

**UK South Services Ltd & UKS Cooling Ltd
Health and Safety Policy
Issue Date: 9th May 2023**

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1 Introduction

UK South Services Ltd (also referred to as UKS) recognises its health and safety duty under Section 2 (3) of the Health and Safety at Work Act 1974 and has prepared this written health, safety and welfare policy accordingly. As a responsible employer it is our duty to bring this policy and any revisions made to this document, to the attention of all its employees.

UKSS further recognises its responsibilities under:

- Health and Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Health and Safety (Display Screen) Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health COSHH 2002
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- And all other such legislation applicable to our business, both as an employer and as a company

This document contains the health and safety policy relating to its premises, operations, and activities undertaken, and for staff based at UKS's offices and on construction sites.

This policy had been formulated using a recognised general approach to a health and safety management system and contains the following key elements:

- **Policy Statement:** a statement of the key objectives of the company, signed by its most senior director;
- **Organisation:** identification of the management structure for the delivery of good health and safety performance. This will also detail the specific responsibilities of key post holders and (in more general terms) all employees. (as illustrated at figure 2.0)
- **Arrangements:** a series of statements and standards regarding how the company will deliver particular aspects of health and safety management.
- **Measuring and Reviewing Performance:** how well the company is doing. This aspect is key to ensuring continuing improvement.
- **Audit:** should be a continuing theme – from regular workplace inspections through to full management system reviews.

2 Safety Policy Review

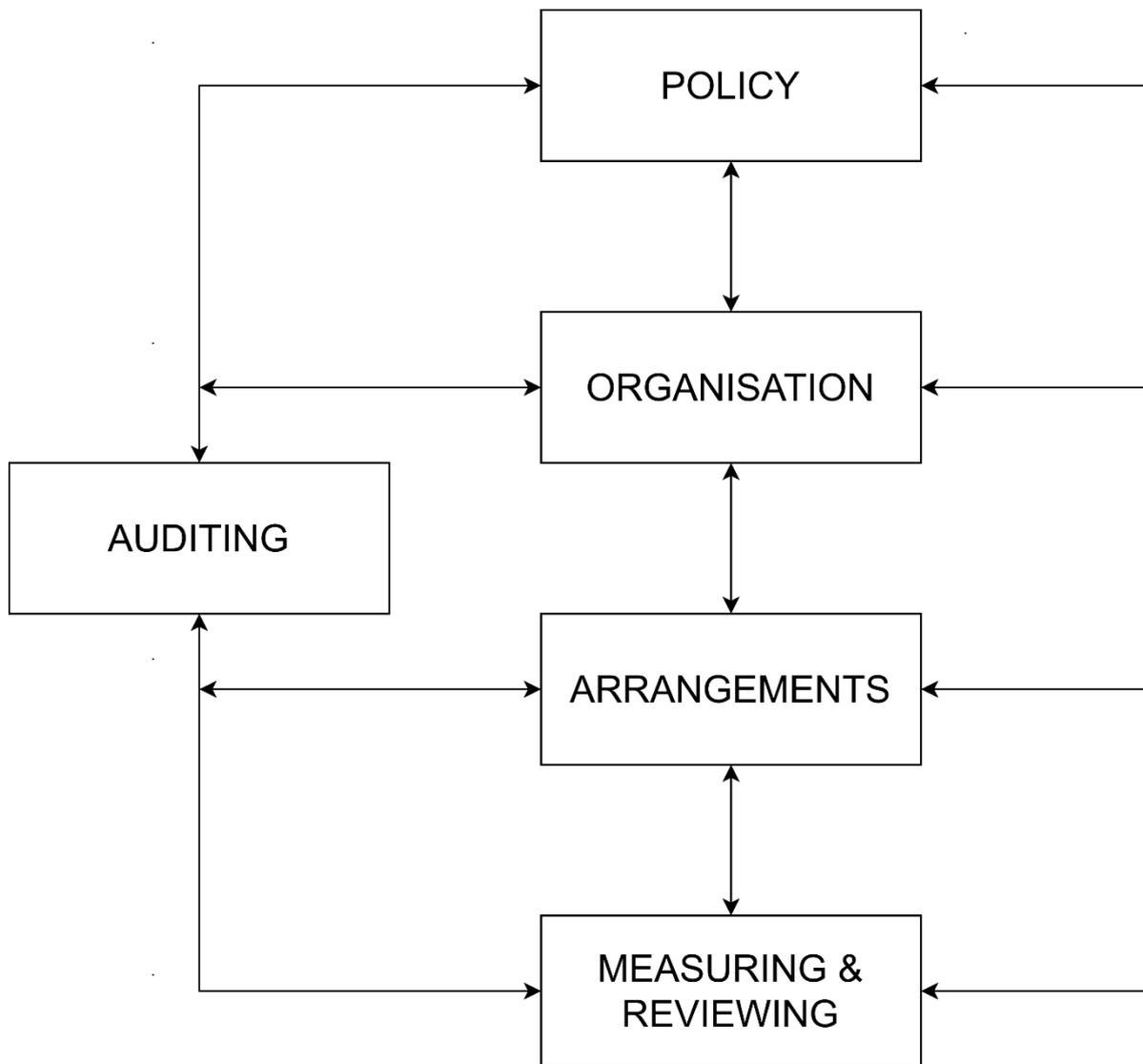
UKSS will review the safety manual at least annually. The following circumstances may also necessitate revision:

- Organisational changes.
- Concerns raised during internal inspections.
- Concerns raised during an external audit.
- Concerns raised following analysis of accident reports.
- Changes recommended following a risk assessment.

3 Health & Safety Management System

Based on the Health & Safety Executive's guidance (HSG65), this figure shows the interrelationship between the various elements of a quality Health & Safety Management System.

Figure 1.0



4 Health & Safety Policy Statement



UK South Services Ltd & UKS Cooling Ltd Health & Safety Policy Statement

This policy statement is produced in accordance with the responsibilities of UKSS under Section 2(3) of the Health & Safety at Work etc. Act 1974.

UKSS considers that the Health and Safety of employees, visitors, contractors and members of the public is of paramount importance.

Directors of UKSS are responsible for ensuring compliance with current legislation and company procedures and for organising, planning and providing sufficient resources for these requirements.

Through management at all levels UKSS has a responsibility, so far as is reasonably practicable, to ensure the Health and Safety of all its employees while at work, and members of the public, visitors and contractors whilst on its premises and in accepting this responsibility will:

- Provide adequate control of the health and safety risks arising from work activities
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe plant, equipment and vehicles
- Ensure safe handling and use of articles and substances
- Provide adequate information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

Signed:



Date: 9th May 2023

Conor Haynes
Managing Director
UK South Services Ltd

5 Environmental Policy Statement



UK South Services Ltd & UKS Cooling Ltd Environmental Policy Statement

UKSS considers protecting the environment equal to other management functions and it is the policy of the company to implement the duties placed upon it under the Environmental Protection Act 1990 and other statutory provisions applicable to the environment.

UKS, while conducting its activities will ensure that its employees, agents and subcontractors take action to:

- Minimise pollution to air, land and water
- Reduce waste and use only waste management licensed sites for disposal purposes
- Conserve energy
- Inform all employees on matters relevant to the environment
- Ensure that all chemicals/substances are stored safely
- Ensure that no substances are discharged to any verge, hedgerow, water body or other habitat
- Recognise special areas of conservation and take appropriate action

Employees at all levels have a duty to:

- Work in a safe and efficient manner with regard not only to their own safety but that of others and others property that may be affected by their acts or omissions
- Halt all operations on discovering the whereabouts of protected species under British Legislation (such as badgers and their sets, all species of bat, nesting birds, great crested newts) until the management has been informed and permission obtained to carry on
- Set a personal example by disposing of litter in the appropriate place
- Assist the company to comply with the relevant statutory provisions for a healthier environment

Clear and concise arrangements will be made as to the responsibilities for environmental matters when contractors enter our premises.

Although not accredited to ISO14001 we will work towards achieving its objectives.

Signed:



Date: 9th May 2023

Conor Haynes
Managing Director
UK South Services Ltd

6 Compliance with Legislation

6.1 Responsible Persons

UKSS have appointed Maurice Haynes as the Senior Person with Special Responsibility for Health and Safety. In this document they will also be referred to as the “Director for Safety”.

The Director for Safety has appointed a Consultant as the “Competent Person” for Health and Safety to provide advice and support.

6.2 Sources of information

UKSS will be kept up to date with laws, regulations and standards applicable to its business through their appointed Competent Person and by maintaining links with external experts, subscribing to internet health and safety websites and through various trade magazines as necessary.

d)

Health & Safety Policy

7 Safety Consultation

Communication

UKSS recognises that the consultation and participation of all employees, at all levels is an essential requirement for achieving a healthy and safe working environment. UKSS will comply with The Health & Safety (Consultation with Employees) Regulations 1996. UKSS have the various communication channels in place (Team Meetings, IT usage, bulletins etc.) and will actively encourage the involvement of all employees. It is the responsibility of every employee to ensure that they understand and comply with all requests.

Notice boards

UKSS will make available all necessary health and safety information, such as, minutes of any health and safety meetings, names of “responsible” persons appointed to assist in the implementation of this policy, best practice and guidance information as applicable to the operations undertaken and any other information necessary to ensure all its employees are fully informed of current company health and safety safe working procedures and measures.

Language Problems

Maurice Haynes or a deputy will ensure that UKSS operatives or sub-contractors, whose first language is not English, adequately understand the safety arrangements and other information that is important for their continued safety at work.

Maurice Haynes or a deputy will ensure that, when necessary:

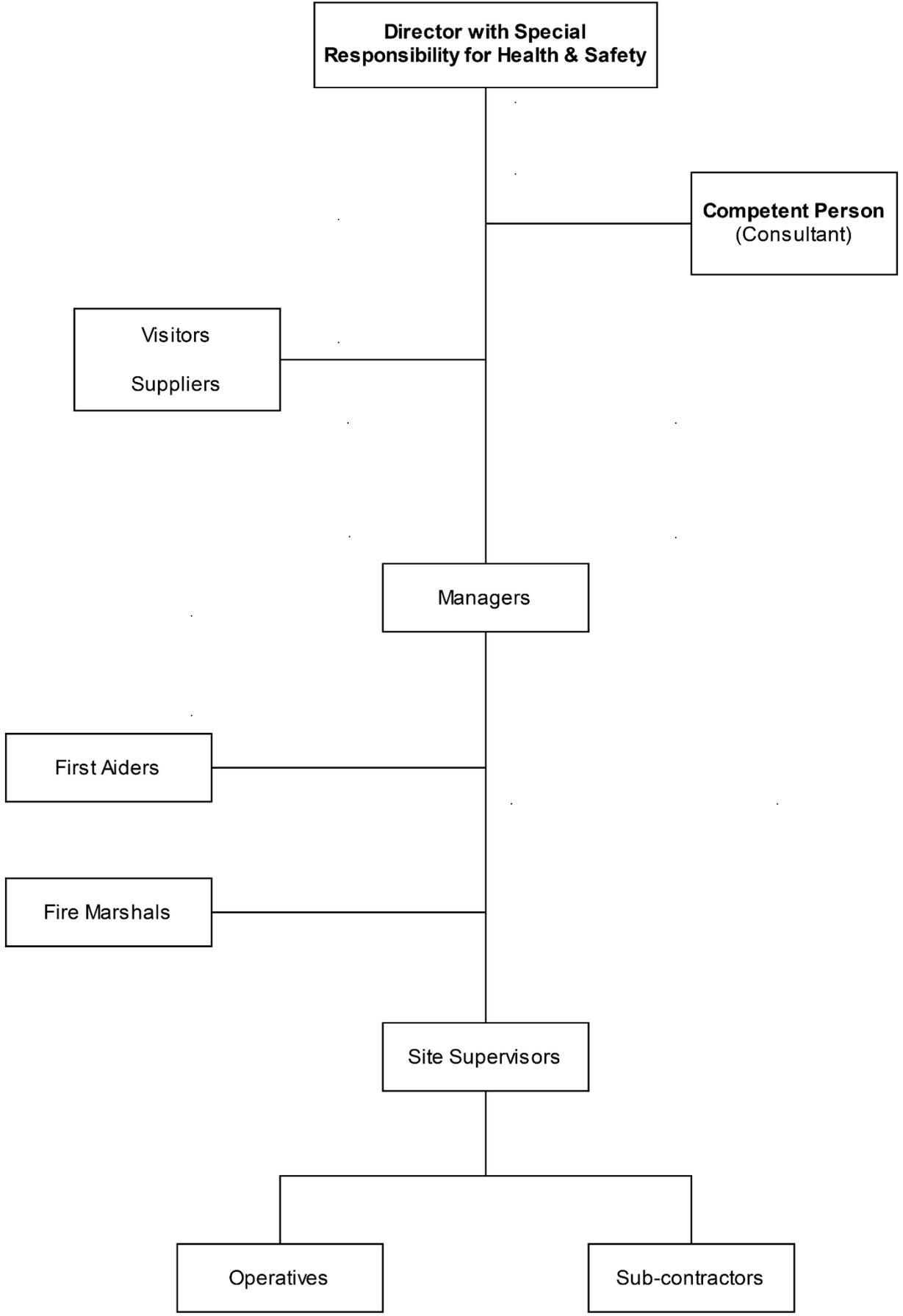
- An interpreter will be used to convey the information to the operative/s
- A buddy system will be set up to ensure non-English speakers have a designated work colleague who can translate for them to ensure they are kept up to date with site safety information
- Where necessary, safety information, risk assessments, method statements etc. will be translated into the required language/s

Competent Person

UKSS have retained the services of an external H&S Consultant to act as the company’s Competent Person and to assist the Management Team in fulfilling their duties.

