

# POL-GOV-0027

## Health & Safety Policy

| Policy Reference | Version | Policy Owner      | Next Review Date |
|------------------|---------|-------------------|------------------|
| POL-GOV-0027     | 4       | Oluwatobi Adeosun | June 2025        |

|   |                              |
|---|------------------------------|
| <b>Current Author</b>   | Oluwatobi Adeosun            |
| <b>Author's Job Title</b>   | Corporate Governance Manager |
| <b>Department</b>   | Corporate Governance         |
| <b>Document Status</b>  | Approved                     |
| <b>Date Approved</b>  | June 2024                    |
| <b>Classification Level</b>   | Level 1                      |
| <b>Priority Level</b><br>Review required<br>Red - within 1 year;<br>Amber – within 2 years;<br>Green - within 3 years | Red                          |

### Distribution

**All staff and subcontractors**

|                  |  |
|------------------|--|
| Related Policies |  |
|------------------|--|

| Version | Date      | Author            | Author's job Title                 | Changes  |
|---------|-----------|-------------------|------------------------------------|--|
| V4      | Dec 2018  | AT                |                                    | V4 updated i.e.2019 year + minor changes   |
| V1      | July 2019 | John Saunders     | Facilities Manager                 | Updated Chief Executive  |
| V2      | 2019      |                   |                                    |  |
| V3      | Nov 2020  | John Saunders     | Facilities Manager                 | Review Completed   |
| V1      | May 2021  | John Saunders     | Facilities Manager                 | Updated Chief Executive – Reset to V1  |
| V1      | May 2022  | John Saunders     | Facilities Manager                 | Updated Job Title  |
| V2      | Aug 2022  | Loran Tapping     | Governance Administrator           | Transferred to new template. Interactive contents page added. Classification level added. Document Reference number added. |
| V3      | May 2023  | Tracie Higgins    | Corporate Governance Administrator | Reviewed and updated   |
| V4      | June 2024 | Oluwatobi Adeosun | Corporate Governance               | Reviewed and updated   |

For Information: Where we refer to as 'Futures' in this policy – we are referencing a group of companies made up of Futures Advice, Skills & employment Ltd and Nottingham & Nottinghamshire Youth Support Ltd

To keep things simple throughout this document, 'we' and 'us' means the Group Companies and its associated brands. This policy applies across all companies within the Group.

1. **Chief Executive's Health and Safety & Policy Statement**
2. **Health & Safety Policy Objectives and Procedural Arrangements**
3. **Policy Objectives**
4. **Communication and Consultation**
5. **Competency and Training**
6. **Duties and Responsibilities**
  - 6.1 Glossary
  - 6.2 The Board of Directors
  - 6.3 Chief Executive
  - 6.4 Directors
  - 6.5 Health and Safety/Competent Person
  - 6.6 Managers
  - 6.7 All Employees
  - 6.8 Health and Safety Committee
7. **Key Risk Areas**
  - 7.1 Future Training and Apprenticeships
  - 7.2 Work Experience Placements
  - 7.3 In Custody Careers Services
  - 7.4 Targeted Youth Support Services
  - 7.5 Acts of Aggression to Staff
8. **Relevant Legislation**
9. **Safety Arrangements**

# 1 Chief Executive's Health and Safety & Policy Statement

We set ourselves high standards for the management of health and safety, with the prevention of accidents, the provision of a safe working environment and the safeguarding of employee's health being regarded as key to the achievement of our business objectives.

We are committed to the continuous improvement of our Health and Safety system, policies, procedures and methods of working that are designed to ensure the safety, health and welfare of all employees, visitors and anyone else who is likely to be affected by our work activities.

As an employer we recognise and accept our responsibility under the Health and Safety at Work Act 1974 and other associated regulations as well as the Regulatory Reform (Fire Safety) Order 2005, to ensure the health, safety and welfare at work of all our employees, visitors and any contractors, so far as is reasonably practicable.

Directors and all line managers within the organisation are expected to perform an important function within the overall implementation of our objectives by demonstrating a positive, proactive approach to health and safety and by ensuring that the health and safety policy, together with its associated procedures, are clearly communicated to employees and then implemented, monitored and reviewed.

Employees, and others involved in our activities have a responsibility to take care of their own health and safety while at work and that of any other people who may be affected by their acts. Employees are required to comply with this policy and the related corporate procedures that are provided to them.

To facilitate the understanding of our policy, standards and objectives we will ensure that we have arrangements across Futures for effective communications and consultation.

In conclusion it is only by everyone working together and being fully committed to our health and safety culture that the high standards we expect will be achieved and maintained.

**Chief Executive Officer**

## 2 Health & Safety Policy Objectives and Procedural Arrangements

**For information:** The Futures Group – which we'll refer to as 'Futures' in this policy. To keep things simple throughout this document, 'we' and 'us' means the Group and its brands. When referring to staff or employees this also includes (but is not limited to) apprentices, trainees or work experience people under our care.

Futures recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- providing leadership and adequate control of identified health and safety risks
- consulting with our employees on matters affecting their health and safety
- providing and maintaining safe plant and equipment
- ensuring the safe handling and use of substances
- providing information, instruction, training where necessary for our workforce
- ensuring that all workers are competent to do their work, and giving them appropriate training
- preventing accidents and cases of work related ill health
- actively managing and supervising health and safety at work
- having access to competent advice
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.
- We also recognise:
  - our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
  - our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

This policy and associated procedures will be brought to the attention of, and made available to, all employees. It will be referred to during induction training provided by Futures.

Any changes or amendments to this policy and associated procedures will be communicated to appropriate employees, visitors or contractors using various methods, including intranet and internet updates.

### **3 Policy Objectives**

In accordance with the Policy Statement, Futures has set itself the following objectives:

- To develop and promote a positive health and safety culture throughout the organisation.
- To reduce the incidence of accidents on an annual basis throughout Futures.
- To actively manage health and safety and to encourage awareness amongst all staff of the health and safety aspects of their work and the environment in which it is carried out.
- To provide appropriate training to enable all employees to contribute to the achievement of a positive health and safety culture.

### **4 Communication and Consultation**

Futures recognises that achieving the health and safety objectives it has set will depend on there being effective communication and consultation with all employees at all levels.

In order to ensure the health and safety of all, it is important that Futures effectively communicates information regarding health and safety both internally and externally. Health and safety information is required to flow effectively up, down and across the business including to subcontractors and suppliers as appropriate. To ensure information reaches those it affects.

The Health and Safety policy and related policies processes will form part of the induction process for all new staff. The policies will also be promoted to existing staff on the Health and Safety section of Futures Intranet (alternative methods of accessing available on request) as well as through team meetings or training events as requires.

We encourage commitment to the policy from staff by:

- Demonstrating Futures believes in the benefits of consultation by taking action
- Showing that it is in everyone's best interests to participate
- Having an open door policy in all H&S matters
- Ensuring that Futures actions match their words

### **5 Competency and Training**

Futures is committed to ensuring that all employees are competent to carry out their roles and responsibilities. Competency is defined as the combination of formal training combined with the necessary skills, knowledge, attitude and workplace experience, which if present allows an individual to perform a task in an efficient manner without risk to self or others.

- The recruitment and placement of all directors and employees will be based on demonstrable competencies including:
- Relevant past experience
- An appropriate level of academic and/or vocational qualification
- The ability to successfully demonstrate skills relevant to the position
- The ability to successfully demonstrate an attitude suitable for the responsibilities of the position.

Line management will ensure that all employees under their control receive the necessary training to ensure their competency in carrying out their work without risks to the health and safety of themselves or others.

- To ensure ongoing competency, every employee will be subject to an appraisal by his or her Line Manager.
- Line management will ensure that all new employees, whether permanent, contract or temporary agency staff, receive induction training to cover the requirements of this policy and details of any location specific rules and information.

