



Health and Safety

Pathways Skills Academy

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Introduction

Pathways Skills Academy (PSA) recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 for the health, safety and welfare of employees and contractors.

The declared Policy of the Company is to achieve and maintain a safe and healthy environment for all employees and others who may be affected by the company's operations.

Health & Safety Policy Statement

PSA takes all reasonable measures to ensure the health, safety and welfare of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting others who may be affected by our works.

All employees are issued with a copy of the Company's Health and Safety Policy and a copy is available at PSA's offices. The Policy is constantly updated in line with new legislation and Company Policy. The Company undertakes training programmes to advise of statutory and Company revisions to health and safety arrangements.

PSA notifies all persons who are employed by PSA, sub-contracted to PSA, visiting PSA premises, sites of operation or to whom PSA owes a duty of care, to co-operate with and conform to the Safety Policy of the Company.

Clive Coote as The Company Director has overall responsibilities for Health, Safety and Welfare but all employees are made aware of their responsibilities with regards to their health, safety and welfare and to those under their control. PSA will ensure that welfare facilities including first aid boxes are available to all employees and contractors. In some cases, PSA may undertake to co-ordinate its activities with those facilities provided by the host client.

Planning

A copy of the Policy Statement will be given to all members of staff on joining and after it has been reviewed or revised.

The Safety Policy and responsibilities shall be explained to all employees upon commencement of employment and following any material changes to its contents. Prior to commencement, all activities shall be assessed for risk and where appropriate method statements produced. These shall be communicated to employees during induction training and toolbox talks as necessary.

Monitoring of this policy will be undertaken by the Company Director and Supervisors as indicated in their individual responsibilities.

This Health and Safety Policy will be formally reviewed every 12 months or before by the Company Director.

Alterations that become necessary between review dates will be communicated to all employees by memorandum or site instructions as appropriate. Any alteration will be incorporated fully at the next routine review.

The issue of Health and Safety Policy and any amendments shall be made solely by the Company Director.

Responsibilities

Primary responsibility for health and safety lies with the Company Director. It is fundamental to this policy that safety shall be managed at all levels of employment.

The organisation comprises of the company's statement of responsibilities for the following positions.

1. Managing Director responsible for Health & Safety
2. Health & Safety Consultant
3. Roofing Instructor
4. Accounts Administrator
5. Office Staff
6. Trainers
7. Manufacturers
8. Visitors
9. Students

Managing Director Responsibilities: -

- The provision of adequate resources to secure compliance with the requirements of the Health and Safety Policy at all places of work.
- Setting a personal example and acknowledging suggestions for improvement in safety organisation where and when appropriate.
- When appropriate, initiating disciplinary action against employees who have failed to comply with their duties under the Health and Safety Policy or statutory requirements.
- Discussing with staff all accidents and any other matters, which may affect the company in respect of health and safety.

PSA's Responsibilities - The responsibility of PSA is to monitor, revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation. To assist in discharging the employer's duties (Regulation 7 of Management of Health and Safety at Work Regulations 1999) PSA will help to develop the company health and safety culture and enhance the health and safety knowledge retained by employees.

In addition, PSA will undertake to perform those duties laid out below when requested or should the necessity arise: -

- To advise management at all levels on the implementation of health and safety, i.e., relevant legislation, Codes of Practices (HSG65) and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplace the health and safety performance of employees and to report back to the Director on such inspections.
- To advise on and prepare, if requested, health and safety documentation.
- To prepare statistical analysis in accidents and causation classification, with recommendations and preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which PSA may be involved.

- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and always strive to achieve with the co-operation of the management, compliance with current legislation.
- To advise on fire precautions, signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 2013.
- To give guidance on training required ensuring continued competency and, if requested, producing and undertaking training programme.
- Undertake noise surveys when requested to ensure the compliance with the Control of Noise at Work Regulations 2005.

Office Staff Responsibilities Include:-

- To have an adequate knowledge of the Company Health and Safety Policy
- To have knowledge of the company procedures in the event of a fire or other emergency.
- To be aware of the first aid arrangements
- To ensure that their work area and the floor space around it is kept free of rubbish and other tripping hazards.
- To report any believed hazards to management to enable the appropriate remedial action to be taken.
- To ensure that there are no unauthorized repairs to any office electrical equipment.
- To undertake such health and safety training as considered necessary by the company.
- To co-operate with the company on all issues relating to health and safety.

Employees Responsibilities include: -

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc. Act 1974. These include the following in particular: -

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of any other persons who may be affected by their acts or omissions while at work.
- With regards to any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by PSA, and that provision is made in the

Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.

- All equipment should be fitted with safety devices or cut outs, and these should never be bypassed. All equipment has been tested and supplied in accordance with current legislation. Defects in plant, equipment and tools must be reported immediately.
- Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, so that heat, light and ventilation are adequate.
- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Supervisor or Manager and ensure that no work is carried out in the hazard area or with the faulty equipment until the hazard has been cleared.
- All injuries to yourself must be reported to the competent and/or qualified first aider immediately. Details are also to be entered in the accident book.

Manufacturers Responsibilities - All manufacturers' trainers will be expected to comply with the company's policy for health & safety and welfare and must ensure that their own policy, where applicable is made available whilst training is carried out.

- Provide a risk assessment and, where applicable, site-specific method statements for their work activities to the PSA.
- All work must be carried out in accordance with the relevant statutory provisions and considering the safety of others on the site and the public.
- The manufacturer will ensure that their delegates receive adequate information, training and supervision.
- Manufacturers delegates are not permitted to use or interfere with any plant or equipment unless authorised.
- All plant and equipment brought onto site by the manufacturer must be safe and in good condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought into the centre, unless no such low voltage equipment is available. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- Ensure that all portable electrical equipment has been inspected and tested by a competent person in accordance with the Electricity at Work Regulations 1989.
- Observing their statutory duty to report accidents and dangerous occurrence arising from their operations, to immediately inform, PSA of any such incident, and to co-operate fully with the safety consultants and the Health and Safety Executive (HSE) with any investigation being carried out.
- Any material or substance brought into the centre which has health, fire or explosion risks must be used and stored in accordance with the appropriate risk assessment. Information from such risk assessments must be provided, when requested.