8 Organisation (Health & Safety)

8.1 Organisation Chart (Figure 2.0)



8.2 Responsibilities

Responsibilities

Maurice Haynes, Director, has been nominated as the Senior Person with Special Responsibility for Health & Safety and the responsibilities will include:

- Ensuring that the policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development
- Adequate resources are made available to meet the requirements of the policy
- Ensuring that the Company retains the services of a Competent Person for health & safety
- The appropriate insurance cover is provided and maintained
- Procedures are put in place to ensure that all equipment is supplied and maintained fit for purpose
- All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees
- Ensuring this policy is effectively administered and monitored, and that necessary alterations are made to the policy to reflect changes in legislation or company development
- All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority
- All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence
- Health and safety assessment requirements are identified and advised to management
- Regular health and safety site inspections/audits are carried out to ensure that all staff and working conditions are in compliance with all mandatory legislation and site rules
- Adequate welfare facilities are provided and maintained in a satisfactory condition
- Communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns
- Written instructions are provided through risk assessment and systems of work to establish safe working methods
- Health and safety site rules are followed by all employees
- Plant and work equipment is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination
- Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years)
- Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner

Managers / Site Supervisors

Managers and Site Supervisors are responsible for ensuring that:

- Safety rules are followed by all
- They set a good example by using the appropriate protective equipment whilst on site and actively lead the implementation of the health and safety policy
- Adequate welfare facilities are provided and maintained in a satisfactory condition
- Risks are controlled and staff are complying with written safety instructions
- Staff are encouraged to report hazards and raise health and safety concerns
- All accidents, incidents, ill health, dangerous occurrences are reported promptly
- Staff are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner
- Any hazardous substances are stored, transported, handled and used in a safe manner
- All plant and work equipment within the workplace is maintained in a safe condition
- Management is informed of any safety issues that cannot be resolved
- Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
- They inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Operatives / Sub-Contractors

Operatives and Sub-Contractors will be responsible for ensuring that they:

- Take reasonable care not to endanger themselves or other persons through their actions or omissions at work
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation
- Use the correct tools and equipment for the task
- Correctly put to use the personal protective equipment provided
- Only use tools which are in good condition
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety
- Co-operate with the company on all aspects of health, safety and welfare
- Report all accidents and incidents so that action can be taken to prevent a recurrence
- Inform their line manager of any illness, medication which might affect their ability or suitability to carry out any particular task

Competent Person (Consultant)

In accordance with the Management of Health and Safety at Work Regulations, UKSS have engaged a consultant, Just Safety Limited, to be their Competent Person to assist them with undertaking the measures necessary to comply with the requirements and prohibitions imposed by relevant statutory provisions.

The service offered by Just Safety Limited cannot alter responsibilities under statute or common law but is intended as an aid to help fulfil such duties. Just Safety Limited will meet their responsibilities set out in the agreement by:

- Providing advice and guidance to the UKSS management team on all aspects of health, safety and welfare
- Preparing a Health and Safety Manual to assist the organisation manage health and safety and to recommend amendments when necessary to encompass changes in legislation

- Undertaking health and safety audits in order to help identify hazardous operations, breaches of legislation and non-compliance with recognised guidance and standards
- Providing advice and guidance in the event of a major injury accident or dangerous occurrence and undertaking an investigation if necessary
- Liaising with enforcement authorities on the behalf of the client
- Informing and advising on changes in legislation that are relevant to UKS's work activities
- Providing advice and assistance to enable the client to undertake risk assessments
- Recommending training for specific groups of employees to ensure they are familiar with their responsibilities and the standards expected
- Recommending other specialist advice, training, surveys, environmental monitoring, examinations, etc. should aspects of work be identified outside the scope of the service provided by Just Safety Limited.

First Aider(s)

First aiders will be appointed and located throughout the organisation and they will ensure:

- Appropriate and suitable first aid equipment and personnel are provided to cover all foreseeable risks.
- All relevant notices, records etc. are maintained.
- The names and locations of the current first aiders will be prominently displayed in work areas.
- First aid personnel will consist of staff volunteers who have been trained according to standards set by the Health and Safety Executive.

Fire Marshal(s)

Fire marshals will be appointed and located throughout the organisation and they will ensure:

- Appropriate and suitable fire response equipment and personnel are provided to cover all foreseeable risks.
- All relevant notices, records etc. are maintained.
- Routine fire alarm tests, escape route checks and fire drills are carried out.
- The names and locations of the current Fire Marshals will be prominently displayed in work areas.
- Fire Marshal personnel will consist of staff volunteers who have been trained according to standards set by the Health and Safety Executive.

Health and Safety Representatives

The Representative(s) of Employee Safety represent(s) the health and safety interests and concerns of employees to Management and to that end he/she:

- Has access to the Manager and to all other duty holders mentioned in this plan
- Assists the Manager in conducting inspections
- Takes part in accident investigations
- Is consulted in the risk assessment process
- Attends safety meetings/briefings
- Is available to be consulted during office hours (pressure of work permitting) by all employees as to their health and safety concerns

All Employees

Employees also have duties, they must for example:

- Use any machinery, equipment, dangerous substance, vehicles or safety device provided by the company in accordance with any training and/or instructions received from the company
- Inform the company of any work situation which they consider might represent a serious and immediate danger to health and safety
- Inform the company of any matter which they consider represents a shortcoming in the company's health and safety arrangements
- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work
- Not remove or interfere with any signs or equipment that the Company has provided in the interests of Health & Safety
- Report all work related accidents, incidents (e.g. near misses), diseases or conditions to the Manager for recording
- Make sure they are aware of the location of the nearest fire alarm call point, fire extinguisher position and fire exit as well as the plan to be followed in the event of fire
- Co-operate fully with the requirements of this plan under penalty of disciplinary action

9 Risk Assessment

Policy statement

UKSS is committed to reducing the risk of accident or injury to its employees or other persons who might be affected by its operations. It recognises the process of risk assessment as a valuable management tool in the reduction of accidents and injuries at work. UKSS therefore intends to comply in all respects with legislation relating to risk assessment in the work environment whether as generally required under the Management of Health & Safety at Work Regulations 1999 or as required under more specific legislation.

Definitions

It is most important to understand the phrases used in risk assessment as any confusion will lead to the assessment being completed unsatisfactorily. The two phrases that most need to be understood are:

'Hazard': the potential for something to cause harm, such as electricity, working on a ladder or with dangerous machinery; and

'Risk': the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Identify all significant hazards to which their employees and others might be exposed.
- Assess the risks to which any persons can be exposed as a result of the significant hazards identified.
- Eliminate the risks where this is possible.
- Reduce and control the level of those risks which cannot be eliminated by the use of appropriate control measures.
- Record the significant findings of any risk assessment.
- Inform all employees (and others as necessary) of the risks and safe working procedures identified.
- Review and revise the assessments as necessary and in any case after a serious incident or accident has been reported.
- Ensure that managers receive sufficient and appropriate training in simple risk assessment techniques to enable them to act as competent persons.
- Use straight forward risk assessment techniques and will not over-complicate the process.

Employees at special risk

The Company recognises that some employees may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

The need for risk assessments

The main reason for conducting risk assessments is to ensure that we have adequately considered the things that can go wrong in the workplace and their likely effects. By so doing we can implement measures that will either reduce the likelihood of such events occurring, or if the worst should happen, limit the severity of injuries that occur.

Adequate risk assessments are therefore fundamental to ensuring the effective management of health and safety risks at work. They should take into account:

- People
- Premises
- Plant
- Procedures

Approach to risk assessment

The HSE suggests that risk assessments should follow five simple steps, notably:

STEP 1: Identify the hazards.

STEP 2: Decide who might be harmed and how.

STEP 3: Evaluate the risks and decide on precautions.

STEP 4: Record your findings and implement them.

STEP 5: Review your assessment and update if necessary.

Principles of prevention

The best way to avoid risks is of course to remove the hazard completely. Unfortunately in the real world that is not often an option but nonetheless the law requires that, as an initial step that's what we should try to do. In other words we should apply a hierarchy of risk controls to a situation in order to arrive at the reasonably practicable measures we need.

MHSWR suggests the following:

- Avoid the risk completely – e.g. change the design or the process
- Substitute – use less hazardous materials e.g. different chemicals
- Minimise – e.g. limit exposure to individuals perhaps by job rotation
- General control measures – guarding, barriers or warning systems
- PPE – the last resort because it protects only the individual

Conducting risk assessments

The key to successful risk assessment lies largely in the competence of those involved. Whatever choice is made regarding type or method of risk assessment, the results should always be consistent as well as being simple to understand and action.

Communication of risk assessments

Risk Assessments are of no use unless they are communicated, whether by memos, training, team briefings, notice boards etc. The method of communication must reflect the needs of the workforce and the seriousness of the risk that exists.

Confirmation

It is necessary to get out into the workplace and make sure that not only are the risk control measures in place, but they are also working.

Identified Hazards

The main hazards identified arising out of Company operations include:

- Electricity
- Fire
- Occupational Driving
- Manual Handling

Risk Reduction

In general terms risks are reduced by the following policies and arrangements:

- The attitude and regard to health and safety by the Company and its employees.
- The proper management of health and safety and the organisation for implementing policies with employees having designated responsibilities and tasks.
- A system built into the organisation for monitoring and inspection of the parts of the premises, systems, machinery, equipment and reporting procedures and discussions at the highest level.
- The policy of removing the hazard at source or by substitution thus avoiding a risk altogether.
- Adapting work where possible to the individual.
- By providing suitable Personal Protective Equipment (when all other risk-reduction measures have been exhausted)
- Giving priority to those measures which protect the whole workplace and all those who work there and so yield greater benefit.
- By training employees in health and safety in respect of their tasks so they understand what they need to do.

Apart from the general measures that management take to determine hazard and reduce risk, the company will seek the advice of the appointed Competent Person to measure and determine hazards and to carry out particular risk assessments.

Methodology – How to use the Risk Assessment Form

The Risk Assessment form that we use has 6 columns:

Ser	Identified hazard	Potential harm	Persons affected	Controls	Residual Risk
-----	-------------------	----------------	------------------	----------	---------------

Ser:

The serial number of the identified hazard

Identified Hazard:

The significant hazard that has been identified for the task e.g. Electricity

Potential Harm:

The harm that the Identified Hazard could cause (can be more than one) e.g. electrocution, fire

Persons Affected:

Identify the person or group pf people that could be harmed e.g. Operative, General Public

Controls:

Here is where you list all the Control Measures that need to be put in place to reduce the risk to 'insignificant' e.g. provide training, switch off power, provide PPE

Residual Risk:

This is a subjective assessment of how much the risk has been reduced if all the Controls are working effectively. It is not possible to get rid of risk completely, unless you decide to not allow the task to be undertaken.

We use High, Medium and Low

High

You have to apply a bit of Common Sense and the Law says you have to put in place 'reasonable' controls to reduce the risk sufficiently so that it becomes insignificant. If you 'feel' that the Controls are inadequate or ineffective, you need to assess the Residual Risk as 'High' and discontinue the task until better Controls are put in place to reduce the risk to 'insignificant'. So, in fact, you would only ever use 'High' on a draft Risk Assessment that has still to be completed.

Medium

Medium would be used where you feel that a risk is reduced sufficiently but only if strict controls are in place e.g. working off a ladder to change a light bulb.

Low

Low is used for everything else where the controls are in place and working effectively. There is a slim chance something might go wrong but even if it does, the consequences are insignificant e.g. getting paint on your skin.

Example.....

Ser	Identified hazard	Potential harm	Persons affected	Controls	Residual Risk
1.	Electricity	Electric shock, Fire	Operatives, visitors	Portable appliances will be subject to regular PAT testing by a competent person. Operatives will carry out before use checks. The electrical installation for the building will be inspected by a competent person – 5 yearly.	Medium

10 Training

Policy statement

UKSS is required to carry out training under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. So far as reasonably practical UKSS will provide information, instruction and training as part of their induction, so as to ensure the health and safety at work for all employees, regardless whether full-time, part-time, or temporary. Training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to an effective health and safety culture and is needed at all levels.

