

AIR CONDITIONING SERVICES (GB) LTD

HEALTH AND SAFETY POLICY

**in accordance with the
Section 2(3) Health & Safety at Work etc Act 1974**

AIR CONDITIONING SERVICES HEALTH & SAFETY POLICY

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I. GENERAL POLICY STATEMENT

1. Policy Statement

- 1.1 ACS (GB) Ltd considers that one of its primary objectives is to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions for employees and that its operations do not adversely affect the safety and health of those not in their employment, but who may be affected by its activities.
- 1.2 We recognise our responsibility under health and safety law and, as such, require managers, supervisors and staff at all levels to display a positive attitude towards health, safety and welfare and to instil this in those for whom they are responsible. In turn ACS (GB) Ltd expects employees to pursue the same common objectives.
- 1.3 We are committed to ensuring that we operate in accordance with current health and safety legislation covering the requirements of the Health and Safety at Work, etc, Act 1974 and Regulations and Approved Codes of Practice made under the Act.

In particular, ACS (GB) Ltd has the following broad legal responsibilities:

- a. to provide and maintain equipment and systems of work that are safe and without risks to health;
 - b. to make arrangements for ensuring safe use, handling, storage, transport and disposal of articles and substances;
 - c. to provide appropriate information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees;
 - d. to maintain any place of work under our control in a condition which is safe and without risks to health, and provide and maintain a safe means of access and egress from it; and
 - e. provide and maintain a working environment free from risks to health and safety, and adequate as regards facilities and arrangements for staff welfare.
- 1.4 The Policy will be kept up to date, particularly as any changes arise in our business activities. To ensure this, management will review the Policy and its effectiveness biannually.

- 1.5 Staff have a legal duty to co-operate in the aims and objectives of this Policy. In particular this is to be achieved by:
- a. taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
 - b. assisting ACS (GB) Ltd to fulfil any statutory requirement imposed upon it;
 - c. reporting any incidents or health and safety problem which has led, or may lead, to injury or damage;
 - d. adhering to any procedures, jointly agreed on their behalf, for securing a safe workplace;
 - e. assisting in the investigation of accidents with the object of introducing measures to prevent recurrence; and
 - f. not intentionally or recklessly interfering with, or misusing anything provided in the interests of health, safety and welfare.

Jason Brown - Director

Signature

J Brown

Date 8th January 2016

II ORGANISATION OF HEALTH AND SAFETY

2. Directors Responsibilities

The Director's key responsibilities are as follows :

- 2.1 To take overall responsibility for the safety performance of ACS (GB) Ltd and all its activities.
- 2.2 To ensure that arrangements are made for ensuring that ACS (GB) Ltd Health and Safety Policy and associated procedures are adequate and effective, with a clearly stated organisation and arrangements section for the implementation of the Policy so that, as far as is reasonably practicable, there is no unacceptable risk to employees, visitors, contractors and members of the public.
- 2.3 To ensure that arrangements are made to review and, as necessary, revise the Policy at regular intervals of not more than two years.
- 2.4 To appoint a competent person to advise on the implementation and management the Policy arrangements.
- 2.5 To seek to ensure that adequate resources are available for the effective implementation of ACS (GB) Ltd Health and Safety Policy.
- 2.6 Shall identify and review all relevant current and potential Regulations and Codes of Practice relating to health and safety, and make arrangements for the preparation and dissemination of procedures via the Health and Safety Policy and associated risk assessments to all staff affected.
- 2.7 Shall ensure that ACS (GB) Ltd assesses all foreseeable risks to both employees and those not employed, but who may be affected by ACS (GB) Ltd's activities, and record the results of the assessments as required by the Management of Health and Safety at Work Regulations 1999. Where significant risks have been identified from the assessments, they shall make recommendations for remedial action to Senior Management.
- 2.8 Shall make arrangements for provision of training, information and instruction as identified as necessary in the Health and Safety Policy or any findings arising from risk assessments carried out.
- 2.9 Shall investigate as required any accidents, reportable conditions or near misses within ACS (GB) Ltd and to maintain records of the above. Where applicable, they shall notify the relevant authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and recommend remedial action on the above if appropriate.
- 2.10 Prepare and deliver appropriate and comprehensive induction training for all new employees and those newly promoted to supervisor status.
- 2.11 Maintain all documents and records in accordance with relevant statutory provisions, including Company Accident Book, current Health and Safety Policy and Risk Assessments and RIDDOR 2013 reports.