- Manufacturers and delegates are particularly asked to note that workplace must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- Carrying out their operations in accordance with the requirement of relevant legislation Approved Codes of Practice, British Standards, etc. and where applicable, seek the guidance of the person appointed by them to provide health and safety assistance as required by the Management of Health and Safety at Work regulations 1999.

Arrangements

Planning Procedures & Risk Assessments - PSA will carry out on-going risk assessments to identify hazards in operations in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant regulations. The risks and controls to be implemented will be communicated to all staff.

This procedure will be continuous, and assessments will be updated as required by situations or statutory requirements.

Method Statements and Risk Assessments will be requested from contractors prior to operations commencing on site to ensure that hazards are fully considered and controlled. Risk Assessments will be undertaken with an aim of eliminating the hazard in the first instance but where this is not possible then the risk(s) will be lowered as far as is reasonably practicable.

Assessments will consider the risk to employees, students, contractors and the public and controls, once implemented will be reviewed on a regular basis.

Risk Assessment - It is important to define the following terms:

HAZARD = The potential to do harm

RISK = Expresses both the likelihood that harm from a particular hazard will be realised, and its severity.

Risk assessments have three key factors: -

1. To identify all the things which may cause harm to our employees and others (the Hazards)
2. To consider the chance of that harm be falling anyone in the circumstances of the case being considered, and the possible consequences which could come from it (the **risk**)
3. To enable preventive measures to be planned, introduced, communicated and monitored so that risks are adequately always controlled (the **control measures**).

First Aid - The Health and Safety (First Aid) Regulations 1981 require that each employer provides first aid facilities suitable for the number of persons employed and the risks involved in the work.

Appointment of First Aiders - The centre must have at least one first aider who is suitably trained and holds a current first aid at work certificate issued by an organisation whose training and qualifications are approved by the Health and Safety Executive.

Where only one first aider is appointed, there must also be a person appointed to take charge of any situation if a serious injury accident occurs during the absence of the first aider. This person will also be responsible for the first aid equipment during the absence of the first aider.

This appointed person should undergo 'emergency first aid' training and certification.

Equipment and Facilities - Every first aider should have access to a suitably stocked first aid box. The box should be clearly marked with a white cross on a green background and contain only the following: -

- A general guidance card.
- Individually wrapped sterile adhesive dressings (plasters).
- Sterile eye pads, with attachment.
- Sterile triangular bandages and dressings, and non-sterile triangular bandages.
- Safety pins.
- A selection of sterile, individually wrapped, un-medicated wound dressings.

Besides the box, soap, water and disposable drying materials should be available. Sterile water in sealed disposable containers should be provided for eye treatment if mains tap water is not readily available for eye irrigation. Each container should hold a minimum of 300ml and should not be re-used once the seal is broken. At least 900ml should be provided.

IMPORTANT under no circumstance should the first aid box contain, or the first aider issue, any medication e.g., paracetamol, kaolin solution, etc.

Accident Reporting and Investigation - All accidents/ incidents involving employees, delegates, and manufacturers must be entered the accident book (B1510). It is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (Reg 4) to report to the Health and Safety Executive (H.S.E) certain types of accidents, diseases and dangerous occurrences. This is done via the online form, telephone only for death or major injury.

Depending on the type of incident: -

- For death, major injury, or dangerous occurrence an immediate notification by phone 0845 300 9923, or online form, the online form should still be completed. The form can be found at <https://extranet.hse.gov.uk/lfservlet/external/F25081E>

- For injuries lasting more than 3 days the online form must be completed within 10 days of the accident.

Clear instructions are given, that they must notify any accident, disease, dangerous occurrence of environmental incident to the management, they will ensure an entry is made in the accident book (B1510). If it is reportable accident/ incident, then an online form F2508 is completed. Failure to do so could result in prosecution by the H.S.E., create difficulties with insurance claims, and result in financial loss to the company.

Reports to the HSE, will in the event of an accident as described in the above regulations, be made by the Company Director.

Accident Investigation - Whenever an accident/incident or dangerous occurrence occurs, especially if it is reportable to the H.S.E., an accident investigation must take place. This should be done as soon as possible after the accident but certainly within three working days of the incident occurring and should be carried out by a competent person.

The aim of the accident investigation is to try and prevent a similar occurrence from happening again. Risk assessments may have to be reviewed to ensure that information is correct and that the control measures are effective.

It is the company's policy to: -

- Ensure that a report form for accidents is prepared for all that has occurred.
- Ensure that a report form for accident/incident is prepared for near misses that have occurred. This will be done to monitor trends.
- Ensure that the Company Director will discuss any accident/incident or near miss at management meetings to ensure that all relevant action has been taken to prevent a re-occurrence.

Fire Precautions - In accordance with the Regulatory Reform (Fire Safety) Order 2005

- Every Employer must adopt a safe system of work scheme to ensure that adequate fire precautions are taken.
- Adequate and well -maintained firefighting equipment will be provided where necessary.
- When working on premises under the control of another employer, all persons working on behalf of the company must be aware of the employer's fire arrangements, evacuation procedures and must comply with instructions given by them.
- All highly flammable liquids or materials must be stored and used in compliance with the relevant risk assessment.
- Refuse and stored materials should not be present to the extent of creating a fire hazard or of helping the spread of such a fire.
- All employees may be provided with sufficient training in the use of fire fighting equipment, emergency procedures and calling appropriate emergency services.
- All premises will have a formal fire risk assessment undertaken.

- Employees of PSA will be instructed in the procedure for evacuating the premises and the location of the Assembly Point during their induction/H&S tour of the premises.
- Tutors will ensure all students have a health and Safety induction and are aware of evacuation procedures and the assembly point.
- Employees are expected to tackle a fire themselves only if they have been trained in the use of firefighting equipment and it if would pose no threat to their personal safety to do so.

Fire Fighting Equipment - Firefighting equipment will be located at strategic points throughout the work areas.