Policy standards

To comply with this policy the following standards must be met

The Director for Safety will, with the assistance of the Competent Person:

- Complete risk assessments as detailed above in Section 10, which will help to determine the level of training needed for each type of work as part of the preventative and protective measures.
- Consider through this risk assessment process the need for, basic skills training, specific on-the-job training and training in general health and safety matters to ensure competence is achieved which allows for the discharge of employee duties.
- Ensure all new employees receive basic training on health and safety on their first day, which must include, emergency evacuation procedures, company safety rules, first aid provision etc. as a minimum. (This forms part of the induction process)
- Identify further training as required for staff identified as having designated responsibilities (e.g. nominated Appointed Persons, appointed Fire Marshals etc.) and establish a suitable and sufficient training programme to ensure regular review, using outside health and safety specialists, as appropriate.
- Ensure that all training in health and safety is recorded and records maintained in the employee personnel file.
- Ensure that there is a programme of refresher training to keep employees up to date with legislation and industry best practice.
- Ensure consideration is given to training, on exposure to new and increased risks owing to, transfer or change of responsibilities, upon the introduction of new work equipment or a change to existing work equipment and upon the introduction of a new system of work or change to existing systems of work.

On-Site Training

The Director for Safety will ensure that:

- All UKSS workers, agency staff, visitors and contractors receive adequate Site Safety Induction training before starting work.
- The training will be recorded.
- If this training is not provided by the Main or other contractor, it will be provided by UKS.

Training – Non-English Speaking

The Director for Safety or a deputy will ensure that operatives, who do not have an adequate understanding of English, are provided with an interpreter to translate the training for them.

The Director for Safety or a deputy will ensure that, when necessary:

- An interpreter will be used to convey the information to the operative(s)
- A buddy system will be set up to ensure non-English speakers have a designated work colleague who can translate for them to ensure they are kept up to date with training and safety information
- Where necessary, safety information, risk assessments, method statements etc. will be translated into the required language(s)

11 Accident/Incident Reporting

Policy statement

UKSS accepts that to help maintain a safe and healthy environment for employees and others, who use its premises and facilities, accidents and incidents need to be reported and investigated. The responsibility for such investigation rests with the local manager with appropriate support from safety professionals, such as outside health and safety experts. UKSS also accepts its obligation to report certain types of injury, disease and dangerous occurrence to the Health and Safety Executive. UKSS is committed to ensuring that all employees are made aware of the need to report such accidents to management.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Ensure that all current, new and temporary employees receive suitable information and instruction during their induction training, to make them aware of the need to report all incidents / accidents.
- Ensure that all incidents / accidents are investigated. The depth of the investigation will relate to the seriousness of the event.
- (See Safety Form SF 0101 Accident Investigation Form plus Guidance)
- Make both written and verbal reports to the reporting authority (RIDDOR) on any such accidents/incidents as defined within the relevant regulations.
 - Report online via HSE website: <http://www.hse.gov.uk/riddor/online.htm>
- Ensure that accurate records of all accidents are maintained and recorded in the accident book by the relevant staff member (or individual).
- Ensure that accurate records are kept of all incidents / accidents to employees whilst at work and all accidents to visitors etc., whilst on or using UKSS premises or facilities, through the use of the company accident book.
- Ensure that information gained from any investigation will be used to help prevent recurrence and prompt the review of the appropriate risk assessment.

Employees' Duties

Employees and contractors of UKSS must report accidents and near misses as soon as possible after the incident. *Even if you might consider it trivial.*

The main or principal contractor may also have a requirement for incidents to be reported to their site manager's office. It must still be reported to UKS.

Types of reportable injury under RIDDOR 2013 Regulations

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which covers more than 10% of the body or which causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia

- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or which requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

12 First Aid

Policy statement

First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and to preserve life until professional medical assistance can be obtained.

UKSS will provide suitably trained personnel for rendering first aid to employees if they become ill or injured. UKSS will also provide adequate first aid equipment for such treatment. There will be first aid and emergency procedures in place to minimise any effect of ill health or injury; this covers the arrangements that need to be made to ensure serious illness or injury is treated in an appropriate manner.

Policy standards

To comply with this policy the following standards must be met.
The Director for Safety will ensure:

- A sufficient number of first aid personnel are appointed, the actual number to be decided by risk assessment.
- An adequate number of suitably stocked first aid kits are available.
- All first aid procedures carried out are recorded in the company accident book.
- All contents of first aid kits are “in date” and appropriate to the risk assessment.
- First aiders undertake an initial Draft course in first aid and regular training thereafter, as prescribed by the Health and Safety Executive.
- Any “Appointed Persons” undertake an approved course and receive regular training updates as required.
- A list of First Aid personnel and their contact numbers / locations is prominently displayed in the workplace.
- First Aid kit contents are checked regularly by a first aider or by the Director for Safety.

13 Fire and Emergency Planning

Policy statement

UKSS policy is to alert staff and other persons to any perceived threat or emergency, to follow set procedures and to provide training to minimise the risks arising from such emergencies. Further in accordance with the Regulatory Reform (Fire Safety) Order 2005 the principal of risk assessment will be utilised to identify, eliminate and/or reduce risk to as low as reasonably practicable.

Emergencies in this context could be, for example, a fire, a gas leak, a bomb threat, a dangerous substance or object, flooding, or damage caused to the building by freak weather conditions.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Identify the types of emergencies or threats that are likely to occur.
- Assess and reduce the risks arising from such emergencies or threats.
- If necessary, reduce the accessibility of unauthorised persons in to their premises.
- Review those assessments on a regular basis and in any case after an incident in which an emergency evacuation of the building has taken place.
- Ensure that an emergency evacuation system is in place and that certain employees have been nominated to assist in such an evacuation.
- Ensure that all supplied fire fighting systems are maintained in accordance with the manufacturers' guidelines.
- Ensure that all employees are made aware of such procedures and know what to do in an emergency by taking part in regular practice drills.
- Ensure that all fitted audible warning systems are tested regularly, with a record of all such tests maintained.
- Ensure Fire Marshals receive adequate training

Fire Safety Documentation

All Fire Safety documentation, maintenance and testing records are held in a safe location, (Fire Log) available for inspection.

14 Workplace (Health & Safety)

Policy statement

UKSS is committed to providing a safe and healthy working environment at all times, therefore it intends to ensure compliance with the Workplace (Health, Safety and Welfare) Regulations 1992, and any other relevant workplace legislation, to avoid ill health and promote good health and employee welfare.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Continually identify potential hazards and assess the risks to the health and safety of their employees and other persons who have access to the workplace.
- Through the risk assessment approach, consider the interface between the activities undertaken at the premises and the structure of the building itself, eliminating or reducing those risks, so far as is reasonably practicable.
- Review assessments on a regular basis or in response to a change in working conditions, and in any case following an incident / accident caused by a unsafe of unhealthy workplace environment.
- Ensure that suitable and sufficient heating, lighting and ventilation is provided and maintained within the premises.
- Monitor and maintain, as appropriate, the condition of all floors and traffic routes to ensure that such areas are kept in good condition.
- Ensure a good level of general housekeeping is maintained within all areas of the business
- Monitor and maintain, as appropriate, the rest areas, sanitary conveniences and washing facilities provided for employees, ensuring that areas are sufficiently cleaned and waste is not allowed to build up.
- Report any defects, hazards or other risks, beyond their immediate power to remedy to the Directors.
- Ensure that regular inspections of the workplace are carried out in conjunction with the relevant section line management, paying particular attention to the areas detailed above
- All statutory inspections of work equipment are planned and are carried out within the timescales specified by the competent person.
- Where the condition of the work equipment is likely to cause risk to safety of operators etc., the work equipment is removed from service and isolated from its power supply or otherwise made safe, until it has been repaired or replaced.
- Ensure all Statutory Inspections and Tests are carried out at the required frequency
e.g.:
 - Lifting equipment within six months, unless otherwise specified by the competent person, e.g. passenger lifts, goods lifts and hoists, escalators, access cradles, elevating platforms, latchway systems, eyebolts, harnesses and lift trucks
 - All pressure systems examined at the specified frequencies set by the competent person in the written scheme of examination.
 - Annual safety checks of the gas installation and gas appliances.
- All reports following statutory inspections are kept along with evidence of remedial action taken.
- The exact dates by which each item requires its statutory inspection will be identified and will be prompted through the planned maintenance system.

15 Housekeeping

Policy statement

UKSS is committed to providing a safe and healthy working environment at all times but employees are required to cooperate by maintaining good housekeeping practices.

Tidiness is one of the foundation stones of safety and good environmental practice. Many accidents are caused through people tripping, slipping and falling over materials and equipment which should not have been left lying around. A great deal of environmental problems could be avoided if materials were disposed of properly instead of being allowed to escape into the surrounding area.

Policy standards

Everyone can make a significant contribution to safety and the environment, merely by applying common sense e.g.:

- Do not leave rubbish lying about - clean up as you go.
- Ensure all waste is disposed of in the correct skip / bin.
- Do not obstruct gangways, aisles or stairways with tools, equipment, cables or materials.
- Make sure that spilled liquids are cleaned up from floors immediately and the contaminated clean up material is disposed of in the correct skip / bin. If clean up is delayed, post a notice to warn others.
- Keep outside areas regularly swept clear of rubbish - especially in windy conditions.
- When clearing up, make sure the refuse disposal point is in a safe position and all waste containers are clearly marked for their contents.
- Position all cables and hoses out of the way. Where possible do not lay them across walkways
- Do not allow accumulations of waste materials.
- Maintain a "tidy desk" policy.
- Ensure the waste disposal area is kept tidy and containers are removed in adequate time to prevent overspill.

Proper waste disposal is an integral part of good housekeeping. Not only does this improve tidiness but it also improves safety and reduces the likelihood of pollution and prosecution.

16 Electricity

Policy statement

It is UKSS policy that mains electrical equipment and supplies are appropriate to the working environment and are subject to appropriate routine testing and inspection.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Ensure all (mains) fixed electrical installations and supplies are subject to formal testing and inspection by a competent person every five years with an appropriate certificate of conformity retained.
- Ensure suitable protective measures are in place to protect employees and others from electric shock / electrocution. (i.e. RCD's)
- Ensure that, where applicable, adequate procedures are in place to inspect and test all portable electrical equipment (PAT) used by its employees during the course of their work and that such formal testing and inspections are properly recorded.
- Ensure that only competent persons are used for inspections and testing of electrical systems and equipment.
- Provide relevant instruction, information and training to employees in the routine pre-use, visual inspection of all mains operated electrical equipment and the reporting of defect portable appliances.
- Establish a system of reporting and repairing of defect portable appliances.
- Ensure that emergency and first aid procedures take account of the actions to be taken in the event of electric shock or burns.
- Ensure employees carry out pre-use checks as detailed below:

Portable electrical appliance - definition

Generally, equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place, e.g. kettles, heaters, drills, saws etc; and also equipment that could be moved e.g. lights, fax machines etc.

Pre-use Checks

Portable electrical equipment can be lethal if it is not maintained in a safe condition. It is UKSS policy that operatives carry out pre-use checks prior to using any piece of electrical equipment for the first time on any particular work day.

What to look for

PAT test is in-date (where applicable)

Electric cable, plug and socket in good condition

Safety features operate correctly e.g. guards fitted and operating correctly, emergency stop, dead-man's trigger operates

Equipment is in a good clean condition and has not been subject to water or other fluids

If in any doubt or if any equipment is found not to be in an unsafe condition, it is to be taken out of use and labelled "Do Not Use".

(Records are not normally required to be made for these simple pre-use checks)

17 Display Screen Equipment

Policy statement

It is UKSS policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for the purposes of current legal requirements. This assessment will be carried out by completing a Display Screen Equipment (DSE) self-assessment questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

- Hazards and risks associated with the use of display screen equipment are identified.
- An assessment of the risks of injury from the use of display screen equipment for each identified “DSE User” is made, with a suitable assessment record maintained.
- Reviews of assessments on a regular basis (or in response to a change in working practice), and in any case following any report of detrimental health effects suffered by a user, involving the use of display screen equipment.
- Ensure that system of work breaks are known and implemented.
- All system users are aware of how to use the display screen equipment safely by providing relevant information.
- Ensure a system is in place to provide eye and eyesight tests for those display screen equipment users who request them and further to ensure the provision of spectacles (in line with current regulations) as necessary.

Eye tests

Any employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician usually nominated by UKS. However, it is the employee’s responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

Supply of prescription glasses

Where the optician has confirmed in writing that glasses are needed exclusively for DSE use, UKSS will make a contribution towards the cost. This figure is reviewed periodically and will be set to reflect the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then this amount will be made available towards the cost. The balance will need to be funded by the individual employee.

Note: Employers only have to pay for spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.

Laptop users

Some of our staff may use laptops instead of, or in addition to, desktop computers. This is most likely to apply to those who spend much of their day outside the office.

If so, this policy should be read in conjunction with our Laptop Safety guidance. This contains guidelines on the safe use of laptops whilst being used in less than ideal conditions, such as cars.

18 Manual Handling

Policy statement

UKSS is committed to reducing the risk to employees who carry out moving and handling in the course of their work. In accordance with the Manual Handling Operations Regulations 1992, the need for manual handling will be avoided so far as reasonable practicable and employees will not be expected to undertake a manual handling task that may lead to injury or ill health.

