

General Policy and Statement – Arrangements

As outlined in the general policy and statement, it is the policy of the Company to ensure that all reasonable and practicable measures are taken to ensure health and safety of all its employees, the general public and any other person who may be adversely affected by the Company's operations.

Overall responsibility for these Policy Arrangements is Mr Glyn Jarman – Managing Director.

Duties pertaining to this, policy arrangements will be delegated where applicable.

1. **Accidents** – All accidents, incidents and near misses to be reported. The managing director is responsible for ensuring that policies and procedures are in operation, involving the correct reporting of accidents, incidents and near misses. The company must record all injuries, accidents, incidents and near misses.

Accident Investigation – Procedure arrangements are in place to ensure that such occurrences are adequately investigated.

Reporting of Injuries – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, requires the Health & Safety Executive (HSE) to be notified of injuries resulting in an employee being absent from work for more than 3 days, major injuries and dangerous occurrences by the quickest practicable means. The Health & Safety Manager is responsible for reporting to RIDDOR accidents to the Health & Safety Executive (HSE).

Please refer to Health & Safety Policy Procedures Manual - Accident Reporting.

2. **New Employees** – All new employees must attend & Health & Safety Induction course, that covers company policies and procedures. This also includes accident, injury and near miss reporting and Fire Protection.
3. **Fire Protection** – The Company provides the necessary fire fighting equipment in accordance with current legislation and will be inspected on an annual basis by a regulated competent person.

Fire Precaution – All staff are required to familiarise themselves with the fire evacuation procedures displayed in each office and kitchen area. Practice drills will be arranged periodically to review and monitor procedure. Staff should make themselves familiar with fire extinguisher locations. Training will be provided to staff in fire safety awareness.

4. **Electrical Safety & Testing** – All portable electrical equipment will be tested on a yearly basis. All electric tools and appliances will be regularly inspected and tested by a competent electrician. Inspection will also take place prior to use by operators competent to do so. All faults, or maintenance required must be reported, to the Health & Safety Administrator, appliance or tool must be removed from use, until repaired or replaced.

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5. **Protective Clothing** – When protective clothing is provided it must be worn. It is a statutory offence under the provisions of the Health & Safety at Work Act 1974 and the Personal Protective Equipment Regulations 1992 to either interfere with or refuse to use equipment supplied.
6. **Manual Handling** – Lifting should be carried out in accordance with the Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

Employees must follow the appropriate systems of work laid down for their safety. Make proper use of the equipment provided for their safety. Ensure that their manual handling activities do not put others at risk.

The company encourages regular employee consultation to improve handling practices. Current Procedures will be monitored and reviewed on a regular basis.

7. **COSHH** – Control of Substances Hazardous to Health – The Health & Safety Manager to ensure that policies and procedures are in place to fulfil the requirements of the Control of Substances Hazardous to Health 1994. No work shall be carried out that may expose employees to risk unless and assessment of risk and steps to meet these regulations have been undertaken.
8. **Risk Assessment** – The Health & Safety at Work Act 1974 requires the company to undertake risk assessments of its operations in order to ascertain the significant risk to health and welfare of its employees, the general public and any other person who may be adversely affected by the Company's operations. It is a requirement that the findings from such risk assessments are recorded, for the purpose of providing documentary evidence that an acceptable level / adequate control measures were in place to reduce the risk to the lowest level. It is the duty of the Managing Director to select members of staff who are suitably trained to assist with risk assessments and to keep the findings of such risk assessments.
9. **Working at Height** - There are few options available which eliminates the practice to erect, adapt or dismantle scaffolding without working at height. The Working at Height Regulations 2005 requires the company to apply the following controls to take into account the hazard of working at height.
 - a) Competence and capability of the scaffold erector.
 - b) Safe access included as early as possible in the erection process and removed as late as possible when dismantling.
 - c) Work will be completed progressively away from, and back towards means of access and egress, when erecting, adapting or dismantling the next lift.
 - d) Adequate working platforms with suitable guard-rails and advanced guardrail systems will be erected in accordance with SG4:10 & TG20:08

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- e) Guardrails on working platforms /or areas that require edge protection will be suitable and of sufficient strength for the purpose they are being used.
 - f) Boards and decking will be of sufficient dimensions to allow for safe passage of persons and materials.
 - g) Personal Fall arrest systems to be inspected by the user prior to use each and every time of use. Report any damaged or defective equipment to manager and do not use equipment.
9. **Occupational Health** – The Company will provide support and effective management in the well being of all employees. It is the company's commitment to create a workplace where health, safety and well being is protected and promoted. It is the company's policy to help them return to work following sickness absence.

The company will require employees to complete a Health Questionnaire on a yearly basis to determine what proactive guidance and support maybe required.

We would like to keep valued staff and avoid unnecessary recruitment and training costs.

We will monitor and review lost time due to sickness absence and this information will be broken down by area and cause on a regular basis. This enables the Company to target specific action to problem areas, and measure progress towards tackling sickness absence.