## **6 Duties and Responsibilities**

### **6.1 Glossary**

- Chief Executive – the person who holds the post of Chief Executive of Futures both interim and permanent
- Directors – those persons who are appointed as executive leaders within Futures, responsible for a division or directorate
- Line Managers – all managers (that includes, where appropriate, the Chief Executive, Directors, Managers) who have management responsibility for other members of staff
- Employees – includes all those who work for Futures, including; directors, full time and part-time employees, contract staff and temporary staff (whether directly employed or through an agency)

### **6.2 The Board of Directors**

- Ensure the development and implementation of arrangements and control systems to ensure that the undertakings of Futures are executed, so far as is reasonably practicable, without risk to the health and safety of those engaged in, or affected by, our operations.
- Ensure the provision of this policy is kept under review with regard to changes in legislation, best practice and Futures business.
- Ensure that one of their number is appointed with specific responsibility to manage and oversee health, safety and welfare within the business and its undertakings.
- Ensure appropriate arrangements are in place for the provision of competent health and safety advice and support consistent with the nature and size of the business operations
- Accepting their individual role in providing health and safety leadership and providing a role model example to all employees at all times in respect of health and safety management.
- Ensure that strategic direction addresses health and safety management, systems and arrangements.
- Ensure they maintain the appropriate health and safety competence commensurate with their position.
- Provide mechanisms and arrangements to communicate with and act upon feedback from employees and other stakeholders in respect of health and safety arrangements and performance.

### **6.3 Chief Executive**

- Has overall responsibility for health, safety and welfare within Futures
- Will ensure that an effective health and safety management system is established and maintained within Futures at all times.
- Will ensure health and safety is on the agenda, as appropriate, for management meetings.
- Will ensure that this general policy statement is reviewed annually, revised and reissued under his signature, as appropriate.
- Will set a personal example with regard to health and safety
- Will ensure that sufficient resources are available for the implementation of this policy throughout Futures
- Will discuss any safeguarding issues or concerns which relates to our staff or customers

#### **6.4 Directors**

- Will discuss and agree any Futures health and safety objectives with the Chief Executive.
- Have responsibility for the implementation of the Futures health and safety policy, the achievement of its objectives and the related procedures within their Directorate.
- Will delegate the day to day implementation of Futures health and safety policy and the achievement of its objectives to the Managers
- Will ensure that resources, including training, are provided to implement the health and safety policy and the achievement of its objectives.
- Will ensure that health and safety procedures are developed and provided to support the departments under their control.
- Will ensure that regular monitoring is undertaken and reports submitted by their line management are reviewed and agreed action is taken.
- Will ensure that health and safety is on the agenda, as appropriate, of management meetings.
- Will ensure that safeguarding is on the agenda at appropriate meetings with staff
- Will set a personal example with regard to health and safety.

#### **6.5 Health and Safety/Competent Person**

- Will provide professional advice on health and safety matters within Futures when requested to do so by the Directors or a Manager, in particular, in the design and implementation of Futures health and safety policies and procedures and training requirements.
- Will promote health and safety as a core business objective and seek to determine and promote best practice across Futures.
- Ensure the health and safety policy is kept under review, revised when necessary in line with new legislation and reflects any change in circumstances within Futures.
- Ensure an effective health and safety management system is developed and maintained ensuring, as a minimum, legislative compliance through effective practical policies and best practice procedures.
- Ensure that a systematic approach to managing health and safety is developed and deployed across all areas of the business.



- Ensure that suitable arrangements are made and implemented for the co-ordination of health and safety matters across the business and activities.
- Ensure the Chief Executive and Board of Directors are kept updated on all relevant health and safety matters.
- Give suitable and sufficient advice and assistance on health and safety matters to the Chief Executive and Board of Directors.
- Provide support to the Directorates and Departments to, advice on and, review the effectiveness of policy and procedure, implementation and progress, to achieve health and safety objectives.
- Ensure suitable arrangements are in place for effective engagement with employees of Futures on health and safety matters.
- Will set a personal example with regard to health and safety

## 6.6 Managers

- Will discuss and agree annually the day to day implementation of the health and safety policy and the achievement of its objectives for the areas under their control with the Directors or Senior Manager as appropriate.
- Will delegate through their line management organisation duties and responsibilities necessary for the implementation of the health and safety policy and the achievement of its objectives.
- Will ensure that resources, including training, are provided to implement the health and safety policy and achieve its objectives.
- Will ensure that health and safety procedures are developed and implemented to support the parts of the business for which they are responsible.
- Will ensure that any procedures relating to the management of health and safety in service function offices are complied with.
- Will ensure that health and safety is on the agenda, as appropriate, for their management meetings.
- Will ensure that safeguarding is on the agenda at appropriate meetings with staff
- Will ensure that procedures relating to the safety of staff visiting sites are complied with.
- Will ensure that accidents and incidents that occur within their areas of responsibility are investigated and appropriate actions taken to avoid any repetition.
- Will delegate through the line management function duties and responsibilities necessary for the implementation of the health and safety policy and the achievement of its objectives.
- Will discuss the implementation of the health and safety policy, and the achievement of its objectives with the members of staff for whom they have responsibility.
- Will ensure that resources, including training, are identified to implement the health and safety policy and the achievement of its objectives.
- Will ensure that health and safety procedures are implemented for areas under their control.
- Will give guidance to members of staff on how to access Futures Health and Safety Procedures.
- Will ensure that health and safety is on the agenda, as appropriate, for staff meetings.

- Will participate in accident and incident investigation in accordance with Accident and Incident Procedures
- Will set a personal example with regard to health and safety.

### 6.7 All Employees

- Carry out their work so that it does not endanger themselves or others.
- Undertake their work in accordance with any information, instructions or training that has been provided.
- Proactively participate in the achievement of Futures objectives of attaining a positive health and safety culture and to co-operate with line management and colleagues in creating and maintaining a safe and healthy working environment.
- Must bring to the attention of line management and or safety committee member any health and safety concerns regarding unsafe practices, equipment or conditions and are encouraged to use the consultation channels provided, when necessary.
- Assist line management in identifying their health and safety training needs.
- Assist and ensure that any safeguarding concerns are raised with their line manager/safeguarding representative.

### 6.8 Health and Safety Committee

The organisation and terms of reference of the Health and Safety Committee are outlined below.

The Health and Safety Committee is a forum for:

- Consultation between management and employees
- The raising of employee concerns regarding health and safety
- Reviewing accident investigation reports
- Identifying and discussing health and safety training needs
- Reviewing health and safety audit reports
- Reviewing and discussing the effectiveness of Futures health and safety procedures
- Discussing Futures initiatives on the implementation of new health and safety legislation when required
- Discussing methods of improving health and safety awareness amongst Futures employees
- Making recommendations to the Board of Directors on setting suitable health and safety targets for Futures.
- Review any appropriate safeguarding concerns which are raised to the safety committee

In order that the Health and Safety Committee can be run effectively and fulfils its roles:

Futures agrees to allow Health and Safety Committee member's reasonable time away from their normal duties to attend to health and safety matters.

1. The Health and Safety Committee will consist of Members of Management, Union Membership, Health and Safety competent person, and at least one other employee. Other personnel will be invited to attend, as necessary, depending on the topics under discussion.

2. Meetings will be scheduled at least every 12 months.
3. All meetings will be recorded to include responsibility for carrying out the agreed actions. Minutes will be on Futures intranet.
4. Details of members serving on the Committee will be posted on the intranet.

## **7 Key Risk Areas**

As the company business becomes more diverse there are a number of emerging key risk areas from a health and safety perspective and as such particular attention has been put in place in assessing and managing risks in the areas of:

- ***Work Experience Placements***
- ***Targeted Youth Support Services***
- ***Acts of Aggression to Staff***

### **7.1 Future Training and Apprenticeships**

- Pre-placement risk assessments by suitably qualified staff
- Agreement of host employer duties and responsibilities
- Agreement of Futures duties and responsibilities
- Ongoing pastoral care arrangements
- Review processes defined by occupational risk assessment

### **7.2 Work Experience Placements**

- Pre-placement risk assessments by suitably qualified staff
- Agreement of host employer duties and responsibilities
- Agreement of School/Academy responsibilities
- Agreement of Futures duties and responsibilities
- Ongoing pastoral care arrangements
- Review processes defined by occupational risk assessment
- Employer database to determine a consistent approach to further health and safety risk management.