Wherever reasonably practicable hazardous handling will be by mechanical means, where mechanical means cannot be employed, then alternative safe systems of work will be identified.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

- Hazardous handling and moving operations (including lifting, pushing, pulling, carrying etc.) are identified.
- The need for any hazardous moving and handling operations is avoided so far as is reasonable practicable.
- Risk of injury from all unavoidable hazardous moving and handling operations is assessed and action taken to reduce that risk is identified, recorded and communicated to all staff identified as being at risk of harm.
- All assessments are reviewed on a regular basis or in response to a change in working practices, and in any case following an incident / accident involving moving and handling.
- Employees who carry out moving and handling operations in the course of their work are trained in the correct moving and handling techniques.
- Any equipment provided for moving and handling is maintained in accordance with manufacturers' instructions.

19 New and Expectant Mothers

Policy Statement

UKSS recognises its responsibilities under the Management of Health and Safety at Work Regulations 1999 to specifically address the risks to women of childbearing age and her unborn or newly born child.

Both women and their unborn or newly born child are at increased risk from various physical, chemical and biological hazards in the workplace. The company will carry out risk assessments in accordance with procedure detailed above and will introduce appropriate preventative and protective measures, to reduce any risks so far as is reasonably practicable.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Upon notification of pregnancy from an employee, identify all significant hazards to which a new or expectant mother might be exposed and eliminate the risks where this is possible.
- Ensure that working arrangements are reviewed to minimise risk, including matters such as working patterns.
- Ensure any representations made by the pregnant worker's medical advisors are acted upon.
- Re-assign the employee to low risk work where a significant risk cannot be avoided, if no such work exists then the employee will be placed on paid leave until she ceases to be pregnant or a new mother, or suitable work can be found.
- As appropriate, arrange suitable facilities where pregnant and nursing mothers may take their rest breaks in a degree of privacy and calm.

20 Young Persons

Policy statement

This procedure gives general guidance in relation to the Company's obligations in relation to the health and safety of young people at work. The Management of Health and Safety at Work Regulations require employers to protect young people from any risks to their health and safety which are associated with their lack of experience, lack of awareness of existing risks, or immaturity.

Employers must not take young persons into their employment unless a risk assessment has been carried out in order to ensure that any risks to those young persons are identified and addressed.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Carry out and document Risk Assessments specific to Young Persons and the work they will be doing - before they start work
- Not employ them on the activities or where the hazards/risks are listed in the Guidance Notes (which are supplementary to this procedure)
- Before offering Work Experience to children still at school, seek the advice of the Competent Person.

Risk assessment

The key to protecting young persons at work is Risk Assessment. Existing or generic risk assessments for older workers should not be relied upon. The risk assessment should look specifically at the work to be carried out from a risk to young person's perspective.

The risk assessment must determine whether the work and/or premises represents any such risks to young persons and whether existing control measures provide adequate protection and if necessary, to introduce control measures to eliminate or limit the risks, so far as is reasonably practicable..

When carrying out the assessment or review of the risks to young persons, employers must take into account certain hazards, where these are relevant to the employer's work and young people may be exposed to them.

There is no need to carry out a new risk assessment each time you employ a young person, as long as your current risk assessment takes into account the characteristics of young people and the factors outlined above. In all cases you will need to review the risk assessment if the nature of the work changes or you have reason to believe that it is no longer valid. Employers must not employ young workers in certain activities where you identify significant risks to their health and safety, which cannot be avoided.

The normal Risk Assessment form is adequate for recording risks assessments specific to Young Persons.

You must inform all employees, including those under 18 years of age, about the risks to their health and safety identified by the assessment, and the measures put in place to control them.

You should make sure training is undertaken and check that key messages have been understood. Young people will also need training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training should include a basic introduction to health and safety, for example including first aid, fire and evacuation procedures.

As well as training, you will need to bear in mind that young people are also very likely to require more supervision than adults.

The provisions of Working Time Regulations 1998 (and the Working Time Regulations 1999) apply to all workers, with some additional provisions available for young workers.

Work Experience

You must consult with the Competent Person before contemplating offering Work Experience to an individual or organisation.

When offering Work Experience to any children still of compulsory school age i.e. below the Minimum School Leaving Age (MSLA) you must also let parents/guardians know the key findings of the risk assessment and control measures you have introduced before the child starts work or work experience. You may want to ask the work experience organiser to help you in getting information to parents or guardians of any child seeking a placement.

You do not need parental consent to employ young people above the MSLA, but your local authority does require you to obtain it before you employ a child of compulsory school age. You must provide the local authority with relevant information on the child so that he or she can be issued with an employment permit. The local authority will advise you on your full responsibilities which include providing written confirmation that you have completed a risk assessment and have written approval from the parents or guardians. When you are offering a work experience placement for school pupils/students, the work experience organiser will deal with parental consent.

Students and trainees, including children, on work experience are regarded in health and safety law as employees. If you offer work experience placements to students, you must provide them with the same health, safety and welfare protection you give to your other employees.

Children below the MSLA must not be employed in industrial undertakings such as factories, construction sites etc. except when on approved work experience schemes.

Definitions

Minimum School-leaving Age (MSLA)

A child may not legally leave school until the last Friday in June of the school year during which they reach the age 16, or if his or her birthday falls after that date, but before the start of the next school year.

This means that if a child's 16th birthday falls on or before the last Friday in June, they can leave school on that day. They can also leave school on that day if their 16th birthday falls during the summer holidays.

Young Worker

A "young worker" is defined as anyone between the minimum school leaving age (MSLA) and eighteen years of age.

Child

A "child" is defined as a person who is not over compulsory school age.

Work Experience

An arrangement between an employer and an organiser whereby a “child” who is at least 13 years old, is allowed to gain experience of a working environment.

Inexperience

Inexperience and lack of perception of danger are important factors in why young people may be at greater risk than their older colleagues.

Immaturity

Physical immaturity should be taken into account in work activities requiring prolonged strenuous physical effort, repetitive and / or forceful movements, particularly where these are combined with awkward working postures and/or insufficient recovery positions.

Psychological immaturity is also important, especially given the increasing prominence of work related stress within the field of health and safety management.

21 Use of Work Equipment

Policy statement

UKSS is committed, in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, to reducing the risk of accident or injury to its employees or other persons who may be affected by its operations, by the careful selection, installation, use and maintenance of all work equipment, (i.e. company vehicles, mechanical handling equipment, access equipment, such as ladders, portable tools etc.). UKSS therefore intends to comply, in all respects with legislation relating to the provision and use of work equipment in the work environment.

Definitions

'Work equipment' is defined as any operational machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)'.

This definition is very broad and covers a wide range of equipment, both manually and power operated, such as company vehicles, computers, ladders, trolleys, photocopiers etc.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Ensure that any work equipment is appropriate for the task.
- Identify all significant hazards to which its employees and others may be exposed when using any work equipment, or mechanical lifting equipment.
- Assess the risk to which any persons can be exposed as a result of the hazards identified when using any work equipment or mechanical lifting equipment,
- Document and communicate the findings to all staff identified as being at risk of harm.
- Review the assessment on a regular basis and in any case following an incident / accident involving the use of work equipment.
- Ensure that all work machinery and mechanical lifting equipment is routinely inspected as required by current legislation and manufacturers guidelines.
- Ensure that only authorised personnel, with the appropriate learning (licence, certificate or otherwise) operate or maintain any work machinery or mechanical lifting equipment (company vehicle, operational machinery etc.)
- Ensure that employees receive appropriate general information, instruction, training and supervision in the safe and correct use of all work equipment.
- Ensure that employees are aware of the requirement to use work equipment in accordance with any training and instruction given, regarding safe use
- Provide through competent persons, more detailed training to any staff who are required to fit and / or maintain abrasive wheels and/or cutting / grinding discs.

Employee training

As part of our duty to maintain safe systems of work, only trained employees will be allowed to operate machinery. This training may be provided by a number of sources including our suppliers, as well as training on the job by our own staff. All records of staff training will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users, which can be updated as necessary.

Maintenance

All identified relevant equipment or machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service contract. Records of any maintenance and routine repairs will be kept for at least three years. A sufficient budget will be made available to ensure the safe maintenance of any machinery.

Should any employee experience a problem between routine maintenance, they should report it immediately to their manager.

22 Occupational Driving

Policy statement

It is UKSS policy that all use of road vehicles (whether privately owned, hired or UKSS vehicles) on company business be in accordance with current UK best practice standards to ensure that the risks associated with occupational driving are minimised and to fulfil the requirements of its statutory 'duty of care' so far as reasonably practicable.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

Choice of Vehicles

- Vehicles used on UKSS business are taxed and have a current MOT certificate by undertaking regular and routine checks.
- Drivers are properly licensed and are provided with advice on the appropriate level of motor insurance required for the business operations.
- Drivers are made aware of the importance of regular maintenance, servicing and user checks (i.e. brakes, lights, seat belts etc.) to keep vehicles in safe and good working order.
- Drivers are consulted when purchasing or leasing vehicles to ensure they are ergonomically suitable.
- Drivers are given guidance on good posture and on how to set their seat correctly.

Work Planning

- Drivers are aware of the need to plan their journeys using the appropriate mapping systems available to calculate the optimum route and to allow sufficient time to travel within the appropriate speed limits (drivers are personally liable for any infringements).
- Before any driving assignment, the driver must check that their vehicle is in full working condition, including well adjusted mirrors.
- Drivers must ensure that their vehicle identification numbers (including licence plates) are not obscured at any time whilst driving or parked.
- UKSS will not give drivers any work incentives to drive quickly or dangerously overloaded (e.g. should be paid per hour rather than paid per load or paid per load size).
- Drivers' journey lengths are kept to a minimum and accompanied where necessary to share the driving. Overnight accommodation is provided as appropriate.

Driving Competences

- For normal occupational driving on UKSS business there is no need for special training and competences (other than the need to hold a current driving licence, including the relevant "authorised category" for the vehicle being driven).

Use of Mobile Telephones

- Drivers must be made aware that, except in emergency situations, the use of hand held mobile telephones is strictly prohibited whilst vehicles are either in motion or are stationary with the engine running (because of the distraction they present) as defined by law.
- The use of hands-free telephones (factory fitted or earpiece etc.) is acceptable as long as the driver feels it is safe to do so and that the action does not involve touching or handling the telephone. All such actions are the responsibility of the driver.
- If a driver is required to answer the phone whilst driving, UKSS will provide a suitable hands-free set. Otherwise the phone is to be switched off whilst driving and messages picked up when safely parked-up.

Protecting the Public

- UKSS understands that the environment is very important and so no vehicle shall be stopped or parked with its engine still running.
- When opening doors, all drivers and passengers will check for oncoming pedestrians or cyclists.
- Drivers will not stop or park their vehicles on any footway or cycle path at any time, or in any way obstruct dropped kerbs or pedestrian or cyclist gangways. Short term loading or unloading is not a valid excuse.
- Drivers will comply with all aspects of the highway code at all times when driving.
- Drivers on the road are representing UKSS and therefore will be expected to be civil and not aggressive either physically or verbally to any members of the public.
- Drivers will always give way to pedestrians and cyclists and not drive in a threatening manner around them.

Any driver who fails to abide by these rules will be subject to severe sanctions from UKSS up to and including immediate dismissal. UKSS will take driving complaints from members of the public very seriously and will take action against any drivers accordingly.

23 Work at Height

Policy statement

UKSS is committed to reducing the risk of accident or injury to its employees from the risk of work at height and will do all that is reasonably practicable to prevent anyone falling. It therefore intends to comply, in all respects with current legislation and best practice guidance relating to the working at height and in particular the Work at Height Regulations 2005.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Ensure the following hierarchy for managing (and selecting equipment) for work at height is maintained:
 - Avoidance of work at height wherever possible
 - The use of equipment or other measures to prevent falls where work at height cannot be avoided; and
 - Where the risk of an injury from a fall from height cannot be eliminated, the use of work equipment or other measures to minimise the distance and consequences of a fall.
- Ensure that any work at height is evaluated and where appropriate, the Work at Height procedure and additional risk assessment is implemented.
- Ensure that where precautions implemented do not entirely eliminate the risk of a fall occurring, staff who will be working at height are trained on how to avoid falling and how to avoid or minimise the injury to themselves should they fall
- That any work equipment selected to work from height is suitable and sufficient taking into account the place where the work is being done and the working conditions.
- That any access equipment is regularly inspected, with staff trained in its safe use and are aware of the importance of reporting faulty or damaged equipment
- Ensure that no work is undertaken on fragile surfaces (e.g. fragile roofs)

Note:

Where there is no other alternative other than to access or work from a fragile surface, the manager must be informed and a further, more detailed assessment undertaken.

