



# **Health and Safety at Work Policy**

**Revised March 2009**

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# TALBOT DESIGN LTD

## HEALTH AND SAFETY POLICY

### PREFACE

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This Health and Safety Policy has been produced solely for the use of Talbot Design Ltd; 52, Victoria Road, Aldershot, GU11 1SS 1

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### POLICY PRESENTATION

This Health and Safety Policy is presented as follows: 5

- Company Health and Safety Policy – (Sections 1 to 6);
- Associated Health and Safety Policies – (Sections 7 to 12);
- Company Working Procedures (Issued separately).

For the purposes of demonstrating competency and compliance with Health and Safety legislation for Clients and Principal Contractors, Talbot Design Ltd will provide copies from Sections 1 to 12 and any other part, extract or item as required from this policy. 6

# 1 Policy Statement

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General Statement	Talbot Design Ltd acknowledge their legal responsibilities as an employer in the construction industry and will, as far as is reasonably practicable, provide a safe and healthy working environment for employees and visitors to their premises.	7
	The Company also fully accept responsibility for other persons who may be affected by our undertaking. We will take steps to ensure that our statutory duties are met at all times, including the provision of sufficient funds and facilities to meet the requirement of this policy.	8
	Each employee will be given such information, instruction and training as is necessary to enable the safe performance of all their work activities.	9
	It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.	10
	Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.	11
	Competent persons will be appointed to assist us in meeting our statutory duties including, where appropriate, external specialists.	12
	Fundamental to the success of this policy is the responsibility and co-operation of all Company employees for Health and Safety at their workplace.	13
	Each employee has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Details of the organisation and arrangements for health and safety are outlined in Sections 2 and 3 of this policy.	14
	In recognition of statutory and common law responsibilities, Talbot Design Ltd have insured against liability for death, injury and or disease suffered by any of our employees arising out of and in the course of their employment, provided only that it was caused by the negligence and/or breach of statutory duty on the part of the Company; such certificates of insurance being prominently displayed as to be available for inspection by employees and any enforcing authority.	15
Key Objectives	The Key Objectives of this Policy are to ensure:	16

- the health and safety and welfare of all employees, visitors and others who may be affected by our undertaking;
- that all employees have a clear understanding of their individual and collective responsibilities regarding Health and Safety;
- the adequate and appropriate training of all employees;
- effective monitoring of policies/procedures by inspection/audit; including regular reviews

This policy will be regularly updated/reviewed (annually) to reflect professional and legislative changes and any 'lessons from experience'. 17

A copy of this policy is readily available to all employees/others at each company location. 18

This policy has been prepared in furtherance of S2(3) of the Health and Safety at Work etc Act 1974 and binds all Company Directors, Managers and employees in the interests of health and safety. We request that visitors and clients respect this policy, a copy of which can be obtained on demand. A copy of this Policy statement is to be displayed in a prominent position in all Company locations/sites. 19

Signed:



CHRISTOPHER TALBOT  
MANAGING DIRECTOR

Date: March 2009

## 2 Responsibilities

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	To ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.	20
<i>Overall Responsibility</i>	Christopher Talbot, as Managing Director of Talbot Design Ltd, has overall responsibility for all matters, including those regarding Health and Safety at Work.	21
<i>Competent Person</i>	Each Company senior manager is responsible for the day to day management of health and safety at work within their areas e.g. <ul style="list-style-type: none"><li>• Christopher Talbot – Managing Director</li><li>• Gary Talbot –Director</li><li>• Steve Hazelton – FinanCompany Secretary</li><li>• Austen Patten – Contracts Director</li><li>• Stephen Hill –Surveying Director</li><li>• Ian Carter – Regional Director</li><li>• Glen Sawyer –Estimating Director</li></ul>	22
<i>Management Responsibility</i>	All managers are responsible for ensuring that the Safety Policy is then implemented within their own Departments. Managers must monitor their workplaces to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.	23
	Management duties include the following: <ul style="list-style-type: none"><li>a. ensuring that employees, contractors and visitors are aware of safety procedures;</li><li>b. establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment for which records will be maintained;</li></ul>	24

- c. providing adequate resources, training, information, instruction and supervision to ensure that all work is conducted safely at all locations/sites;
- d. taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity;
- e. bringing to the prompt attention of the Managing Director any health and safety issue that requires their attention;
- f. ensuring that all accidents and "near-misses" are properly recorded and that an investigation is carried out by the H&S Adviser to determine relevant factors;
- g. maintaining safe access to and egress from, as well as within, the workplace at all times.

*Employee Responsibility*

All employees must:

25

- a. take reasonable care for their own health and safety;
- b. consider the safety of other persons who may be affected by their acts or omissions;
- c. work in accordance with information and training provided;
- d. refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons;
- e. report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay; and
- f. not to undertake any task for which authorisation and/or training has not been given.

**Health and Safety  
Assistance**  
*Competent Persons*

Competent persons have been appointed to assist us in meeting our Health and Safety obligations. These individuals have appropriate knowledge and information to ensure that statutory provisions are met and that the Safety Policy is being adhered to:

26

- Health and Safety Advisers (Flagg Safety);
- First Aiders/Appointed Persons – (Office/Site Based)
- Fire Marshals (Claire Brulfert and Karen Shaw / Site Managers); and

- Employee Safety Representatives

The Company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained. 27

All directors, department managers and employees of the organisation are directly responsible for: 28

- a. Producing, updating and contracting external specialist advice in support of the Company Health and Safety Policy Statement, which is readily available for all staff;
- b. Being aware of risk assessments to identify potential workplace hazards, individuals at risk from such hazards, and introducing risk reduction measures;
- c. Ensuring that all accidents/incidents, and near-miss incidents, are reported to the H&S Adviser and that any necessary follow-up action is taken;
- d. Devising Safe Systems of Work, including minimum supervision standards to maintain such systems. These systems are to be reviewed at least annually. Definition: ***A safe system of work is a procedure which will allow specific tasks to be carried out safely, after systematic assessment and examination of the task has eliminated all associated risk, or at least minimised the risk(s) identified;***
- e. Ensuring adequate maintenance of equipment and that staff are trained in the safe use of such equipment;
- f. Ensuring employees receive training on health and safety at work matters. New health and safety information shall be communicated to each employee as quickly as possible;
- g. Ensuring that health and safety inspections are carried out on a regular basis;
- h. Assisting in the implementation of any remedial action identified as a result of any health and safety audit or inspection; and
- i. Maintaining and keeping updated staff training records;

*Safety Representatives*

Safety Representatives have been nominated by their colleagues to represent them on Health and Safety at Work issues. To discharge this role Safety Representatives are entitled under current legislation to: 29

- a. Undertake workplace inspections, having previously given reasonable notice to local division/line management;
- b. Time off work, with pay, for the performance of their functions, and to undergo any training necessary in aspects of those functions;
- c. Have reasonable access to office facilities and notice boards.
- d. Have access to relevant documents and any professional and Health & Safety information considered relevant and applicable to the organisation.

*Health and Safety Committee*      A Health and Safety Committee at Work has been established for the administration and process of Health and Safety at Work within the Company. Terms of Reference are at Section 6.      30

*Sub-Contractors/Others*      Sub-contractors to the Company are bound by the 1974 Health and Safety at Work Act and other current legislation. A written statement of their awareness of this requirement, e.g. a copy of their Health and Safety Policy, is required prior to the start of any employment/work undertaken.      31

All employees and visitors to the various Company locations will be expected to comply with hazard and other safety and warning notices posted for their attention and convenience.      32

A copy of this policy will be provided to all contractors/sub-contractors who are expected to comply with its contents.      33

Contractors/sub-contractors are not relieved of their mandatory duties and responsibilities under statute nor common law when employed by the Company.      34

Any breach of health and safety regulations, legal requirements or Company Health and Safety policies may lead to the suspension at the expense of or termination of the contractor/subcontractor.      35

*Health and Safety Advisor Responsibilities*      The retained Health and Safety Advisors (David A. Flagg & Associates) are responsible for the following.      36

- a. Advising management on the preparation, continued development, promulgation and review of the Company Safety Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy.
- b. Giving advice to management as requested on:
  - Legal requirements affecting health, safety and welfare;

- Prevention of injury and damage;
  - Provision, selection and use of protective clothing and equipment;
  - New working methods, equipment or materials which could reduce risks;
  - Proposed changes in legislation;
  - Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, sub-contractors and so on;
  - Specialist services required in relation to substances hazardous to health, noise, asbestos removal, etc.
- c. Carry out regular inspections of sites and workplaces to determine whether work is being carried out in accordance with Company policy, Method Statements and the relevant statutory provisions. Provide an inspection report to site management and send a copy of the report to the respective Project Manager.
- d. Notifying the Health and Safety Executive of new sites and projects, dangerous occurrences, major injury accidents/incidents, in accordance with Company policy, including the preparation of any Health and Safety Plans required by the Company in accordance with the CDM Regulations 2007 and, undertaking the role of CDM Coordinator when required.
- e. Assist management in any dealings with the Health and Safety Executive.
- f. Carry out investigations of serious accidents/incidents in accordance with Company policy and then prepare and provide reports/statistics as necessary.
- g. Check that necessary first aid provision including equipment is available at all company workplaces and arrange for supply if requested.
- h. Check that necessary statutory literature for use or display is on sites or at workplaces and arrange for supply if requested.
- i. Provide advice on training requirements and arrange training courses where required.

- j. Endeavour to establish at all levels within the Company an understanding that compliance with the Regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.

Please note full Health & Safety Policy (sections 3 to 12) is available upon request.

## 3 Organisational Arrangements

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<b>Abrasive Wheels</b>	All reasonable steps will be taken by the organisation to ensure the health and safety of employees who work with grinding machines incorporating abrasive wheels, and will provide sufficient information, training and instruction to ensure compliance with current legislation. All Site employees will be competent in the use and application of Abrasive Wheels.	37
<b>Access and Exit</b>	<p>The Company provides a safe place of work, safe means of access and exit, including movement in and out of the workplace, and safe movement within the workplace. All employees are to ensure that:</p> <ol style="list-style-type: none"><li>Articles or substances do not impede the safe access or exit at their workplace, particularly to fire or other emergency exits and that any such restrictions are promptly removed;</li><li>Any access and exit limitations are adhered to, so that suitable and safe arrangements for work in areas of high risk are ensured;</li><li>Employees should report to their direct line manager/Principal Contractor any situation where safe access/exit is restricted or obstructed, and arrange for the appropriate remedial action to be taken immediately; and</li><li>Safe access and exit can be achieved by maintaining high standards of tidiness. Access and exit routes will be regularly checked to ensure obstacles or other safety hazards are promptly removed;</li></ol>	38
<b>Accidents/Incidents</b>	Any accident/incident to an employee, visitor or other person as a result of any work or other activity, must be recorded without delay in the local Accident and Incident Book. All serious accidents will be notified to the Incident Contact Centre, Caerphilly, Wales, under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) Act, 1995. A Company Accident and Accident Reporting Policy is outlined at Section 7.	39
<i>Near-miss.</i>	<b>A near-miss is an unplanned event not causing injury or damage, but has the potential to do so, e.g. items falling near to persons, or a short circuit on electrical equipment. All near-misses are to be recorded using the Company Accident/Incident Reporting system, so</b>	40

that action to avoid any re-occurrence is promptly taken and appropriate information is then circulated to all employees.

**Alcohol/Drugs**

The Company operates a nil alcohol/drugs policy, recognising that a safe and healthy working environment can be placed at risk by those who misuse alcohol or drugs to such an extent that it affects their health, performance, conduct and relationships, and possibly puts our employees and others at risk.

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**Asbestos**

The company will generally employ specialist, licensed contractors for the removal of asbestos based materials.

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The company acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of proper control measures and work methods supported by training of employees. This policy requires the full co-operation of management and staff at all levels. The person responsible for the implementation of this policy is Mr Austin Patten.

- **Arrangements for Securing the Health and Safety of Workers**  
No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.
- **Training**  
Before starting work, employees liable to be exposed to asbestos above the action levels or control limits will be required to undergo training in work with asbestos so as to understand the health hazards, the correct work methods, the use of control measures, the use of protective equipment and hygiene procedures. The training will also be provided annually as a refresher course (including new information, standards and techniques) for all asbestos workers.
- **Engineering Control Measures**  
Adequate materials and control equipment will be provided and maintained in an effective condition to minimise, so far as is reasonably practicable, the exposure of employees and others to asbestos. Employees should ensure that the control equipment within their area of responsibility is working properly (so far as they can ascertain) and any defects found must be reported promptly to the appropriate manager or supervisor.