### **7.3 Targeted Youth Support Services**

- During the period of the secondment, the secondees will work within the relevant policies and procedures of Nottinghamshire County Council including:
  - Safeguarding
  - ICT Security including the use of the internet and e-mail
  - Data Protection
  - Health and Safety Code of Conduct

## 7.4 Acts of Aggression to Staff

- Risk Assessment of Delivery Locations
- Personal Safety Policy, Lone Working Policy & Training

## 8 Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

- Building Regulations 2010 (as amended)
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Corporate Manslaughter and Homicide Act 2007
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended) □ Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974

- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment at Work Regulations 2002
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

## 9 Safety Arrangements

### Table of Contents

|        |  |
|--------|--|
| SA1-1  | Managing Safety & Health at Work                           |
| SA1-2  | Accident, Incident, Ill Health Reporting and Investigation |
| SA1-3  | Workplace H&S Consultation                                 |
| SA1-4  | Risk Assessment and Hazard Reporting                       |
| SA1-5  | New and Expectant Mothers                                  |
| SA1-6  | Employing Children & Young Persons                         |
| SA1-7  | Lone Working   |
| SA1-8  | Health & Safety Training                                   |
| SA1-9  | Health & Safety of Visitors                                |
| SA1-10 | Home Working   |

- SA1-11 Employing Agency and Temporary Staff
- SA1-12 Safe Systems of Work
- SA1-13 Action on Enforcing Authority Reports
- SA1-14 Equality and Disability Discrimination Compliance
- SA1-15 H&S Information for Employees
- SA1-16 Fire Safety - Arrangements and Procedures
- SA1-17 First Aid
- SA1-18 Welfare, Staff Amenities, Rest Rooms & the Working Environment
- SA1-19 Housekeeping and Cleaning
- SA1-20 Building Services
- SA1-21 The Control of Hazardous & Non-Hazardous Waste
- SA1-22 Access, Egress, Stairs & Floors
- SA1-23 Premises
- SA1-24 Electrical Safety
- SA1-25 The Provision, Use & Maintenance of Work Equipment
- SA1-26 Office Equipment
- SA1-27 Slips, Trips & Falls
- SA1-28 Special Events
- SA1-29 Work at Height
- SA1-30 Occupational Road Safety
- SA1-31 Manual Handling
- SA1-32 Display Screen Equipment & DSE User Eye Tests & Spectacles
- SA1-33 Stress in the Workplace
- SA1-34 Contractor Control Management

#### Safety Arrangement 1-1

### **MANAGING SAFETY AND HEALTH AT WORK**

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place. We have done this by:

- Nominating a competent member of staff to take responsibility for managing safety and health at work.
- Providing adequate resources
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.

- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

### **Action Plan**

In order to meet our legal obligations to manage safety and health at work we need to:

1. Identify a person to take responsibility for managing health and safety in our business activities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Plan our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explain to our workers, Supervisors and Managers the nature of our arrangements for managing health and safety at work.
7. Ensure that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their Managers.
8. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

### **Safety Arrangement 1-2**

#### **ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION**

Employees to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by:

The Corporate Governance Manager is responsible for investigating, recording and reporting accidents, incidents and cases of work related ill-health. Having accident, incident and work related ill-health reporting procedures.

- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work related ill-health.
- Keeping records of all accidents for 3 years as required by law.
- Reporting reportable accidents, dangerous occurrences and work related ill-health

- within the statutory timescales
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

## **ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION**

### **Action Plan**

**In order to meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and cases of work related ill health to the Enforcing Authority we need to:**

Identify people to be responsible for investigating the cause of injuries, incidents and ill health and to manage our reporting arrangements.

Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.

1. Provide suitable training for those who don't.
2. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
3. Provide a method of recording and reporting accidents/incidents, implement the procedures, and ensure that they are followed in practice.
4. When investigating consider:
  - a) the time and date of the event, the prevailing weather conditions and local lighting.
  - b) what was happening or what the injured person and any witnesses were doing.
  - c) risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved, obtaining witness statements, where possible.
  - d) making a sketch of the accident area, include accurate measurements, if appropriate.
  - e) taking photographs of the site; record any unusual or causal features present.
  - f) making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome, the underlying, as well as the immediate, causes of the event.
5. Keep a written record of investigations.
6. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
7. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

Safety Arrangement 1-3



## **WORKPLACE HEALTH AND SAFETY CONSULTATION**

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation, we have established a process for Managers to consult with employees and elected safety representatives about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through short tool-box talks.

We do this by:

- Nominating Supervisors and Managers to organise and hold consultation meetings and tool box talks.
- Recognising the role of elected and trade union safety representatives.
- Arranging scheduled formal consultation meetings or tool box talks between
- Managers, elected representatives and employees
- Developing and implementing consultation procedures.
- Providing or allocating time for employees and elected safety representatives to undertake safety-related training.
- Taking and keeping minutes of consultation meetings, making them available to all staff.
- Being seen to listen and act on issues and concerns raised during consultation meetings.

We employ a unionised workforce. The Trade Union Safety Representative will hold regular meetings with the workforce to discuss health and safety issues. Their concerns will be brought into the consultation sessions by the Representative on behalf of the workforce.

## **WORKPLACE HEALTH AND SAFETY CONSULTATION**

### **Action Plan**

**To set up a system for consulting with our workforce on health and safety at work matters. We need to:**

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create the system and make sure it is known to all members of our workforce.
4. Consider as part of the system:
  - a) recognising and involving representatives of the workforce from all levels.
  - b) recognising trade union safety representatives and those nominated by non-union workers.
  - c) where there are no nominated representatives, appointing a worker(s) to act as spokesman for the others.
  - d) permitting employee representatives to have time off to attend relevant health and safety training.
  - e) provide training for employee representatives if necessary or beneficial to the process.
  - f) scheduling health and safety as an agenda item for Consultation meetings.

- g) Arranging to discuss safety concerns with Trade Union Safety Representatives.
  - h) formally recording the outcomes of all consultation meetings and retaining these records.
  - i) making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
  6. Implement the procedure and ensure that it is followed in practice.
  7. Monitor and review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

## Safety Arrangement 1-4

### **RISK ASSESSMENT AND HAZARD REPORTING**

We have a duty to assess the significant risks arising out of our business activities and for specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our employees to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We do this by:

- Nominating senior staff members to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments procedures, Safe Systems of Work and measures to effectively control the work activities within our work premises.
- Explaining the results of risk assessments to our workforce.
- Implementing the findings of the risk assessments, procedures, strategies
- Safe systems of Work and control measures.
- Implementing hazard reporting procedures and explaining them to our workforce. Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Employees and others following our procedures, control measures and safe systems of Work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.

### **RISK ASSESSMENT AND HAZARD REPORTING**

#### **Action Plan**

**For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and those affected by our work activity we need to:**

1. Nominate a senior manager to take responsibility for identifying hazards and managing and co-ordinating risk assessment.

2. Appoint and train sufficient numbers of staff in the process of risk assessment.
3. Systematically identify the hazards to which our workforce and others are exposed.
4. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
5. Consider the risks from those hazards, however recognised, identifying people at risk.
6. Evaluate the risks and decide if further precautions are required.
7. In significant cases, record our findings.
8. Implement those findings.
9. Involve Managers and workers in identifying hazards and carrying out risk assessments.
10. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
11. Review risk assessments on a regular basis, commensurate to the risk.
12. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

## Safety Arrangement 1-5

### **NEW AND EXPECTANT MOTHERS**

We have a duty to protect the health of new and expectant mothers from hazards that might be present in the workplace. We also have a duty to assess the risks to women of child bearing age from our activities and inform them of any potential risks that might affect a pregnancy. We do this by:

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.
- Developing and implementing systems and procedures that will protect all women of child bearing age from risks to unborn children.
- Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in our workplace or risks from the work activity.
- Considering the personal needs of each new and expectant mother.
- Ensuring that the assessments are sensitively carried out by competent, trained personnel.
- Implementing the findings of each assessment.
- New and expectant mothers and other workers following agreed procedures and control measures.
- Recording our assessments and agreed plans.
- Monitoring and reviewing our systems; using our experience of operating these arrangements, we aim to make improvements to the way we manage potential risks to new and expectant mothers.

### **NEW AND EXPECTANT MOTHERS**

#### **Action Check List**

**To protect the health of new and expectant mothers and women of child bearing age we should:**

1. Assess the risks that our business activities may have on women of child bearing age and any potential foetus.
2. Inform the workforce of those risks.