24 Lone Working

Policy statement

It is UKSS policy to ensure, so far as is reasonably practicable, employees and self employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Policy standards

To comply with this policy the following standards must be met.
The Director for Safety will:

In assessing the risks, considered the following:

- Remoteness of isolation of workplaces
- Communication problems
- Possibility of interference (such as violence or criminal activity)
- Nature of injury or damage to health and anticipated “worse case” scenario

Senior managers will develop safe systems of work where their employees or contractors often work alone and these will include:

- Required ability of the employee
- Suitability of equipment
- Means of communication
- Provision for treatment of injuries
- Emergency and accident procedures
- Training requirements
- Supervision of new recruits or young people
- Provision, where deemed necessary, of personal attack alarm

25 Smoking at Work

Policy statement

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Therefore it is UKSS policy that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

Policy Standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

- All inside areas of UKSS premises are “No Smoking” areas.
- Employees must comply with UKS's policy on the use of e-cigarettes on company premises or in company vehicles.
- No-smoking signs will be displayed in a prominent position at every access entrance to UKSS smoke free premises. These will meet the following minimum requirements:
 - Be a minimum of A5 in area (210mm x 148mm) display the international no-smoking symbol at least 70mm in diameter
 - Carry the following words in characters that can be easily read: “No smoking. It is against the law to smoke in these premises”
- All company vehicles will be smoke free at all times, if they are ever used by more than one person, regardless of whether they are in the vehicle at the same time.
- All smoke free vehicles will display a no-smoking sign in each compartment of the vehicle in which people can be carried. This will show the international no-smoking symbol at least 70mm in diameter.

(Vehicles that are used primarily for private purposes will not be required to be smoke free)

Further advice:

The NHS offers a range of free services to help smokers give up. (www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details). Alternatively you can text ‘GIVE UP’ and your full postcode to 88088 to find your local NHS Stop Smoking Service.

26 Stress at Work

Policy statement

UKSS is a responsible employer and are aware of our duty of care regarding the mental health and welfare of our staff. For this reason, we will take all reasonable steps to ensure that staff are not placed under excessive stress by their work. This means that we need to ensure that staff do not have excessive demands placed on them by their job. As stress is also caused by bullying, harassment and violence, we are required by law to provide a working environment which is, as is reasonably practicable, free from these influences. However, we are legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. If this is not the case, staff have a duty to inform us.

UKSS have adopted the following Health & Safety Executive (HSE) "Definition of Stress" "The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope." In other words, stress occurs when the pressures on a person exceed their ability to deal with them.

Policy standards

To comply with this policy the following standards must be met.
The Director for Safety will consider the following controls:

Should any member of staff feel that they are suffering from an unacceptable level of work related stress; the following procedures should be implemented:

- At first instance, the employee should inform their immediate line manager. He or she will treat the matter with sympathy and in confidence
- If necessary, the manager will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced
- If appropriate, the employee will be referred to a doctor of the company's choice for a medical assessment. Alternatively, the employee may be offered counselling.

Note:

Whilst UKSS are not responsible for causes of stress outside the working environment, we recognise that it can impact on an employee's attendance and work performance. Therefore, we would encourage employees to make us aware of any problems which are causing them undue concern.

27 Temporary Workers

Policy statement

UKSS may from time to time, employ temporary staff in any capacity, to deal with peak workloads, changes in work, staff absences, and for other reasons. UKSS will ensure that any temporary staff are protected in terms of their health and safety and required to protect that of others, to exactly the same standards which apply to permanently employed staff.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Advise the agency, in advance of the general approach to health and safety adopted, by the company and require potential staff to be briefed prior to being sent to work on our premises.
- Provide to the agency a job specification detailing any competence (skills, knowledge and experience) required in the temporary worker.
- On arrival, ensure the worker is assessed for compliance with the specification.
- Upon arrival of the temporary worker provide an induction briefing on the general arrangements within the company (i.e. Fire protection, First Aiders etc.)
- During the induction, ensure relevant hazards associated with the premises and work activity to be undertaken are brought to the attention of the temporary worker along with the relevant control measures and safe working procedures etc.
- Ensure that any work specific or general training is provided in line with the activities to be undertaken, prior to their undertaking.

28 Visitors & Contractors working on the premises

Policy Statement

UKSS recognises its responsibilities towards visitors, and the need to ensure that any contractors visiting the site are themselves protected from hazards to their health and safety. UKSS will ensure that all visitors and contractors are made aware of the emergency evacuation procedures and are not left unattended, and are made aware of UKSS health and safety procedures relevant to their visit.

Note: Contractors employed by the company to assist them with their undertakings are covered in the above “Temporary Workers” policy

Policy Standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Ensure that method statements and risk assessment are received prior to any work commencing. This will ensure the contractor has considered the health and safety of its own workforce and others that could be affected by the work.
- Ensure that any nominated contractor receives and acknowledges receipt of UKSS Health and Safety Policy. (This policy must be passed to the actual personnel carrying out the work).
- Make contractors aware of the need to supply competent personnel with regards to the undertaking.
- Make all visitors and contractors aware of the fire and emergency evacuation procedures, by ensuring that they report to reception, and announce their presence to the senior person present.
- Ensure safe working practices by its visitors and contractors by regular monitoring.
- Allow only tested and inspected equipment on site, which must be verified by the contractor prior to completing any works.
- If in doubt, seek guidance from the Competent Person.

Permits to Work

UKSS managers and supervisors should be aware that certain ‘High Risk’ work must be controlled by the issuing and management of a Permit to Work. Such work would normally be managed by the Landlord or their Agent.

When should a Permit to Work apply?

A Permit to Work would normally apply in the following circumstances:

Working at Height

For example:

- Where a roof does not have permanent edge protection
- Where a roof has fragile surfaces
- Where a roof has hazardous equipment i.e. transmitter

Electrical

For example:

- Working near to or on ‘Live’ conductors
- Working on the main power supply to a building

Hot Work

For example:

- Welding or soldering
- Cutting or grinding that creates sparks
- Using a burner to melt pitch

Confined Space

For example:

- Sewer and man-hole inspection chamber
- Where there is a risk of drowning, asphyxiation due to a lack of oxygen or being overcome by a noxious substance

General Hazards

For hazardous work that does not fall easily into one of the above categories.

For example:

- Interruption of fire detection, alarm or suppressant system
- Moving heavy plant or machinery
- Where there is risk of an environmental incident

29 Control of Substances Hazardous to Health

Policy statement

It is UKSS policy to ensure that the risks associated with the use of chemicals on-site is minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the use of hazardous chemicals wherever possible in accordance with the Control of Substances Hazardous to Health 2002. If this can't be done then we will take all reasonable steps to find less hazardous chemicals. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation will be introduced. Personal protective equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. Employees must not use any new or existing chemicals without prior assessment.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Identify all hazardous substances present in the workplace and maintain an up-to-date register of all such substances.
- Assess who may be exposed and the level of such exposure.
- Refer to the COSHH Essentials service located at www.hse.gov.uk/coshh/essentials to assist in the process of risk assessing all chemicals.
- Control or reduce any exposure to those hazardous substances by elimination, substitution or by use of appropriate control measures.
- Review assessments at regular intervals, and in any case annually, and following an incident / accident involving a hazardous substance.
- Provide suitable and effective personal protective and/or respiratory equipment where necessary, when all other elimination and substitution measures have been exhausted.
- Record and communicate the significant findings to all staff identified as being at risk of harm, provide information, instruction and training to all such employees and any other persons likely to be exposed.
- As necessary undertake health surveillance on employees who are exposed to a substance(s) linked to a particular disease or adverse health effect; *and* if there is a reasonable likelihood under the conditions of the work of the effect occurring.

30 Control of Construction Dust

Policy statement

It is UKSS policy to ensure that the risks from workshop or building site dust are minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to control the activities and processes that cause dust which can be detrimental to operatives and anyone nearby. The long term effects of breathing in dust are well known however we must also consider the nuisance effect on our neighbours and the risk of contravening environmental regulations.

Policy Standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

- Site specific Method Statements will take into consideration the measures for dust reduction during each construction process.
- All operatives, including sub-contractors, are made aware of our policy to control and prevent dust and air pollution on site.
- Where processes producing dust cannot be controlled by damping e.g. cutting, sanding etc., operatives will be protected by the use of dust masks.
- Where possible, other workers will be removed from the area whilst dust is being produced. Otherwise they will also be provided with respiration protection.
- Where processes are producing harmful dust e.g. silica from cement, plaster, concrete etc., Respiratory Protective Equipment (RPE) will be provided. See the note below.
- General building dust will be controlled by damping down with water especially when sweeping up debris.
- All skips must be covered with a suitable cover i.e. tarpaulin or plastic dust sheets.
- Any lorries removing waste from site must be suitably covered prior to leaving site.
- Generally housekeeping on site should be in good order with changing facilities provided to reduce the travel of dust from operatives' clothes.
- Dust sheets must be laid prior to commencement of works and removed at the end of each day. Plastic dust sheets that can be wrapped up and disposed of after use would be ideal. Cloth dust sheets must be washed down over the skip and **not** shaken to remove dust.
- Where practical, cutting tools for timber will be equipped with an extractor for safe removal of wood dust.
- Any materials such as cement, lime and sand will be covered using a suitable plastic covering at the end of use each day or in periods of high winds.

Respiratory Protective Equipment

To protect workers who need to operate in an environment containing airborne dust or fumes. The use of respiratory protective equipment RPE may be required by the risk assessment. RPE must be appropriate to the hazard and to the work and must be fit-tested to the wearer by a trained Fit Tester.

When selecting RPE it is important that the HSG53 guidance is followed:

<http://www.hse.gov.uk/pubns/priced/hsg53.pdf>

Anyone needing to wear RPE should first read this toolbox talk from the HSE which talks through the reasons for RPE and its proper usage:

<http://www.hse.gov.uk/respiratory-protective-equipment/docs/stay-healthy-notes.pdf>

31 Waste Materials

Policy statement

It is UKSS policy to ensure that all waste produced is properly and safely stored pending disposal, collected by Authorised Waste Carriers and disposed of in accordance with waste requirements.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

- Waste materials are collected from all work areas on a daily basis.
- All work areas will be provided with suitable receptacles for the storage of waste.
- Special arrangements will be made for any 'non domestic' types of waste, including chemicals, asbestos, metals, flammable liquids, cooking oil etc.
- Waste liquids e.g. waste oil must be stored in a bund large enough to contain all the liquid plus 50% should there be a spillage
- Before collection, waste must be safely and securely stored out of work areas, normally outside the building.
- Bulk refuse bins must not be stored immediately adjacent to the building or under eaves, or in any other place which may create a fire risk.
- Bulk refuse bins are to be fitted with tightly fitting lids to prevent pest ingress and to prevent littering.
- Refuse areas are to be kept clean and tidy.
- A Waste Transfer Note issued from the local Waste Disposal Authority must be obtained and held on site.
- Copies of all Waste Transfer Notes must be obtained from those collecting waste and retained, available for inspection and held for two years from the date of issue.
- Any person who collects or disposes of waste from the properties must be properly licensed. A copy of the licence must be kept on file.

32 Control of Contractors

Policy Statement

This procedure applies to all work that is undertaken by contractors engaged by UKS. A contractor is any person or company who is not an employee and has been commissioned on a temporary basis to carry out a set task.

Policy Standards

To comply with this policy the following standards must be met

The Director for Safety will, with the assistance of the Competent Person:

- Maintain the UKSS Approved Suppliers List.
- Only contractors on the Approved Suppliers List will be used for UKSS work.
- Contractors will only be added to the Approved Suppliers List after going through the rigorous selection process which will assess their competency and suitability to work on UKSS projects

Selection Process

Before adding a contractor to the site Approved Suppliers List, the contractor must complete the Pre-Qualification Questionnaire and provide all the necessary evidence.

The contractor must return the properly completed questionnaire signed by a Senior Director.

The information provided in the completed questionnaire, along with the necessary supporting documentation, will be evaluated by the Competent Person and only those contractors who are deemed to be competent will be allowed to work on site.

Approved contractors will be added to the Approved Suppliers List for the site/portfolio of premises and the list will be kept up to date.

Sub-Contractors

Use of sub-contractors by contractors working for UKSS is prohibited unless they have been assessed and approved by UKSS and safety documentation provided to that effect, i.e. evidence of competence and job-specific risk assessments/method statements.

Before Work Commences

The Director for Safety or a deputy will ensure that before work commences, any contractors have been subjected to the selection process detailed above.

The Director for Safety, or a deputy, and the contractor will carry out a walk-round and site familiarisation to discuss for example; access routes, restricted areas, welfare facilities, site hazards, barriers, signage, the presence of pipes, cables and the location of emergency/first aid equipment.

The Director for Safety or a deputy must ensure that the contractor is informed of any local rules or restrictions with regard to times of access, noise, dust, vehicle size/weight etc.

The contractor's risk assessments, method statements, equipment to be used and Permit to Work process for the specific project are reviewed and agreed by The Director for Safety or a deputy.

The contractor must be informed that any deviation from the agreed risk assessments and method statements must be agreed before hand.

Copies of the contractor's risk assessments and method statements will be retained on file.