- **Personal And Respiratory Protective Equipment**  
Where appropriate, personal protective equipment (PPE) and respiratory protective equipment (RPE) will be provided to employees working with asbestos. Employees are required to use the equipment correctly and to carry out routine maintenance and performance checks on RPE.
- **Hygiene Procedures**  
Adequate hygiene facilities (where appropriate) will be supplied to enable employees to maintain a satisfactory standard of cleanliness to protect themselves and others.
- **Medical Surveillance**  
Medical surveillance will be provided for employees who are liable to be exposed to asbestos above the action levels. Medical examinations will be available for asbestos workers before commencement of work with asbestos (unless a suitable medical examination has been made in the last two years) and at further intervals of not more than two years. The company will maintain records of employees' medical examinations. All employees are entitled to inspect the health records which relate to them.
- **Air Monitoring Records**  
Adequate air monitoring will be undertaken to assess the exposure of employees to asbestos on a routine basis and records of the results will be maintained. All employees are entitled to inspect the monitoring records of sampling relating to them.
- **Procedures for Dealing with Health and Safety Issues**  
Where an employee raises a problem related to health and safety in the use of asbestos, the company will:
  - (a) take all necessary steps to investigate the circumstances
  - (b) take corrective measures where appropriate
  - (c) advise the employee of actions taken.

Where a problem arises in the use of asbestos at work, the employee must:

- (a) inform a responsible person immediately, usually a supervisor or manager
- (b) in the case of an accident or emergency, respond quickly to ensure effective treatment.

- **Safe System Of Work**

Asbestos is hazardous to the worker and to others if the proper procedures and precautions are not observed. However, it can be worked with safely if the following points are followed.

1. Ensure that you are using the correct work methods as stated by the agreed plan of work.
2. Make sure that you have the right PPE in working order and that you know how to use it correctly.
3. Check that the engineering controls are in place and working correctly, so far as you can ascertain.
4. Report any defects in RPE or control measures to your supervisor or manager as soon as possible.
5. Follow the correct decontamination procedures every time.
6. Remember the training you have been given on working with asbestos.

- **Summary Policy Statement**

Asbestos is hazardous if not used or worked on properly, but you can protect yourself and others by following the three basic precautions:

- (a) use the correct work methods that have been specified
- (b) use your respiratory protective equipment correctly and follow decontamination procedures fully
- (c) remember your training on asbestos work.

<b>Contractor Competency</b>	The Company will ensure adequate Contractor/Sub-Contractor competency by use of a self-questionnaire sent to all sub-contractors during the tender stage. Upon receipt the H&S Adviser will assess the return for competency and advice of the outcome. The assessment forms are at Section 5 of this Policy.	43
<b>Construction, Design and Management Regulations 2007</b>	The organisation is aware of its duties and roles under the Construction, Design and Management Regulations 2007 (Rev), whether acting as Principal Contractor or Sub-Contractor. It is also likely that the Company will undertake the role of Designer/CDM Co-ordinator under the Regulations.	44
<b>Control of Substances Hazardous to Health (COSHH)</b>	In accordance with COSHH Regulations as amended 2004, we will identify products and processes, substances and materials which cause hazards to health, and evaluate the risk and compile an assessment record and share the information with employees. A short policy is at Section 11.	45

	A COSHH file will be prepared listing all substances with relevant manufacturer's data sheets and what to do in the event of exposure to or an accident involving a hazardous substance.	46
	Assessments include appropriate measures to prevent, control or minimise the risk, which will be recorded.	47
<b>Display Screen Health &amp; Safety</b>	The 1992 Display Screen Equipment (DSE) Regulations will be followed. The regulations apply to screens where there is a 'User'; that is, an employee who habitually uses DSE as a significant part of their normal work.	48
	a. All DSE work stations in the Company will be risk assessed by a Competent Person and a written report prepared;	
	b. All work stations satisfy minimum requirements regarding desk size, the DSE itself, keyboard, desk and chair, working environment including lighting, task design and software;	
	c. Work is planned so that there are breaks or changes of activity; and	
	d. Information and relevant training will be arranged for DSE Users;	
	Users, if they wish, are also entitled to appropriate eye and eyesight tests by an optician/doctor, and to special spectacles if needed. The Company will fund the provision of spectacles and the eye test if required by the User up to the agreed national optician rates.	49
<b>Electricity at Work</b>	The organisation will comply with current legislation, British Standards and best working practices. All equipment used will be regularly tested and inspected to manufacturer's specifications and records maintained, and all equipment on hire will also conform. All sub-contractors are established competent persons. On site, portable and electric hand tools, powered equipment will be supplied and operated at 110V by means of an isolating transformer and secondary wiring centre tapped to earth	50
<b>Environment</b>	We understand and support the aims and objectives of Environmental Management and will ensure, as far as is reasonably practicable, that any waste by product, or product resulting from, or is a part of the Company's undertaking, will be disposed of safely and in accordance with the manufacturer's instructions and current legislation. The organisation will include environmental issues and awareness in the regular training programme for all employees.	51
<b>Fire Procedures</b>	Fire training and information will be provided to all employees so that they are aware of the general and specific fire hazards which they may	52

encounter and know how to deal with these hazards, also what action to take in the event of fire. Fire training is a mandatory requirement under the 1971 Fire Act, and the Health and Safety (Workplace Fire) Regulations 1999. Such training will be regularly conducted by competent specialist contractors. It is the responsibility of Department Managers to ensure staff attend yearly fire training and that attendance records are kept.

Whilst on-site employees are expected to comply with the Principal Contractor fire regulations and emergency procedures which will form part of their Induction Training to the site. 53

Any 'Hot Work' will require the use of a Permit to Work. 54

Each employee will have access to a copy of the Company Fire Policy (Section 8), and to sign as having read and understood the policy contents. 55

**First Aid**

We will comply with current regulations including the need for a First Aid Workplace Risk Assessment. Offices and on-site locations must have adequate facilities to enable first aid to be rendered promptly to any injured person, including notices indicating the location of the first aid box and the responsible person (First Aider/Appointed Person). 56

It is the responsibility of Department Managers to ensure: 57

- a. A nominated First Aider/Appointed Person has been appointed within their work area (including on-site) Signs will be posted with the appointee details/telephone number.
- b. Appropriate guidelines have been prepared for the role as prepared by the Training Authority, e.g. St Johns Ambulance/Red Cross.
- c. Suitable training is arranged for the nominee.
- d. Suitable cover is provided during periods of absence by the role incumbent.
- e. Where a First Aider/Appointed Person is appointed, they shall be responsible for taking control of the situation in the event of an injury at work/First Aid box.

**Health & Safety  
Inspections**

We will undertake regular health and safety inspections at all company workplaces – (H&S Advisers). Written reports will be prepared for the Project Managers and retained on file. All employees will be informed of the contents and any actions to be taken by the Company. 58

<b>Health Surveillance</b>	<p>All staff employed on tasks requiring health surveillance e.g. working with asbestos, lead based paint, noise etc, will have the appropriate health surveillance arrangements undertaken on their behalf. Employees must disclose upon employment with the Company any disabilities or medical complaints that could place themselves or others in jeopardy if they fell ill or were injured during a work situation; e.g. diabetes, claustrophobia, vertigo, haemophilia, HIV etc. This will be recorded in a surveillance questionnaire.</p> <p>Further surveillance questionnaires will be completed for each employee during the annual staff appraisal by a competent person (generally the director or senior manager in attendance). Should issues be highlighted during the appraisal, the services of a medical health professional will be employed to implement further investigation and monitoring.</p>	59
<b>Hours of work</b>	<p>We are aware of and acknowledge our obligations under the 1998 European Time Directive Regulations whereby individual employee contracts will be amended and updated if and when required.</p>	60
<b>Housekeeping</b>	<p>Poor standards of housekeeping are generally recognised as a high cause of injury and/or damage at work. High standards of housekeeping are to be achieved and constantly maintained. Also:</p> <ul style="list-style-type: none"><li>a. All Company locations will be kept clean and tidy to avoid the creation of hazards and that contract cleaners will undertake the required office cleaning duties;</li><li>b. Waste is to be regularly removed, and obstructions, articles or substances likely to cause slips, trips or falls removed;</li><li>c. Employees must ensure their areas of responsibility are maintained in a tidy and satisfactory standard of housekeeping at all times;</li><li>d. All equipment will be maintained and regularly serviced, including lighting;</li><li>e. Suitable ventilation and workplace temperature levels will be maintained, (min 16 degrees C);</li><li>f. Thermometers will be displayed at all Company premises;</li><li>g. Safe Systems of Work will include welfare and housekeeping considerations; and</li><li>h. Suitable and appropriate sanitary and welfare facilities will be provided for all employees;</li></ul>	61

<b>Joint Consultation</b>	We are aware of our responsibilities under current legislation and will encouraged employees to appoint Safety Representatives to liaise on Health and Safety issues with Management. Additionally, a Company Health and Safety Committee has been established and their Terms of Reference are outlined at Section 6.	62
<b>Manual Handling</b>	The requirements of the Manual Handling Regulations 1992 will be followed and we are committed to providing safe working conditions where risks involved during manual handling operations are removed, or reduced to an acceptable minimum. A short policy is attached at Section 10 to this policy.	63
<b>Plant and Machinery</b>	All equipment plant and machinery, including hired items, will be regularly inspected and tested by a competent authority/person. Records of the inspection and any maintenance required are to be retained for a period of 5 years.	64
	Isolation controls for all such equipment is to be easily identified and simple to read instructions displayed in accordance with Workplace Regulations 1992.	65
<b>Risk Assessment</b>	Regulations 3 and 4 of the Management of Health and Safety at Work Regulations 1999 require that employers formally assess risks to their employees whilst at work and implement arrangements for protective/preventative measures.  a. All workplace hazards and risks should be as far as is practicable, identified as early as possible, a risk assessment of all employees has been undertaken and, a written record of the assessment kept, including risks arising out of or in connection with the undertaking of the Company and, of the Health and Safety of persons not in our employment. The hazard or risk should be analysed and detailed advice given on avoidance or remedy. Written records of all such assessments to be retained for a period of 5 years;  b. Commonplace hazards where risks are readily apparent may not need a detailed approach, only a rapid resolution or elimination might be required. A common sense approach should be adopted at all times. A Risk Assessment Policy is at Section 9.	66

<b>Safe Systems of Work</b>	To ensure that all employees are protected from risks and hazards, as far as is reasonably practicable, the Company will operate a Safe Systems of Work process which will include: Risk Assessments, COSHH Assessments, Method Statements, Permits to Work. Such information will be shared with employees prior to undertaking tasks requiring the Safe System of Work.	67
<b>Security</b> <i>Premises</i>	The Company main offices are fitted with external intruder alarms. All rooms, offices and windows are to be closed at night and no valuables left unsecured. Suitable insurance cover will be taken out to insure against theft of computer and other valuable items.	68
<i>On Site</i>	Security on-site is the responsibility of individual Site Managers and their Project Manager.	69
<i>Staff</i>	The security and welfare of our employees is of paramount importance.	70
<i>Security Policy</i>	Security procedures applicable to the Company will be prepared by Insurers with input from the H&S Adviser.	71
<b>Signage</b>	Suitable and appropriate hazard signage will be displayed throughout Company locations to warn employees and visitors of those hazards which may affect them. Fire and emergency exit signs will be displayed in accordance with current regulations.	72
	All signage including that on-site will comply with recent and revised regulations.	73
<b>Smoking</b>	We operate a strict non-smoking policy at the workplace, and operatives are to follow the instruction of the Principal Contractor/Client regarding smoking when on-site.	74
<b>Temporary and Casual Staff</b>	The Company recognises their responsibilities towards the self-employed, temporary and casual staff, and will provide: <ul style="list-style-type: none"> <li>• Appropriate training as identified by the Company to undertake expected duties; and</li> <li>• Information on Health and Safety issues including emergency procedures.</li> </ul>	75
<b>Training/Information</b>	Health and Safety Work information and guidance will be provided to all new employees as part of their Induction Training.	76
	Training records of all employees will be maintained and made available for inspection if requested by an enforcement agency.	77

It is the responsibility of Departmental Managers to ensure that all relevant professional and Health and Safety (including Fire Prevention) information is provided prior to start of work and that persons employed, including temporary staff, are professionally competent to do the job. 78

Information provided should contain local systems of work, safe working practices and any actions to be taken in the event of an emergency, e.g. fire evacuation. 79

A dedicated Health and Safety Noticeboard is sited on the premises of each Company location to show: 80

- Fire Certificate (if required);
- Insurance Certificate;
- HSE Poster;
- Emergency Services contact details;
- First Aider details; and
- Fire Prevention/Evacuation details;
- Other relevant Health and Safety items;

Regular Health and Safety Training will include: 81

- Induction training for all new employees – including temporary staff/site operatives;
- General Health and Safety awareness – all;
- Accident and Incident Reporting, including RIDDOR procedures – all;
- Control of Substances Hazardous to Health (COSHH) – all;
- First Aid at Work – all;
- Risk Assessments – all;
- Manual Handling awareness – all;
- Construction Industry activities – work at heights, working with electricity, etc – Site Manager responsibilities – site;
- Fire/Fire Prevention/Office/Site/Evacuation Procedures – all.