10. **Skin At Work** - Workers' skin health must be protected by identifying hazards, assessing risks, avoiding exposure and, where this is not possible, managing risk as required by the Control of Substances Hazardous to Health Regulations 2002. The company must ensure to eliminate a substance or use a safer substance or process and think about what you can do to reduce exposure. Discuss and explain dermatitis risks with employees including: the symptoms, what to look for, what to do and how to protect themselves, including regular skin checks, and by providing and maintaining suitable washing facilities.
11. **Noise** - The Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations require Tower & Access Hire to:
- Assess the risks to your employees from noise at work;
 - Take action to reduce the noise exposure that produces those risks;
 - Provide employees with hearing protection if you cannot reduce the noise exposure enough by using other methods;
 - Make sure the legal limits on noise exposure are not exceeded;
 - Provide employees with information, instruction and training;
 - Carry out health surveillance where there is a risk to health;

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12. **Vibration** - The Control of Vibration at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to vibration at work. All electrical tools, cutting/sawing equipment are assessed for the exposure action value (EAV). Exposure limit values (ELV) have been assessed on equipment and action is taken to reduce vibration exposure on equipment that may have elevated risks. Information and training is provided on health risks to competent equipment users and the actions we take to control those risks. Employees must follow the appropriate systems of work for exposure limit values (ELV). Monitoring of use of equipment by employees will be done via health surveillance and visual monitoring of equipment use.
13. **Respiratory** - The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 require Tower & Access Hire Ltd to ensure that we have provided a safe working environment and have provided adequate and effective protection for employees.

All respiratory equipment (respirators) will be suitable for the intended use, correctly used and maintained & examined by competently trained employees.

Employees must follow the appropriate systems of work laid down for their safety using respirators and make proper use of the equipment provided for their safety.
14. **First Aid** – The Health & Safety (First Aid) Regulations 1981 require the company to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

Competent appointed persons and first aid boxes have been supplied at designated locations throughout the premises & yard. All company vehicles are stocked with first aid supplies. First Aid will be further covered in induction training.
15. **Environmental** – Arrangements for Environmental Matters is subject for review as necessary and any changes in policy and legislation will be documented and discussed. We will monitor and measure our current environmental systems on a regular basis. This will enable the Company to target specific problem areas, and measure progress towards rectifying any matters of concern. This will include matters relating to COSHH.
16. **Asbestos** – It is Company Policy that Tower & Access Hire Ltd will not work at any site, or refurbishment of domestic or commercial where Asbestos is identified. Arrangements will be in place for persons responsible for planning projects and work activities to take the possible presence of asbestos into account when carrying out risk assessments for these activities. Should Asbestos be identified by the Principal Contractor at pre contract stage, we shall decline the contract. This is especially important where the work involves disturbing any building element. Where a risk management plan is in place to manage asbestos or material presumed to contain asbestos, all staff are responsible for ensuring that the requirements of the plan are adhered to and to report any concerns over the effectiveness of those arrangements.

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17. **Work Equipment** – The Provision and Use of Work Equipment Regulations 1998 (PUWER) requires that equipment provided for use at work is suitable for the intended use. All work equipment at Tower & Access Hire Ltd will be maintained in a safe condition and in the majority of circumstances inspected regularly to ensure this remains the case. Work equipment will only be used by employees who have received adequate information, instruction and training. Employees must follow the appropriate safety measures, eg. protective devices (PPE), markings and warnings etc for their safety whilst using work equipment. Safe systems of work for equipment will be reviewed on a regular basis, alongside the inspection and maintenance programme of work equipment.
18. **Safety Training** - Safety training is needed at all levels. It is an important way of achieving competence and helps to convert information into safe working practices. Risk assessments must help to determine the level of training needed for each type of work as part of the preventative and protective measures. The training should include basic skills training, specific "on-the-job" training and training in health and safety or emergency procedures. Training needs are significant on recruitment and new employees must receive basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. Particular attention must be given to the needs of young employees and those who are disabled or have special needs. The responsibility for ensuring that safety training needs are assessed lies with the Managers through consultation with the Health & Safety Administrator. Those for whom safety training is deemed necessary are required to attend such training. Identification of safety training needs employees must be carried out by employee's line manager/supervisor, normally during the first weeks of the employee's commencement date.
19. **Communication and Consultation** - Communication on Health and safety matters will be through the most appropriate medium for the issue concerned, formal and informal correspondence and other appropriate means.
20. **Measuring, Monitoring, Reviewing and Auditing** - All Company places of work and activities, including the use of related plant, equipment and materials etc., will be inspected in accordance with Legal requirements. Reports will be made and distributed to those concerned as necessary. Safety Inspections and other safety disciplines will be performed to measure, monitor and review Health & Safety performances and the effectiveness of the Health & Safety Management System. These duties will be the responsibility of our experienced Managers, assisted by our professional Safety Consultants where required.
21. **Planning and Control** - All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all employees and that to understand their common responsibilities, mutual consultation will be necessary.

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22. Arrangements for Health & Safety is subject for review as necessary at required intervals and any changes in policy and legislation will be documented and discussed and new copies distributed.