3. Senior Engineer's Responsibilities

The responsibilities of Senior or Lead Engineers in respect of Health and Safety are:

- 3.1 To ensure the general health, safety and welfare of their operatives through advice, support and guidance as necessary.
- 3.2 To monitor and review operatives activities to ensure adherence to the procedures set out in the Policy.
- 3.3 To assist in the completion of any relevant assessments of risk as and when required by the Directors and communicate the findings of the assessments to staff.
- 3.4 To identify any specific training that staff may require, in order to fulfil their responsibilities as an employee.
- 3.5 That, where equipment has been requested and supplied for use by the team, they shall ensure that all operatives are given sufficient information, instruction and training as may be necessary to enable them to use it in a safe manner without risk to their health.
- 3.6 That, where equipment, apparatus or any part of the fabric of premises has been reported as defective or malfunctioning, they shall make arrangements to deal with the problem, so that such items can be taken out of service and repaired/or replaced as soon as possible.

4. Employees Responsibilities

- 4.1 To carry out their duties in a safe and proper manner and to comply with their legal responsibilities, as employees, under Section 7 of the Health and Safety at Work Act 1974 which states:

'It shall be the duty of every employee while at work

(a) to take reasonable care for the health and safety of him/herself and of other persons who might be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

Staff are also required to be aware of Section 8 of the Act which states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'

Failure to comply with the above may lead to disciplinary action or even criminal prosecution.

- 4.2 To report all accidents, incidents or ill health arising out of, or in connection with, their work activities in ACS (GB) Ltd Accident Book and inform their supervisor that an entry has been made.
- 4.3 To report to the Senior Engineer any defective equipment, premise, damage or hazards as soon as practicable. Staff should not attempt to operate, adjust, maintain or alter any apparatus or equipment for which they have not been given sufficient information, training or instruction.
- 4.4 Assist and support their Senior Engineer and Directors to carry out their responsibilities, such as completion of risk assessments, policy developments, accident/ill health investigation etc.

III COMPANY ARRANGEMENTS

This section details the means by which ACS (GB) Ltd will implement the **General Policy Statement**.

5. Construction (Design and Management) Regulations (CDM) 2015

5.1 ACS (GB) Ltd accepts its specific statutory duties under the CDM Regulations 2015, including where the construction project is notifiable ie.

- Will involve more than 500 man days work or
- Where there are 20 or more on site at any one time

5.2 As Sub-Contractor, these duties are as follows

To co-operate fully with the Principal Contractor to enable them to meet their statutory obligations

To promptly provide the Principal Contractor with any requested information such as risk assessments, safe systems of work and method statements

To report any death, injury, condition or dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regs (RIDDOR) 2013.

6. Risk Assessments

The Management of Health and Safety at Work Regulations 1999 requires employers to assess all risks arising out of their activities. The assessment should consider not only risks to employees but also to employees of other companies (agency staff, contractors), visitors and members of the public.

6.2 Where the risks are assessed as significant in terms of both numbers affected and potential for injury/ill health, these assessments are recorded and communicated to those affected.

6.3 The Directors, assisted by the external Health and Safety Advisor, will co-ordinate the completion and recording of risk assessments and maintain all documentation relating to them. Staff will be encouraged to be involved in the risk review process and will have full access to the completed assessments.

6.4 The assessments will be periodically reviewed to take account of changes in ACS (GB) Ltd's activities, business locations and relevant legislation.

7. Staff Training & Awareness

Staff Induction

7.1 All staff on commencement of employment by ACS (GB) Ltd will receive appropriate health and safety training from the Directors or their Senior Engineer. The form that this shall take will vary according to their role and responsibilities, but all staff (including temporary staff, agency staff and those on fixed term contracts) will undergo the following as a minimum as soon as is practicable after commencing employment:-

- be issued with the relevant sections of the Health and Safety Policy, together with guidance through its contents;
- have the findings of any relevant assessments of risk brought to their attention;
- be made aware of the relevant First Aider and be shown the Accident Book.