Fire Exits - Fire exits must never be blocked or used as storage space. All fire exits, and escape routes will be suitably and sufficiently signed.

Fire Exits will only be locked during out of hours when there are no operatives left inside the building.

Fire exits will open in the direction of escape.

Training - All employees are to be trained in accordance with the Management of Health and Safety at Work Regulations 1999 and other relevant Regulations. Where operatives are required to carry out key tasks they will be provided with the necessary training.

Additional Health and Safety training will be provided at the new employee induction phase and when exposed to new or changed risks. Refresher training will also be given as appropriate. Toolbox talks will cover all aspects of Safe Working procedures and specific requirements.

All training deemed to be beneficial to employees will be provided and paid for by PSA.

In the interests of Health and Safety, training will be mandatory with records of training being kept within the main office. The company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to their manager any areas where they feel they require training or retraining in Health and Safety matters.

Protection of the Public - All necessary measure required for the protection of others will be allowed for and planned, considering Section 3 of the Health and Safety at Work etc. Act 1974.

Consideration will be given to ensure the protection of others and when necessary, barriers, screen etc will be requested/provided to ensure the protection of third parties.

Under Section 3 of the Health & Safety at Work Act 1974, PSA recognises its duty of care to the general public/third parties and will take all necessary measures to safeguard the public during any work activity which may impinge upon them.

Control of Substances Hazardous to Health - Due to the type of operations undertaken by PSA, some hazardous substances may be used. However, PSA will endeavour through to purchase only those substances that are not hazardous to health. These include: -

- Toxic, harmful, corrosive, or irritating substances.
- Materials which, although not a hazard in themselves, create a lot of dust or fumes.
- when worked on e.g., solid concrete which creates dust when cut or scabbed or metals which create fumes when welded.
- Micro-organisms, e.g., Leptospirosis (Weils Disease) from working in areas which have been contaminated by rat's urine.

Duties of Employers - The control of Substances Hazardous to Health Regulations 2002 as amended (COSHH) Place duties on employers, the self-employed and employees. PSA will therefore:

- Assess the risk to health arising from work and will put in place the necessary precautions needed.
- Introduce appropriate measures to prevent or control the risk.

The control measures are:

- Elimination of use of the material or substance
- Substitution by a less hazardous substance
- Control the process to reduce emission levels.
- Total enclosure of the process
- Total exhaust ventilation
- Personal Protective Equipment.

Therefore, the first choice would be to eliminate the hazard altogether and the issue of Personal Protective Equipment should be adopted as the last resort if all other control measures are not reasonably practicable. Special consideration includes: -

- Ensure that the control measures are used, and that equipment is properly maintained.
- Where necessary, make sure that the precautions are working by monitoring the exposure of the workers and carrying out an appropriate form of health check.
- Inform. Instruct and train employees about the risks and the precautions to be taken.

Duties of Employees - The actions taken by management will never succeed unless they are

incorporated into everyday practice. Therefore, every employee also has duties under COSHH as follows: -

- To use the control measures provided.
- To use the personal protective equipment provided.
- To use the safety and health facilities provided.
- To use the accommodation provided for storing personal protective equipment.
- To remove contaminated personal protective equipment before eating, drinking, or smoking.
- To co-operate with management.

Abrasive Wheels

- No person shall mount or use an abrasive wheel unless they have received training, and/or are competent to carry out mounting abrasive wheels.
- Any operative using abrasive wheels must ensure that the correct type of personal protective equipment is used.
- When using an abrasive wheel and large quantities of dust is produced, adequate measures must be implemented to protect people against the inhalation of the dust.
- Abrasive wheels must be stored at an even temperature in dry conditions.
- If applicable carry out COSHH assessment on dust generated.
- Diamond wheels are the preferred choice of abrasive wheels as they are more durable.
and require changing less frequently.
- All wheels should be checked before mounting to ensure the right type/speed of abrasive wheel is suitable to the cutting machine.

Hand Tools - The instructor and operatives should ensure that the appropriate tool for the task is available. Checks should be carried out at random to ensure: -

- Hammer heads are secure and undamaged.
- Sharp tools are protected when stored or being carried, and that cutting blades are kept sharp.
- Tools are kept clean and free of grease.
- Mushroom heads are removed from chisels and bolsters by regular grinding – (See abrasive wheels).
- Tools are returned to toolboxes whilst not in use.
- Tools used near electrical apparatus is properly insulated and that the handles are non-conductive
- Whenever possible cutting tools are those fitted with safety blades that will immediately retract should the tool slip.
- That the relevant personal protective equipment has been issued and is being used.
- Recognised safety knives to be always used.

All operatives should be instructed by their instructor in the proper use of hand tools, their storage, sharpening and general care. In addition, training should be given as to the correct support of materials being working upon.

Power Tools - There are three main categories of power tools. Each type has hazards in use which have caused serious accidents. The use of power tools calls for close control by management to see that the correct tool is used for the job, and to ensure that it is used properly.

The efficient and safe use of power tools can come only through proper training, proper maintenance and adequate supervision. Too many of these accidents have been caused by these tools being correctly used by untrained, unskilled labour.

General precautions to be taken for each category are shown below.

Electrical Tools - Electrical equipment is to be tested at 6 monthly intervals compliant to HSE guidance note. Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

- Only 110v electrical tools are to be used.
- All tools must be thoroughly inspected before use.
- All electrical tools should be tested and examined by a competent person every three months or as required and be issued a certificate of safety.
- All tools, other than double insulated or all insulated, must be properly earthed.
- All cables, plugs, and socket connections must be maintained in good condition.
- No unauthorised tampering with tools is to be permitted.
- Repairs must only be carried out by a qualified person familiar with that type of appliance.

Petrol Engine Tools

- Refueling is to be carried out in the open. Fuel caps on machines and containers must be securely replaced.
- The exhaust gases from these tools are toxic and they must therefore only be used in well ventilated areas.
- Hearing protection must be worn by the operator, as must eye protection.
- COSHH assessment on gases produced to be carried out.
- COSHH assessment on petrol to be carried out.
- COSHH assessment on diesel to be carried out.