3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as:
  - a) Substances to which they might be exposed.
  - b) The size and shape of their workstation.
  - c) Posture.
  - d) Vibrations.
  - e) Environmental factors.
  - f) Ability to stand or sit for long periods.
  - g) Night working.
  - h) Lifting and carrying.
  - i) Noise levels.
  - j) Welfare arrangements.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure Supervisors and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

## Safety Arrangement 1-6

## **EMPLOYING CHILDREN AND YOUNG PERSONS**

When we employ children and young persons or give them work experience, we have particular duties to protect their safety, health and welfare whilst at work.

We do this by:

- Nominating senior staff members to be responsible for the young people and to identify the hazards which pose risk to young persons.
- Developing and implementing young person risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
- Explaining these assessments to the young people and their Supervisors.
- Ensuring that young persons are closely managed and supervised.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements, we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

## **EMPLOYING CHILDREN AND YOUNG PERSONS**

### **Action Plan**

**To protect children and young people who work for us or with us on work experience schemes we need to:**

1. Appoint a Manager to oversee the employment of children and young persons.
2. Assess the risks to children and young persons from our activities and the work we give them to do.
3. Consider:
  - a) The jobs they do.
  - b) The substances that they might come into contact with.
  - c) Machinery and equipment they might be asked to use.
  - d) Their lack of experience.
  - e) Their lack of appreciation of industrial risks.
  - f) Their attention span.
  - g) Their immaturity.
  - h) Exposure to toxic, carcinogenic, mutagenic and tetragenic substances.
  - i) Physical and environmental hazards.

- j) Close supervision is required.
  - k) Are their hours of work within the legal limits?
  - l) Is health surveillance required? If yes at what level?
4. Develop arrangements and procedures based on these considerations – involve the workforce.
  5. Explain these arrangements and procedures to the young workers and their parents.
  6. Explain the arrangements to our workforce. Ensure they are understood, especially by those who will be working alongside the young workers and provide further training where necessary.
  7. Keep a written record of the risk assessment, the control measures and systems of work adopted. Record details of training given.
  8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
  9. Implement the arrangements and procedures and ensure they are followed in practice.
  10. Monitor and review the operation of this procedure from time to time and after any incident causing injury or with the potential to cause injury to a young worker.
  11. Make any changes to our procedures and arrangements identified as necessary.

#### Safety Arrangement 1-7

### **LONE WORKING**

Our company has a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to employees who travel during the course of their work and those who work away from our core premises.

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of lone workers.
- Identifying situations where lone working is required which affect our employees.
- Making an assessment of the risks to members of our workforce who are or may become lone workers.
- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
- Ensuring that procedures and control measures are in place for lone working situations.
- Ensuring that identified equipment needs are met and training on their use is given.
- Ensuring that the content of the procedures and risk assessments are made available to all staff.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

## **LONE WORKING**

### **Action Plan**

**To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we need to:**

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as:
  - a) Where they work.
  - b) Are they at risk because they handle cash?
  - c) Are they at risk because they are work at a remote or hazardous location?
  - d) Are they at greater risk in the winter months?
  - e) Are they at risk from a violent client or a member of the client's family?
  - f) Are they likely to cut corners because they are not under direct supervision?
  - g) Are they at risk because of health issues?
  - h) Are they at risk because a significant part of their day is spent driving?
  - i) Are they at risk because they work exceptional hours?
  - j) Are they at risk because they do not have access to welfare or first aid facilities?
  - k) Mobile phone signals.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and
8. provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever an employee reports an accident or case of ill health attributable to working alone, make changes to the procedure identified as necessary or beneficial.

### **Safety Arrangement 1-8**

## **HEALTH AND SAFETY TRAINING**

We have a duty to protect the health, safety and welfare of our employees whilst they are at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by:

- Nominating senior staff members to manage Health and Safety training.
- Making an assessment of the risks to our workforce and others from an inadequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the management of the policy, programmes and arrangements are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be required to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

## **HEALTH AND SAFETY TRAINING**

### **Action Check List**

**In developing and implementing training policies, programmes and arrangements we need to:**

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures are adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including:
  - a) Works transport.
  - b) Electrical safety.
  - c) Mundane work.
  - d) Occasional work activities.
  - e) Training needs analyses for individuals.
6. Involve the workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review the operation of the procedures from time to time making changes identified as necessary or beneficial.



## Safety Arrangement 1-9

### HEALTH AND SAFETY OF VISITORS

We have a duty to ensure the health and safety of members of the public who come into our workplace.

We do this by:

Nominating senior staff members to identify and risk assess the workplace hazards which pose risk to visitors.

- Making an assessment of the risks to visitors.
- Providing a visitors' book to track visitors present in our premises.
- Developing visitor procedures and control measures.
- Implementing visitor procedures and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could pose new risk to visitors.
- Ensuring employees and others adhere to the contents of procedures, control measures and Safe Systems of Work.
- Providing relevant information and training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to visitors.

### HEALTH AND SAFETY OF VISITORS

#### Action Plan

**To protect visitors to our workplace we need to:**

1. Assess our work activity to identify where and when the public may be exposed to hazard and risk.
2. Identify risks that visitors might face when at our workplace.
3. Where risks to the health and safety of visitors is identified or reported, assess those risks to identify where control measures are required.
4. Identify any control measures already in place and any additional measures that may be required.
5. Consider among other issues:
  - a) Where visitors go, when they go there, why they go there and what they do when they get there.
  - b) Floor coverings
  - c) Slippery floors
  - d) Chemical hazards
  - e) Electrical hazards

- f) Condition of stairs etc
  - g) Machinery hazards.
  - h) Workplace transport.
6. Involve the workforce in making these assessments; use their experience.
  7. Develop procedures, programmes and practices for ensuring visitor safety that are tailored to our workplace.
  8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
  9. Implement the procedure and ensure that it is followed in practice.
  10. Monitor and review the operation of this procedure from time to time and whenever a visitor suffers a work related injury, making changes to the procedure identified as necessary or beneficial.

## Safety Arrangement 1-10

### HOME WORKING

We have a duty to ensure the health and safety of members of our employees that are Home Based.

### HOME WORKING

We have a duty to protect our employees from the hazards and risks which may arise when employees work from home.

We do this by:

- Nominating senior staff members to manage and reduce the risks posed from home working.
- Making an assessment of the risks arising from home working to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the policy, procedures, Safe Systems of Work and control measures relating to home working are managed by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed from home working.

### HOME WORKING

#### Action Plan

**To protect workers from the risks associated with home working we need to:**

1. When potential homeworkers are identified, assess the suitability of their job and home for 'home working'.
2. Consider:
  - a) If the designated home working area is clear from obstructions and tripping hazards.

- b) If the equipment (chair, desk, keyboard) is suitable for the user and their activities.
  - c) If equipment is ergonomically sound for the particular worker.
  - d) If sufficient storage facilities are available.
  - e) If lighting is adequate in the working area.
  - f) Is the temperature in the work area comfortable?
  - g) Is the area well ventilated?
  - h) Are all cables and plugs in use in good repair and visually acceptable?
  - i) Are all items of electrical equipment in good repair and working correctly?
  - j) Has the home worker had basic manual handling and ergonomics training?
  - k) First Aid arrangements.
  - l) Smoke alarms, fire fighting equipment and emergency escape plans.
3. Provide suitable IT equipment, some laptop and portable computers may not be
  4. suitable for home use.
  5. Make sure homeworkers are properly managed.
  6. Encourage home workers to report all accidents/incidents whilst working from home to their Supervisor as soon as practicable. Supervisors should ensure that the accident and incident report form is completed.

## Safety Arrangement 1-11

### **EMPLOYING AGENCY AND TEMPORARY STAFF**

We have a duty to ensure the health, safety and welfare of agency and temporary staff who are employed on our premises.

We do this by:

- Nominating senior staff members to liaise with recruitment agencies and coordinate the selection process of suitable, competent agency staff and temps.
- Identifying any specific risks to these temporary or agency staff whilst they are employed on our premises.
- Developing and implementing procedures and control measures necessary to protect the health and safety of temporary and agency to effectively control the risk posed.
- Assessing the abilities and health and safety of agency or temporary staff at work in the job for which we employ them.
- Ensuring that any assessment of these people is carried out by competent, trained personnel.
- Ensuring that all workers including the agency or temporary workers are aware of the procedures and measures in the event of an emergency.
- Ensuring that agency staff and temporary workers comply with our specific company rules.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to agency and temporary workers.