7.2 It is a requirement that all new employees sign to confirm their understanding of the safety induction before progressing onto on the job training.

On-going information, training and instruction

7.3 Any specific competencies required for work activities are identified within the written risk assessments applying for the task.

7.4 Further health and safety training may be identified by the Health and Safety Co-ordinator or by supervisors during appraisals and/or one-to-ones.

7.5 Where employees are promoted to a supervisory role, further health and safety training may be delivered as appropriate.

8. Communication & Consultation with Staff

8.1 All relevant information on health and safety matters affecting staff will be posted on the staff notice boards including general information, notable accident or near-misses information and the results of any inspections carried out.

8.2 Under the Health & Safety (Consultation with Employees) Regs 1996, ACS have a legal obligation to consult with staff in any of the following circumstances;

- The introduction of any measure which may substantially affect the health and safety of employees
- The arrangements for nominating competent persons to assist with meeting its statutory duties
- Planning and organising any necessary health and safety training

8.3 Consultation will be by face to face means where appropriate and staff will be actively encouraged to feedback into the process.

9. Accidents and Ill Health Reporting

9.1 All accidents and ill health arising out of, or in connection with, work involving ACS (GB) Ltd's employees, sub-contractors or to any visitor on site must be reported to the

First Aider and/or site supervisor, who will take action as appropriate, summoning other assistance, e.g. ambulance, as necessary. The First Aider will ensure that the accident is recorded in the site Accident Book. The Accident Book is kept by the Directors

9.2 All accidents, incidents and near miss incidents must be reported to the relevant supervisor who, if appropriate, will carry out an investigation and recommend any remedial action that can be taken to prevent a similar incident recurring. ACS (GB) Ltd Health and Safety Co-ordinator will provide advice and assistance to supervisors in any investigation.

9.3 ACS (GB) Ltd is legally required to report to the Health and Safety Executive (HSE)

certain injuries, occupational ill-health condition or dangerous occurrences arising out of, or in connection with, any work activity (RIDDOR 2013 Regs).

10. Housekeeping and General Site Tidiness

Poor standards of site housekeeping are a common cause of injury and damage at work and can also create unnecessary fire hazards. Low standards often result from poor working practices and organisational deficiencies.

10.1 Employees are responsible for the general tidiness of their particular work areas. Wherever possible, work materials should be stored in appropriate storage areas provided, ideally at the end of each day. Site supervisors should monitor their staff to ensure a reasonable standard of compliance.

10.2 In particular, the following duties apply:

- ensure that work equipment and materials are not left in main walkways thereby reducing the risk of slips and trips
- ensure that there are no trailing cables;
- ensure that articles are stored in designated places; and
- vehicles are kept in reasonable condition with tools and materials stored tidily.

10.3 Site housekeeping is the responsibility of the Senior Engineer, who will carry out daily, routine visual checks to ensure compliance to safe working practices.

11. Work Equipment

11.1 All work equipment used is selected to be fit for the purpose it is intended, in accordance with the Provision and Use of Work Equipment Regulations 1998.

11.2 All work equipment shall be properly serviced and maintained in accordance with the manufacturer's or hirer's operating manual.

11.3 Employees are expected to carry out all routine daily checks on their work equipment and report immediately any damaged, faulty or obsolete items to their site supervisor. Such equipment must not be used, but immobilised and marked as such.

11.4 Risk assessments have been carried out on all work equipment likely to give rise to significant risk. Operators are made aware of the risks through access to the assessments as well as being provided with associated information, training and instruction.

11.5 Jason Brown is responsible for ensuring that all work equipment is properly maintained to the manufacturer's guidance or service schedule.

[Portable electrical equipment is dealt with under Section: Use of Electricity on Site]

12. Lifting Equipment (LOLER Regs 1998)

16.1 All powered lifting equipment used by ACS (GB) Ltd, including MEWPS, is hired from a competent, reputable company. The responsibility for planned maintenance, inspection and certification of such equipment remains with the hire company.

13. Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury in the workplace. More than one third of lost time accidents are caused in this way and many injuries have long term effects. It is the ACS (GB) Ltd policy to ensure that, so far as is reasonably practicable, operations which involve manual handling are eliminated. This includes ergonomic design of the workplace and lifting activities and the provision of mechanical aids such as trolleys, sack trucks, etc.