Loading & Unloading - All materials when being delivered should be handled in a manner to ensure the safety of both staff and materials. The following points should be noted: -

- Unloading should be carried out in a sequence agreed with the delivery vehicle driver so that the vehicle is unloaded in a manner, which prevents the creation of hazards to employees, the driver, or other people.
- All materials must be stacked in a safe manner and protected if necessary.
- Vehicles must never be overloaded, and loads must be divided into handle-able units when required.
- All passageways and fire exits for vehicles and operatives must be kept clear at all times and should not be used for the stacking of materials or parking.
- All areas of production must always be kept clean and tidy. Regular cleaning should take place to ensure that all waste is removed to an appropriate storage area ready for collection/ removal.

Electricity at Work Regulations 1989 - The Regulations require management to take precautions against risk of death or personal injury from all use of electricity, including the mains electricity supply. Company management is responsible for managing the use of electricity in its premises. All electrical work is to be undertaken by competent persons. Electrical equipment is to be 110V centre tapped and properly maintained and subject to periodic checks.

Company management can ensure safety by specifying that electrical equipment is compliant with current standards for the electrical industry. Electrical equipment is to be tested at 6 monthly intervals or as required and be compliant to HSE guidance not HS(G)141.

Staff must be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it was intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issues.

Company management will ensure that there is adequate supervision of the requirements of the electrical equipment and will keep records of maintenance and testing results.

Precautions

- All electrical work must comply with the Electricity at Work Regulations 1989 and the latest edition of the IEE Electrical Engineers' Wiring Regulations
- No person other than a qualified electrician will be permitted to undertake work on electrical installations.
- All portable equipment, hand tools and temporary lighting shall be operated to a Voltage not exceeding 110 volts and connected to mains supply using an RCD.
- Plugs, socket outlets and cable connectors must be properly made and comply with BS be colour coded.
- Cables must be routed to be protected from damage and to prevent tripping hazards.
- Inspection and testing of electrical systems and portable equipment – to avoid serious electrical accidents, routine inspection, testing and preventative maintenance is essential. The company carries out portable appliance testing on all

its equipment and maintains logs of when they are carried out and when they are due to be repeated. All appliances will be marked with the test date.

- All equipment to be tested from new and included in the company asset register with retest dates annotated.
- A competent electrician must carry out all inspections, apart from the PAT testing when a trained competent person is sufficient.
- Records of the inspection and/or tests must be kept. A format for recording inspections exists. For our fixed installations a certificate will be issued by the electrical contractors.

Introduction to Personal Protective Equipment - Personal Protective Equipment (PPE) includes protective clothing and equipment to protect the head, eyes, hearing, hands, feet and includes Respiratory Protective Equipment (RPE). Thus, it includes all equipment and clothing worn by a worker to protect him against one or more hazards likely to endanger his safety or health at work.

The use of personal protection in the form of equipment or clothing should be considered as the last resort when the risks cannot be avoided or sufficiently limited by means of collective protection or by measures, methods or procedures relating to work organisation.

Selection - Personal protective equipment should only be selected **once** the risks have been assessed by a **competent person**. For many typical situations the assessment will be contained in this manual, e.g., requirements for head protection. Alternatively, they may be contained in the manual relating to assessments made under the Control of Substances Hazardous to Health Regulations (COSHH Manual) or in sub-contractor's method statements and/or risk assessments.

When the assessment has been completed and it is considered necessary to issue PPE, the equipment must be selected which: -

- Gives adequate protection to the worker.
- Complies with the relevant British or European standard.
- Is suitable for the worker, including fitting correctly.
- Is compatible with the work.

Eye Protection - Eye protection must comply with BS EN 166. Where the risk is from flying particles the protection must be to impact grade 1 (marked "BS EN 166B").

Where they are to protect against chemicals they must be of chemical grade (marked "BS EN 166-3"). For protection against hot metal, they are marked "BS EN 166-9".

Some eye protection is suitable for all types and will be marked with all the symbols on the frame housing, and it is strongly recommended that this type is used as it does away with the need to ensure the right type is used for each job.

Employees must be made aware of high risk involved in not wearing eye protection when undertaking hazardous tasks.

Hearing Protection - Many operations can result in personal noise exposures which can cause hearing loss (see section on Noise). If a noise assessment shows that hearing protection is required, an assessment should be made of the type of hearing protection required.

The main consideration is whether it will adequately reduce personal noise exposure. All hearing protection is supplied with information on the amount by which it will reduce noise exposure. If in doubt, contact the manufacturer, or the health and safety consultants.

Unless disposable hearing protection is provided e.g., ear plugs, arrangements must be made to ensure that it is kept in good condition and is replaced when necessary. Hearing protection should conform to BS EN 352.

Hand Protection - The first consideration in the selection of protective gloves is to identify the hazard by carrying out a risk assessment to be overcome, e.g. abrasion, cutting, tearing, temperature, water, chemical, etc and the requirement of the glove in respect of flexibility, dexterity, comfort, liquid proof, dry grip, wet grip, temperature protection and cost.

The following are the main considerations which will apply in the construction industry: -

Abrasions - gloves which are to be used to protect against abrasion will usually be of leather or those having leather palms. Where gloves are to be worn in the wet, polyvinyl chloride (PVC) will give high standards of water (and oil and chemical) resistance, in addition to preventing abrasions.

Grip - where grip is important, gloves made of a base material such as knitted nylon or cloth, with a latex coating, are suitable.

Chemical - air impermeable (plastics or rubber) gloves will be necessary for operations such as de-greasing or paint spraying. It is important that the COSHH assessment for the substance to be handled is strictly adhered to.

Heat Resistance - Leather gauntlets will be appropriate.

Wet/ Cold - Gloves designed against thermal hazard.

Vibration - Anti-vibration gloves.

Respiratory Protective Equipment (RPE) - Respiratory Protective Equipment (RPE) must be provided for anyone who is exposed to a contaminated atmosphere where the contaminated cannot be removed prior to persons entering the area affected, but only after sufficient training.