	A Training Schedule to reflect Company training requirements will be prepared to complete a programme over a 6 to 9 month period each year.	82
<b>Transport</b>	All our vehicles will be serviceable and in a condition to undertake the tasks demanded of them. They will be regularly serviced and records of servicing, maintenance and repairs will be retained for as long as the organisation own/contract hire the vehicles.	83
<b>Utilities and Services</b>	All gas services and appliances will be maintained and serviced by a competent CORGI registered fitter and records of all visits, repairs, services and maintenance will be retained for 5 years.	84
<i>Gas</i>	Any domestic gas pipes within the main office complex are to be coloured yellow in accordance with industry regulations.	85
<i>Water</i>	All drinking water taps are to be suitably marked. Non-drinking water is also to be appropriately identified. Where normal 'tap' water is not suitable for drinking we will provide an appropriate drinking water alternative.	86
<i>Electricity</i>	All electrical junction boxes are to be source/correctly hazard signed. All wiring will be in sound condition and all electrical equipment including portable appliances (Hoovers, electric kettles etc), will be tested at least annually in accordance with the Electricity at Work Regulations 1989 and records kept of the inspections and any maintenance undertaken.	87
<b>Employment of Young Persons</b>	The Company recognise their responsibilities under the Management of Health and Safety at Work Regulations 1999 and will comply with the requirements of the Regulations including the use of temporary or casual staff.	88
<b>Visitors</b>	For the purposes of this and other Company Health and Safety Policies, the term "visitor" means all non-employees present on the premises or on-site at any particular time, going about their normal business or activity.	89
<i>Others</i>	We recognise our responsibilities towards all persons who visit the premises. At all office/site locations it is the duty of the Receptionist/Site Manager to be aware of all employee and visitors to the premises by means of a Daily Register of Visitors.	90
<b>Waste Disposal</b>	The Company is committed to ensuring the health, safety and welfare of their employees and others who may be affected by the waste materials resulting from our work and activities. All waste products are disposed of regularly under contract arrangements in accordance with statutory requirements and with due consideration to green/environmental issues.	91
	Site Managers are to be aware of the requirements of the handling and disposal of 'special waste', e.g. asbestos, and similar hazardous	92

substances from their locations. If in doubt they should refer to the Company Policy on Special Waste Products or discuss the matter with the H&S Adviser.

## 4 Performance Monitoring (Inspection/Audit)

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Christopher Talbot as Managing Director, is responsible for ensuring the effectiveness of this policy and other Company Health and Safety policies, protocols and procedures. 93

This will be undertaken as follows: 94

- Inspections: regular no-notice 'Snapshot' departmental inspections including regular site inspections ;
- Periodic audits at about two/three yearly intervals;
- Reviews of procedures/policies following changes to procedures, introduction of technology, changes to legislation, methods and systems and especially following accidents or incidents;
- Inspection by independent specialist adviser/consultant;
- Discussions by Safety Representatives, Management at regular Health and Safety Meetings.

The results of Health and Safety performance monitoring will be circulated to all employees and placed on the agenda of Health and Safety Committee Meetings. 95

# 5 Contractor Competency Selection and Competency Questionnaires

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## TALBOT (DESIGN) SEALE LIMITED CONTRACTOR SELECTION QUESTIONNAIRE

<b>Contract:</b>	<b>Ref no:</b>						
1.	<b>Please provide the following details about your organisation.</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td>Companies House Registration:</td> </tr> <tr> <td>Turnover:</td> <td>Numbers of employees</td> </tr> <tr> <td>Names of directors:</td> <td></td> </tr> </table>	Name:	Companies House Registration:	Turnover:	Numbers of employees	Names of directors:	
Name:	Companies House Registration:						
Turnover:	Numbers of employees						
Names of directors:							
2.	Please attach details of your organisations experience in the area that you are tendering for, including details of previous contracts and referees						
	Attached YES / NO						
3.	If you employ five or more employees, please attach a copy of your company's most recent health and safety policy (including general statement of intent, organisation for health and safety, and working arrangements).						
	Attached YES / NO						
4.	Please enclose a copy of any safety manuals. Codes of practice and statements of safe working methods relevant to this contract.						
	Attached YES / NO						
5.	Please enclose copies of your public/third party liability and employer's liability insurance certificates.						
	Attached YES / NO						
6.	Please enclose details of any quality assurance schemes you operate.						
	Attached YES / NO						
7.	<b>Please provide the names and job titles of those people in your organisation with the following responsibilities.</b>						
	<b>The person with ultimate responsibility for health and safety:</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td>Job title.</td> </tr> </table>	Name:	Job title.				
Name:	Job title.						
	<b>The person who would have responsibility for the day-to-day management aspects of this contract:</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td>Job title.</td> </tr> </table>	Name:	Job title.				
Name:	Job title.						
	<b>The person appointed to provide competent advice on health and safety issues, as required by the Management of Health and Safety at Work Regulations 1999:</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td>Job title.</td> </tr> </table>	Name:	Job title.				
Name:	Job title.						

**Section 5**  
**Contractor Competency Selection and Competency Questionnaires**

	Please provide details of the experience and qualifications of the above-named persons (e.g. in the form of a curriculum vitae).	Attached YES / NO
8.	Please enclose copies of any risk assessments/method statements undertaken relevant to this contract. Include: <ul style="list-style-type: none"> <li>• general risk assessments, as required by the Management of Health and Safety at Work Regulations 1999;</li> <li>• safety data sheets and COSHH assessments for all substances that you propose to use (if applicable);</li> <li>• any other relevant assessments (e.g. manual handling, noise).</li> </ul>	Attached YES / NO
9.	Please provide details of health and safety training provided to all managers and staff, and subcontractors where used. Please also include details of your plans for further training if you win the contract.	Attached YES / NO
10.	Do you anticipate using subcontractors on this contract?  If so, please provide details of the procedures you will use to ensure that they are competent and managed correctly.	YES / NO  Attached YES / NO
11.	Please provide details of the accident reporting and emergency procedures to be adopted for this contract.	Attached YES / NO
12.	Have any enforcement notices been issued or legal proceedings taken against your organisation by the Health and Safety Executive in the last three years?  If so, please provide details	YES / NO  Attached YES / NO
13.	Please provide details of any accidents/incidents to employees and non-employees reported by, or on behalf of, your organisation to the Health and Safety Executive during the last three years (as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)	Attached YES / NO
14.	Is your organisation, or any member of staff, a member of any trade or professional organisations?  If so, please provide details of membership of any such organisations	YES / NO  Attached YES / NO
15.	Please enclose details of the criteria you use for assessing your company's health and safety performance.	Attached YES / NO
16.	Please provide details of how often and by whom safety inspections will be carried out during your contract period.	Attached YES / NO

**TALBOT DESIGN LTD**  
**CONTRACTOR EVALUATION CHECKLIST**

<b>Statement of Safety Policy</b>		Yes	No
1.	Is there a clear declaration of intent?		
2.	Does it include the safety of staff?		
3.	Does it include the safety of non-employees, e.g. other employers' staff, the public?		
4.	Does it include the requirement for employee co-operation?		
5.	Are there appropriate arrangements for reviewing the policy?		
6.	Is it signed by a senior director?		
7.	Is it dated? Date:		
8.	Is it up to date?		
<i>Score for statement of safety policy</i>			
<b>Safety Organisation</b>		Yes	No
1.	Is there a traceable management structure?		
2.	Are there clearly defined duties?		
3.	Is health and safety the responsibility of a director?		
4.	Has an individual been appointed as the "competent person" under regulation 6 of the Management of Health and Safety at Work Regulations 1999?		
5.	Are the health and safety qualifications of this individual satisfactory?		
6.	Is the individual deemed to be competent?		
7.	Is there a person appointed with day-to-day responsibility for health and safety?		
<i>Score for safety organisation</i>			

**Section 5**  
**Contractor Competency Selection and Competency Questionnaires**

<b>Safety Arrangements</b>		Yes	No
1.	Are there safe working practices for all areas of the contract?		
2.	Are they suitable and sufficient?		
3.	Are there suitable procedures for carrying out general risk assessments?		
4.	Are there suitable procedures for new or special risks?		
5.	Are there suitable procedures for carrying out specific assessments (e.g. COSHH)?		
6.	Is there an accident reporting and investigation procedure?		
7.	Is personal protective equipment provided?		
8.	Are there suitable systems for equipment testing and maintenance?		
9.	Are there suitable procedures for the employment of subcontractors?		
<i>Score for safety arrangements</i>			
<b>Safety Training and Qualifications</b>		Yes	No
1.	Is suitable health and safety training provided for managers?		
2.	Is suitable health and safety training provided for staff?		
3.	Is suitable, regular fire and emergency training provided?		
4.	Are there trained first aiders?		
5.	Are there adequate procedures for recording health and safety training?		
<i>Score for safety training and qualifications</i>			
<b>Consultation and Communication of Safety</b>		Yes	No
1.	Are there suitable arrangements for consulting with staff?		
2.	Are there arrangements for trade union safety representatives (if applicable)?		
3.	Are there arrangements for representatives of employee safety?		
4.	Are there arrangements for safety committees?		
<i>Score for consultation and communication of safety</i>			
<b>Safety Monitoring</b>		Yes	No
a.	Are safety inspections programmed?		
b.	Are they programmed at a suitable frequency?		

**Section 5**  
**Contractor Competency Selection and Competency Questionnaires**

	<i>Score for safety monitoring</i>		
	<b>General Comments</b>	Yes	No
	<i>Total score</i>		

## 6 Terms of Reference – Health and Safety Committee

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<b>Objectives and Functions</b> <i>General</i>	The Committee will concern themselves with all aspects of the health, safety and welfare of employees, clients, visitors and others whilst on the business of the Company and, will operate in accordance with the requirements of current legislation and Company policy.	96
<i>Specific</i>	<p>To promote employee co-operation in order to enable measures which ensure Health and Safety at Work to be instigated, developed and carried out. The Committee will:</p> <ol style="list-style-type: none"><li>a. Study accidents, incidents and relevant statistics and trends, so that recommendations can be made on improvements to current working practices;</li><li>b. Examine health and safety audits and inspection reports;</li><li>c. Consider reports submitted by any staff representative and make recommendations;</li><li>d. Act as a focus for employer/employee participation in the prevention of accidents and promotion of Health and Safety at Work;</li><li>e. Monitor and assist in the development of working practices, safety rules and safe systems of work by:<ul style="list-style-type: none"><li>• Advising on the appropriateness and adequacy of the rules for health, safety and welfare proposed.</li><li>• Drawing attention to the need to establish rules for a particular hazardous work activity or class of operation.</li></ul></li><li>f. Considering reports (responses) provided by appropriate external inspectorates or enforcement bodies (e.g. Health and Safety Executive), and to make recommendations;</li><li>g. Monitor the effectiveness of health, safety and welfare communication and activity within the workplace;</li><li>h. By agreement, carry out such visits and inspections within the building as may be necessary for the effective discharge of their responsibilities.</li></ol>	97

<b>Membership</b>	Only employees of Talbot Design (Seale) are eligible for membership of the Committee. The membership of the Committee shall be:	98
	<ul style="list-style-type: none"><li>• Gary Talbot –Director</li><li>• Austen Patten – Contracts Director</li><li>• H&amp;S Adviser – Committee Secretary</li><li>• Project Managers/Office Representative</li></ul>	
	The Committee may co-opt additional members for advice on specific issues.	99
<b>Meetings</b>	Meetings shall meet at bi-monthly – more frequently if the Committee think this is necessary.	100
	At least ten working days’ notice shall be given before any meeting takes place.	
<b>Agenda</b>	The Committee Secretary will undertake to provide minutes of the meeting and co-ordinate items to be included on the Agenda. The agenda items will be circulated to the members at least ten days before the date of the meeting.	101
<b>Minutes</b>	The Minutes of each meeting shall be written up and distributed within 10 working days of the meeting.	102
	All committee members shall ensure that confirmed minutes of meetings are displayed on appropriate notice boards.	103
	The minutes of meetings shall be circulated to all committee members.	104
<b>Disagreements</b>	Any unresolved disagreements between on issues relating to the business and functions of the Committee shall be referred, in the first instance, to Christopher Talbot. If agreement still cannot be reached, further external assistance may be requested.	105
<b>Accountability</b>	Members are accountable to the organisations they represent.	106

# **7**      **Accidents and Accident Reporting (RIDDOR)**

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<b>General Statement</b>	<p>The Company accept their responsibilities as an employer under current legislation and will provide, as far as is reasonably practicable, a safe and healthy workplace and environment for all staff and, ensuring that visitors to premises are not exposed to risks to their health and safety.</p> <p>This policy will be regularly updated to reflect professional and legislative changes and any 'in light of experience' lessons.</p> <p>This policy outlines the procedures which are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on any Company premises during the course of their employment.</p> <p>The policy will be brought to the attention of all new staff as part of the Company Induction Programme and by inclusion in the Health and Safety policy.</p>	107 108 109 110
<b>Responsibilities</b>	<p>Christopher Talbot, is held responsible for overall health and safety issues and for ensuring implementation of this Accident and Incident Reporting Policy. The H&amp;S Adviser is to:</p> <ul style="list-style-type: none"><li>• Ensuring that up to date Accident and Incident Books are maintained at all Company locations;</li><li>• The appointment of suitably trained First Aiders particularly on-site and records kept up to date;</li><li>• The provision and contents of appropriate First Aid boxes – Site Managers are responsible for on-site locations;</li><li>• Ensuring that all RIDDOR requirements are met.</li></ul>	111
<b>Staff</b>	<p>All employees have a responsibility under current health and safety legislation to:</p> <ul style="list-style-type: none"><li>• Safeguard themselves as far as is reasonably practicable;</li><li>• Ensure that others are not put into jeopardy by their actions, either by instruction, example or behaviour;</li><li>• Follow prescribed working methods and safety procedures at all times;</li></ul>	112

- Co-operate with their employers regarding health and safety matters;
- Not interfere with or misuse anything that has been provided for their health, safety and welfare whilst at work; and
- Report any hazard or defect (potential or actual) that may cause injury or damage to local line management without delay.