13.1 Work likely to involve significant manual handling that cannot be avoided is risk assessed and suitable measures taken to control the risk.

13.2 Staff involved in manual handling likely to put them at risk are given sufficient training, information and instruction to enable them to understand the risks, use safe, ergonomic lifting techniques and be aware of their own capability and limitations. (See Appendix 1 of the ACS (GB) Ltd Policy). All staff are provided with a copy of the HSE's Guidance INDG23 Manual Handling at Work – a brief guide giving them basic information on how to lift safely.

13.3 Staff should avoid hazardous lifting, handling loads or carrying activities beyond their personal limitation, as far as is reasonably practicable. Where mechanical aids and equipment are provided they must be used.

13.4 Persons with genuine physical or clinical reasons to avoid lifting should be made allowance for, as should pregnant women and should not be required to undertake hazardous lifting or carrying tasks.

14. Working at Height

Falls from height continues to be the single most common cause of fatalities and serious injuries at work in the UK.

14.1 Under the Work at Height Regulations 2005, the duty to prevent falls likely to cause personal injury requires an employer to consider a hierarchy of control measures starting with

- Removing the possibility of falling altogether i.e undertaking the work from ground level if practicable.
- Where this is not practicable, provide a suitable working platform with edge protection and appropriate access equipment.
- Where the provision of a suitable working platform is not possible, safety harness to arrest a fall must be used.

14.2 Where possible and practicable, general access or tower scaffold is used on site as a means of providing a safe working platform for any prolonged period of time..

14.3 The use of ladders and stepladders in each situation must be justified as being more appropriate than a working platform such as scaffolding or a tower. The selection criteria to be used should take into account all of the following;

- The potential risk of serious or fatal injury to those carrying out the work
- Type of activity being carried out. Does it require two hands, significant lifting, stretching etc?
- Duration of the work at height
- Accessibility to the place of work. Are there any significant obstructions? Can scaffold or a tower be physically used?
- Does the work involve more than one person?
- Cost in terms of obtaining equipment, inconvenience and impracticability

14.4 For those required to work at height, guidance is made available by providing a written, safe system of work for all access equipment used as well as competence training where necessary. Guidance is also made available to staff in the form of the HSE document 'Height Safe – Absolutely essential information for people who work at height'.

14.5 Written Safe Systems of Work have been provided for;

- Ladders
- Step Ladders
- Mobile Tower Scaffold
- General access Scaffold

15. Mobile Elevating Work Platforms (MEWPs)

15.1 All staff or site contractors operating any form of mobile elevating work platform must be competent to do so by approved training and experience.

15.2 Such equipment should be fit for purpose, be capable of the task and be operated within the safe working load limits set by the hirer. Where outriggers are fitted, they must be used in accordance with the operating instructions.

15.3 The written safe system of work for the use of MEWPs is issued to all employees prior to commencing use of any type of MEWP.

16. Use of Electricity on Site

16.1 All portable electrical appliances used on site are battery operated or operate at 110v via a suitable transformer. NO electrical equipment is used directly via the mains unless no other alternative is available and only then when used with a residual current device (RCD).

16.2 Operators are required to carry out a visual check of any portable appliances used prior to each daily use. This visual check must include **ALL** of the following:

- Is there damage (apart from light scuffing) to the cable sheath?
- Is the plug damaged, for example the casing is cracking or the pins are bent?
- Are there inadequate joints, including taped joints in the cable?
- Is the outer sheath of the cable poorly secured where it enters the plug or equipment. Obvious evidence would be if the coloured insulation of the internal cable cores were showing.
- Has the equipment been subjected to conditions for which it is not suitable e.g wet or excessively contaminated?
- Is there damage to the external casing of the equipment or are there some loose parts or screws?
- Is there any evidence of overheating (burns or discolouration), arcing or sparking?

16.3 Periodic inspection and testing of portable appliance takes place at a frequency determined by use and risk but ALL equipment is tested at least annually by a competent person.

16.4 The responsibility for portable appliance testing (PAT) equipment used by sub-contractors rests with them and site checks are made to ensure such tests have been made.

