



Scaffrite Ltd

HEALTH AND SAFETY GENERAL POLICY

Prepared by





Introduction



Foreword

The main purpose of health and safety legislation is to prevent unsafe acts or situations arising in any workplace, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for all occupations and workplaces, it has been formulated to assist and protect employees, the employer and others.

Food safety legislation, guidance and information are provided to protect consumers from harm. Food must be safe for consumption and without risk.

Fire presents a real and significant risk in any premises although more so in premises such as ours where people stay. The outbreak of fire can be catastrophic and impact on business continuity. Fire legislation, guidance and information are intended to protect people, premises and businesses.

Risk occurs, it is an inevitable factor but it must be managed sensibly incorporating workable procedures in order to create and maintain a safe working environment for employees and others.



Introduction

Health and Safety is taken seriously at Scaffrite Ltd. We understand our duties as an employer and it is our intention is to fully embrace all aspects of health and safety legislation applicable to our business.

We intend to manage and conduct our activities safely so as to avoid harm to employees or others that are affected either directly or indirectly by our activities.

This safety management system and documentation has been prepared following recognised guidelines. Throughout the policy reference is made mainly to Scaffrite Ltd although the documentation encompasses the aspects of our business. We intend to adopt established practices and principles to achieve our intentions, a safe place of work.



Safety Management System

Scaffrite Ltd management system consists of the following:

Health and Safety Policy

Our health and safety policy is provided to communicate our intentions and establish clear directions for employees to follow. We expect all our employees to understand and comply with our policy and arrangements.

Responsibilities

We have on going commitments which must be satisfied in order for us to achieve our goals and maintain standards. To help us meet these commitments employees will be empowered to assist with tasks. Information is provided to managers, supervisors and employees describing responsibilities and duties of people with key roles within our business. We will provide training where needed for managers and supervisors.

Arrangements and Procedures

To ensure the workplace is safe and that risk is managed effectively we have in place safety arrangements and procedures. These are referred to within the health and safety policy.

Internal Audits

It is important that we fulfil our duties with respect to legislation our business attracts. Continuous improvement is vital to help us maintain standards and achieve compliance; we have devised a set of internal audit forms to help with this task.

The policy will be reviewed at least annually. The review date will be recorded on the General Statement of Intent. Amendments to the content of the policy will be recorded to help us manage documentation.

Safety Handbooks

An employee health and safety handbook will be issued to every employee. The handbook provides essential safety information. It must be read in conjunction with the health and safety policy.



Management of Documentation

The Directors are responsible for the upkeep and control of the health and safety policy. They will ensure that all amendments are incorporated and that any alterations are recorded in this section.

Issue Details

Issue Number	Reason For Issue / Re-Issue	Name	Date
1	Initial	Wirehouse ES Ltd	
2			
3			

Amendment Details

Amendment Date	Reason For Amendment	Name	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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Chapter I - Policy



General Statement of Intent

It is the intention of the Directors and managers at Scaffrite Ltd to ensure so far as is reasonably practicable the health, safety and welfare of our employees and others that may be affected by our work activities.

We acknowledge our duties with respect to health and safety and intend to comply with all statutory legislation that is applicable to our business. As an employee we expect your cooperation to help us achieve our intentions.

At Scaffrite Ltd we recognise that in order to remain competitive we must maintain the technical competencies and abilities of like businesses, this must include matters of food and general safety.

We will ensure suitable work equipment is provided that enables us to carry out tasks safely, we will ensure any work equipment is fit for purpose and is maintained to a safe and satisfactory standard.

All hazards will be identified and risk managed, we will provide information, instruction, and training to ensure activities are conducted safely. We will provide the necessary funding, insurance and resources to ensure the protection of employees, customers and others.

The business partners have ultimate responsibility for health and safety at Scaffrite Ltd. Employees may be nominated to assist with the organising and daily management of policies and procedures ensuring their effectiveness.

This policy and any other internal safety documentation will be reviewed at least annually; the business partners will instigate and oversee any review.

Policy Holders

Signed:

Date:

Director

Annual Review

Signed:

Date:



Chapter 2 - Responsibilities



Duties and Responsibilities

The main purpose of this section is to ensure that employees are aware of their legal responsibilities whilst at work, to confirm the health and safety management structure of our business and the appointments forming this structure and the duties and responsibilities allocated to respective employees.