<b>Definitions</b>	For the purposes of this policy, brief definitions and examples of an accident and a near-miss are as follows:	113
	<b>Accident</b>	
	An unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.	114
	<b>Near-Miss</b>	
	An unplanned event which does not cause injury or damage, but could do so. Examples include articles falling near to people, short-circuits on electrical equipment.	115
	This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the Accident/Incident Book. The person responsible for co-ordinating all accident and incident reporting is the H&S Adviser.	116
<b>The Accident/Incident Book</b>	All accidents resulting in personal injury must be recorded in the Company Accident/Incident Book. This is located at Reception/ and on-site, containing information which must be recorded under law. The contents will be regularly reviewed by the H&S Adviser to ascertain the nature and cause of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.	117
	All near-misses must also be recorded in the book as soon as possible so that action can be taken to investigate the causes and to prevent recurrence and potential injury/damage.	118
<b>Reporting Procedure — Staff</b>	In addition to an entry in the Book, any serious accident or dangerous occurrence must be reported to local senior management. Any injuries or incidents, including road traffic accidents, which occur undertaking work duties off-site must be reported in the same way and, the	119

occupier/employer/manager of the site or premises should be advised accordingly.

If an injury renders an employee unable to make an entry in the Book, this should be completed by a witness or another member of staff who is able to enter a reliable account of the incident. The employee's account must be entered as soon as possible after the event. All Company employees must ensure that they are aware of the location of their nearest Accident/Incident Book. 120

An injury should be dealt with by a First Aider or the situation taken under control by an Appointed Person. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called as soon as possible. Any incident involving an emergency must be reported to local line management/H&S Adviser immediately. 121

Where an accident results in absence from work, employees must tick the appropriate box on the Self-Certification form – (these can be obtained from Doctors Surgeries or the local Social Security Office). Employees who are absent as a result of an accident at work must keep the Company informed of their progress, up to and including a return to normal duties. 122

If the incident results in over three consecutive days of incapacity for work it is reportable under RIDDOR and the Incident Control Centre at Caephilly must be informed on a prescribed form (F2508) within 10 days by the H&S Adviser. Major incidents (as defined in RIDDOR) must also be reported to the Incident Reporting Centre immediately by telephone and be followed within 10 days by a completed Form 2508. A photocopy of the completed form should be kept with other Company records including documents relating to the accident/incident investigation, and to advise the Insurers of any potential claims. The Company must keep records of any developments to the injured person's health, up to and including a return to normal duties and check that any Self-Certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident. F's 2508/2508A are held by the H&S Adviser. 123

**Accident Reporting  
Procedure —  
Visitors/Contractors**

Any visitor, contractor or 'other' person who is involved in an accident or near-miss incident whilst on any Company premises must report the incident immediately to the person responsible for their presence at the location. If the person responsible is not available, the visitor/contractor must ask the local manager for assistance and guidance on how to contact their parent organisation. 124

All injuries must be reported in the Accident/Incident Book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. 125

Visitors and contractors should also notify their own employer as soon as possible.

*Clients/Visitors*

If an injury occurs to a member of the public on the premises which results in their removal for hospital treatment, then this is notifiable and a form F2508 must be sent within 10 days to the Incident Contact Centre at Caerphilly. 126

**Accident/Incident/  
Near-Miss Procedures**

All accidents including near-miss incidents must be reported, however minor. In order to achieve this, the following procedure should be adopted. 127

- a. Obtain treatment for the injury from a First Aider or other appointed person;
- b. Make the area safe following the incident (e.g. by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority);
- c. Enter details in the Company Accident/Incident Book;
- d. Keep the staff informed of any after-effects of the incident, including periods of total or partial incapacity for work;
- e. Review existing workplace risk assessments, policies, safe systems of work in light of the accident investigation results.

**Training**

In order to ensure that accidents are correctly reported it is important that all employees are aware of the legal requirements and Company policy. Appropriate training will be provided. 128

New employees will be trained during their initial Company Induction. 129

The training programme will include: 130

- a. A definition of an accident and near-miss incident and what should be reported;
- b. How and to whom to report an accident/incident under Company procedures;
- c. The location and content of the Accident/Incident Book, and how to make an entry;

- d. The benefits that arise from ensuring that all accidents and near-misses are reported;
- e. An explanation of RIDDOR '95;
- f. Record-keeping requirements;
- g. The role of the enforcing authority.

**Validation**

This will be achieved by simple checks to ensure that procedures are being followed. Training methods will require modification where it is found that accidents/incidents/near-misses are not being reported and investigated in accordance with statutory requirements and Company policy. Training may be validated by:

131

- a. Regularly checking the accident book to ensure that entries are completed correctly;
- b. Reviewing accidents and investigations during regular management and staff/management meetings;
- c. Cross-checking absences due to injury with entries in the Accident/Incident Book;
- d. Enforcing authority and company insurers; and
- e. Reviewing the effectiveness of accident investigations.

*Additional Training*

Where the validation procedures outlined above reveal that accident/incident/near-miss reporting is unsatisfactory, re-training may be necessary.

132

**Records**

All relevant records must be kept at the place where the work to which they relate is undertaken. If an Enforcing Authority requests extracts from Company records, the Managing Director will provide all requested documentation.

133

*Accident/Incident Report Book*

In addition to the requirements under RIDDOR, ensure that all injuries, regardless of how minor they may appear, are recorded in the accident book, kept at Company locations.

134

An Accident Book is required under the Social Security (Claims and Payments) Regulations 1979, or where 10 or more persons are employed at any time.

135

All Accident/Incident Books must be kept for a period of three years from the date of the last entry.

136

*Report of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) – Form 2508 & Form 2508A*

These forms should be completed by the H&S Adviser following any injury or dangerous occurrence specified under RIDDOR and sent to the Incident Contact Centre within 10 days of the accident or dangerous occurrence. Accidents resulting than more than three days incapacity for work must also be reported within this timescale. 137

Examples of what is exactly meant by major injuries, dangerous occurrences and reportable diseases are explained in detail in the Regulations but would include for example: 138

- Serious injury, - fatal accident, fracture of skull, amputation, loss of consciousness;
- Dangerous occurrence – fire, gas explosion, collapse of building structure; and
- Notifiable diseases – hepatitis B, legionella, TB.

Form F2508A must be immediately completed by the H&S Adviser and sent to the Incident Contact Centre where any person suffers from one of the 28 reportable diseases and the Company has been advised by a written diagnosis received from a doctor. 139

Copies of Fs2508/2508A are held by the H&S Adviser. 140

All managers and line managers, supervisors and those who report accidents and incidents are reminded to complete the relevant Company reporting forms. These reports are mandatory legal documents and will be required by Insurers, HSE, the Company and, the injured parties or individual. 141

**First Aid**

*First Aiders/Appointed Person*

Members of staff will be suitably and appropriately trained. First Aiders are not to be absent from work at the same time as each other unless by injury or illness. Details of the location and who are First Aiders will be circulated within the organisation. 142

All First Aiders should attend an HSE approved training course and their details held on this record. The dates of any refresher training (required before three years have elapsed from the date of the initial first aid training) should also be recorded. 143

First Aiders are responsible for the contents of first aid boxes and eye wash points at their respective Company locations. 144

A record of all first aid treatments is not specifically required by legislation but is advised in the guidance contained in the First Aid Approved Code of Practice (ACOP). Details should include: 145

- the injured person;
- accident details;
- injury description;
- treatment(s) given.

## Appendix 1 – Accident Reporting and Investigation Procedure

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In the event of an employee suffering any of the following categories of injury, then Company accident reporting procedures must be followed. 146

- b. Fatal injury.
- c. Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc.).
- d. An injury resulting in the employee being absent for three (3) days or more.
- e. Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc.).
- f. Any other accident resulting in damage to property or injury to employees and/or members of public.

Initially, the accident **MUST** be reported to the relevant Manager as soon as possible and be recorded in the Company Accident Book. 147

The details that must be recorded in the Accident Book are as shown; all sections are to be completed. 148

The accident/incident is then reported to the H&S Adviser (Aldershot Office), who will decide if the injury/accident is reportable or not. When and where possible the H&S Adviser is to visit the scene of the accident/incident as soon as is practicable to begin the accident/incident reporting procedures. If the accident/injury is reportable the H&S Adviser will fill in the details on the official reporting form (F2508, F2508A, etc.) and send it to the Incident Contact Centre within the time period specified. 149

The H&S Adviser will take the appropriate steps to ensure that the accident/injury is investigated as soon as is reasonably practicable, that the results of that investigation are recorded on the Company's internal accident investigation form, and that remedial measures are put into place to prevent a recurrence of the injury/accident including, if required, a Risk Assessment. 150

If there is no supervisor in the area at the time of the accident/ injury, then the employee suffering the accident/injury **MUST** report the accident in the Accident Book and to the H&S Adviser as soon as possible. A work colleague can undertake this responsibility if the injured person is unable 151

to do this him/herself. The Company Accident/Incident forms are to be completed at this time.

It is important for legal and other reasons that details of the accident are completed promptly by the injured party and any witnesses to the incident. 152

If a member of the public (or other person who is not an employee) is injured as a result of a work activity by one of Talbot Design Ltd employees, and that person is taken to hospital for treatment, then the accident/injury must be reported to the employee's Manager and the H&S Adviser **WITHOUT DELAY**. 153

Where an incident has occurred which is classified as a dangerous occurrence, then that incident must be reported to the H&S Adviser **WITHOUT DELAY**, even if no-one was injured. 154

Copies of these accident reporting procedures and copies of the reporting forms are located at each Company location. 155

<b>TALBOT DESIGN LTD - ACCIDENT/INCIDENT REPORT FORM</b>			
To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)			
<b>TYPE OF INCIDENT (Please tick applicable box/s)</b>			
Fatality		Under '3' day injury	
			No time lost
Major injury		In hospital more than 24 hours	Member of public/other contractor injured
Over '3' day injury		Dangerous occurrence	Became unconscious
Reportable disease		Damage incident	Needed resuscitation
<b>THE INJURED PERSON</b>			
Name of Injured Person's Company _____			
Name: _____			
Age _____ Sex: <u>M/E</u>			
Status:    Employee <input type="checkbox"/> Self Employed <input type="checkbox"/> Trainee <input type="checkbox"/> Trade Contractor <input type="checkbox"/> Other <input type="checkbox"/>			
Home Address: _____			
Telephone Number: _____			
Occupation when Injured: _____ Normal Occupation: _____			
Occupational Experience: _____			
Nature of injury or condition and the part of the body affected: _____			

<b>THE ACCIDENT</b>	
Exact Location of Accident:	_____
Time of Accident:	_____ Date: _____
Normal Activity carried on there:	_____
What job was being done?	_____
What step of the job was in progress?	_____
Describe what happened and how. In the case of an accident state what the injured person was doing at the time. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.	
Names of witnesses:	
What was the cause of the accident?	
<b>TRAINING AND RECOMMENDATIONS</b>	
What job instructions had injured person received relating to the incident, and when?	
What action have you taken to prevent a recurrence:	



**INJURED PERSON STATEMENT**

Name:

Signed.....

Date.....

**WITNESS STATEMENT**

Name:

Signed..... Name and Initials.....

Date..... Role/Job.....Company.....

**THE COMPANY**

**SITE SPECIFIC ASSESSMENT FOLLOWING ACCIDENT/INCIDENT**

On each site and each location, the company generic assessment must be renewed to ensure that all significant hazards and their risks are identified and controlled following any accident/incident.

Completion of this form will ensure that the assessment is both appropriate and complete.

**Location:**

**Date Undertaken:**

Maximum number of people involved in activity: \_\_\_\_\_

Additional specific Hazards identified: \_\_\_\_\_

Additional control measures: \_\_\_\_\_

Assessment of remaining risks:

Insignificant/low/medium/high

Is residual risk level acceptable? \_\_\_\_\_

Serious & imminent danger risks identified:

Yes/No

Emergency Action required: \_\_\_\_\_

Names of competent person(s) appointed to take action: \_\_\_\_\_

Circumstances which will require additional assessment: \_\_\_\_\_

Circulation of Risk Assessment (tick)

Contractor

Site Copy

Employees

Subcontractor

Other

Client

On Site Assessment

Print Name

Date

Signed.....