16.5 Jason Brown is responsible for the inspection and testing regime for all portable electrical equipment.

17. Control of Substances Hazardous to Health Regulations (COSHH) 2002

The Company's business activities may require the use and storage of materials that are potentially hazardous to health. These include refrigerants, flammable gases, asphyxiates, solvents and cleaning agents to flush out air conditioning equipment.

17.1 Any such substance identified as hazardous under COSHH 2002 will be assessed prior to use by ACS (GB) Ltd employees or sub-contractors. The assessment is carried out to determine the risks arising from its use, handling, storage and disposal.

17.2 Where such substances are used, the relevant safety data sheet is obtained from the current supplier and used to assess the risk and produce a meaningful COSHH information sheet for employees and other.

17.3 The findings of the assessments are recorded and communicated to employees. Employees and sub-contractors are given sufficient information, instruction and training to enable them to use the substance safely and without risk to health.

18. Hot Work

18.1 Where hot work is carried out such as brazing, a specific Hot Work Safe System of Work SSW has been developed.

19. Asbestos

Accidental exposure to asbestos is a significant hazard for those involved in refurbishment or installation work which may disturb potentially lethal fibres.

19.1 Any asbestos-containing materials on site should have been identified before work starts. Under the Control of Asbestos at Work Regulations 2012 it is the client's duty of provide information on the type and state of any asbestos that is present in the building.

19.2 All employees receive relevant training, information and instruction on the dangers of asbestos, how to recognise it, and what to do in the event of accidentally disturbing it at site induction. Employees are required to read HSE Guidance 'Working with Asbestos in Buildings INDG 289.

19.3 Planned work involving asbestos insulation, asbestos coatings and asbestos insulating board must normally be carried out only by an HSE licensed contractor.

19.4 Prior to any work being carried out on client premises, the presence and location of any harmful forms of asbestos is established through specific enquiries made at the pre-contract stage. Where the pre-contract checks have revealed asbestos, supervisors and staff will be made aware of its existence.

19.5 Where such pre-contract information is not available, site staff should ask to see any Asbestos Register to determine the precise location of the material and the potential risk of disturbance.

19.6 Site staff who come across hidden or dusty materials they suspect may contain asbestos or who accidentally disturb a known source must STOP WORK IMMEDIATELY and seek advice before continuing.

20. Driving for Work

20.1 Under UK law, the legal responsibility for the condition and roadworthiness of a vehicle rests with the driver, irrespective of who is the registered keeper of the vehicle. It is important therefore that all staff driving for work in a company vehicle take personal responsibilities for daily vehicle checks, including tyres, lights, oil and coolant level, washer fluid and general condition and cleanliness.

20.2 Any damage, defect, malfunction or any other problem with a vehicle must be reported immediately to the Directors so that reasonable steps can be taken to resolve the issue.

20.3 All drivers are required to provide evidence of a current and valid driving licence and drive within the current road laws provided within the Highway Code.

21. New and Expectant Mothers

21.1 Where an employee notifies that they are pregnant in writing, the risk to them and the unborn child is assessed and measures taken to reduce or eliminate the risk accordingly.

21.2 Where necessary the employee will be offered alternative duties, shorter or more flexible hours or be suspended without loss of pay or privileges until the situation changes.

21.3 The following activities are specifically prohibited to pregnant workers

- Working with lead
- Working with specific solvents identified in COSHH assessments
- Significant manual handling tasks
- Working at height

22. Employment of Persons under 18

It is the policy of ACS (GB) Ltd not to employ those under the age of 18.

23. Personal Protective Equipment (PPE)

23.1 Any personal protective equipment identified as necessary in the risk assessments must be worn in accordance with training and instructions given.

23.2 Where risk assessment identified the need for PPE, it is the policy of ACS (GB) Ltd to provide a range of equipment for staff to wear so as to select the most suitable to the individual. Where employees find PPE uncomfortable or inappropriate, they should inform their supervisor who will seek a suitable alternative type. For each work activity/item of work equipment, the necessary PPE is clearly stated in the risk assessment document.

23.4 Any PPE required is supplied free of charge but the responsibility for its use, maintenance, cleaning and storage rests with employees.

23.5 Failure to wear PPE in accordance with training and site rules is a breach of statutory duty and could lead to disciplinary action, or even dismissal.