## **EMPLOYING AGENCY AND TEMPORARY STAFF**

### **Action Plan**

**To protect the health, safety and welfare of agency and temporary staff which we employ we need to:**

1. Liaise with the agency and set out our specific requirements including the nature of work for which agency workers are required and any specific training requirements or qualifications for agency workers.
2. Assess our work activity to identify where and when agency or temporary workers may be at risk.
3. Where risks are identified make an assessment of those risks identifying control measures that should be in place.
4. Identify the control measures already in place and the additional measures that may be required.
5. Consider among other issues:
  - a) detailed job descriptions for the employment agencies.
  - b) skill levels required.
  - c) language issues.
  - d) cultural differences.
  - e) training (job specific and induction)
  - f) supervision.
  - g) provision of personal protective equipment
6. Involve the workforce in making these assessments.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever an agency or temporary worker suffers injury or work related ill-health, making changes to the procedure identified as necessary or beneficial.

### **Safety Arrangement 1-12**

#### **SAFE SYSTEMS OF WORK**

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement Safe Systems of Work.
- Identifying where Safe Systems of Work are required.
- Developing Safe Systems of Work to effectively control the work activities within our work premises.

- Communicating the Safe Systems of Work to applicable employees.
- Ensuring that Safe Systems of Work are created by competent, trained personnel.
- Providing training on the Safe System to the workforce.
- Regular checks to ensure that the Systems are being followed.
- Reviewing our systems.

## **SAFE SYSTEMS OF WORK**

### **Action Plan**

**To ensure that adequate Safe Systems of Work are in place for employees to follow we need to:**

1. Appoint and train sufficient numbers of staff in the creation of the Safe System of Work.
2. Systematically identify the areas where a Safe System of Work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the Safe System of Work and ideally display it at the work site where the work takes place.
6. Implement the System and ensure employees understand it. Provide training where necessary.
7. When developing and implementing Safe Systems of Work we should involve Managers and workers in the task being assessed.
8. Review Safe Systems of Work on a regular basis or when situations change.

### **Safety Arrangement 1-13**

## **ACTION ON ENFORCEMENT AUTHORITY REPORTS**

We recognise the benefits that will accrue from early action following receipt of reports from the Enforcement Authority in regard to health safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to action such reports. We have done this by:

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of Enforcement Authorities.
- Providing adequate resources either financial or human to be able to meet the requirements of the Enforcing Authority.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

## **ACTION ON ENFORCEMENT AUTHORITY REPORTS**

### **Action Plan**

**In order to meet our legal obligations to provide adequate health and safety information to employees we need to:**

1. Identify a person who will coordinate actions required to meet the requirements of Enforcement Authorities.

2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

## Safety Arrangement 1-14

### **EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE**

We recognise the benefits that will accrue from planned and carefully considered arrangements in regard to the equal treatment of all people and health, safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to successfully manage disability in the workplace.

We have done this by:

- Linking with the Equality and Diversity lead who will co-ordinate actions.
- Providing adequate resources either financial or human to be able to reasonable adjustments to our workplace(s)
- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

### **EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE**

#### **Action Plan**

**In order to meet our legal obligations to avoid disability discrimination to employees we need to:**

1. Link with HR team who will coordinate actions required to meet the requirements of legislation that requires us to treat all people equally.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.

5. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

## Safety Arrangement 1-15

### **HEALTH AND SAFETY INFORMATION FOR EMPLOYEES**

We recognise the benefits that will accrue from the provision of effective information regarding health safety and welfare activities to our employees. To obtain these benefits we have recognised the need for an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by:

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

### **HEALTH AND SAFETY INFORMATION FOR EMPLOYEES**

#### **Action Plan**

**In order to meet our legal obligations to provide adequate health and safety information to employees we need to:**

1. Identify a person to take responsibility for ensuring that adequate information is provided to employees.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Identify the most effective methods by which information will be circulated to the employees.
6. Display the required health and safety 'What you should know' poster and complete the information on the poster.
7. Provide information to our employees in regard to their responsibilities and essential safety rules.
8. Explain to our workers, supervisors and managers the nature of our arrangements for managing health, safety and welfare.
9. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.

10. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

## Safety Arrangement 1-16

### **FIRE SAFETY – ARRANGEMENTS AND PROCEDURES**

We have a legal duty to implement and maintain a fire safety programme, for assessing and controlling the risks from an outbreak of fire and for the provision of fire warnings, fire fighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of:

- Nominating a 'responsible person' to coordinate fire and emergency arrangements and take responsibility for the completion and regular review of a Fire Risk assessment.
- Identifying fire risks and potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk
- Assessment and emergency plan
- Implementing procedures and control measures to mitigate the risks posed.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing Safe Systems of Work to reduce the potential incidence of fire and emergency situations.
- Adequate provision of tested and inspected fire fighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the Fire Risk Assessment and on the use of any fire fighting equipment provided.
- Reviewing our system.

### **FIRE SAFETY - ARRANGEMENTS AND PROCEDURES**

#### **Action Plan**

**To protect workers and others from the risk of fire we need to develop a comprehensive fire safety programme. We need to:**

1. Nominate and train a person to be our competent and Responsible Person for fire safety matters.
2. Prepare and maintain an up to date fire risk assessment in respect of our premises and processes. If we have hazards which make our premises high fire risk we will need to get assistance from experts.
3. Provide and maintain (record details) sufficient and suitable fire alarm systems, means of escape, fire fighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in the event of a fire or other emergency.



5. Where appropriate consult with the Fire Service in making these provisions and in developing our site specific arrangements and procedures.
6. Consider:
  - a) Fire prevention. Storage of flammables, waste disposal, open flames etc.
  - b) Potential sources of ignition including use of flammable substances and process related fire hazards.
  - c) Maintenance of fire alarms, smoke detectors, automatic door closers.
  - d) Maintenance of fire doors and escape routes.
  - e) Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
  - f) Maintenance of fire extinguishers and fire fighting equipment.
  - g) Liaison with fire service and assisting the fire service in the event of a fire.
  - h) Providing and maintaining fire safety signs and notices.
  - i) Record keeping.
  - j) Safe means of shutting down electric, gas and fuel supplies.
7. Always purchase robust equipment suitable for our intended use.
8. Explain the Fire Safety Programme, Arrangements and Procedures to our Managers, Supervisors, workforce and any other people who need to know what they are; landlords, neighbours, visitors, residents etc. Ensure they are understood.
9. Provide training where required and information for staff nominated with responsibilities.
10. Implement the Programme and ensure that it is followed in practice.
11. Carry out fire alarm and evacuation drills to check that the Programme works in practice.
12. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

## Safety Arrangement 1-17

### **FIRST AID**

We have a duty to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a Senior Manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our business at our workplace and for travelling staff.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.

- Providing adequate numbers of trained personnel to be available at all times during business hours.
- Providing and maintaining sufficient quantities of first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

## **FIRST AID**

### **Action Plan**

**To ensure that we meet our obligations to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities we need to take the following action:**

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including:
  - a) The likely severity of foreseeable work-related accidents.
  - b) The number of people likely to be in the workplace.
  - c) The nature of health and safety risks at the workplace.
  - d) The location and accessibility of the workplace.
  - e) Whether the need is for trained first aiders or appointed persons.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people known to all workers, Supervisors and Managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace.
10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

### **Safety Arrangement 1-18**

## **WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT**

We are obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our workforce whilst they are at work. This includes a duty to provide restrooms where work is arduous or conducted in a hostile environment and for the welfare of new and expectant mothers.

We do this by:

- Nominating senior staff members to oversee our provision and maintenance of welfare facilities and a safe working environment.
- Maintaining our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
- Implementing housekeeping, cleaning and maintenance regimes.
- Providing and recording relevant instruction and training.
- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

## **WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT**

### **Action Plan**

**To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment for our workforce we need to:**

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.
2. Assess the specific welfare arrangements, including rest rooms and catering areas that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.
3. Consider among other relevant issues:
  - a) our worksite, the condition of the buildings
  - b) temperature, ventilation and lighting in the workplace
  - c) the use of chemical, biological and radiological substances
  - d) the condition of floors, walls and ceilings
  - e) traffic routes
  - f) sanitary and washing facilities
  - g) clothing accommodation, changing rooms and rest rooms
  - h) drinking water and the means for making hot drinks and heating food
  - i) workers in isolated locations
  - j) the needs of nursing and expectant mothers
  - k) the heating and cleaning of rest rooms and welfare facilities.
4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.
5. Keep a written record of significant assessments, actions identified and taken.
6. Provide information and any necessary training to employees, Managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.