General Responsibilities of All Employees

Scaffrite Ltd takes seriously the health, safety and welfare of its employees and anyone else that may be affected by our work activities. We expect full cooperation from our employees to help us maintain a safe working environment. It is our aim to create a positive safety culture within our business and sustain high standards.

Employees empowered to organise, manage and supervise work activities must ensure that our safety policies and procedures are followed at all times. Activities must be completed without risk of harm or loss; risks will be assessed and measures introduced to ensure work is conducted safely.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is achieved. Training needs will be assessed for all employees and you will receive the necessary training to enable you to work safely.

You must refrain from using equipment likely to cause harm for which you have had no training. If you notice any unsafe equipment, acts or situations you must take action and report this.

We have in place a system for periodic monitoring; the purpose of monitoring is to provide continuous assessment of our performance with respect to health and safety. Employees will be nominated with specific monitoring responsibilities. From time to time you may be requested to provide assistance.

The Health and Safety at Work Act 1974 places duties on workers, Sections 7 and 8 refer specifically to the duties of employees, these are to:

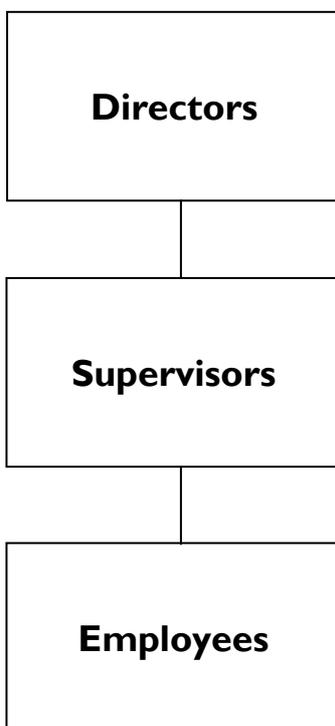
- take reasonable care of your own health and safety and that of anyone else effected by what you do;
- cooperate with us, your employer, enabling us to comply with our statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.

You must understand that failure to act and comply with legal duties may result with disciplinary action being taken against you, possibly by an enforcing authority.



Health and Safety Management Structure

This diagram represents our management structure and organising strategy for health and safety responsibilities within our business.



The Directors have ultimate responsibility for health & safety. Day to day duties for management of health and safety will remain with the Supervisors unless they are absent, duties will then be assigned to supervisors or more senior staff.

At anytime when an employee who is assigned with responsibilities is absent from work these will be reassigned to other employees with sufficient competence.

Please take note of who your directors and supervisors are and speak to them raising any health and safety related concerns.



Directors

Responsibilities include the following:-

- understanding the Health and Safety at Work Act and any other acts, legislation or approved codes of practice that apply to our business ensuring these are observed,
- introducing policies and procedures to achieve our intentions for the prevention of harm or loss to employees and others,
- that the health and safety policy and any other procedures are reviewed and amended as necessary, any changes must be communicated to those effected,
- ensuring responsibilities within our business are clearly understood, acknowledged and followed by all employees,
- providing sufficient funds and resources for health, safety, fire, food and welfare arrangements,
- ensuring that suitable insurance cover is provided for all statutory and general requirements within the business,
- ensuring that hazards are identified and the risk of harm is eliminated or effectively managed prior to work taking place,
- ensuring that assessments of risk are completed by competent persons, information is documented and effectively communicated,
- ensuring that assessments of risk are completed by competent persons, information is documented and effectively communicated,
- ensuring that assessments of risk are reviewed regularly,
- that work is planned and safe procedures introduced and managed to ensure employees work safely,
- ensuring our safety policies and procedures are effectively communicated to employees, sub-contractors and others who may be affected by our activities,
- that training needs are assessed and documented, where shortfalls exist exposing employees to unnecessary risk training must be organised,
- that work is planned and safe procedures introduced and managed to ensure employees work safely,
- ensuring our safety policies and procedures are effectively communicated to employees, sub-contractors and others who may be affected by our activities,
- that training needs are assessed and documented, where shortfalls exist exposing employees to unnecessary risk training must be organised,
- that suitable personal protective equipment is provided, used and renewed as and when necessary,
- that no plant, machinery or other work equipment is used until employees have undergone suitable training and the user is deemed competent,