Permit to Work

A Safe System of Work, which may involve the implementation of a formal Permit to Work is agreed for any highly hazardous activities e.g.

- Roof work if within 2 metres of an unprotected edge i.e. where there is inadequate guard rail / barrier
- Work on atria, cupolas, canopies and other such high level glass or fragile structures
- Working at height
- Cranes and hoists, but not goods lifts and passenger lifts
- Overhead work which includes the use of scaffolding, tower scaffolding and mobile elevating platforms
- Excavations and excavation work
- Demolition work
- Confined spaces
- Work on pressure systems
- Use of all cartridge tools
- Hot work including: the use of naked flames, use of hot air generating equipment, arc/gas welding and cutting equipment, brazing and soldering equipment, blow lamps, asphalt and bitumen boilers, and any other equipment which could act as a source of ignition.
- Work on live electrical systems or systems above 240v where workers are exposed to live conductors
- Use of flammable and highly flammable liquids (except for cleaning and decorating materials)

(This list is not exhaustive)

Arrival on Site

The Director for Safety or a deputy will ensure that:

Contractor's employees' access to site is controlled and documented e.g. they sign in and out and are controlled by a member of the Health & Safety Group.

Contractor's employees are given adequate information about site hazards and the local arrangements for safety, welfare, accident and emergency procedures.

During Work by Contractors

The contractor is primarily responsible for ensuring that their work is undertaken in a safe manner.

The Director for Safety or a deputy will therefore ensure that:

Regular monitoring of contractors is carried out and recorded, whilst work is in progress, to check that operatives are following site safety rules and are being adequately supervised. Also checking that risk assessments, method statements and where applicable, Permit to Work procedures are being adhered to. Use form – Periodic Monitoring of Contractors.

Where agreed methods are breached or work is liable to affect the health and safety of the contractor, employees, tenants or the public, the work **MUST** be stopped. All such incidents must be recorded. The contractor must then prove they can work safely. If this is not possible, the contractor **MUST** be removed from site.

On Completion of Works

The Director for Safety or a deputy will ensure that before the approved contractor's employees leave the site:

- The area where they worked is free from obvious hazards.
- All equipment which has been worked on has been re-commissioned and is operating safely.
- All contractors' plant, materials and waste have been removed.
- All documentation e.g. Permits to Work have been cancelled.

It is worth making a note on the contractor's file to comment on their performance and especially any shortcomings. This could be useful to yourself or others when you are looking for a trustworthy contractor in the future.

33 Personal Protective Equipment

Policy statement

UKSS intends to provide a safe and healthy working environment and practices at all times. UKSS is committed to reducing the risk to those employees and other persons whom, as a last resort, have to be provided with Personal Protective Equipment (PPE) to wear while at work on UKSS business.

For the purpose of this policy, personal protective equipment is defined as equipment including clothing such as wet weather coats, gloves, safety footwear or high visibility waistcoats etc. Protective equipment includes eye protection, dust masks or safety harnesses etc.

Policy standards

To comply with this policy the following standards must be met.
The Director for Safety will:

- Identify hazardous operations where there may be a need for personal protective equipment through the risk assessment process detailed above noting that personal protective equipment is only specified as a last resort and last line of defence.
- Provide the required PPE free of charge and replace it when faulty or worn out.
- Identify suitable PPE for the task/process and the wearer.
- Review all use of PPE via the relevant risk assessments on a regular basis or in response to a change in working practice, and in any case following an incident / accident caused by the use of personal protective equipment.
- Ensure that any required PPE is provided to those employees identified as being at risk.
- Provide information, instruction and training on the use, (and limitations) maintenance, storage and defect reporting of any personal protective equipment issued. (This is included as part of the Induction process)

Employees note:

PPE is not a matter of personal choice.

If the Risk Assessment calls for PPE to be used, **IT MUST BE USED.**

Employees are responsible for ensuring the correct maintenance and storage of any issued PPE following the provision of the information described above.

Employees must report faulty, damaged or worn PPE and get it changed immediately.

Employees are also reminded that any misuse of issued PPE is not acceptable and may lead to disciplinary action.

34 Noise

Policy statement

In general the majority of our employees are not exposed to high levels of noise during their normal working day. However, UKSS will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Identify potential noise hazards
- Assess the level of noise exposure
- Control the noise levels and exposure times
- Protect employees with suitable and effective ear protectors until alternative methods of controlling noise exposure are identified

UKSS recognise that noise levels below those which cause hearing damage can still cause nuisance problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as is possible.

We will also ensure that as far as is reasonably practicable we will minimise the disturbance caused by noise from our company premises affecting people in the neighbourhood.

35 Ladders & Stepladders

Policy Statement

It is UKSS policy to ensure that all ladders and stepladders used at work:

- Are fit for the purpose.
- Have been adequately maintained and inspected on a regular basis.
- Area safely used by employees.
- Are kept secure when they are not being used.

Policy Standards

To comply with this policy the following standards must be met.

The Director for Safety will ensure:

- Ladder use will be limited to light work and short duration tasks – typically under 30 minutes.
- A ‘competent person’ inspects all ladders at least once every six months. The purpose of this inspection is to check for damage, defects and signs of abuse and general condition.
- All ladders must carry an identification mark, enabling it to be traced for inspection purposes.
- A ladder register must be established and completed after every ladder is formally inspected.
- Where it is found to be defective and cannot be safely repaired, then it must be safely disposed of. Defective ladders should be cut up to (or otherwise rendered unusable) prevent unauthorised use.
- All ladders must be safely stored when not in use. Ladders should be stored on racks, supported on stiles only, with enough supports to prevent sagging. If indoor storage is unavailable, they are to be stored in a protected, well-ventilated position.
- Access to ladders should be restricted to authorised persons only. This can be achieved by keeping ladders locked in a secure location or by securing ladders with a padlock and key. (Don’t help thieves!)

General Precautions

Wooden ladders should not be painted or treated in any way, which will conceal defects. They may be treated with a transparent preservative such as shellac. They must be stored away from steam pipes, boilers or sources of radiant heat.

Aluminium ladders must not be used near electrical equipment. They must be stored away from wet lime or cement, which may cause corrosion.

When working near live electrical equipment or close to overhead power lines, wooden or fibreglass ladders should be used.

Pre Use Checks

The following points are to be checked prior to every use of the ladder:-

- Damaged or worn stiles
- Broken, missing, loose or worn rungs and treads
- Mud or grease on rungs
- Decayed timber, corrosion of fittings
- Insecure tie rods
- Warping, sagging or distortion
- Condition of ropes, pulleys, hinges and other fittings

If any of the above is apparent, then the ladder must be removed from service until it has been repaired.

Safe Use of Portable Ladders

The following safety precautions must be followed:-

- Always ensure the right ladder is used for the job. Ensure the ladder will be long enough.
- Check equipment before use for obvious signs of damage. All ladders must be in good sound condition.
- Only use equipment that has been inspected.
- Safely carry the equipment to the location, paying particular attention to the size of the ladder and any obstructions on the way. Where necessary, two people should carry long ladders.
- Check location for level and condition of the floor / ground. Ensure the floor / ground is firm, level and free from anything that may cause the ladder to slip or move.
- Check for any overhead obstructions.
- Where vehicles and people may inadvertently collide with the ladder, suitable barriers should be erected around the site.
- Where at all possible, the ladder should be lashed to a secure point at or near the top. Racking, steelwork and pipe-work may provide good points to lash the ladder. Ladders must not rest against fragile materials.
- Where the ladder cannot be lashed, another person should foot the ladder.
- The ladder should be placed at an angle of not less than 75° i.e. a ratio of 4 vertical to 1 horizontal.
- Ladders should not be used as permanent platforms.
- Ensure that both hands are free for climbing the ladder. Where necessary, take tools up on a tool belt or tool bucket.
- Where a ladder is being used to gain access, the ladder must extend beyond the landing areas by at least 1.05m.
- Ladders should never be used by anyone who is unwell, light headed or is afraid of heights.

Safe Use of Step Ladders

The following safety precautions must be followed:-

- Ensure that the stepladder will be long enough.
- Check equipment before use for obvious signs of damage. All stepladders must be in good sound condition.
- Only use equipment that has been inspected.
- Where prolonged access is required then an alternative form of access should be used.
- Safely carry the equipment to the location, paying particular attention to the size of the stepladders and any obstructions on the way. Where necessary, two people should carry long step-ladders.
- Check for any overhead obstructions.
- Check location for level and condition of the floor / ground. Ensure the floor / ground is firm, level and free from anything that may cause the ladder to slip or move.
- Where vehicles and people may inadvertently collide with the stepladder, suitable barriers should be erected around the site.
- The stepladder must be fully extended.
- Never over-reach.
- Ensure that both hands are free for climbing the stepladder. Where necessary, take tools up on a tool belt or tool bucket.
- After use, ensure the stepladders are returned to their proper storage location.
- Step-ladders must never be used by someone who is feeling unwell, light headed or is afraid of heights.

Fixed Ladders

Where fixed ladders have been provided for high-level access above 2.5m, they will be fitted with safety hoops.

36 Asbestos Management

Policy statement

In accordance with the Control of Asbestos Regulations 2012 it is UKSS policy to ensure the effective control and management of risk relating to Asbestos Containing Materials (ACM) in all places where its staff are employed. UKSS will ensure that, as far as is reasonably practicable, all person(s) will be protected from exposure to asbestos fibres.

Policy standards

To comply with this policy the following standards must be met:

The Director with Special Responsibility for Health and Safety will:

- Ensure a survey is available (or undertaken, as appropriate) on the UKSS office location to identify any potential asbestos.
- Using specialist advice as necessary, to determine the risk from any potential ACM, along with necessary controls to prevent exposure to employees, which may include removal, encapsulation or even labelling.
- Ensure routine inspections are undertaken and appropriate signage provided where ACM has been identified.
- Ensure suitable information/training is given to all relevant person(s) likely to be affected.
- Ensure that only specialist contractors are employed to undertake any work with ACM (repair or removal).

Training

Staff must be fully conversant with this policy. They must also be made aware of the location of any Asbestos in their workplace. In addition, they must be aware that:

- If they discover any suspect or damaged material during the course of their work, they must immediately cease work and report it to their manager.
- If they accidentally damage or disturb ACM during their work they must evacuate the area and report to their manager.

Contractors

- Contractors working at a UKSS office location will be made aware of the presence of any ACM and the requirement to report concerns relating to the suspect or damage of ACM during the course of their work.
- If they accidentally damage or disturb ACM during their work they must evacuate the area and report to their manager.

Construction Site Work

- Prior to work on site, confirmation of Asbestos risk for the site should be obtained from the Principal Contractor.

37 Site Safety Arrangements, Co-operation and Welfare

Policy Statement

This procedure details the arrangements for ensuring site safety, where such arrangements are not covered in sufficient detail elsewhere in the UKSS Health & Safety Manual. This procedure applies to work carried out by UKS.

Policy Standards

To comply with this policy the following standards must be met:

The Director with Special Responsibility for Health and Safety will ensure:

Familiarisation / Induction

Operatives and sub-contractors working for UKSS receive a site familiarisation and safety induction ensuring that the arrangements for safety are covered, including:

- Fire / Emergency precautions
- Assembly Point/s
- First Aid arrangements
- Accident Reporting
- Fault / Unsafe practice reporting

Cooperation

UKSS operatives and/or sub-contractors cooperate with the principal contractor and other contractors whilst on site.

This will be achieved by:

- Holding initial site meeting prior to work commencing
- Attending regular site safety meetings as arranged
- Cooperating with any emergency or practice drills
- Complying with any Permit to Work system as required
- Adhering to site safety rules and no-go areas
- Not smoking other than in authorised smoking areas
- Consulting with other contractors before undertaking any hazardous activities e.g. Hot work

Welfare

WCs

Sanitary conveniences that are sufficient and suitable for the persons employed on the Company's premises will be provided. They will be maintained in a serviceable condition, regularly cleaned and be equipped with sufficient lighting.

Washing

Washing facilities that are suitable and adequate for employees and others will be provided. A supply of clean, running hot, cold or warm water as well as soap and clean towels or other suitable means of cleaning and drying will be available. These facilities will be conveniently situated, accessible and kept in a clean and orderly condition.

Drinking Water

An adequate supply of wholesome drinking water will be provided for all persons at work in the workplace.

Clothes Changing, Drying

Changing facilities will be made available for workers who change into special work clothing, where they remove more than outer clothing and/or where it is necessary to prevent worker's

own clothing being contaminated by harmful substances. Clothes drying facilities will be provided when required. The privacy of users of this facility will be ensured.

Rest Facilities

Suitable and sufficient rest facilities will be provided at readily accessible places. Eating facilities will be provided where workers regularly eat meals at work.

Language Problems

UKSS will ensure that operatives or sub-contractors whose first language is not English, adequately understand the safety arrangements and other information that is important for their continued safety at work.