7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

## Safety Arrangement 1-19

### **HOUSEKEEPING and CLEANING**

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises by keeping it in a clean, tidy and sanitary condition.

We do this by:

- Nominating senior staff members to oversee the provision and management of housekeeping facilities and arrangements. Where necessary, making a risk assessment of the risks posed to our workforce and others from housekeeping activities.
- Developing and implementing cleaning procedures and associated safe systems of work where required.
- Ensuring that competent, trained personnel undertake the management of the policy, cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies and procedures.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of our arrangements; to ensure that the workplace is kept clean and that our cleaning arrangements are adequate.
- Employees and others adhering to the contents of the procedures and safe systems of work.

### **HOUSEKEEPING and CLEANING**

#### **Action Check List**

**To ensure that we keep our workplace tidy and in a clean, sanitary condition we need to:**

1. Assess all areas of the workplace and work activities to determine the cleaning requirements for each area.
2. Devise and implement cleaning plans and schedules for each area, specifying and recording them.
3. In devising these plans consider issues including:
  - a) Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.
  - b) The contaminant and the most appropriate method for cleaning; vacuum cleaning is better than sweeping
  - c) Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.
  - d) The source of the contaminant - can it be contained other than by cleaning?
  - e) The frequency of and best time of day for cleaning.

- f) Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.
  - g) Warning signs.
  - h) Hazards associated with chemical cleaners.
  - i) Cleaning around potentially hazardous equipment.
  - j) Procedures for cleaning hazardous equipment.
4. Involve the workforce in making these assessments of our needs.
  5. Explain these arrangements to the cleaning team, the workforce, their Supervisors and Managers. Ensure they are understood. Provide and record training where necessary.
  6. Resource and implement the procedures ensuring that they are followed in practice.
  7. Make sure Managers understand the requirements.
  8. Monitor the implementation and continuing effectiveness of our procedures to ensure that our workplace is being cleaned properly and adequately.
  9. Amend our systems and procedures as necessary in the light of operational experience.

## Safety Arrangement 1-20

### **BUILDING SERVICES**

We have a duty to protect our employees and others from the risks of injury if adequate controls are not in place and maintained for basic building services such as gas, electricity, oil, telephones, clean and waste water.

We do this by:

- Nominating senior staff members to reduce the risks posed by the services.
- Making an assessment of the risks from the services to our workforce and others.
- Developing and implementing sufficient control measures to identify all of the major services in the workplace e.g. gas, electricity, water etc
- Ensuring that the management of the control measures relating to services are undertaken by competent, trained personnel
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from building services.

### **BUILDING SERVICES**

#### **Action Check List**

**To protect workers from risks posed from building services we should have:**

1. Identified where and when workers or the public may be exposed to the risks from building services.
2. Identified the control measures already in place and any additional measures that may be required.
3. Considered issues including:

- a) The identification of all major services.
  - b) A suitable and sufficient safe system of isolation.
  - c) The presentation of this information (a simple plan located alongside any emergency alarm evacuation control zone panel etc.).
  - d) Ensuring the emergency services can be made aware of this information.
  - e) Is all gas work carried out by a competent person, with membership of an approved trade association?
  - f) In Great Britain this is the Gas Safe™ Register. ii. In the Republic of Ireland this is the Register of Gas Installers of Ireland (RGI) scheme. iii. Elsewhere gas engineers should be registered with GasSafe™.
  - g) Is all electrical work carried out by a competent person, with membership of a recognised electrical trade association?
4. Made sure that Managers and Supervisors understand the procedures and arrangements. Considered whether they need any training.
  5. Explained our system and arrangements to the workforce. Ensured they are understood and provide further training where necessary.
  6. Implemented the procedure and ensure that it is followed in practice.
  7. Monitored and reviewed the operation of this procedure from time to time and made changes to the procedure identified as necessary or beneficial.

## Safety Arrangement 1-21

### **CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE**

We have a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our workforce and any others who might be affected are not at risk to their health, safety or welfare.

We do this by:

- Nominating senior staff members to control the disposal of waste, both hazardous and non-hazardous wastes, from our work premises to minimise the risk posed.
- Assessing the risks to our workers from the handling and disposal of waste.
- Developing and implementing policies, procedures, Safe Systems of Work and control measures relevant to the control of waste including measures necessary to ensure compliance with environmental legislation.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Employees and others adhering to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of waste, hazardous and non-hazardous, without risks to health or safety.

## **CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE**

### **Action Plan**

**To ensure our workforce and any others who might be affected are not at risk to their health, safety or welfare from the way we dispose of hazardous and non-hazardous waste materials and products we need to:**

1. Identify where we create waste and rubbish during the course of our business.
2. Assess the hazard that the waste materials may present to people at work and others and the risks they face from it.
3. Identify hazardous and controlled wastes.
4. Consider issues relevant to our workplace including:
  - a) Whether the waste is particularly hazardous because it is a classified chemical substance.
  - b) Whether the waste is hazardous because it is or contains biological agents.
  - c) Whether the waste is hazardous because it is sharp, heavy or flammable.
  - d) How is it stored in the workplace?
  - e) How is it moved about the workplace?
  - f) How is it stored outside the premises? Is it secure? Can the public gain access?
  - g) Is the way we store waste an invitation to an arsonist?
  - h) How can we make the process easier and safer for our workers?
5. Consider how environmental legislation and requirements might impact on health and safety procedures and how the waste is disposed of.
6. Involve workers in developing a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time making changes to the procedure identified as necessary or beneficial.

### **Safety Arrangement 1-22**

#### **ACCESS, EXIT, STAIRS AND FLOORS**

We have a duty to protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to badly maintained access and exit routes, stairs and floors.

We do this by:

- Nominating senior staff members to be responsible for monitoring and reducing incidents occurring as a result of incidents involving access and egress facilities, including stairs and floors etc.
- Making an assessment of the risks from incidents involving access and egress facilities, including stairs and floors etc.
- Developing and implementing control measures, policies and Safe Systems of Work. Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to slips, trips and falls are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage these risks.

## **ACCESS, EXIT, STAIRS AND FLOORS**

### **Action Plan**

**To protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to slips, trips and falls we need to:**

1. Consider the nature of our premises and the way we work to identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling.
2. Identify the control measures already in place and any additional measures that may be required.
3. Consider issues including:
  - a) Steep stairs, handrails.
  - b) Ramps
  - c) Changes in floor levels
  - d) Potholes in floors and yard areas.
  - e) Blind corners
  - f) Wet and slippery floors
  - g) Highly polished floors
  - h) Trailing cables.
  - i) Rubbish.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
6. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
7. Implement the procedure and ensure that it is followed in practice.



8. Monitor and review the operation of this procedure from time to time and after any incident involving access, egress, stairs or floors, making changes to the procedure identified as necessary or beneficial.
9. Advice and guidance on the control of access, egress, stairs and floors can be found in Guidance Note 3-9.

## Safety Arrangement 1-23

### **PREMISES**

We have a duty to protect our employees and others from the hazards and risks posed by entering our premises and to ensure that our facilities are provided and maintained to an acceptable standard.

We do this by:

- Nominating senior staff members to reduce the risks posed by work in or by use of our facilities.
- Making an assessment of the risks arising from working on our premises to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to our premises are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed.

### **PREMISES**

#### **Action Check List**

**To protect workers and others from the risks associated with our premises we should have:**

1. Completed out a general risk assessment of the facility identifying any hazards that the premises may pose to our employees.
2. Considered:
  - a) Work space – ensuring employees can carry out their tasks without obstruction.
  - b) Sanitary conveniences and washing facilities – must be available within close proximity to the workforce and determined by the number of employees.
  - c) Windows and doors – ensuring these do not pose an obstruction or vision problem.
  - d) Rest areas - provision for employees to be able to eat and drink away from working areas.
3. Provided clean sanitary facilities, a supply of drinking water and rest areas for staff appropriate to the numbers of employees in our workplaces.
4. Ensured that a fire risk assessment has been made and recorded,

5. Arranged for routine testing of the fire alarm system and emergency lighting; ensuring that this is documented.
6. Identified any asbestos present in the premises and maintain an asbestos register seeking remediation treatment where necessary.
7. Ensured all our insurance liability policies are current and suitable for the premises.
8. Ensured glazing in high risk areas is of a safety material or protected against breakage.
9. Considered pedestrian segregation from vehicles, with clearly identified walkways as a means of ensuring pedestrian safety.
10. Implemented a suitable housekeeping regime that reduces the likelihood of slip, trip and fall hazards occurring on our premises.