24. Welfare Arrangements

It is the policy of ACS (GB) Ltd to ensure that reasonable welfare facilities are available at readily accessible places as far as is possible given the duration of the work and the local circumstances.

24.1 In accordance with the Construction (Design & Management) Regulations 2015, all sites should be provided with;-

- clean and well ventilated sanitary and washing facilities
- an adequate supply of drinking water
- adequate rest facilities
- reasonable working temperatures are maintained at indoor work places

25. Lone Working

25.1 It is the policy of ACS (GB) Ltd to avoid lone working on site as far as reasonably practicable. When lone working is unavoidable, the risk is assessed and appropriate measures taken. Such measures may include regular contact with the office, carrying mobile phones and informing office of arrival and departure.

25.2 Lone working is NOT carried out in confined spaces, at height or by those with a pre-existing medical condition likely to render them at risk in an emergency.

26. Measuring Site Safety Performance

26.1 In order to ensure that the Policy is effective in preventing accidents and workplace ill-health, ACS (GB) Ltd will use a number of methods of measuring performance.

26.2 All staff and Senior Engineers will carry out active, informal monitoring of premises and activities on a day-to-day basis. Unsafe acts and unsafe site conditions should be reported immediately to supervisors, who will then ensure that appropriate action is taken to remedy the situation.

26.3 Site inspections will be carried out by a nominated external safety consultant to measure compliance against any agreed safety policy or safety plan. Where any poor practices or non-compliance is noted, management will be informed and appropriate action taken.

27. External Advice and Consultancy

27.1 The following agencies are used as sources of information and advice relating to occupational health and safety.

Stephen Elliott CMIOSH, RSP
Stephen Elliott & Associates
The Cottage
The Dale
Bonsall
Derbyshire
Tel: 01629 822067

HSE Midlands HQ
Kingsley Dunham Centre,
Nicker Hill,
Keyworth,
Nottingham
NG12 5GG
Fax: 0115 971 2802

27.2 Staff with a specific occupational health problem can contact the Employment Medical Advisory Service (EMAS) for confidential advice and guidance at:

HSE Midlands HQ
Kingsley Dunham Centre,
Nicker Hill,
Keyworth,
Nottingham
NG12 5GG
Fax: 0115 971 2802

28. Emergency Procedures

Fire

28.1 A fire risk assessment has been completed for the current offices and store at Cobnar Wood Close. The assessment of the fire risk is normal for the type of premises and there is a suitable and sufficient Fire Emergency Plan in place.

28.1 The risk of fire on site is assessed prior to contract commencement and appropriate measures taken to reduce the risk, according to the activities being carried out.

28.2 All sites are equipped with a portable fire fighting appliance, held in company vans. All site staff and contractors have received basic instructions in what to do in the event of a fire, how to tackle a small fire and where to assemble.

First Aid

28.3 The nominated person to take charge in the event of any emergency is the Senior Engineer. In the event of a serious injury incident, he/she will contact the nearest Accident and Emergency Dept. for an ambulance or personally escort the injured in a company vehicle if necessary.

28.4 All company vehicles carry a fully stocked travelling first aid kit. It is the responsibility of the Senior Engineers to request and restock the kit as and when necessary.

28.5 The person responsible for retaining and restocking the first aid kit in the office is the Office Supervisor. The first aid arrangements relating to the office are detailed in the first aid notice displayed on the staff notice board.

28.6 Serious accidents are reported to the enforcing authority as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013 (RIDDOR).

These include

- Fatalities
- Major Injuries – fractures, amputations, loss of consciousness, dislocations, chemical or hot metal burns to the eyes, hospitalisation for more than 24 hours
- Over seven days absence as a result of work activities
- Specified occupational diseases such as dermatitis
- Dangerous occurrences such as collapse of scaffold or trench

29 Health Screening & Health Surveillance

29.1 Medical screening at pre-employment may be carried out to determine whether an employee has a pre-existing health condition likely to be made worse by exposure to specific activities (such as working at height or in confined spaces) and certain substances with the potential to trigger an allergic reaction.

29.2 Employees are required to report any ill-health symptoms to their supervisor where they believe the condition is work related.

APPENDIX 1