When necessary:

- An interpreter will be used to convey the information to the operative(s)
- A buddy system will be set up to ensure non-English speakers have a designated work colleague who can translate for them to ensure they are kept up to date with site safety information
- Where necessary, safety information, risk assessments, method statements etc. will be translated into the required language(s)

38 Health Surveillance

Policy statement

UKSS is committed to protecting employees from illness caused by being exposed to health risks at work. We will ensure we follow the guidance and advice available from www.hse.gov.uk/health-surveillance

Through effective Risk Assessment UKSS will identify the health hazards in all our undertakings, identify who is at risk and implement the appropriate measures to control the risk. Where risks remain, we may need to take further steps, one of which is to consider health surveillance. Health surveillance is about systematically watching out for early signs of work related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this.

Policy standards

To comply with this policy the following standards must be met:

The Director for Safety will, with the assistance of the Competent Person, consider whether any of UKSS employees or contractors are at risk from:

- Noise or hand-arm vibration. If so, health surveillance may be needed under the Management of Health and Safety at Work Regulations 1999
- Solvents, fumes, dusts, biological agents and other substances hazardous to health. If so, health surveillance may be needed under the Control of Substances Hazardous to Health Regulations 2002
- Asbestos or lead. If so, medical examinations may be needed under those specific regulations
- Ionising radiations. If so, fitness for work medical checks may be needed under specific regulations.

The Director for Safety will ensure that this procedure is made available to all UKSS employees.

Asbestos

The Director for Safety will ensure that, where there is a possible risk of exposure to asbestos fibres, adequate controls are put in place to negate the risk by:

- Ensuring all employees and contractors have received proper Asbestos Awareness Training
- Ensuring that, prior to any work commencing, every project has an appropriate Asbestos Survey carried out by a Competent Asbestos Surveyor
- Acting upon the findings of the survey and ensuring that work in contaminated areas is avoided or the ACMs are removed by a licensed Asbestos Removal Contractor

Other Risks

Exposure to other health risks such as manual handling, work-related upper limb disorders, work that might give rise to stress-related diseases and symptoms from whole body vibration, there are no specific legal requirements for health surveillance. This is mainly because valid ways to detect ill health do not exist yet and/or the link between work and the ill health condition is uncertain. UKSS will use simple methods to monitor the health of employees exposed to such risks, such as encouraging symptom reporting and checking sickness records.

Self Checking

In its simplest form, health surveillance involves employees checking themselves for signs or symptoms of ill health. These only work if employees have been properly trained on what to look for and know to whom to report symptoms such as:

Persistent headaches, rashes, chest problems, hearing problems, limb numbness, sinus problems etc. This list is not exhaustive.

If there are any such symptoms or concerns, UKSS will advise the employee to see their GP and if so advised, UKSS will call on the assistance of an Occupational Health Nurse.

Formal Health Surveillance

If formal Health Surveillance is adopted:

- Records of the health surveillance carried out must be retained, for at least 40 years.
- People must be competent to undertake health surveillance techniques

Follow Up

Having discovered that an employee or employees are suffering as a result of their working for UKSS we will take the necessary steps to prevent further harm by:

- Reducing, or temporarily removing them from, exposure to the hazard. It may also be necessary to arrange for referral of the individual for further examination and/or treatment by a doctor with expertise in occupational health.
- Individuals shown to be particularly susceptible to illness or whose health has already been damaged may need special protection.
- Re-examining our risk assessments to decide whether to take action to protect the rest of the workforce or to extend surveillance.
- Improving control measures if necessary, seeking the advice of specialists, for example occupational hygienists, as appropriate.

Further advice

Advice on health surveillance is available from the Employment Medical Advisory Service, usually based in HSE offices. Suppliers and manufacturers of equipment and substances often provide information on specific health risks. Professional bodies, particularly those which oversee the training of occupational health professionals, could also be useful sources of information.

39 CDM 2015 Regulations

Policy statement

UKSS will comply with the Construction (Design and Management) Regulations 2015. CDM 2015 is the main set of regulations for managing the health, safety and welfare of construction projects.

Policy Standards

The Director with Special Responsibility for Health and Safety will ensure compliance with CDM 2015.

Introduction

Construction (Design and Management) Regulations 2015 (CDM Regs) came into force on 6 April 2015 and apply to **all building and construction projects**, regardless of the size, duration and nature of the work. Certain CDM projects are Notifiable – see below.

Notifiable Projects

Domestic and commercial projects are notifiable to the HSE under CDM 2015 if the construction work on site is scheduled to:

- a) Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- b) Exceed 500 person days

Notify the HSE using the online form **F10 Notification**.

Main Changes

The main changes, outlined in general by the Health & Safety Executive, are as follows:

- **Principal designer.** The replacement of CDM co-ordinator (under CDM 2007) by principal designer. This means that the responsibility for coordination of the pre-construction phase – which is crucial to the management of any successful construction project – will rest with an existing member of the design team.
- **Client.** The new Regulations recognise the influence and importance of the client as the head of the supply chain and as the party best placed to set standards throughout a project
- **Competence.** By splitting ‘competence’ into its component parts of skills, knowledge, training and experience, and - if they are an organisation - organisational capability, provides clarity for the industry to assess and demonstrate that construction project teams have the right attributes to deliver a healthy and safe project.
- **The technical standards** set out in Part 4 remain essentially unchanged from CDM 2007 and HSE’s targeting and enforcement policy, as a proportionate and modern regulator, also remains unchanged.

Employers need to provide information, instruction, training and supervision, with workers having their training needs assessed against the needs of the job and employers to meet the gap in skills and knowledge through appropriate training.

Written construction phase plans will be required for all construction projects (including domestic client work) and a principal designer and principal contractor appointed when there is more than one contractor on a project.

The full responsibilities of each key duty-holder, as defined by the regulations, are explained in the Industry guidance documents and are summarised below.....

CDM 2015 duty holders and their roles summarised

CDM duty holders* – who are they?	Summary of role/main duties
<p>Clients Organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure that:</p> <ul style="list-style-type: none"> • other duty holders are appointed • sufficient time and resources are allocated. <p>Clients must also make sure that:</p> <ul style="list-style-type: none"> • relevant information is prepared and provided to other duty holders • the principal designer and principal contractor carry out their duties • welfare facilities are provided.
<p>Domestic clients People who have construction work carried out on their own home, or the home of a family member, that is not done in furtherance of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • the contractor, on a single contractor project, or • the principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p>
<p>Principal designers** Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks • ensuring designers carry out their duties. <p>Prepare and provide relevant information to other duty holders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase.</p>
<p>Designers Those who, as part of a business, prepare or modify designs for a building, product or prepare or modify designs to system relating to construction work.</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction • the maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p>Principal contractors Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and co-ordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • liaising with the client and principal designer • preparing the construction phase plan • organising co-operation between contractors and • co-ordinating their work. <p>Ensure that:</p> <ul style="list-style-type: none"> • suitable site inductions are provided • reasonable steps are taken to prevent unauthorised access • workers are consulted and engaged in securing their health and safety • welfare facilities are provided.

<p>Contractors Those who do the actual construction work. They can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out with controlled and minimal risk to health and safety. For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. For single-contractor projects, prepare a construction phase plan.</p>
<p>Workers The people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> • be consulted about matters which affect their health, safety and welfare • take care of their own health and safety and that of others who may be affected by their actions • report anything they see which is likely to endanger either their own or others' health and safety • co-operate with their employer, fellow workers, contractors and other duty holders.

* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

** Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007.

40 Coronavirus

Policy statement

There is currently a pandemic occurring and workplaces around the world are being asked to change their working practices to cope. The guidance from the UK government is changing daily and so please check that this policy is up to date.

Policy standards

The virus is spread through social contact via touch and breath. Therefore the following policies will be put in place by UKSS:

Remote working – Where possible allow staff to conduct their work from their home.

Distancing – Where possible keep more than 1m from other people. Remember that others may feel uncomfortable coming into close proximity, even if you don't.

Ventilation – Standard air conditioning has been shown to be effective against the spread of coronavirus so ensure it is in good working order. Natural ventilation is also effective and may be preferred.

Sanitising – Put sanitising hand rub dispensers in prominent places around the workplace or make them available to peripatetic staff. Make sure these dispensers are regularly refilled.

Hygiene – Make sure your workplaces are cleaned regularly.

Minimal physical contact – Avoid shaking hands with people in meetings. Remember that others may feel uncomfortable shaking hands, even if you don't. Avoid touching your own face unless you have recently washed your hands. The wearing of face masks is not required however some employees may wish to wear them.

Catch it, bin it, kill it – If using any tissues or wipes, bin them immediately after use.

Wash your hands when:

- Arriving at work
- Leaving work
- Before eating
- After sneezing / coughing
- After using the toilet
- If you accidentally touch anyone

Work tidily – Where possible ensure your work area is clear.

High risk groups – Those employees who are immunocompromised, obese, diabetic, asthmatic, currently or recently pregnant should be particularly looked after by the employer.

Procedure if someone falls ill – If an employee develops a high temperature, or a persistent cough, or loss of sense of taste or smell while at work, they should:

- Not interact with others.
- As far as possible, avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Return home ASAP preferably not by public transport.

They should then get a COVID test and follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. If it is very likely that they caught COVID in the workplace then a RIDDOR report must be made by UKSS on the HSE website.

Remember

COVID-19 is not over. Simple precautions and planning can make a big difference. Action now will help protect our employees and our business as well as the wider community.

41 Hot Work

Introduction

Most hot work operations involve a number of parties, all of whom have responsibilities for ensuring that the work is carried out safely. Contractors and/or maintenance staff must consult and liaise with the departmental staff in the area that the hot work is to be performed.

The purpose of this policy is to ensure that:

- hot work is identified
- when hot work is performed, all hazards have been considered and there are sufficient safe systems of work and emergency arrangements in place to reduce the risk of injury
- there is no contact between sparks, flame or heat, and fuel sources
- compliance with relevant legislation

Definitions

Hot work: The use of open fires, flames and work involving the application of heat by means of tools or equipment. This includes the unintentional application of heat by the use of power tools, hot rivets or hot particles generated from cutting or welding operations.

The sources of heat most commonly involved include:

- gas/electric welding and cutting apparatus;
- blow torches/blowlamps;
- bitumen/tar boilers;
- grinding wheels and cutting disks.

The Management of Health and Safety at Work Regulations 1999.

An assessment of the risks in all work activities is required to formulate safe systems of work.

Hazards

Since hot work tools are highly portable ignition sources, improperly conducted hot work is a major cause of fires and explosions.

Burns

Burns can be caused by the heat radiated from hot working, either by direct contact with hot surfaces or from sparks generated from cutting or grinding operations.

Eye damage

The eye can be damaged by radiation generated from welding or brazing operations.

Fire

Hot work can cause flammable vapours and combustible materials to ignite.

Welding Fume

Fumes are a natural by-product of welding, and arise from even simple welding operations. Welding work requires the use of respiratory protection and/or good ventilation, as even simple operations may create fumes such as carbon monoxide, nitrogen oxide, and ozone. Extra precautions are required during the welding of metal coated with or containing zinc, cadmium, chromium, copper, fluoride, lead, manganese, or vanadium, as the resulting fumes

can lead to metal-fume fever.

Hazardous fumes released during welding operations are generally derived from:

- base material being welded or the filler material that is used
- coatings and paints on the metal being welded, or coatings covering the electrode
- shielding gases supplied from cylinders
- chemical reactions resulting from the action of ultraviolet light from the arc, and heat;
- process and consumables used;
- contaminants in the air, for example vapours from cleaners and degreasers.
- Exposure to welding smoke has serious short-term and long-term health effects often affecting the lungs, heart, kidney, and central nervous system.

Explosions

These can arise through working in explosive atmospheres or through flashback to an acetylene-welding cylinder. (See Take Care with Acetylene INDG 327)

Hazards arising out of work activity

- Hazards may arise due to the nature of the work area e.g. because of ineffective isolation of plant nearby
- Ladders may need to be used to access the work
- Environmental hazards, (noise, heat, lighting etc)
- The work may be in a confined space
- Hazards from work in a nearby area
- Toxic or flammable chemicals

These and many other hazards may be present as part of the operation being performed and must be considered as part of a risk assessment.

Risk Assessment.

Employers are legally required to assess risks and to take all reasonably practical precautions to ensure the safety of workers and others affected by their activities. A risk assessment must be undertaken and recorded in line with UKSS safety procedures and must give consideration as to whether hot working is really necessary or whether alternative options should be considered e.g.:

The use of cold cutting or cold repair techniques;

Replacing rather than repairing.

The remaining risks from any hazards identified must be reduced as much as possible.

It is the responsibility of the Maintenance Manager to ensure that risk assessments are in place and that personnel from the area where the hot work is to be carried out have been consulted.

Permit to Work

A permit to work system is a formal written system that controls and authorises high risk activities/tasks. It specifies the work to be done and the precautions to be taken, forming an essential part of a safe system of work and allowing work to start only after safe procedures have been defined. It also provides a clear record that shows all foreseeable hazards have been considered.

When hot working is undertaken then a risk assessment must be completed in the area concerned and the area designated a safe working zone. Such an area might be the client's

premises, work vehicle (van), welding shop, designed for welding with appropriate extraction and fire precautions.