## Safety Arrangement 1-24

### **ELECTRICAL SAFETY**

We have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances. We do this by:

- Nominating senior staff members to ensure the safety of our electrical installation equipment and portable appliances.
- Making an assessment of the risks from electrical installations, fixed equipment and portable appliances.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

### **ELECTRICAL SAFETY**

#### **Action Check List**

**To protect workers and others from the risks from using fixed and portable electrical equipment we need to:**

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.
2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:

- a) The competence of employees or contractors who install or maintain electrical equipment.
  - b) Inspection of fixed electrical installations as prescribed by the IEE Wiring Regulations (17th edition) BS 7671.
  - c) The maintenance of electrical installations between inspections.
  - d) The maintenance and inspection of portable electrical equipment.
  - e) Using battery powered hand tools.
  - f) Whether hydraulic or pneumatic tools might be safer.
  - g) Reducing the operating voltage.
  - h) Residual current devices.
  - i) Use in flammable or explosive areas; use in wet and adverse conditions.
  - j) Equipment used by mobile workers.
  - k) Use of trailing cables.
4. Purchase robust equipment suitable for the environment in which it is to be used.
  5. Arrange for the routine testing and inspection of portable electrical equipment.
  6. Develop a procedure based on these considerations.
  7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
  8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
  9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
  10. Implement the procedure and ensure that it is followed in practice.
  11. Monitor and review the operation of this procedure from time to time and after any electrical incident, making changes identified as beneficial or necessary.

## Safety Arrangement 1-25

### **THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT**

We have a duty to protect our employees and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.

- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

## **THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT**

### **Action Check List**

#### **To protect workers and others from the risks from work equipment we need to:**

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from our use of existing equipment.
2. Consider the implications for the health and safety of our workforce when purchasing or looking to purchase new equipment.
3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
4. Consider relevant issues including:
  - a) What risks to health and safety might be created?
  - b) Do any parts look dangerous?
  - c) Do the guards adequately protect against the risk? Do they conform to the current BS, IS or EN standard?
  - d) Do fumes or dust escape from the equipment?
  - e) Is it used in flammable or explosive areas or in wet and adverse conditions? Is it designed and protected for such use?
  - f) Can you understand the controls? Are they in English?
  - g) Is it excessively noisy or is there excessive vibration?
  - h) Are there any special maintenance requirements?
  - i) Are parts that need maintenance easily accessible?
  - j) Does any part get very hot or cold?
  - k) Are there any live electrical parts exposed?
  - l) Are the supplied manufacturer's instructions clear and comprehensive?
5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.
6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
7. Implement the procedures and arrangements making sure that Managers and Supervisors understand them. Consider whether they need any training.

8. Explain our procedures and arrangements to our workforce. Ensure they are understood and followed in practice. Provide training where necessary.
9. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

## Safety Arrangement 1-26

### **OFFICE EQUIPMENT**

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of office equipment.
- Making an assessment of the risks from our use of office equipment.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that office equipment is properly maintained.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

### **OFFICE EQUIPMENT**

#### **Action Check List**

**To protect workers and others from the risks of using office equipment we need to:**

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of office equipment.
2. Assess the risks from that use of office equipment, identifying control measures already in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
  - a) The competence and training of workers who use office equipment.
  - b) Who does what when the equipment goes wrong?
  - c) Are any young workers likely to use office equipment? Are any special precautions needed?
  - d) Are manufacturers' instructions followed?
  - e) The maintenance of office equipment.
  - f) The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which we require it to be used.
5. Develop a procedure based on these considerations.

6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements.
8. Consider whether they need any training.
9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

## Safety Arrangement 1-27

### **SLIPS, TRIPS AND FALLS**

We have a duty to protect our workers and others visiting our premises from the risks of slipping, tripping and falling.

We meet this duty by:

- Nominating senior staff members to be responsible for monitoring and improving workplace pedestrian safety.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for the purpose, that they are routinely maintained and checked.
- Ensuring that any risk assessments or safety inspections are carried out by competent and trained personnel.
- Adhering to our risk assessments, procedures and control measures.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements to ensure that arrangements we have made remain sufficient to control the potential risk.

### **SLIPS, TRIPS AND FALLS**

#### **Action Check List**

**To protect our workforce and others who visit our premises from the risk of accidents caused by slips, trips and falls we need to:**

1. Identify where on our worksite there are potential areas for slips, trips or falls accidents.
2. Assess the hazards in each of those areas and the risks that people at work and others may face.
3. Identify existing controls and any additional measures that we should be taking.
4. Consider issues including:
  - a) Floor surfaces.

- b) The environment.
  - c) Footwear.
  - d) Contamination.
  - e) Obstacles and obstructions.
  - f) Cleaning regimes.
  - g) People – human factors.
5. Involve workers in developing a procedure or arrangements based on these considerations.
  6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
  7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
  8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
  9. Implement the procedure and ensure that it is followed in practice.
  10. Monitor and review the operation of this procedure from time to time and after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping and falling on our premises or while at work making changes identified as necessary or beneficial.

## Safety Arrangement 1-28

### **SPECIAL EVENTS**

When we organise functions we have a duty to protect our own workforce and others from the hazards and risks that are present; these will vary according to the type of function and its location.

We do this by:

- Nominating senior staff members to coordinate and be in overall control of health, safety and welfare at each function that we organise.
- Making an assessment of the risks at and from each function that we organise.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the development and management of the policy, procedures, Safe Systems of Work and control measures are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks at functions.
- See separate events policy on the policy zone.

## **SPECIAL EVENTS**

### **Action Check List**

**To protect the health, safety and welfare of both our own workforce and others from the hazards and risks that are present when a function is organised we need to:**

1. Assess our work activity to identify where and when workers or the public may be exposed to risk at each function we organise.
2. Consider the arrangements we have in place to protect the health, safety and welfare of our workforce and others from the risks involved in organizing functions.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider:
  - a) risks due to the location. Steep slopes, steps, water hazards etc.
  - b) electrical safety especially where temporary arrangements are made.
  - c) cleanliness procedures for both permanent and temporary workers.
  - d) equipment hazards to staff (cuts, electric shock etc.).
  - e) manual handling capabilities.
  - f) slips, trips and falls.
  - g) training of staff, permanent and temporary (use of machinery, first aid and fire procedures).
  - h) young and temporary workers
  - i) establishing a Safe System of Work for activities at each function.
  - j) Keep a written record of significant risk assessments and the control measures and systems of work adopted.
  - k) Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
  - l) Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
  - m) Implement the procedure and ensure that it is followed in practice.
  - n) Monitor and review the operation of this procedure from time to time and after any injury or incident, making changes to the procedure identified as necessary or beneficial.
  - o) Also refer to separate events policy on the policy zone.

### **Safety Arrangement 1-29**

## **WORK AT HEIGHT**

We have a duty to ensure the health, safety and welfare of our employees and others against the risks involved in working at height.

We do this by:

- Nominating senior staff members to be responsible for identifying and managing work at height.



- Assessing the risks to our workers and others from the risks involved in working at height. Wherever possible we avoid the need to work at height by complying with the hierarchy of controls specified in legislation.
- Where we cannot avoid work at height we develop and implement procedures, control measures and Safe Systems of Work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Following our risk assessments, procedures, control measures and Safe Systems of Work in practice.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from work at height.

## **WORK AT HEIGHT**

### **Action Check List**

**To ensure the safety of our employees and others whilst working in areas where they could be at risk because they are working at height we need to;**

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk due to work at height and wherever possible avoiding the need to work at height.
2. Where work at height cannot be avoided and a risk is identified complete a risk assessment for the task.
3. Involve the workforce in these assessments and in the identification of control measures to eliminate or reduce risk. Liaise with clients and others where necessary.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues:
  - a) All work above ground where there is a risk of falling.
  - b) Occasional job tasks as well as routine tasks.
  - c) Does the work have to be done at height?
  - d) Use of appropriate access equipment.
  - e) Weather conditions.
  - f) Competency of workers.
  - g) Condition of ladders and access equipment.
  - h) Unexpected tasks e.g. leaking roof, overflowing gutter.
  - i) Safety nets.