## 8 Fire and Fire Prevention

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<b>General Policy Statement</b>	The Company accept their responsibility as an employer under current legislation and will ensure, as far as is reasonably practicable, that the risk of fire at all Company locations, is kept to a minimum. This will be achieved by the maintenance of appropriate and sufficient precautions, to provide a safe and healthy workplace for all employees and, to ensure that members of the public on our premises are not exposed to risks to their health and safety.	156
	Training and information will be provided to both office and on-site employees so that they are aware of the general and specific fire hazards which they may encounter, be aware of how to deal with these hazards and, what to do in the event of a fire.	157
	Information will be provided with written fire instructions which will detail:	158
	<ul style="list-style-type: none"><li>• The fire hazards and precautions specific to the Company undertaking;</li><li>• Type of alarm system in use and method of operation;</li><li>• Location and use of fire fighting equipment;</li><li>• Action to take in the event of a fire;</li><li>• How to summon the fire services.</li></ul>	
	The contents of this policy will be made known to all including new and temporary staff.	159
<b>Responsibilities</b>	Advice on all matters affecting fire prevention and similar matters can be obtained from the local Fire Brigade.	160
	Garry Hunt/Jason Wild are the Aldershot office nominated Fire Marshals. Site Managers will undertake the role for on-site locations and a copy of their responsibilities will be included in each Site Construction Health and Safety Policy.	161
<b>Staff Responsibilities</b>	Every member of staff has a responsibility under the Health and Safety at Work Act to:	162
	<ul style="list-style-type: none"><li>• Safeguard themselves, so far as is reasonably practicable;</li></ul>	

- Ensure that other people, equipment or property is not put in jeopardy by their actions, either by instruction, example or behaviour;
- Follow prescribed working methods and safety procedures at all times;
- Co-operate with their employer with regards to health and safety matters;
- Not interfere with or misuse anything that has been provided for their health, safety and welfare whilst at work; and
- Report any hazard (potential or actual) promptly to local management or, in their absence, the nominated deputy.

The Local Fire Authorities have a responsibility to visit regularly any premises and will do so unannounced. They consider the misuse of fire safety features as a breach of their regulations and will not hesitate to take legal action against any individual who can be identified as having misused building fire protection. 163

**Staffing Levels**

The Company will maintain appropriate staffing levels at each work location. 164

**General**

The prevention of fire is of vital importance and must be the first consideration of all staff. Most fires can be prevented by common sense and good discipline, it is therefore vitally important that the highest possible standard of fire prevention is maintained so that losses by fire may be reduced to a minimum. 165

Fires do not start accidentally. Carelessness, negligence and ignorance are the normal contributory factors that lead to outbreaks of fire. Therefore a conscientious application and appreciation of the fire prevention measures to be adopted, as outlined in these instructions, will go a long way to eliminating outbreaks of fire. 166

Special fire prevention measures specific to the following areas are contained in the following Appendices and will be displayed in the relevant area. 167

- Appendix 1: Nominated Fire Safety Representative;
- Appendix 2: Fire Precautions – Kitchens/Canteens;
- Appendix 3: Reception/Office;

- Appendix 4: Emergency Fire Procedure;
- Appendix 5: Fire Log: Weekly, Quarterly, Yearly Alarm Serviceability Check;
- Appendix 6: Fire Precautions - Premises Checklist.

**Good Housekeeping**

Tidiness and Cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum and cleared away daily on the cessation of work, removed to a safe location outside away from the building for early disposal. 168

The storage or accumulation of combustible materials in corridors or passageways, under stairs, roof voids or in similar spaces is not permitted. 169

The now common use of paper sacks and plastic waste bags as rubbish containers has greatly increased the fire hazard. Waste bags should not be located or stored in corridors or staircases or near sources of ignition e.g. gas boilers. 170

All workplaces must be checked regularly by occupants for accumulation of rubbish and waste materials. 171

Waste and unauthorised storage must be dealt with promptly. Staff must only place waste in the correct type containers to be removed by the local council. 172

**Fire Alarm System**

The Aldershot offices are fitted with an automatic fire alarm system. This takes the form of an electric alarm bell operated by break glass call points **located at:** 173

- Main Office Area;
- Putnam and Othen;
- Project Managers Department
- Surveyor's Department.

Such alarms are mandatory under current legislation and must be clearly audible throughout the entire area where the alarm is fitted. 174

All staff should familiarise themselves with the specific alarm system fitted in the area where they work and must know the position of the break glass call points and how to operate them. 175

	The fire alarm is to be sounded at all times regardless of the size of the fire.	176
<i>When the Fire Alarm Sounds</i>	On the actuation of an alarm call point anywhere in the premises, the alarm will sound throughout the building.	177
	The Fire Brigade is then to be called for immediate assistance by dialling 999.	178
	Immediately start to evacuate all occupants to a designated safe area at least 50 metres from the premises. Only if it is safe to do so, should a quick search be made of the area to locate the fire and one attempt should be made to extinguish the fire.	179
	A roll call should be taken as soon as the evacuation is complete to determine if everyone is accounted for.	180
	If any person cannot be accounted for, then this should be reported to the Fire Brigade immediately upon their arrival at the incident.	181
	<b>NOTE</b>	
	Nobody should be allowed to return to an area where a fire has occurred unless instructed to do so by the Senior Fire Officer, or Nominated Fire Marshal, or until the "all clear" is given.	182
<i>Fire Alarm Testing</i>	Fire alarms at all Company locations should be tested weekly at a set time and day. Records are to be kept locally of all alarm tests.	183
<b>Smoking</b>	Smoking is one of the major causes of fire. Statistics have shown that the majority of fires have been caused by the careless disposal of cigarette ends and spent matches. The Company operates a strict no-smoking policy throughout their premises.	184
<b>Means of Escape</b>	In addition to the normal exits in use within buildings, alternative exits are provided to enable personnel to be evacuated as quickly as possible in the event of a fire.	185
	All exits, other than those in normal use, are to be distinctly marked "EMERGENCY EXIT" or "FIRE EXIT" on a sign printed in letters of adequate size, and of white lettering on a green background.	186
	All fire exit doors in all buildings are to be kept free from obstructions and are to be kept clear and available for use at all times.	187

	Corridors and passageways leading to fire exit doors should also be kept clear of obstructions. Desks and filing cabinets and similar items must not be kept in these areas.	188
	Local Management are to ensure that all exit doors in buildings are in good working order and that speedy evacuation can always be possible. All new employees to are to be shown all emergency exits before commencing work.	189
<b>Fire Doors</b>	Fire doors/smoke stop doors, where fitted, are a vital part of the premises fire safety precautions as they contain the spread of smoke and heat thus enabling the safe evacuation of personnel and preventing the spread of fire.	190
	Fire doors/smoke stop doors should bear the notice "FIRE DOOR KEEP CLOSED". This notice should be affixed to both sides of the door.	191
	Fire doors are installed with the intention of protecting the means of escape from the building by creating compartments to contain and delay the spread of the fire and to protect escape routes along passageways and stairways and to keep them free from heat and smoke.	192
	It is not always appreciated that smoke is the main hazard to life in the event of a fire. It is the rapid spread of the smoke and hot toxic gases that precede the advance of the fire, making corridors and stairways impassable.	193
	It is generally accepted that in certain circumstances, fire doors do perhaps cause some inconvenience to some staff, but any arrangements made to reduce this inconvenience must not jeopardise personal safety in the event of a fire.	194
	To wedge office doors open in order to provide a through flow of air, or to create an open office is simply not a good enough reason to justify certain members of staff putting not only their own life, but more importantly the lives of others at risk.	195
	It is therefore imperative to ensure that fire doors are not wedged or otherwise held in the open position, especially by fire extinguishers, as this defeats the object of having the doors in the first place and may well lead to loss of life in a fire.	196
<b>Fire Fighting Equipment</b>	Fire fighting equipment is strategically sited throughout the premises. A list is displayed at each Company location. All staff are to be aware that any loss or damage to fire equipment is to be reported to local management immediately.	197

Portable hand held fire extinguishers are designed for use by staff who have received training in their correct method of operation. Consideration should however be taken with regard to the size and extent of the fire before any member of staff attempts to use an item of fire equipment. Under no circumstances should any member of staff put themselves at risk when using fire equipment. 198

Fire extinguishers come in standard colouring with an appropriate colour band denoting their specific use (red, blue, black or cream). 199

Staff have a duty to familiarise themselves with the various types of extinguisher found in the building and include its method of operation and type of fire used. 200

The various types of fire fighting equipment fitted in the premises are as follows: 201

- Water Gas - Red coloured extinguisher - for wood, paper, fabrics, carpets, curtains, etc;
- Dry Powder – Red with blue band extinguisher - for petrol, oil, fat, gas, vehicle and electrical fires;
- CO2 – Red with black band extinguisher - for any fire but mainly used for kitchen and electrical fires;
- Fire Blankets - for smothering oil or fat fires or may be wrapped around someone whose clothing has caught fire.

**REMEMBER**

- \* Use the correct extinguisher for the type of fire involved
- \* Extinguishers operate in the upright position
  - Do Not Turn Upside Down
- \* To be of any value extinguishers must be used immediately
- \* Learn How To Use Your Extinguishers Now

**Fire Training**

Staff fire training is to take place at regular intervals. Training programmes will be notified to all employees. 202

Training will generally be given by competent persons. The minimum requirement is that staff receive training at least annually. 203

This training will include: 204

- General fire prevention precautions;
- Use of fire fighting equipment;
- Means of raising the alarm;
- Evacuation procedure;
- Action to take in the event of a fire; and
- How to summon the Fire Brigade.

Records of all training and practices undertaken on site will be maintained by the local management, as they will be required during future site inspections. An entry on the individuals training card accompanied by a signature from the trainer concerned is considered to be sufficient. 205

**Fire Drills/Practices**

The effectiveness of our procedures for dealing with fire emergencies must be tested by means of practical fire drills and an unannounced fire drill/practice will take place at least once per year. 206

**Electrical Equipment**

All electrical appliances must be serviceable at all times and will be checked by a qualified electrician annually – (PAT). No unauthorised alterations are to be made to electrical wiring or fuses by members of staff. All appliances are to be fitted with an approved type of plug. Power sockets are to be switched "OFF" and the plugs removed from the socket when the appliance is not in use. 207

Only authorised electrical appliances are to be used. Under no circumstances should privately owned equipment be used without permission of the local department management. 208

Multiple Plug Adapters are not to be overloaded. 209

Alterations and repairs to any wiring or appliances are to be carried out only by qualified electricians. All defects are to be reported through the normal channel to local management for remedial action. 210

Flex is not to be looped up to nails or hooks nor run across floors or under carpets. Flex that has been joined and bound with insulating tape or similar material is not to be used. 211

Non essential electrical equipment should not be left switched on and left unattended at any time, even for a short period. After use, appliances are 212

to be switched off and disconnected by removing the plug from the socket not by pulling the flex.

Portable radiant heaters are not to be used. 213

The correct type of electric fuse must always be used and be fitted by a qualified electrician. 214

Care must be taken to avoid overloading an electric circuit, as this can "blow" a fuse and put the circuit out of action. Overloading can also lead to fires. 215

Where a fuse blows regularly the matter must be reported at once to local management who will arrange rectification/repair. 216

*Electric Kettles, Water Heaters etc.*

Care is always to be taken to disconnect electric kettles by removing the plug after use. 217

These utensils are not to be used in rooms or places where the floor is likely to be wet or where the user can touch a good earth, e.g. a water or gas pipe, and the appliance at the same time. 218

Kettles, water heaters, etc. are to be placed on non-combustible non-conducting material to cool off or when switched on and not in actual use. 219

Electric power appliances, are to have 3-core linkable cable for connecting to a 3-pin socket outlet. 220

*Plugs*

Plugs of all electrical apparatus are to be removed from socket outlets when not in use, irrespective of whether 'ruby' lensed pilot lights or switches are in use. 221

Plugs are to be removed from sockets carefully and not by pulling the flex or appliance. 222

Great care must always be taken to disconnect heat producing appliances such as electric fires, kettles, etc. when not in use or when left unattended. 223

All plugs and sockets should be frequently examined to ensure that they are in sound condition. 224

Cracked or broken plugs and sockets must be reported to local divisional line management without delay who will arrange repair/replacement. 225

*Switches - Electric*

The position of main electric switches is to be clearly indicated. 226

	The "ON" and "OFF" positions of all switches is to be clearly indicated on the appliance.	227
	When a switch is fitted to a socket it must be in the "OFF" position before inserting or removing the plug.	228
	All major electrical equipment, e.g. heavy-duty items, should be fitted with an isolating switch.	229
<i>Static Electricity</i>	Whenever the risk of static electricity being developed exists, all equipment liable to produce such a risk is to be fitted with the appropriate earthing devices.	230
	Such devices are only to be fitted by a qualified electrician and maintained in sound working condition by frequent examination and test.	231
<i>Recommended Fuse Ratings For Electrical Appliances</i>	It is quite normal these days when buying a 3 pin plug to find that it already comes fitted with a 13 amp fuse. In most cases this fuse too high a rating for the majority of domestic and leisure appliances.	232
	The principle of the fuse is to act as the weak link in the chain, in other words should an electrical malfunction occur within an appliance, then the fuse should 'blow' thus preventing a build of heat and the subsequent fire occurring.	233
	It is therefore of paramount importance that the correct fuse is fitted for the particular item of equipment in use. All portable appliances used in the Company will be checked annually by a qualified electrician and a record of these checks will be maintained for 5 years.	234
<i>Flammable Liquids</i>	Flammable liquids in bulk should be stored in appropriate containers reserved solely for the storage of such liquids.	235
	All containers, both empty and full, are to be stored in the upright position with their caps closed.	236
	The quantity of flammable liquid held is to be limited to the amount required for daily use. Receptacles containing flammable liquids are to be closed after use and where practicable stored in an external metal locker provided specially for this purpose. The locker should be clearly identified by appropriate hazard signage stating "FLAMMABLE STORE - NO SMOKING - NO NAKED LIGHT".	237
	Any spilt liquid is to be immediately cleared or, if not possible, covered with sand or an authorised absorbent.	238

Petrol or other flammable substances e. g. solvents, paints, etc are not, 239  
under any circumstances, to be brought into any Company building/site  
without the permission of local management, and if allowed the period of  
time is to be specifically restricted.