The permit-to work system, applies to contractors and subcontractors as well as the UKSS's own staff.

Hot work is permitted only in controlled areas (i.e. one where safe conditions are created by moving or protecting combustibles). Permits to work are the key to ensuring that safe hot work procedures are followed, so it is essential that those who issue permits to work or carry out associated analysis or environmental monitoring are competent to do so. The information that should be contained in a permit to work for hot work will depend on the job to be done.

Generally it should include:

- the location and nature of the hot work
- the proposed time and duration of the work
- the limits of time for which the permit is valid
- the precautions that should be taken before the work starts
- during the work
- and on completion of the work
- the person in direct control of the work.

It is essential that all those involved in the work are aware that conditions may change once a permit to work is issued. If this occurs, for example if other work is to be carried out in the vicinity, the permit to work should be withdrawn, the situation reviewed and, if appropriate, a new amended permit to work issued. If the timescale of changes can be foreseen, the period of validity of the permit to work should be correspondingly limited. This may well be less than the full duration of the proposed work.

Regardless of the location or type of area all hot work must be inspected before work starts and a 'Hot work Permit' issued before work commences.

Precautions for Hot Work.

Minimum safety standards include:

- combustibles must be moved at least 10m away
- flammables must be moved at least 15m away
- two fire extinguishers (suitable for the area) must be on the site
- a fire watch is required on every job
- the fire watch must stay on the job site for 30 minutes after the hot work is finished

Every year major fires occur due to hot particles generated by cutting or welding operations igniting combustible materials. Where it is not practicable to remove such materials, e.g. for very short maintenance operations, it may be sufficient to ensure that they are temporarily covered by non-combustible material. This will be determined by a risk assessment of the area and the task to be performed. Personal

Protective Equipment (P.P.E) and or other risk controls identified in the risk assessment must be implemented.

No hazardous or combustible materials (e.g. flammable, toxic, very hot, steam, or very cold) must enter the hot work area during the operation unless they are needed as part of the operation and considered in the risk assessment;

The atmosphere must be, and must remain, safe to breathe. The concentration of toxic substances should be as low as reasonably practicable and in all cases below the relevant occupational exposure limit.

Many hot work processes generate toxic fumes (see 6.4), where it is not reasonably practicable to provide adequate ventilation appropriate respiratory protective equipment should be worn. Particular care should be taken before entry into enclosed spaces;

Any other necessary personal protective equipment must be provided and worn. This may include protective footwear, overalls, gloves and eye protection.

Appropriate fire-fighting equipment must be available adjacent to the work area together with an identified person trained in its use. If areas not visible to persons carrying out hot work pose a risk, a person with a suitable fire extinguisher must keep watch; when work stops any cylinders of flammable gas, oxygen, or hoses and torches attached to them, must be removed; no smouldering residues must remain after the work has been completed. The sites of such work should be visited periodically until all likelihood of ignition has passed; After the permit to work has been signed, a copy should be given to the person in direct control of the hot work and where appropriate a copy should be displayed at the site of the work. A record of the issue and withdrawal of permits to work should be kept.

Emergency Arrangements

No hot work must be undertaken unless emergency plans are in place. It is the Contract Manager's responsibility to ensure an assessment of the emergency requirements has been made and actioned as appropriate. It is the supervisor's responsibility to ensure any measures deemed necessary are in place and tested prior to hot work being carried out.

Training and supervision

All persons involved in hot work operations should receive adequate instruction, training and supervision, and understand:

- hazards associated with the work and the precautions to be taken;
- operation of relevant permit to work systems; and
- actions to be taken in the event of any unintended fire or other emergency.

Detailed training should be given to persons responsible for issuing permits to work to ensure that they are aware of all relevant hazards and that these are considered before the permit is issued.

Further guidance

Hot work (welding and cutting on plant containing flammable materials) Health and Safety Series Booklet HS (G) 5

Take Care with Acetylene INDG 327

Hot Work on small tanks and drums INDG 314

Hot Work at Docks, Docks Sheet No 6 HSE Information Sheet

PERMIT TO WORK – HOT WORK

PART A GENERAL INFORMATION			
Date:	Valid time from	to	Permit no:
Contractor:		Location of job: (Building/Location)	
PART B DESCRIPTION OF WORK AND SAFETY PRECAUTIONS REQUIRED			
Exact location where hot work will be carried out:			
Description of work to be carried out:			
Hazards identified:			
Precautions:	Tick	Yes	No
Department in which work to be carried out informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot work equipment checked and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE issued and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm systems operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler system operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire detectors protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors and area clear of combustibles (within 10 m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles if not moved, covered with fire blanket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls and floor opening covered with fire blanket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second man to act as Fire Watch provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Watch provided with portable fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Watch instructed in method of raising alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caution signs and/or barriers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation equipment provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work and adjacent area to be checked for one hour after work (incl. Breaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other necessary precautions (write description here)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART C AUTHORISATION – PRE JOB		
<p>(Contractor to complete)</p> <p>I fully understand the information given above and accept the responsibility for carrying out the job safely.</p> <p>Acceptance signature</p> <p>Print name</p>	<p>(Authorised Person to complete)</p> <p>I declare that the information detailed above is correct and that the stated precautions have been taken.</p> <p>Authorisation signature</p> <p>Print name</p>	
PART D CANCELLATION – POST JOB		
<p>(Contractor to complete)</p> <p>The work has been completed and all persons, equipment and materials under my control have been withdrawn. The site has been monitored for at least 60 minutes after job completion, no signs of smouldering.</p> <p>Signature:</p> <p>Print name:</p> <p>Date/time:</p>	<p>(Authorised Person to complete)</p> <p>I declare that the area/equipment has been reinstated, the safety precautions removed and the permit is now cancelled</p> <p>Signature</p> <p>Print name</p> <p>Date/time:</p>	

BEFORE SIGNING ANY SECTION OF THIS PERMIT ALL PARTIES SHOULD FULLY UNDERSTAND WHAT IS REQUIRED OF THEM

42 MEWPs

Policy statement

Where it is not possible to work from the existing structure and the use of a scaffold working platform is not appropriate, a range of mobile access equipment including mobile elevating work platforms (MEWPs).

MEWPs can provide excellent safe access to high level work. The principle procedures below are to be fully accommodated by all personnel involved in using this type of work equipment.

When using a MEWP

Management will ensure that:

- Only a suitably trained and competent person operates the platform i.e. holds a suitable qualification (e.g. a training certificate from IPAF, or a CPCS card that covers the equipment being used).
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection
- A suitable plan of descent from the platform is provided in case of an emergency.
- Everyone knows what to do if the machine fails with the platform in the raised position.
- All operatives and other responsible parties know the emergency and evacuation procedures so that they know what to do, for example, if the power to the platform fails, or fire breaks out in the building being worked on.
- The work platform is provided with guard rails and toe boards or other suitable barriers.
- It is used on firm and level ground. The ground may have to be prepared in advance.
- Its tyres are properly inflated to the correct pressure.
- Any outriggers are extended and chocked as necessary before raising the platform.
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped.
- Where MEWPs have meshed platform floors, the mesh is fine enough to prevent materials, especially nails and bolts, from slipping through.
- Work platforms are clean and tidy. Do not allow mud to build up on platforms.
- That fall arrest equipment is provided and used by the person or persons inside the platform.

Do not:

- Allow hands, elbows, or arms to protrude into a traffic route when working near vehicles.
- Move the equipment with the platform in the raised position unless the equipment is designed to allow this to be done safely (check the manufacturer's instructions).
- Conduct any field modifications to the machine.

With many pieces of equipment, more than one person may be needed to ensure safe operation.

Some MEWPs are described as suitable for 'rough terrain'. This indicates that they may be safe to use on some uneven or undulating ground – specific written risk assessments and reference to the manufacturer's handbook will be undertaken before taking such a MEWP onto unprepared or sloping ground.

Before work starts

Check that:

- A handover certificate is provided by the installer. The certificate should cover how to deal with emergencies, operate, check and maintain the equipment, and state its safe working load.
- The equipment is installed, modified and dismantled only by competent specialists.
- There is a current report of thorough examination for the equipment.
- Areas of the site where people may be struck by the platform or falling materials have been barriered off or similar.
- Check the shift report for warnings of malfunction etc.
- Operatives will ensure whilst using MEWPs they wear a full body harness which will be clipped via a lanyard to the cage.
- Operatives will not exit the MEWPs for any reason, unless the situation has been reviewed, specific Risk Assessments written, all parties fully briefed and additional secure anchorage attached in place at all times when outside of the basket.
- Systems are in place to prevent people within the building being struck by the platform as it rises or descends and prevent the platform coming into contact with open windows or similar obstructions which could cause it to tip.
- Supports are protected from damage (for example, by being struck by passing vehicles or by interference from vandals).
- The equipment can be protected from adverse weather. High winds can tilt platforms and make them unstable. Establish a maximum safe wind speed for operation. Storms and snow falls can also damage platforms, so they should be inspected before use after severe weather.
- A visual inspection should be carried out prior to use by competent person and weekly checks carried out and recorded accordingly.
- The machine is not being operated under overhead power lines.

At the end of each day

Check that:

- The platform is cleared of tools and equipment.
- All power has been switched off and, where appropriate, power cables have been secured and made dead. Keys should be removed when not in use.
- The equipment is secured where it will not be accessible to vandals or trespassers.
- Notices are attached to the equipment warning that it is out of service and must not be used.

Records

The following records must be available at point of use:

- LOLER certificate dated within the last 12 months.
- Risk assessments for the planned operation.
- Rescue plan for emergency MEWP evacuation.
- Weekly plant & vehicle check sheets.
- Plant register.
- Operator competency certificates.

Further Guidance

HSE guidance on working at height: <https://www.hse.gov.uk/pubns/indg401.htm>

HSE - The selection, management and use of mobile elevating work platforms

Available at: <https://www.hse.gov.uk/pubns/geis6.htm>

43 Abrasive Wheels

Policy statement

The use of Abrasive Grinding Wheel Machines is governed by the Provision and Use of work Equipment Regulations. It is the policy of UKSS, that ANY person who is required to change the wheel of an Abrasive Grinding Wheel either in the workshop or on a site and working under its control, MUST have received approved training regardless of the class of wheel in use.

Training

No employee, or Sub-Contractor is permitted to change the grinding wheel or cutting disc of an Abrasive Grinding Wheel Machine unless he has received an approved level of training, in accordance with the requirements of the Regulations and has been appointed to do so, in writing.

Abrasive Grinding Wheel Machines

NO Abrasive Grinding Wheel Machine is to be used unless:

- The spindle speed of the machine is clearly marked.
- A guard is provided which must:
 - be able to contain parts of the wheel in the event of bursting
 - be properly mounted and secured
 - enclose the whole of the wheel EXCEPT such parts as must necessarily be exposed for the purpose of a particular operation.
- It is fitted with adequate controls for switching the power on and off, which are conveniently placed.

It is the policy of UKSS that all machines used by persons under its control are fitted with a safety devise (such as guards and/or interlocks) if appropriate, to prevent the accidental energising of machine operating switches.

Cutting and Grinding Discs

NO Cutting or grinding Disc is to be used unless:

- It is undamaged, dry and has been stored in accordance with the manufacturers' instructions (typically flat and away from heat).
- It is designed to spin at a speed which is equal to, or exceeds, the spindle of the machine to which it is to be mounted.
- It has been properly mounted.
- It is suitable for the intended work.

Machine Guarding

- Work rests must be properly secured, and adjusted as close as possible to the Abrasive wheel.
- Suitable eye protection must be provided. In the case of a bench machine, this will invariably be a moveable transparent shield which MUST be kept clean.

Operators

Operators MUST NOT wilfully misuse or remove any guard. The working area must be kept in good and clean condition, free from loose material and prevented from becoming slippery. Operators are NOT to use machines with damaged guards or discs. ALL defects are to be reported to the Site Supervisor responsible for the operator.

44 Monitoring and Review

Policy statement

UKSS accepts that to prevent deviations from the established standards of safety in each area of the workplace, safety inspections and audits will be undertaken. Inspections will take place on a quarterly basis to identify every potential hazard in a particular area. This detailed inspection of the workplace checks maintenance, working practices, procedures and housekeeping.

Audits will take place annually to determine the true state of safety within UKS. An audit is a systematic and critical examination of every component of the total safety system, including, the policy, organisation, occupational health and safety controls, housekeeping and working practices.

Policy standards

To comply with this policy the following standards must be met.

The Director for Safety will:

- Ensure that management conduct formal inspections of UKSS operations at the frequencies not normally less than 6 monthly
- Ensure that any such health and safety inspections are completed using an appropriate site-specific checklist provided by the Competent Person
- Ensure that full Safety Management System audits are arranged and conducted by the Competent Person
- Following a full safety management audit, ensure that a report is forwarded to the Director for Safety and all other interested parties.
- The Director for Safety with the assistance of the Competent Person, use these reports as the basis for continuing improvements in all matters relating to health and safety.