It is important to realise that RPE cannot be used in oxygen deficient atmosphere where breathing apparatus (BA) must be used to supply air. If sufficient oxygen for breathing is present but the air is contaminated, respirators, which purify air, can be used.

Selection of RPE should be based upon: -

- The extent of the airborne hazard.

- The nature of the hazard.
- The standard of protection offered by different types of respiratory equipment approved by or conforming to standards approved by the HSE.
- Work requirements and conditions.
- Face-piece fit for the wearer.

The COSHH assessments must be referred to ascertain the type of RPE required.

It is essential that every person required to wear RPE is trained in its selection, use and application and the procedures to be adopted in case of emergency.

Foot Protection - As previously mentioned as assessment should be carried out to ascertain the most effective personal protective equipment and this will include footwear. Trainers and soft shoes will not, under any circumstances, be permitted.

Footwear

- Safety Footwear BS EN 345
- Protective Footwear BS EN 346
- Occupational Footwear BS EN 347

Hands

- Industrial BS 16 1651
- Rubber: Electrical BS 697

High Vis Clothing

- BS EN 471

Manual Handling

Definition = “Manual Handling Operations” means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, or moving) by hand or by bodily force.

Manual handling is an essential part of the training for operative’s construction process. However, some operations will be more hazardous and will carry more risk than others. The Manual Handling Operations Regulations 1992, set out a clear hierarchy of measures which must be taken which are designed to minimise the likelihood of somebody suffering injury because of manual handling they have to do as part of their work.

The hierarchy of measures means that only when the first element has been done can you move onto the second and so on.

The hierarchy is as follows: -

- Identify the manual handling operations carried out and determine which are hazardous.
- Avoid hazardous manual handling operations and utilise mechanical & handling equipment so far as is reasonably practicable.
- Assess any hazardous Manual Handling Operations which cannot be avoided.
- All operators will be trained in safe manual handling techniques.
- Reduce the risk of injury from these operations so far as is reasonably practicable.
- Provide information on the weight of each load and the heaviest side of the loads involved in these operations, so far as is reasonably practicable.

Identifying Hazardous Manual Handling Operations

Manual Handling Operations which give rise to a possibility of injury must be avoided where reasonably practicable. As stated previously, this means that a judgement needs to be made about the nature and likelihood of injury.

There are two main ways in which manual handling may be avoided:

Elimination of Handling - Some handling operations can be eliminated altogether or at least reduced. For example, handling of materials from point of delivery can be eliminated/reduced by organising the site so that they are delivered as close as possible to the point of use. It is also possible to eliminate handling by designing out the material/ object, which is hazardous to handle, e.g., the designing out of heavy structural members.

Mechanisation - If the handling operation cannot be avoided altogether, the next question to ask is whether it can be mechanised. Examples of this approach are the use of cranes, hoists, or forklifts/ telescopic handlers. In deciding whether to provide such plant, the cost of providing the plant may be considered in the determination of reasonable practicability provided this is weighed against the size of the risk.

Reducing the Risk of Injury

In considering how to reduce the risk of injury from a manual handling operation consideration will be subject to four factors: the **task**, the **load**, the working **environment**, and individual **capability**.

The Task - The first thing to be considered is whether mechanical assistance can be used. This involved the use of mechanical handling aids with which an element of manual handling is retained but bodily forces are applied more efficiently reducing the risk of injury.

These will include such items as wheelbarrows, pallet trucks, sack trolleys, cylinder trolleys, hods and lifting handles, but whether they can be used will depend very much on-site conditions. In some circumstances it may be both possible and desirable to arrange the site conditions such that these aids can be used.

The Load - The optimum position for the storage of loads is around waist height. So far as is reasonably practicable, stores shall be arranged so that storage much below or above waist height is reserved for loads that are lighter, more easily handled or handled infrequently.

Any change that allows the load to be held closer to the body is likely to reduce the risk of injury. This can be influenced by the elimination of obstacles which need to be reached over.

Where possible the handler should be able to move in closer to the load before beginning the manual handling operation.

The handler shall be able to address the load squarely, preferably facing the direction of intended travel. Access around all sides of a stack of materials enables the closest ones to be selected. Arrangement of stores and general housekeeping are important in this respect.

Where a handling operation would be difficult or unsafe for one person, handling by a team of two or more may provide an answer. However, team handling can introduce additional hazards which must be considered. During the handling operation the proportion of the load that is borne by each member will inevitably vary. This is particularly likely to be the case on rough ground. Therefore, the load that a team can handle is less than the sum of the loads that the individual team members could cope with when working alone.

As an approximate guide, the capability of a two-person team is two-thirds the sum of their individual capabilities; and for a three-man team the capability is half the sum of their individual capabilities.

Environment - If steps or slopes must be negotiated most of the weight may be borne by the handler(s) at the lower end, further reducing the capability of the team as a whole. Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work closely together or where space available for movement is limited.

The risk of injury from many manual handling operations carried out in construction work can be reduced by use of the correct PPE. The use of suitable gloves can protect against injury from materials that are sharp, rough, cold, wet, or slippery. These should be readily available and issued where necessary. Safety footwear will also help protect against injury caused by dropped loads. Back supports can also help to protect against injury.

In most cases it will not be possible to reduce the weight of materials used in construction as they are set by manufacturers.

Similarly, consideration should be given to making loads less bulky so that they can be grasped more easily with the centre of gravity brought closer to the handler's body. Scope for this is likely to be limited on site but there may be loads that can be broken down into smaller units. Workers shall be told not to worsen any handling problem by attempting to carry too much at once.

There may be some limited scope for providing handles or other handholds on loads which are difficult to grasp. Alternatively, it may be possible to place the load in a container which is itself fitted with handles or easier to grip.

Packaging should be such that objects will not shift unexpectedly while being handled. Pallets of blocks, etc should not be accepted unless they are at the very least banded and preferably shrink wrapped.

Capability - Workers who must handle potentially hazardous loads should be provided with effective training. Such training should include how to recognise loads which might injury, e.g., assessing an unfamiliar load by rocking it from side to side before attempting to lift it. It should also cover the proper use of handling aids and PPE, the importance of good housekeeping, and good handling technique.