## Appendix 1 - Nominated Fire Marshal

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At each division, one member of staff should be nominated to monitor the day to day maintenance of fire precautions. 240

The nominated Site Marshals for the Aldershot office are Claire Brulfert / Karen Shaw. On-site the Fire Marshal responsibilities will be undertaken by the Site Managers whose terms of reference will be included in the individual Site Construction Health and Safety Plan. 241

The main duties and responsibilities of the Aldershot Site Fire Marshals are: - 242

- a. Ensure that fire precautions are being observed by all office employees;
- b. Monitor that the fire equipment is in situ;
- c. Ensure that the safety features installed for the protection of staff are not being misused i.e. fire doors wedged open, fire points and exits being blocked etc;
- d. Co-ordinate and direct staff action in the event of fire;
- e. Undertake regular (weekly) tests of the fire alarm system on a point rotational basis;
- f. Ensure the regular Fire Logs are maintained and kept up to date.

## Appendix 2 - Fire Precautions – Kitchens/Food Preparation Areas

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	A high standard of fire precautions in kitchens/food preparation areas is of paramount importance to ensure that fires do not occur. All employees should be fire conscious and trained on what to do should a fire break out.	243
	When vacating the kitchen area, try to ensure that the electrical supply to appliances is switched off. Turn off the main electric light switch.	244
	Any defects in cooking apparatus, e.g. microwave, are to be reported immediately to the local line management.	245
	Which, in the event of fire, the gas 'mains' should be switched off.	246
	Staff should be aware of the location of the following:	247
	<ul style="list-style-type: none"><li>• Fire alarms and fire fighting equipment (fire blanket/ extinguishers) and their method of operation;</li><li>• Mains electric switches and gas shut-off valve, which should be indicated by a suitable notice.</li></ul>	
Gas Leaks	In the event of a gas leak the following action is to be taken:	248
	<ul style="list-style-type: none"><li>• Extinguish naked lights;</li><li>• Turn off gas supply;</li><li>• Thoroughly ventilate building;</li><li>• Notify appropriate authority;</li><li>• <b><u>Do not</u> switch off/on electric lights.</b></li></ul>	
Closing Down Safety Check	At the end of each day, an employee detailed by local management is to carry out a fire safety check, ensuring that all cooking equipment is turned off. Whenever possible, all electrical equipment is to be switched off and plugs removed from sockets.	249

## Appendix 3 - Reception Area/Main Office

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	The risk of fire breaking out in an office is probably lower than in any other workplace. It should, therefore, be possible to virtually eliminate office fires by introducing preventative measures and procedures.	250
	However, office fires can occur and can cause considerable and costly damage.	251
	The most common causes of fires in office/reception areas can be grouped under the following headings:	252
	<ul style="list-style-type: none"><li>• electrical;</li><li>• heating equipment/appliances;</li><li>• smoking materials;</li><li>• general activities, e.g. contractors using 'hot' tools.</li></ul>	
<b>Fire Prevention Measures to be Taken</b>	<b>Electrical</b>	
	Regular inspections of electrical installations by a suitably qualified electrician is essential in order to identify any substandard or defective installations that could cause a fire. This is now a requirement under the Electricity at Work Regulations 1989.	253
	The Institution of Electrical Engineers Wiring Regulations (16 <sup>th</sup> Edition) recommends regular inspections.	254
	It is important to follow safe working practices when using electrical equipment. Accidents and fires can be caused by incorrect use and lack of regular maintenance. These guidelines should be followed:	255
	<ul style="list-style-type: none"><li>• switch off all appliances when not in use;</li><li>• where electric kettles are provided, they should be filled and left unplugged each time they are used.</li></ul>	
	Staff should be trained to continually look for obvious visual defects and should be instructed to report any of the following immediately:	256
	<ol style="list-style-type: none"><li>a. defective earthing;</li><li>b. damaged cables, plugs and sockets;</li></ol>	

- c. overloading of circuits and fuses; and
- d. faulty electrically operated machinery.

**Never:**

257

- place electrical heaters under desks, or close to curtains, chairs, etc;
- move any portable electrical equipment without disconnecting it from the mains;
- allow cables to remain in a position where they can be damaged or walked over or knocked when moving goods about;
- place anything on top of ventilation grills fitted to electrical equipment.

**Keep:**

258

- electrical supply cables away from wet floors.

**Always remember:**

259

- use a qualified electrician to effect repairs on electrical equipment;
- fully unwind cable reels prior to use to prevent cable overheating;
- electrical light bulbs become very hot and should not be allowed to come into contact with combustible materials;
- in areas where highly flammable gases are present, provide appropriate electrical fittings and do not allow naked flames;
- electrical plugs must be fitted with the correct type of fuses, e.g.:

Maximum Load	Fuse Rating	Colour
750 Watts	3 Amps	Red
1250 Watts	5 Amps	Black
3000 Watts	13 Amps	Brown

**Heating Equipment and Appliances**

Heating equipment and appliances may be considered as being fixed or portable.

260

### Fixed Installations

Regular reviewing and maintenance of oil-fired and gas-fired heating systems is necessary in order to avoid faults developing that could result in a fire, e.g.: 261

- low water levels causing overheating;
- flame/ignition failure causing a build-up of flammable gases.

The Gas Safety (Installations and Use) (Amendment) Regulations 1990 require that persons who work on gas fittings are registered with the Council of Registered Gas Installers (CORGI). 262

### Portable Appliances

Portable heaters can start fires if not used carefully. Strict control over the numbers and type of portable heaters introduced needs to be established. 263

- paraffin heaters are prohibited;
- all portable heaters should be provided with suitable guards, not placed near flammable materials or sited along escape routes.

### General Activities

Office premises are at extra risk from fire when contractors are at work. The cause of many fires has been attributed to careless use of oxy/propane cutting and welding operations and 'blow lamps'. 264

Make sure that daily procedures provide for checks on: 265

- flammable materials - these should be kept outside the building with adequate provision for safe storage;
- compliance with safe working practices required of contractors when handling any equipment or plant with the potential to act as an ignition source, e.g. blow lamps etc;

Make sure contractors comply with the building fire precaution procedures. 266

Make sure that all fire exit doors from offices have the facility to be easily opened from the inside without the use of keys/locks. 267

### Conclusion

Good housekeeping, well-established maintenance and security programmes, and staff awareness of this policy are all important factors in reducing the risk of fire. 268

## Appendix 4 - Emergency Fire Procedures

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### Response by Staff Following the Sounding of the Fire Alarm

#### Nominated Fire Marshal/Deputy

Upon being alerted, a fire has broken out on the premises the Nominated Fire Marshal is to proceed to the incident and is to make themselves aware of the exact nature of the incident and take charge until the arrival of the Local Fire Service, whom they should brief on arrival. 269

If it is a False Alarm due to whatever cause, DO NOT re-set any alarm system until instructed to do so by the Local Fire Brigade Officer. 270

#### Reception/Switchboard

Make emergency call to Fire Brigade, call 999 and state: " THIS IS TALBOT DESIGN LTD AT - (GIVE DETAILS OF LOCATION – ADDRESS AND POSTAL CODE). WE HAVE A FIRE AT THE PREMISES AND THE PREMISES/SITE IS EVACUATING. PLEASE ATTEND QUICKLY." 271

Ensure the person receiving the call repeats the address back. 272

#### At the Scene of the Fire

At the scene of the fire the Fire Marshal will assess the following conditions. 273

- Location and spread of fire;
- Severity of conditions;
- Escape routes in use and in which direction Visitors are being evacuated;
- Whether additional help is required;
- Secure the area; and
- Direct evacuation procedure/direction.

#### At Designated Assembly Point

A responsible person will undertake a roll call of employees including any staff/clients of the tenant organisations. Any persons not accounted for must be notified to the Fire Brigade upon their arrival at the premises. Employees/operatives/contractors are forbidden to re-enter the building/site once evacuated, for any reason whatsoever. 274

<b>Action to be Taken After the Fire</b>	All fires are to be reported to the Insurers as soon as possible.	275
	After a fire, no debris is to be touched or removed, apart from that which must be moved to safeguard life and property, unless approval is given by the Fire Brigade.	276
	A detailed investigation will most certainly be carried out by the Insurers and the local Fire Brigade in order to ascertain the cause of the fire. F2085 (RIDDOR) will be prepared and sent to the local Enforcing Authority within 10 days of the fire incident by the H&S Adviser.	277



## Appendix 6 - Fire Precautions

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### PREMISES/SITE CHECKLIST

PREMISES:

LOCATION OF ALARM PANEL (if fitted):

LOCATION OF ALARM CALL POINTS (if fitted):

LOCATION OF FIRE EXIT:

EVACUATION ASSEMBLY POINT:

SPECIAL RISKS ON PREMISES  
(Advise to Fire Brigade upon arrival)

### FIRE FIGHTING EQUIPMENT

Number

Location

Water (Red label)

Carbon Dioxide (Black label)

Dry Powder (Blue label)

Foam (Cream label)

Fire Blankets

## 9 Risk Assessments

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<b>General Statement</b>	We accept that some of our workplace operations may, unless properly controlled, create risks to employees, and others, and will take all reasonably practicable measures to reduce those risks to an acceptable level. We will take all reasonable steps to ensure that Risk Assessments are carried out which will detail the range of hazards associated with working operations together with any remedial actions. Any employee who discovers a hazard during working operations should report the fact to their immediate supervisor and/or the Principal Contractor to ensure remedial action is undertaken.	278
<b>Control and Monitoring</b>	<p>The purpose of the Risk Assessment is to formulate a system of controls for hazards associated with the daily working environment and working practices. To achieve this, a proper system for the formalisation of remedial actions to cater for the hazard identified has been developed. Any hazards arising from the assessment classed as Very High Risk will be discussed and remedial action agreed with the Contractor before undertaking the work concerned.</p> <p>The H&amp;S Adviser will be responsible for RA training, monitoring implementation of recommended hazard controls, assessing the efficiency of the controls and making any additional recommendations to Contractors and Company management.</p>	279 280
<b>Information and Training</b>	<p>Employees will be given suitable and appropriate training to improve their knowledge of the Risk Assessment process and any additional detailed knowledge and applicable information how to assess risks within the daily working environment in which they will be employed.</p> <p>In particular, training will be undertaken as follows:</p> <ul style="list-style-type: none"><li>• Induction – new employees;</li><li>• Skills – to improve existing workplace knowledge and practices;</li><li>• Supervisory – on advancement of employees to supervisory roles;</li><li>• Periodic – during General Health and Safety Training sessions.</li></ul>	281 282
<b>Procedures</b>	A Risk Assessment must identify all hazards within the particular aspect of the Company's day to day operations. These are likely to occur in the following areas:	283

- a. Direct and non-direct employees (sub-contractors, contract and part-time employees) and others who may be affected by the nature of our works;
- b. Current equipment and any equipment that is planned to be hired/purchased in the future;
- c. Materials used within the working environment;
- d. The working environment for employees and others;
- e. Current workplace activities including the Aldershot office (i.e. whether they create a problem affecting quality, or services provided);
- f. Loss of process and any risks that could affect the process operations.