- j) Personal protective systems.
- 6. Develop procedures, programmes and practices tailored to our workplace.
- 7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
- 8. Explain these arrangements to the workforce. Ensure they are understood and provide training where necessary.
- 9. Implement the procedure and ensure that it is followed in practice.
- 10. Monitor and review the operation of this procedure from time to time and following any injury due to work at height, making changes to the procedure identified as necessary or beneficial.

### Safety Arrangement 1-30

#### **OCCUPATIONAL ROAD SAFETY**

We have a duty to continue to manage, so- far as we can, the health, safety and welfare of our workforce when they are away from our premises and travelling in the course of their work. We do this by:

- Nominating senior staff members to identify and manage the potential hazards to our workforce when driving in the course of our business.
- Assessing the risks to our workforce from driving in the course of our business.
- Developing and implementing policies and procedures.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained at their specified service intervals or when faults are identified.
- Ensuring that all vehicles are properly insured, taxed and Ministry of Transport tested, prior to road use.
- Ensuring that any risk assessments are undertaken by competent and trained personnel.
- Employees and Supervisors following our policies and procedures.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with occupational road use.

#### **OCCUPATIONAL ROAD SAFETY**

##### **Action Check List**

**To ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety we need to:**

1. Assess our work activity to identify where and when workers may be exposed to hazards and risks on account of occupational road use.
2. Assess specific occupational road use risks to our workforce.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.

4. Identify the control measures already in place and any additional measures that may be required. Refer to government and road safety organisations' published guidance.
5. Consider among other issues:
  - a) Working Time regulations.
  - b) The positioning and security of loads – in cars and vans
  - c) The length of the working day when hours driving to and from a job, visit, training course etc. is added to the time spent on the task.
  - d) Schedules that don't require excessive speed and allow time for rest breaks. e. Weather conditions.
  - e) Allowance for rest breaks.
  - f) Policy on overnight stays.
  - g) Suitability of vehicles.
  - h) Vehicle maintenance.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident or injury related to occupational road use, making changes to the procedure identified as necessary or beneficial.
11. Advice and guidance on occupational road safety can be found in Guidance Note 4-31.

## Safety Arrangement 1-31

### **MANUAL HANDLING**

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises from the risks present in manual handling activities.

We do this by:

- Nominating senior staff members to manage and identify load or lifting hazards.
- Making an assessment of the risks from manual handling to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations in the course of our business.
- Ensuring that any Manual Handling Risk Assessments are undertaken by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.

- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for reassessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording job-based training for employees with manual handling tasks.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

## **MANUAL HANDLING**

### **Action Check List**

**To protect our workforce and others from the risk of injury while manual handling loads we need to;**

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated Manager to lead the process.
3. Consider:
  - a) What we have to move - its size and shape.
  - b) The weight.
  - c) The frequency.
  - d) Which of our workforce is involved? Do some handle loads more frequently than others?
  - e) Can we reduce the need for movement? Are there mechanical aids we could use?
  - f) Can we use them?
  - g) Can we adapt our processes to reduce the risk?
  - h) Have our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
  - i) Where team lifting is employed have the workers been trained in the same system?
  - j) Are the floors suitable and maintained for the work that goes on?
  - k) Are there extremes of temperature?
  - l) Are any groups or individual workers at particular risk?
  - m) Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.

9. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary
10. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health on account of manual handling at work report, to the enforcing authorities, those cases that fall into a reportable category.

## Safety Arrangement 1-32

### **DISPLAY SCREEN EQUIPMENT**

We have a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment (DSE).

We do this by:

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.
- Assessing the risks from display screen equipment to each member of our workforce who uses them.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to the use of display screen equipment are undertaken by competent, trained personnel.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from display screen equipment.

### **DISPLAY SCREEN EQUIPMENT**

#### **Action Check List**

**To protect workers from the risks from display screen equipment we need to:**

1. Appoint a member or members of staff and train them to become a competent assessor for display screen equipment.
2. Assess our work activity to identify where and when workers use display screen equipment.
3. Ensure all display screen users complete a Self-Assessment Questionnaire which can be found in Guidance Note 5-11.
4. Identify any workers with health issues that make them particularly susceptible to problems in using display screen equipment.
5. Identify the control measures already in place and any additional measures that may be required.
6. Consider the issues, including:
  - a) Furniture
  - b) Screen size

- c) Lighting; reflections and glare
  - d) Rest breaks; rotating work activity
  - e) Eye sight tests
  - f) Home and off-site users of display screen equipment
  - g) Self-assessments and follow-up.
7. Keep a written record of all risk assessments, whether self-assessments or assessments by trained assessors and the control measures and systems of work adopted.
  8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
  9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
  10. Implement the procedure and ensure that it is followed in practice.
  11. Report any incidence of reportable ill health caused by the use of display screen equipment to the Enforcing Authorities.
  12. Monitor and review the operation of this procedure from time to time and whenever an employee develops a display screen equipment related illness, make changes to the procedure identified as necessary or beneficial.

### Safety Arrangement 1-33

#### **STRESS IN THE WORKPLACE**

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by:

- Nominating senior staff members to consider and manage the issue of work related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise symptoms of work related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.

#### **STRESS IN THE WORKPLACE**

##### **Action Check List**

## **To protect our workforce from ill health caused by work related stress we need to:**

1. Assess our work activities to identify where and when workers or others may experience unacceptable levels of work related stress.
2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work related stress.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice.
5. Consider among other issues:
  - a) The outward signs of stress:
    - i. emotional. Fatigue, anxiety, poor motivation in general.
    - ii. cognitive. Making mistakes, having accidents.
    - iii. behavioural. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.
    - iv. physiological, Increased complaints about health - headaches, dizziness etc.
  - b) Stress risks assessments.
  - c) Support to an employee who is experiencing stress whether work related or not e.g.
  - d) following a bereavement or separation.
  - e) The effect of new or changed roles without adequate training.
  - f) The effect of poor communication during times of change
  - g) Excessive workloads, long working hours, unsocial hours.
  - h) Working alone
  - i) Employees having to cover for the poor performance or attendance of colleagues.
  - j) Do employees have developmental opportunities.
  - k) Bullying and harassment by Managers, Supervisors and colleagues.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the policy and procedure and ensure that it is followed in practice.
10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Safety Arrangement 1-34

## **CONTRACTOR CONTROL AND MANAGEMENT**

To enhance the safety of our workforce and others, we implement effective methods to reduce the risks presented by the use of contractors and subcontractors.

We ascertain the competence of contractors and subcontractors and ensure our employees and others are adequately protected from the risks posed by situations where these groups are engaged and put systems into place to achieve this.

We do this by:

- Nominating senior staff members to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site specific company rules.
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied (**Safety Records**).
- Reviewing our own and contractors' systems.

## **CONTRACTOR CONTROL AND MANAGEMENT**

### **Action Check List**

**To ensure the safety of our employees and others when we have contractors working on our premises we need to be sure of their ability to control of health and safety from their work. We need to:**

1. Assess the hazards and risks to our workforce that may be created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve the workforce and the contractors in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published Standards, etc.
5. Consider among other issues:
  - a) What will the contractor be doing? Where will they be doing it and when?
  - b) Does this put any of our staff at risk? Will our processes put the contractor or their staff at risk?
  - c) Should the contractor work only when our workforce is not present?
  - d) What knowledge do we have of the contractor's ability to manage health and safety?



- e) Do we need to ask them to complete a pre-contract questionnaire or a method statement for the work?
  - f) Will they provide their own equipment - do they expect to use any of ours?
  - g) Will any plant they bring on site present risk to our workforce?
  - h) Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
  - i) Are their workers trained and competent?
  - j) Will the contractor's workers understand our rules, instructions and signs?
  - k) How well the contractor manages staff working on our site.
6. Develop procedures, programmes and practices for the times when contractors are working on our premises.
  7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
  8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
  9. Implement the procedure and ensure that it is followed in practice.
  10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.