In addition to training, consideration must be given to ensuring that the person is the correct one for the task. Consideration must be given to employees who are known to have a history of back trouble, hernia or other health problems which could affect their annual handling capability. However, beyond such specific pointers to increased risk of injury the scope for preventive action on an individual basis is limited.

Forklift Trucks - The main hazards associated with the use of forklift trucks include: -

- Untrained operators
- Poor maintenance
- Overloading of machine
- Overloading of scaffold
- Insecure loads
- Carrying passengers
- Reversing
- Site conditions

Drivers of forklift trucks will be fully trained, over 18 years of age and possess a current driving license. The operator will carry out daily/ weekly checks on the vehicle and complete the weekly inspection in line with the F91 register or alternative document.

Routine maintenance will be carried out by a plant fitter and thorough examination will be undertaken as specified by LOLER every twelve months and the records retained for 2 years. All operatives must wear the restraint i.e., seat belt when operating the machine.

Operating conditions on site must be adequate to maintain the machines stability. No passengers to be carried on the vehicle at any time. A person riding on the forks is prohibited unless a properly constructed cage is provided and attached correctly. The driver must have undergone a "man up/man down" training course.

The machine must never be overloaded and never travel with the load in the raised position. Machines should have a fully operational, audible reverse klaxon and flashing warning lights to warn pedestrians of vehicle movement.

When the machine is not in use the forks must be lowered to the ground pressure released from the hydraulic system and engine immobilised. Keys should be removed from the machine and stored in a safe place.

The provision and use of lifting equipment shall be managed in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. The operating of any lifting equipment shall be restricted to trained, competent and authorised persons only. Where a complex lift is required, a lifting plan shall be prepared and agreed in advance. All on hire documentation will be accompanied with the relevant inspection certificates, a copy of the safety instructions, and a hand over certificate/instruction agreement.

On delivery or hand over, all documentation must be filled out correctly, noting refusal or acceptance of a demonstration, safety equipment or safety instructions. All refusals by the customer or receiving agent must be countersigned by themselves.

Lead Acid Batteries - The main risks associated with lead acid batteries are as follows: -

- Spillage of acid.
- Explosions/ fire.
- Electrocutation.

The provision of lead/acid battery facilities must consider the following: -

- Specified areas should be provided for the storage and charging of lead-acid batteries.
- An assessment must be made of the risks to health associated with the electrolyte, fumes process etc.
- Flammable atmosphere due to hydrogen gas
- Ventilation.
- Fire extinguishing
- Provision of lifting/carrying devices.
- Provision of water supply – both mains water and distilled.
- Provisions required for containing any acid spillages.
- Provisions of first aid facilities including eye wash stations and suitable welfare/hygiene facilities.
- Polarity to be checked before connections are made to prevent battery explosion.
- Provision of suitable insulated tools.
- Provision of protective clothing.
- Training of personnel in precautions.

Flammable Liquid & LPG

Hazards

- Fire
- Explosion
- Asphyxiation

Storage - Containers of highly flammable liquids and LPG cylinders should, where possible, be in secure, ventilated metal storage cages and shaded from the sun.

Where the amount of highly flammable liquid stored on site is less than 50 litres, their containers may be kept in any store, cupboard or bin which is of fire-resistant construction.

Ideally, storage areas should be sited 10 metres from permanent and temporary buildings. Where this is not possible, containers must not be stored within 3 metres of any building or boundary fence unless the boundary is a wall with at least 30 minutes fire resistance. In this case, containers and drums should be at least 1 metre below the top of the wall.

Products which could add to the intensity of a fire, such as oxygen, or to the toxic hazard in the event of a fire, e.g., chlorine, must not be stored in the same compound as flammable liquids and LPG.

Appropriately worded warning signs, e.g., "HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING", "LIQUEFIED PETROLEUM GAS – NO SMOKING", etc must be displayed at the entrance to the stores or compound.

Suitable fire extinguishers (dry powder) should be located at the entrances. Empty gas cylinders must be stored in the upright position with their valves securely closed.

The area around the store or compound must be kept clear of all flammable materials, weeds and rubbish.

Lifting Equipment - This includes all types of M.E.W.P, Forklift, Front or Tail Lift Dumper, Crane, Excavator, Shovel etc. and all accessories associated with them used for the purpose of lifting.

All lifting equipment and accessories for lifting are work equipment under the **Provision and Use of Work Equipment Regulations 1998** which require that the employer only supplies work equipment that is correct and suitable for the job and ensures that the equipment is in good order. Lifting equipment must also comply with the requirements of **The Lifting Operations and Lifting Equipment Regulations 1988**.

Before any lift is carried out, a risk assessment is required to be undertaken in line with the requirements of **The Management of Health and Safety at Work Regulations 1999**.

Loads - The safe working load of an appliance must never be exceeded unless under test by an authorised competent person.

Maintenance/ Inspection - Under the Lifting Operations and Lifting Equipment Regulations 1998 Reg 9, the company will ensure that lifting equipment and accessories are maintained in an efficient state and efficient working order.

The maintenance and inspection will be carried out in accordance with the manufacturer's instructions. Thorough examinations must be undertaken by a competent person and a reproducible record of the examination made available. The procedure of record keeping for inspections is not established in regulations, however the company will undertake inspections either weekly or at intervals devised by a competent person. The company will follow the format of reporting in the form F91.

Lifting appliances shall not be used unless: -

- Inspected weekly or regularly when in use, usually by the operator, if authorised
- Thoroughly examined every 12 months (every six months when lifting persons) by a competent person.
- Lifting accessories are examined every six months.

The above are criteria laid down for where lifting equipment is exposed to conditions causing deterioration liable to result in danger

Company Vehicles - It is policy of PSA that all drivers always show consideration for other road users and that vehicles are checked daily before use to ensure that they are fit to drive, and drivers are expected to report defects noted in their vehicles for rectification.

Drivers are expected to keep the vehicles they drive in as clean condition as possible in prevailing weather conditions.