Once a hazard has been identified, its risk is then assessed to determine how and whether it should be or can be controlled/eliminated. Systems and management standards will be produced and implemented with input included from employees and Contractors. Whilst trivial risks may require little or no action, the assessment will clearly indicate how and why. Specialist advice may be sought. 284

## Significant Findings

A statutory record of all Risk Assessments will be retained and will include the measures decided upon to control or eliminate risk. All Risk Assessments undertaken will be "suitable and sufficient" in accordance with the Management of Health and Safety at Work Regulations 1999 (MHSWR) and based on: 285

- The hazards and hazardous conditions encountered and created within the subject location, operation, job, task etc;
- Any adverse effects these could have on people's health and safety;
- Any activities or other circumstances in which exposure to particular hazards or hazardous conditions can occur;
- Existing engineering, administrative and other measures for preventing or controlling exposure of particular groups (employees, Contractor's employees, any visitors or members of the public);
- The extent of exposure, or possible exposure of employees or others, taking account of the effectiveness of existing measures,

	together with and identification of groups of any employees especially at risk.	
	Any decisions and justifications with respect to whether and which further measures need be invoked, taking into account of specific legal requirements and general duties.	286
<b>Risk and Hazard</b>	Risk and Hazard are defined as follows:	287
	<b>Risk</b>	
	Risk is the chance, however great or small that someone or something will or could be or has the potential to be harmed by a hazard.	288
	<b>Hazard</b>	
	Means anything that has the potential to cause harm, it may be an object, condition or an activity.	289
<b>Risk Assessment Process</b>	An assessment of risk is nothing more than a careful examination of what, in the workplace could cause harm to people, property, premises or assets, including; fire, mains explosion, bomb threats/terrorist activities to ensure that sufficient precautions or control measures are in place to prevent harm. Risk assessments do not have to be overcomplicated, keep the process simple. We adopt the following procedures for all Risk Assessments.	290
<i>Pre-Assessment Preparation</i>	Prior to undertaking the Risk Assessment, a Hazard/Risk Survey Record (Appendix 1) is to be completed which will list the risks and hazards encountered in a particular process or activity. The assessor will record the information and allocate a priority (1 is low, 2 is medium and 3 is high) then, by prioritising the findings the most urgent actions will be identified and quickly assessed.	291
	The assessment will then be carried out as detailed below using the Company Generic Risk Assessment Proforma (Appendix 2) to record findings.	292
<i>Look for the Hazards</i>	Having used Appendix A to prioritise risks/hazards:	293
	<ul style="list-style-type: none"> <li>• Complete Generic Risk Assessment (Appendix 2) to record details of the assessment;</li> <li>• Walk around the workplace/work activity;</li> <li>• Look afresh at what is going on;</li> </ul>	

- What could cause harm?- remember hazard is an object, condition or activity;
- Ignore trivial matters;
- Concentrate on the significant factors which could cause serious harm/effect people;
- Ask other employees, contractors, what they know or think;
- Check manufacturers' instructions (equipment) and datasheets (substances);
- Use own experience and knowledge of work/procedures to be undertaken;
- What is important, is to decide whether a hazard is significant;
- Think about people who may not be at the Worksite/Workplace at that time, e.g. visitors, other Contractors, members of the public;
- Consider all employees and the type of work being carried out at the time of assessment.

*Decide Who May be Harmed and How*

*Evaluate*

For each significant hazard evaluate all the information and decide whether existing precautions are adequate or further precautions/control measures are required.

294

- Consider when all current arrangements (including PPE, First Aid and accident cover) are in place and procedures followed, what is the residual risk remaining;
- Is it high, medium or low risk?
- Relevant statutory compliance e.g. COSHH, Electricity Regulations etc;
- Consider to your knowledge if Industry 'best practice' procedures are being used;
- Is it reasonably practicable to do more to tackle the risk than already identified;
- Try to eliminate or further control the risk;
- Choose further additional precautions;

<i>Record Findings</i>	<p>a. All Risk Assessments will be in written format, recorded and retained for a minimum period of three years, or if specific industrial legislation decrees otherwise. Employees will be informed of the findings and results of each Risk Assessment undertaken.</p> <p>b. The Index of Risk Assessments (Appendix 3) will be used to record and retain a comprehensive list for each Risk Assessment undertaken for and by the Company covering all areas of work activities.</p>	
<i>Review</i>	A review of each assessment will be undertaken from time to time to consider legislative, workplace, process, and any new changes caused by the introduction of new technology.	295
<b>Risk Rating</b>	<p>The risk rating system used on the Generic Risk Assessment Proforma will include details of hazards classified according to the following criteria.</p> <ul style="list-style-type: none"> <li>• Severity 1 – 10;</li> <li>• Likelihood 1 – 10;</li> <li>• Rating, 1 – 100.</li> </ul> <p>To obtain the Risk Rating multiply the Severity by the Likelihood, e.g. <math>R = S \times L</math>.</p> <p>By using this mathematical scale it is simple to grade into Nil or Trivial Risk, Low Risk, Medium Risk, or Very High Risk in accordance with the scale shown.</p>	296  297  298
<b>Auditing and Review</b>	<p>The Risk Assessment process will audited and reviewed regularly to ensure that:</p> <ul style="list-style-type: none"> <li>• Current legislation and industry best practices are being followed;</li> <li>• The Company policies and procedures are being correctly applied and undertaken;</li> <li>• Safe Systems of Work and Contractor procedures being operated do in fact meet the needs of the Company at the Worksite/Workplace;</li> <li>• To reflect any 'in light of experience' incidents or accidents.</li> </ul>	299
<b>Appendices</b>	<p>The forms used for recording Risk Assessment are as follows:</p> <ul style="list-style-type: none"> <li>• Appendix 1 Hazard/Risk Survey Record;</li> </ul>	300

- Appendix 2 Generic Risk Assessment Proforma;
- Appendix 3 Index of Company Risk Assessments.

N.B. When the Company are acting as Principal Contractor in accordance with the CDM Regulations 2007, then all project contractors will be required to forward site specific risk assessments/method statements/COSHH assessments for perusal prior to start work.



## Appendix 2 – Talbot Design Ltd - Risk Assessment Proforma

### GENERAL RISK ASSESSMENT PROFORMA

Assessment No. \_\_\_\_\_ Organisation: \_\_\_\_\_ Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

No.	Work Area, Activity, Condition, Process	Hazard(s) Present	Persons at Risk	Severity (1-10)	Likelihood (1-10)	Rating (1-100)	Protective Control Measures	Result A=Adequately Controlled N=Not Adequately Controlled T=Trivial Risk U=Unable to Decide

Overall Risk Rating	0 – 25	26 – 49	50 – 79	80 – 100
	Nil/Trivial Risk	Low Risk	Medium Risk	Very High Risk
	Adequately Controlled	Adequately Controlled	Requires Some Control	Urgent Control Required





# 10 Manual Handling

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Introduction	The Manual Handling Operations Regulations 1992 as amended outlines our responsibilities towards employees with specific regard to manual handling of loads. We will seek to fulfil our obligations under these regulations and aim to reduce the risk to our employees of all injury resulting from the manual handling of any workplace load as far as is reasonably practical.	301
	This policy will affect all employees who are in any way involved with manual handling activities.	302
Definitions	<b>Manual Handling</b>	
	Refers to operations involving human effort such as lifting, lowering, carrying, pushing, pulling, holding or moving of any object.	303
	<b>Injury</b>	
	Injury refers not only to the back but to any part of the body.	304
	<b>Load</b>	
	Any discreet moveable object including workers or materials supported by a load carrier.	305
Employer's Responsibilities	The Management of Health & Safety at Work Regulations (1999) requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work.	306
	Where the initial risk assessment indicates that employees <u>are</u> at risk from manual handling of loads, the Manual Handling Operations Regulations (1992) will apply as follows:	307
	<ul style="list-style-type: none"><li>• Avoid manual handling operations where possible or use any form of mechanical aid;</li><li>• Assess any manual handling operations that cannot be avoided;</li><li>• Use the results of the risk assessment as a basis for action by removing or reducing the risk of injury.</li></ul>	
	Local division management is responsible for ensuring that:	308
	<ul style="list-style-type: none"><li>• all employees who handle loads are trained in lifting techniques;</li></ul>	

- employees attend training courses;
- Equipment is used correctly and that employees are properly trained to use equipment.

**Employees’  
Responsibilities**

Each employee, whilst at work, shall make full and proper use of any system of work provided by their employer in compliance with the regulations. Employees must attend training courses when requested to do so by their employer.

309

**The Risk Assessment**

Employees should list all manual handling activities; they then should assess manual handling tasks that cannot be eliminated. Risk assessments should only be carried out by competent persons who have received appropriate training; further advice and guidance can be sought from specialist consultants.

310

All assessments must consider:

311

- LOAD;
- Weight – e.g. can the load be made lighter?
- Shape / size (shape makes handling difficult, etc.);
- Handling characteristics (difficult to grasp, wet or greasy, etc.);
- Can the load be made easier to grasp?
- Stability (is it unbalanced, unstable, lacks rigidity?);
- Can the load be made more stable?
- Danger (is it sharp / hot or potentially damaging?);
- Can the surface of the load be made less damaging?

**The Task**

- a. Distance from the trunk held, increasing the level of stress on the body, making the load difficult to control;
- b. Can the task layout be improved (e.g. storage facilities)?
- c. To perform the operation, does the employee have to adopt an unusual position, reaching above the head, twisting, stooping, etc. potentially increasing risk to lower back?
- d. Can the body be used more effectively with loads being held near the body?

- e. Does the task involve excessive lifting and lowering distances?
- f. Does the task involve carrying loads for excessive distances?
- g. Does the task involve excessive pushing or pulling of the load?
- h. Is there a risk of sudden movement of the load?
- i. Does the risk involve frequent or prolonged physical efforts?
- j. Is there sufficient rest and recovery period before the tasks are repeated?
- k. Can the work routine be improved by e.g. provision of rest breaks, rotating employees, etc.?
- l. Is the operation performed while seated, preventing the use of leg muscles, resulting in the operator reaching and leaning forward, increasing stress to the back?
- m. Is seating stable?
- n. Is the operation performed by teams of employees? During team operations is the load distributed as evenly as possible?

**The Individual**

The following should also be considered in the risk assessment: 312

- Is unusual strength or height required?
- Is specialist knowledge or training required?
- Are those who have special health problems at risk?

Employees should be trained in relation to the task and should be informed of the weight of the load and any potential risks associated with handling. Significant health problems must be reported to local line management. Where it is unsure of a person's general fitness for manual handling, they should be referred to their personal GP for advice. Employees who have had sickness or absence due to manual handling incidents should attend their GP prior to returning to work. 313

**Education and Training**

Employees who are involved in manual handling must complete an initial documented manual handling training programme. 314

All new employees must complete manual handling training at their Induction Training. Prior to formalised training, it will be sufficient for a competent person to carry out initial training where necessary. 315

	Training should include:	316
	<ul style="list-style-type: none"> <li>a. Update on legislation, biomechanics and risk assessments;</li> <li>b. Recognition of potentially hazardous operations;</li> <li>c. Use of mechanical devices, aids and protective equipment;</li> <li>d. Principles of good task design;</li> <li>e. Dangers of careless and unskilled handling methods;</li> <li>f. How the body works and the effect on the body of physical stress;</li> <li>g. Factors affecting individual capability;</li> <li>h. Handling techniques, general rules for safe lifting;</li> <li>i. The use of teamwork;</li> <li>j. The importance of good housekeeping;</li> <li>k. Reporting of faults in the equipment;</li> <li>l. Reporting of accidents and incidents.</li> </ul>	
	Formal training will be undertaken by approved consultants.	317
<b>Monitoring</b>	Local management are responsible for monitoring the procedures identified as safe practice.	318
<b>Accidents</b>	Any injuries which are the result of manual handling must be reported immediately to local line management.	319
	Details of the accident to be written up in the Company Accident Reporting Book.	320
	The Company H&S Adviser will investigate manual handling accidents and made recommendations as appropriate.	321
	If the injury is categorised as a major injury under the RIDDOR Regulations or results in an incapacity for work for more than three consecutive days, a RIDDOR Report Form F2508 must be completed by the Company H&S Adviser and forwarded to the HSE/Enforcing Authority within 10 days of the incident occurring.	322
<b>References And Further Reading</b>	<ul style="list-style-type: none"> <li>• The Manual Handling Operations Regulations 1992;</li> </ul>	

- Manual Handling : Guidance on Regulations – 1992;
- RIDDOR '95 : The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995;
- Management of Health and Safety at Work Regulations 1999.

# 11 Control of Substances Hazardous to Health (COSHH)

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<b>General Policy Statement</b>	We accept responsibility as an employer under the Control of Substances Hazardous to Health Regulations 2004 as amended, hereafter known as the COSHH Regulations.	323
	We will provide, so far as is reasonably practicable, a safe and healthy working environment for all employees and for ensuring that members of the public, whilst on our premises/worksites, are not exposed to risks to their health and safety as a result of contact with or exposure to substances hazardous to health.	324
	We declare our intent to comply with current legislation. This policy will be regularly reviewed in order to include any new requirements under current COSHH Regulations, or any associated codes of practice/standards, or any 'in light of experience' lessons.	325
	This policy will be brought to the attention of all employees as part of our Induction Programme and by inclusion in the Company Health and Safety Policy.	326
	It is essential that all employees work together in order to keep the incidence of personal injuries and hazards incurred as a result of using hazardous substances to an absolute minimum.	327
<b>Responsibilities</b>	It is the responsibility of the H&S Adviser to:	328
	a. Maintain a current and up-to-date list of only those substances thought to cause a hazard to health currently used at Company locations;	
	b. Maintaining an up to date list of all COSHH assessments carried out on these substances and ensure that such assessments are reviewed regularly or when a substance or procedure is changed;	
	c. Informing and discussing with employees any new substances or substances found which have not been previously assessed under the COSHH Regulations. This consultation process should take place prior to the substance being introduced into the workplace;	
	d. Ensuring that the quantity of substances hazardous to health is kept to a minimum;	

- e. Ensuring that all substances hazardous to health are used, transported and stored in such a way, that the likelihood of an accident/incident occurring is kept to an absolute minimum.