- that machinery and equipment to be used is,
 - suitable for its intended purpose,
 - complies with current safety standards,
 - is serviced and maintained by competent persons,
 - has undergone and satisfied any inspection or examination, statutory or otherwise,
 - is checked before use,
- ensuring that safety inspections, monitoring activities, assessments and checks are completed by employees as nominated, findings are recorded and appropriate follow-up action is arranged,
- that provision has been made for first aid and that arrangements are adequate and suitable for any accident likely to occur,
- that adequate provision has been made for fire safety, a risk assessment completed and recommendations acted upon, the assessment being reviewed at least annually,
- ensuring all employees have received appropriate information, instruction and training and are familiar with our fire and first aid arrangements,
- details of accidents are recorded and the information controlled, all RIDDOR reportable incidents are dealt with without delay,
- that all accidents and incidents are allocated the appropriate degree of investigation, the results recorded and evaluated with a view to prevent re-occurrence,
- that disciplinary action is taken against an employee who willingly neglects any policy or procedures introduced in the interest of safety,
- ensuring visitors to our premises are provided with appropriate and adequate safety information,
- maintaining good housekeeping standards,
- setting a personal example for employees to follow,

Supervisors

Responsibilities include the following:-

- have a sound working knowledge of general safety legislation and approved codes of practice that apply to our business, and ensuring these are observed,
- to assist with the management, supervision and coordination of health and safety
- ensuring that employees each receive a copy of the Employee Safety Handbook, and that they read understand and comply with our rules, policies and procedures,
- that all hazards are identified where potential for injuries or fatalities occur, at our premises or at any other place our employees are required to work,
- that risks assessments are recorded, the risk evaluated, and suitable control measures introduced to reduce the likelihood of an accident or incident,
- ensuring that risk assessments are completed for any proposed or new activities to be undertaken,
- to ensure that risk assessments and control measures are effectively communicated to employees or others at risk,
- assisting with any review of risk assessments, to be arranged at least annually or sooner if any recorded findings are effected by changes within our business,
- assist with the management, supervision and monitoring of safe practices and safe systems of work, ensuring information is conveyed to employees and complied with at all times,
- assist with the management and assessment of training requirements ensuring employees maintain a reasonable level of competence at work, arranging training courses where necessary,
- ensure PPE is available, is worn correctly and stored to prevent unnecessary damage or deterioration,
- ensuring protective clothing is issued and correctly worn to help protect our food,
- ensuring all machinery, tools and other workplace equipment:
 - complies with safety standards and is suitable for its intended purpose,
 - is regularly inspected and maintained,
 - remains in a safe condition and that all safety devices function correctly,
 - is only used by trained and competent employees,
 - is checked by employees before use,

- that all work equipment faults and problems are dealt with urgently, removing any unsafe equipment from use,
- assisting with any monitoring activities as assigned by the business partners, ensuring that findings are recorded and follow-up action arranged,
- ensuring all employees are familiar with our fire safety and first aid arrangements,
- that the location of the accident book is made known to employees and that details of appropriate events recorded,
- ensuring that safety information, signs, notices, policies and procedures are available or displayed and understood and complied with by employees,
- encouraging employees to suggest ideas and actively participate with improvement of safety arrangements,
- reprimanding any employee for irresponsible or dangerous behaviour,
- ensuring the safety of visitors to our premises,
- striving to achieve and maintain high standards of housekeeping,
- setting a good example to others,