- The company actively encourages drivers to keep within speed limits and to observe all driving rules including keeping driving times as laid down in legislation.
- Tachographs (where fitted) will be checked on a weekly basis and it will be a disciplinary offence for drivers to have exceeded their allowed driving hours.
- The use of mobile phones (whether for private or business use) while driving is unsafe and is a criminal offence (unless a proper hands-free kit is installed).
- Employees are under an obligation not to do anything whilst driving that may be deemed to be unsafe or illegal. The company recommends that telephones are switched off while driving and that the "message facility" is activated. Never make or receive calls while driving and only check for messages and deal with calls when parked properly (not on a hard shoulder).
- If small quantities of fuel are sometimes carried, i.e., fuel for small tools, a no smoking policy will be operated in all company vehicles.
- First aid kits will be supplied for each company vehicle and it is responsibility of the driver/employee to make sure that the kit is restocked when required and report reasons for stock levels reduction.
- Where necessary vehicles will be fitted with appropriate fire extinguishers and operatives trained in their safe use.

Asbestos

- Control of Asbestos Regulations 2012 when – Regulation 4 – duty to manage asbestos became law on 21st May 2004.
- Asbestos was used extensively in buildings up to the early 1980's; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.

- Asbestos-containing materials that are sealed and in good condition do not pose a significant risk to health. The health arises when the asbestos-containing material is disturbed such that it gives off fibres that can be inhaled.

The Company's Buildings

- Where current legislation and guidance indicates, a survey for asbestos in accordance with the guidance in MDHS 100 will be undertaken by a competent person. Where any asbestos-containing materials are identified they will either be removed or treated to prevent them from being a risk to health.
- Any asbestos-containing materials that remain on the company's premises will be regularly and routinely inspected to ensure that they do pose a risk to health. These inspections will be in accordance with current guidance and commensurate with the perceived risk.
- All asbestos-containing materials that remain on the company's premises will be labelled and entered on a register that will be available to all employees and any contractors required to work on or within the building.

Office Safety - A tidy and well laid out office is a basic requirement of general health and safety. The premises are not always ideal and therefore the layout should be well planned. The following requirements regarding the general office environment can be found in the general provisions of Health and Safety at Work Act 1974 (HASAW) and in The Workplace (Health, Safety and Welfare) Regulations 1992.

Consideration must be given to the number of people working in the office and the space occupied by machinery and furniture etc, in the room.

The minimum room space should be at least 11 cubic metres to each person giving regard to the room height (if the ceiling is more the 3m high, only 3 metres will be used as part of the equation). Consideration should also be given to the number of visitors who may visit the office at any one time.

Ergonomics is an important factor in the office environment. Problems such as work-related upper limb disorders, repetitive strain injuries and back strain are all caused by inadequate task and work design. Poor workplace layout is also a significant contributing factor to these problems. All reasonable measures will be taken by the company to ensure the workplace is assessed for these hazards.

Suitable control measures will be implemented, together with employee training as identified as necessary to avoid problems.

Display Screen Equipment - The Health & Safety (Display Screen Equipment) Regulations 1992 applies to the layout of the workstation and special attention should be paid to persons with disabilities. The workstation should allow the person adequate freedom of movement and the ability to stand upright, the ability to reach and lift with reasonable ease

and to operate all machinery controls etc., without risk to health and safety of themselves and others.

In more general terms it is important that any office is laid out to achieve maximum efficiency and a comfortable, healthy and safe working environment for its occupants.

There are many minimum requirements laid down for work with display screen equipment which are set out in the Health and Safety (Display Screen Equipment) Regulations 1992 related to equipment chairs, lighting, environment etc.

Assessment of workstations will be carried out to determine compliance.

Eye tests related to DSE use will be provided at the Company's expense upon request to any employee (using DSE) who believes their eyesight may be affected. Results will determine whether further action is necessary.

Violence and Abuse - The Management of Health & Safety at Work Regulations 1999 requires an employer to consider all identifiable hazards and risks, to which his employees may be exposed.

This includes violence and abuse, either physical and/ or verbal.

- Should any member of staff be exposed to one of the above it should be reported immediately to head office.
- The report will be treated in confidence and will be acted upon. Should it be another employee instigating the violence or abuse it will be considered gross misconduct and discipline procedures will be invoked.
- All employees are advised not to become involved in inflammatory situations, to withdraw at the earliest opportunity and to avoid any action that may be a provocation.

Pregnant Workers - The Management of Health & Safety at Work Regulations 1999, include regulations that protect the health and safety of new and expectant mothers whilst at work.

A risk assessment should be carried to identify if any hazard or risk exists that should be controlled, these may include

- Lifting/ carrying of heavy loads.
- Standing/ sitting for long lengths of time.
- Exposure to infectious diseases.
- Exposure to lead.
- Work related stress.
- Exposure to radioactive material.
- The threat of violence and abuse.
- Long working hours.
- Excessively noisy workplaces.

Young People - When the Company employs people not having attained the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will

address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons. The company will inform the young person of the risk assessments, and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety (Amendment) Regulations 2006.

The Company will provide the appropriate supervision to ensure that the young people undertake their tasks safely, are not exposed to any risk that may affect their Health, Safety or Welfare at any time. If a child (having not left school) is employed, the Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work 1999.

The working hours and times of work will be in accordance with the Children's & Young Persons Act 1933, 1937, 1963 and the Children (Protection at Work) Regulations 1998.

The Company will provide the appropriate supervision to ensure that the young persons and children undertake their tasks safely.

There are factors that must be considered when carrying out risk assessments on their behalf. These include: -

- Lack of maturity.
- Physical development incomplete.
- Lack of knowledge.
- Lack of ability.
- Lack of training.
- Lack of experience.
- Lack to please.
- Easily led astray.

The young person must be informed, instructed, trained and supervised until is considered competent to carry out any task expected of them.

