valid Declaration of Conformity made less than 6 months earlier).
- where the lifting equipment depends on installation, it will be inspected when installed.
- where the lifting equipment is exposed to conditions causing deterioration, liable to result in danger.

## **Training**

All colleagues involved in lifting operations will be provided with the required training. Colleagues may not use any equipment that they have not been trained to use.

## ***Noise at Work***

### **Control of Noise**

Where required, the company will conduct noise assessments throughout the organisation at planned intervals or if there is a significant change. Where possible, eliminating or reducing the noise is the preferred option if practicably possible, e.g. Isolating a compressor in individual room / sheet.

The company will use the following action and limit values provided by the Control of Noise at Work Regulations 2005.

- **Lower action value (80 dB):** Signage will be used and colleagues are recommended to use hearing protection.
- **Upper action value (85 dB):** Signage will be used and colleagues have to use hearing protection.
- **Limit value (87 dB):** Actions need to be taken to reduce the noise and personnel will be restricted from working in areas with these noise levels.

## **Personal Hearing Protection**

If a risk related to noise has been identified, personal hearing protection will be issued to colleagues if measures cannot be achieved through technical or organisational means. Hearing protection should never be used as an alternative to controlling noise and it will only be used as a last resort.

The company will provide hearing protection to colleagues that request them, if their noise exposure is between the lower and upper exposure action values.

## **Training**

Where colleagues are exposed above the lower exposure action values, training will be provided so that they understand the risks they may be exposed to, and their duties and responsibilities.

## ***Asbestos Policy***

The company will take reasonable steps to find out if there are materials containing asbestos in any of the premises it is operating in, and if so, the amount, where it is and what condition it is in. The company will presume materials contain asbestos unless there is strong evidence that they do not.

The company will make, and keep up-to-date, a record of the location and condition of the asbestos containing materials, or materials which are presumed to contain asbestos. It will assess the risk of anyone being exposed to fibres from the materials identified, prepare a plan that sets out in detail how the risks from these materials will be managed and take the necessary steps to put the plan into action.

The company will provide information on the location and condition of the materials to anyone who is liable to work on or disturb them and training will be given to all staff so they understand the hazards and procedures for working with or near asbestos.

## ***Safe Use of Display Screen Equipment***

In order to eliminate / reduce risk of injuries related to use of display screen equipment, the company uses the requirements outlined in The Health and Safety (Display Screen Equipment) Regulations 1992.

## **Affected colleagues**

The company consider all workers who use DSE as a significant part of their normal work applicable to comply with the requirements.

## **Analysis of workstations**

For all the affected workers, a DSE assessment must be completed at each individual workstation to assess any potential risk.

As part of the assessment, the following will be reviewed:

- The whole workstation including equipment, furniture, and the work environment.
- The job being done.
- Any special needs of individual staff.

Where risks are identified, steps are taken to reduce them immediately.

### **Training and information**

The company will provide training to all colleagues, to ensure they can use their DSE and workstation safely, and know how to make best use of it to avoid health problems, for example by adjusting the chair.

### ***Office Safety***

While the hazards in offices are normally of a lesser nature than those of a factory or manufacturing plant, there is still a requirement to ensure that flooring, furniture, equipment, space, lighting and ventilation is kept in good condition.

### **Company's Obligations**

In order to reduce the risk of hazards the company take following actions:

- Equipment with damaged cabling must be removed / quarantined.
- Walkways must be kept free from items such as bags, coats and storage boxes.
- A risk assessment and ongoing inspections are completed for the office.
- Assessment and training are provided for all staff on the use of visual display equipment and VDU assessment completed at least annually by relevant staff.
- Adequate access and exits are provided for the office space and kept clear at all times.
- Equipment is maintained and records are kept where required.
- Suitable lighting is installed and based on the work activities.

### **Colleagues' obligations**

Colleagues working in an office environment must:

- Adhere to any clear desk policy.
- Ensure that their work area is kept clean and tidy at all times.
- Follow any instruction, information or training that they have received to ensure that they are working safely.
- Not put others at risk by their actions.
- Know who is responsible for first aid and where the accident book is located.
- read and understand any safe working practices and safe systems of work provided by the company.
- Complete the Display Screen Equipment assessment and follow any guidance received from the company or its advisors.

### ***Fire Safety***

It is very important that all workers are fully aware of the procedures to follow during a fire. All workers should pay particular attention to the instructions of the fire evacuation procedures and be aware of the location of the nearest fire exit.

The chances of a fire starting are low if the premises have few ignition sources and if combustible materials are kept away from them. Fire requires three elements to start; fuel, oxygen and an ignition or heat source.

### **When discovering a fire**

When a fire is discovered or suspected, the fire alarm should be raised immediately to ensure everyone can get to safety.

Once the alarm is raised, the fire service is notified by the dedicated individual/team.

### **Firefighting equipment**

Firefighting equipment is installed throughout the company at dedicated locations based on the fire risk assessment. Fire extinguishers are all clearly marked and have signage next to each extinguisher stating type and application of the extinguisher. All staff should be familiar with this signage.

Colleagues will be trained in the use of fire extinguishers where relevant and cannot not use them if not trained.

### **Evacuation Procedure**

A fire drill and emergency evacuation completed and logged at least once annually.

Evacuation will be carried out in a prompt and calm manner, with everyone making their way to the designated assembly point. Any hazardous machinery or processes should be shut down in line with the fire evacuation procedure for the site.

If the fire alarm activates all workers must follow these rules;

- Stop work immediately.
- Proceed to the nearest Fire Exit, unless otherwise instructed by the Fire Warden and go to the designated assembly point.
- Do not stop to collect personal belongings.
- Ensure the door is closed if you are the last to leave the premises.

Do not re-enter the building until advised you that it is safe to do so.

Lifts are never to be used in the event of a fire. Everyone is to assemble at the muster points.

### **Returning to Work**

- No colleague should return to the building until the emergency services have said that it is safe to do so.

## **4.0 Additional Health and Safety Information**

The management system documentation should be consulted for details of other relevant policies, procedure and details of all the various roles and responsibilities with regards Health & Safety.