**Employees**

All Company employees have a responsibility under the Health and Safety at Work Act 1974 to: 329

- a. Safeguard themselves, so far as is reasonably practicable;
- b. Ensure that others, e.g. contractors and general members of the public, are not put in jeopardy by their actions, either by instruction, example or behaviour;
- c. Follow prescribed working methods and safety procedures at all times and, **not to use any hazardous substance without the benefit of a suitable and appropriate risk assessment;**
- d. Report any hazard (potential or actual) in the way set out in the Company Health and Safety Policy to local division line management.

**Training and Instruction**

Employees will be trained and informed of the known or suspected hazards associated with all substances which they have to use during their work and shall be suitably trained or instructed to enable them to carry out their duties without risk from substances / materials hazardous to health. 330

Employees' training will be undertaken by competent persons. Day to day advice will be given by the Company H&S Adviser to those who request assistance. 331

Information will be given to others who may be affected, e.g. employees and visitors to the Company, and any contractors working on the premises. 332

**Procedure for Using Hazardous Substances**

COSHH Regulations are designed to safeguard employees who work with substances that could be harmful to their health, such as chemicals, dusts and micro-organisms. 333

The COSHH Regulations require: 334

- a. The identification of substances which present a hazard to health;
- b. The health risk assessment of all work activities which involve hazardous substances;
- c. The routine monitoring of the work environment;

- d. Health surveillance for employees;
- e. Testing of equipment such as exhaust ventilation and respiratory protection equipment;
- f. The provision of instruction, training and information to employees regarding hazardous substances.

**COSHH Assessment –  
Procedure**

COSHH Assessment will be carried out as follows:

335

- a. An inventory and identification of those substances hazardous to health that exist or are used within the Company – how much is used – how often – how hazardous is the substance?
- b. Assess at regular intervals the risk to health from these substances and identify those employees at risk;
- c. Implement control measures to eliminate, prevent or control the risk;
- d. Monitor the control measures to ensure that they continue to be effective;
- e. When necessary monitor the exposure of employees and carry out health surveillance;
- f. Employee records of exposure should be retained for 10 years;
- g. Changes to control measures and any changes to PPE will be properly assessed and no new substances will be introduced into the Company without prior assessment and consultation with employees.

Employees should be aware that before using any substance/product, they should read the instructions printed on the manufacturers printed safety data sheet which is provided by law, and the COSHH assessment sheet for that substance/product.

336

Whenever the manufacturer's guidelines or the COSHH assessment sheet refers to the use of personal protection such as protective gloves or masks, etc. then the precautions indicated and/or the protection recommended, should be strictly followed. All such PPE is to be provided to employees.

337

*Micro-Organisms*

The COSHH assessment may also include exposure to blood and saliva as potentially harmful and the means of control/prevention. This would include immunisation, protective clothing, gloves, masks, and eyewear.

338

**Guide to Understanding  
the COSHH Assessment  
Sheet**

Should any employees suffer ill effects when using a substance, they should immediately cease work, report the matter local line management and follow the first aid procedure for that substance/material as per the COSHH Assessment Sheet. 339

Do not decant fluids into inappropriate containers and all containers should be correctly identified and labelled accordingly. 340

Before using any substance, it is important to read the assessment sheet applicable to that substance. If you discover that a substance does not have an assessment sheet, or if a new substance is introduced which is not yet assessed, then advise local division line management. In the meantime do not use that substance. 341

Whenever an Assessment Sheet refers to the use of Personal Protective Equipment and/or clothing, then the precautions indicated or the protection recommended, must be adhered to by the employee. 342

Should anyone suffer any ill effects when using a substance, immediately cease work, report the matter to local division line management and promptly initiate the Company accident/incident procedures. 343

Each Assessment Sheet should contain a Manufacturer's Safety Data Sheet (MSDS) detailing the hazards associated with the substance/material. 344

The first thing to be aware of is the Manufactures Hazard Symbol. This will be in the form of a pictogram and will be labelled as one or more of the following. These warning labels are used for instant information and are shown on orange and black labels with the signs in black. 345

- a. Toxic (skull and crossbones);
- b. Irritant / harmful (large X);
- c. Corrosive (test tubes and hand);
- d. Flammable (flames).

This is followed by: 346

**Considerations**

This prompts consideration if regular health checks or perhaps equipment maintenance may be required. 347

	<b>Health Risks</b>	
	Details the health risks associated with the substance.	348
	<b>Spillages</b>	
	Action to be taken in the event of a spillage.	349
	<b>First Aid</b>	
	Relevant First Aid procedures.	350
	<b>Fire</b>	
	Action in the event of a fire involving the substance.	351
	The next part of the Assessment Sheet contains details of the Work Activity.	352
	A substance can have a number of different Work Activities which are identified in 3 different ways:	353
	a. Method of Application - hand (brush or trowel), Spray, Aerosol, Dilute (added to water);	
	b. Work Area - outside, inside, confined space, well ventilated, poorly ventilated;	
	c. Exposure Time - minutes, hours.	
<b>Ensure the Correct Assessment</b>	Check that an Assessment Sheet is available for the substance you are about to use.	354
	Check the work to be done and choose the relevant Work Activity.	355
	All employees involved in the work must comply with the assessment. If the assessment calls for washing hands after use or wearing a dust mask, then you must comply.	356
	If an assessment form is not available or the relevant work activity not covered, then contact the Company H&S Adviser for advice and guidance.	357
	Complete the COSHH-Company Assessment Form at Appendix A, giving as much information as possible.	358
	<i>IF IN ANY DOUBT THEN CONTACT THE COMPANY H7S ADVISER</i>	359

**General Precautions to be Taken**

The following precautions are to be observed by employees when working with hazardous substances and materials.

360








- a. Do not eat, drink or smoke whilst handling or working with chemicals;
- b. Avoid contact with eyes and skin;
- c. Avoid breathing vapours and fumes;
- d. Wear recommended eye and hand protection;
- e. Ensure good general ventilation;
- f. Always use as directed and with caution;
- g. Only use the required amount and no more;
- h. Wash hands before eating, drinking, smoking, and upon completing work.

**Eye Safety**

Should a chemical accidentally come into contact with the eye, flush with clean water and continue this process for 10–15 minutes or longer if need be. If the problem is more than minimal and discomfort persists then seek medical assistance as soon as possible.

361

## Appendix 1 - Company COSHH Assessment Form

COSHH ASSESSMENT SHEET										Sheet Number: <input style="width: 30px; height: 20px;" type="text"/>			
COMPANY NAME: TALBOT DESIGN LTD													
TASK / PROCESS / ACTIVITY													
LOCATION													
PRODUCT / SUBSTANCE USED					MANUFACTURER'S DATA SHEET No.								
HAZARDOUS CONTENT					O.E.L. / M.E.L.								
EXPOSED PERSONS													
EXPOSURE RISK (Skin contact / Absorption / Inhalation / Other)													
FREQUENCY OF EXPOSURE						DURATION OF EXPOSURE							
HAZARDS													
CONTROL MEASURES TO BE PUT IN PLACE													
													
Toxic		Harmful		Corrosive		Irritant		Highly Flammable		Oxidising		Explosive	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
EXPOSURE ASSESSMENT: OPERATORS AND OTHERS													
ASSESSOR					APPOINTMENT/ROLE				DATE				

# 12 Personal Protective Equipment

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## Introduction

Personal Protective Equipment (PPE) means all equipment which is intended to be worn or held by a person at work and which protects that person against one or more risks to their health and safety and includes any addition or accessory designed to meet that objective. 362

PPE is any equipment which protects the wearer and includes footwear, gloves, overalls and aprons. Also included is respiratory protective equipment, eye and face protection, hearing protection (ear defenders) and head protection (safety helmets). 363

Until now the safe use of PPE has been governed by the general provision of the Health and Safety at Work Act 1974 but specific legislation, "The Personal Protective Equipment at Work Regulations 1992, as amended has now come into effect. 364

The aim of the Regulations is to ensure that all staff who require it receive, at no cost to themselves, the PPE necessary to enable them to undertake their work safely, effectively and without risk. 365

It should, however, be borne in mind that the issue of PPE is to be considered as a last resort. It is more desirable to eliminate the risk altogether or to reduce the risk by some other means rather than issue protective clothing. For example, it may be possible to do the job by another method which will not require the use of PPE, or if that is not possible, adopt other more effective safeguards. 366

There are a number of reasons for this approach. Firstly, PPE only protects the person wearing it, whereas measures controlling the risk at source can protect everyone at the workplace. Secondly, the actual levels of protection provided by PPE are difficult to access and, as such, effective protection can only be achieved by suitable PPE which is correctly fitted, maintained and properly used. Thirdly, PPE may 'restrict' the wearer to some extent by limiting mobility or visibility or by increasing the weight to be carried. 367

## Staff Responsibilities

### Staff Responsibilities Regarding the Use of Personal Protective Equipment

Every member of staff has a responsibility to: 368

- a. Safeguard him/herself, so far as is reasonably practicable;

- b. Ensure that other people, plant or property are not put in jeopardy by his/her actions, either by instruction, example or behaviour;
- c. Ensure that any personal protective equipment is used when required and in accordance with the employers instructions;
- d. Make full use of any personal protective equipment provided to their use;
- e. Take reasonable care of the PPE provided and report to your employer any loss or obvious defect as soon as possible;
- f. Take all reasonable steps to ensure that PPE is returned after its use to the storage place provided;
- g. Follow prescribed working methods and safety procedures at all times;
- h. Report any hazard (potential or actual) in the way set out Manor Print's Health and Safety Policy.

**Risk Assessment**

**Undertaking Risk Assessment**

The Personal Protective Equipment Regulations 1992, as amended requires employers to carry out an assessment of the personal protective equipment to be provided to determine if it is suitable for the circumstances of its use. 369

The Assessment must take into account any risk or risks to health and safety which have not been avoided by other means, and the characteristics which the PPE must have to be effective in relation to the risk for which it is required, taking into account any risks which the equipment itself may create. There must be a further assessment following any changes to the working environment. 370

Assessments are the responsibility of Department/Site Managers and should contact the H&S Adviser to undertake the individual PPE Risk Assessment. 371

**Selection of Suitable PPE**

Once the hazards are known there may be several types of PPE that would be suitable. 372

The risks encountered at the workplace and parts of the body to be protected are the two key elements to be considered. For example, when assessing the need for eye protection, employers should first identify the type of hazard present. The risk may be airborne dust, liquid splashes or perhaps projectiles. It is then necessary to assess the degree of risk – in 373

the case of projectiles, this would be the size and velocity of the projectile. It would then be possible to select a suitable and appropriate type of PPE from the ranges available from specialist suppliers.

When selecting the PPE, the nature of the work and the demands placed upon the worker should be taken into account. This will include such things as the physical effort to do the job, the method of work, how long the PPE will be required to be worn and the requirement for visibility and communication. 374

Selection of PPE should be seen as only the first stage in a continuing programme which is also concerned with the proper use and maintenance of the equipment and also the training and supervision of the employees. 375

**Maintenance, etc**

**Maintenance, Replacement and Storage of PPE**

Departmental Managers shall ensure that any personal protective equipment provided to employees will be maintained in an efficient state, kept in efficient working order and in good repair.

For equipment which requires it, planned preventative maintenance programmes will be carried out. The misuse of issued PPE will not be tolerated 376

Users of PPE should examine it before use to ensure that it is in good working order. If any defects are found then the PPE should not be used but the defects should be reported immediately to your supervisor. 377

Suitable storage accommodation will be provided where necessary so that PPE can be kept safely stored when not in use. 378

**Information, Instruction and Training**

17. Employees shall be made aware of the different types of PPE suitable for the risks which they are likely to come into contact with. And, where necessary, they shall be suitably trained or instructed to enable them to wear and use the PPE effectively in order to enable them to carry out their duties without risk. 379

18. Training will be carried out under arrangements made by the H&S Adviser. 380

19. For further advice regarding the supply or suitability of PPE, employees should speak their Departmental Managers in the first instance. 381

**Protective Clothing**  
*General*

Gloves: 382

- Gloves should be worn for direct contact with printing substances/fluids
- The correct type of gloves should be worn for the task to be undertaken. Gloves must be regularly changed and discarded when torn or worn out.
- Gloves must always be used when treating spillages with chemical preparations.
- Gloves should also be worn for procedures which include handling or dealing with body fluid spillages.
- Gloves should always be discarded into a suitable waste bag.

Footwear: 383

- For industrial purposes, footwear should be non-slip, well-fitting, low-heeled and well-supported, and be of similar type to 'Toetector' brands.

Face Masks/RPE: 384

- Face Masks/RPE are to be worn by staff as prescribed in the appropriate workplace risk assessment/method statement.

Broken Skin: 385

- Areas of broken skin, particularly on the hands and forearms, must be well covered with a waterproof dressing.

Ear Defenders: 386

- Ear defenders should be worn by all employees as prescribed in any appropriate workplace risk assessment/method statement.

**References**

The Personal Protective Equipment at Work Regulations 1992, as amended. 387