Working at Heights (Class Workshop) - The hierarchy of the Work at Height Regulations 2005 should be followed wherever work at height is to be carried out. All work at height, regardless of height and work duration, should be properly planned by identifying the work at height risks associated with the work and implementing the control measures that should reduce the risk to as low as reasonably practicable. Safe systems of work should be produced for all work at height that is undertaken in the workplace and persons carrying out the work should be instructed and trained in the appropriate methods to be used.

Controls - The workplace management should implement control measures identified in the risk assessment and monitor work at height to ensure that significant work at height risks are reduced to as low as reasonably practicable. Where it is not reasonably practicable to use a guarded work platform, suitable risk assessment and method statement should be provided for the works.

Stepladders & Trestles - will be either class 1 or class 2 when used on site as class 3 are for domestic use only. Equipment will be checked before use to ensure that it isn't defective. Steps and trestles need to be solid when opened out and placed on a firm footing.

Enforcement

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerably more power.

If an inspector believes a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time.

If the inspector considers that the contravention involved a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and an unlimited fine amount. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended.

An inspector may seize any plant, article or substances he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives); information obtained by them relating on the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and/or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

Alcohol, Drugs and Smoking - Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in an area other than the designated "Smoking Areas" will be instructed to extinguish the cigarette immediately.

PSA recognises the prevailing attitudes against smoking and the potential effects of "passive smoking" on the health of others. Smoking also greatly increases the fire risk within premises. Individuals most likely to be affected by passive smoking include those who: -

- Suffer respiratory ailments.
- Are “sensitised” by previous exposure to tobacco smoking.
- Wear contact lenses or glasses

Employees, students, manufacturer instructors and their delegates are reminded that some prescription drugs may induce tiredness and lethargy etc, therefore it is the policy of PSA that any person who is taking medication, prescribed or not is to inform the Company Director if those drugs could affect their performance whilst on the premises.

Employees etc, are also requested to notify their manager of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to the Health and Safety at Work Act 1974, Section 7

Communication - PSA sees communications between workers as an essential part of effective health and safety management and will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the Company’s Health and Safety Policy.

Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Staff are encouraged to nominate a representative to attend meetings to ensure that there is input on behalf of the general employees with regards to health and safety matters. PSA embraces with enthusiasm all methods in which employees can participate in the discussion, planning and implementation of health and safety. The Company Director wishes to ensure that employees’ health and safety views are adequately shared and considered with an aim of continuously improving the general health and safety culture in all areas of the company’s operations.

Hot Works - Hot work refers to work which involves or produces a naked flame, sparks very hot air or similar and which could be a source of ignition if inflammable vapours were present. It includes (but is not restricted to): -

- The use of abrasive cutting discs (when used on either metal or concrete)
- Burning or grinding
- Blowlamps
- Hot air guns
- Propane torches
- Bitumen boilers
- Welding

There will be co-operation and co-ordination with all trainees and manufacturer instructors and their delegated regarding these matters. When hot work is being undertaken a firewatcher with an approved extinguisher will be at the job site throughout the hot work operation in accordance with results of a risk assessment. Work will cease an hour before the closure of the centre when stipulated and required by the hot works permit. Cylinders where practicable will be placed in cages, chained to a structural member, or made stable.

Working with Lead (Student Training) - All work will be undertaken in accordance with the Control of Lead at Work Regulations 2002. Where possible the exposure to lead by lead will be prevented all in situations whereby this isn't reasonably practicable adequate controls will be implemented to reduce the exposure to the lead.

All operatives will receive an induction and regular toolbox talks to raise awareness of the hazard. Lead piping and flashing etc. will not be working on in any way, which may produce poisonous dust and fumes. The aim will be to prevent the liberation of fumes and dust; therefore, operations will be performed using safe systems of work and PPE when necessary. Where highlighted by the assessment protective clothing will be supplied and will be laundered by the amounts of contamination present. Hands must be washed before the toilet it used, before eating and smoking in order to prevent ingestion and absorption of lead. Safe Method Statement and Risk Assessments will have to be completed before and works are undertaken with lead.

Data Protection and Record Keeping - To maintain accurate and efficient records information regarding the planning and management of Health and Safety is stored as follows: -

- By means of paper-based records, manually retrievable; and
- By means of retrievable electronic systems

In all circumstances, it is the policy of the company to maintain a record keeping system, regardless of description that provides protection for the privacy of all employees, where personal data is stored. N.B *personal data is defined as data, which relates to a living individual who can be identified.*

In all circumstances it is the policy of the company to maintain a record keeping system, regardless of description, that provides protection for the privacy of all employees where personal data is stored.

Description of data: Some Health and Safety data retained by the company will be classified as being sensitive personal data and may include: -

- Records of physical injury suffered during employment e.g., the accident book.
- Records of occupationally induced ill health e.g., sickness records.
- Records of safety awareness training.
- Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document.

Other data which may be included, with specific reference to named employees: -

- Safe working procedures, developed in support of this Policy document.
- Construction Phase Health and Safety Plan.
- Safety method statements.
- Records of assessments of significant risks.
- Permit to work controls.

Processing of data: Data processing may comprise of any or all of the following: -

- Collection or gathering of information.
- Subsequent retrieval of information.
- Disclosure of data to any source.

Requests for Information on Data Stored - Any employee may request information regarding Health and Safety relating to that individual, and information will be promptly released and explained. Should an employee consider that the data stored causes unwarranted substantial damage or distress. The employee may request that the processing of the data causing concern should cease.

Display of Statutory Information - All statutory notices provided by the company will be displayed in a proper manner in places that are appropriate and easily assessable to all personnel concerned. Such items are the Health and Safety Law poster “information for employee”, company safety policy, insurance certificates, F10 etc.

Housekeeping and Centre Tidiness - Tidiness will be considered at all stages of the work and good co-operation is expected between PSA and other users. Waste material, especially combustible material or material that presents a health and safety hazard i.e., through slips, trips and falls, will be controlled and either deposited in an agreed area or removed.

Insurance - In recognition of its statutory and common law duties, the Company has taken out employers’ liability insurance with an approved insurer. The certificate of insurance will be prominently displayed to be available for inspection at all reasonable times by employees and regulatory authorities i.e., the Health and Safety Executive Inspectors within the main office and at large projects.