Employees

Responsibilities include the following:-

- have a good understanding of health and safety law and your duties as an employee,
- understand and comply with our rules, policies and procedures introduced for your health and safety, and to comply with legislative requirements,
- cooperate with the business partners, supervisors and other employees to create and maintain a safe working environment,
- ensure you read the Employee Safety Handbook understand and comply with the contents,
- assist us with the preparation of risk assessments,
- taking an active interest in risk assessment and reporting any dangerous situations activities or equipment where significant risk exists,
- complying and cooperating with the findings of any risk assessments and control measures introduced to help manage and control risk,
- understanding and following our safe procedures and safe systems of work,
- to bring to the attention of the business partners or supervisors any training needs you believe are required to improve general safety or food safety,
- taking care of PPE or protective clothing issued to you, and using protective equipment as and when informed to do so or at other times when you consider it is necessary,
- ensuring protective clothing is kept in a clean condition for the protection of foods being produced, you must ensure clothing is changed or cleaned regularly,
- only operating equipment or participating in activities where risk is apparent after appropriate information and training have been provided,
- you must not intentionally interfere with or misuse any safety devices or arrangements introduced in the interest of health and safety,
- you must refrain from actions which are likely to cause harm to yourself or others,
- you must keep work equipment, machinery and tools in good condition,
- act responsibly and employ safe driving techniques when driving our vehicles and operating our plant equipment,
- to assist with workplace monitoring and assessment activities,
- you must report any accident, unsafe act or condition,
- ensuring you understand our first aid arrangements and know where to seek assistance,
- inform us of any complaint, injury, illness or disease that you believe has been caused at work,
- inform us of any personal circumstances, illnesses that may affect your safety or the safety and health of others whilst at work,

- cooperating with us if an accident or incident is being investigated,
- to report any unsafe condition, acts or procedures,
- contribute to workplace safety by suggesting ideas for improvement,
- taking care of new employees,
- assisting us to manage the safety of visitors to our site,
- helping us achieve and maintain good housekeeping standards,
- setting a good example for others to follow,

Summary of Responsibilities

The Directors have the overall and final responsibility for safety, health, fire and welfare at Scaffrite Ltd. However, contribution is needed by all employees to achieve a safe working environment.

The following responsibilities have been assigned to employees to manage, supervise and assist with on a daily basis:-

<u>Responsibility</u>	<u>Job Title / Role</u>
Health and Safety Policy	- The Directors
Fire Safety Arrangements	- The Directors
Risk Assessments	- The Directors and Supervisors
General Safety Policies, Procedures and Rules	- The Directors
Safe Systems of Work	- The Directors and Supervisors
Equipment Provision, Examination, Inspection, Servicing and Maintenance	- The Directors and Supervisors
First Aid	- As Nominated
Accident Reporting	- All Employees
Accident Book and Records	- The Directors
Accident / Incident Investigation	- The Directors assisted by Wirehouse Employer Services Ltd

Communication and Consultation

Health and safety arrangements, rules and procedures have been introduced to prevent accidents occurring thus protecting employees and others from harm. However, effective communication is vital to ensure these measures achieve their desired intentions.

We aim to consult with you and involve employees in the decision making process and development of our safety arrangements.

Health and Safety Policy

The Health and Safety Policy is accessible to all employees, it is an integral component of our safety management systems. All employees should be familiar with the contents.

Employee Safety Handbook

The Employee Safety Handbook provides details of general safety information and includes references to where further information can be obtained. It also provides details of our rules, procedures and arrangements. You must be familiar with the handbook content.

Policies and Procedures

We have devised and documented our policies and procedures to ensure safe working practices are observed. Information both general and job specific has been established.

Managers and Supervisors

We have nominated employees to assist with the management and supervision of safety procedures and arrangements on a daily basis. Their duties include the communication of safety information to employees and others, and to ensure our policies, procedures and rules are being followed and standards are being maintained.

Posters and Notices

Safety information is provided in the form of notice board information, this will be periodically reviewed to ensure the information is up to date and correct. A health and safety law poster is displayed providing essential information regarding duties at work.

Training

We will arrange the necessary training to ensure work is carried out without risk of harm. Managers, supervisors and employees are responsible for identifying any shortfalls with competence and consequent training needs. We will appoint a credible and competent training provider for delivery of training.

Meetings

Periodic meetings will be held to discuss and manage safety. The meetings shall be attended by managers, supervisors and employees, especially those nominated with specific health, safety and fire duties.

Each meeting agenda should include the following:

- report on progress with points raised at previous meetings,
- communication of details for any new processes or activities likely to cause hazards,
- training needs report and courses update,
- reporting of faults or problems affecting safety or health,
- any current concerns regarding safety and fire safety,
- accident and incident update,
- coordination and allocation of responsibilities to manage and improve matters of safety,
- any other business,

The details of each and every meeting must be recorded in the form of minutes, this will help us create a record of actions, progress and demonstrate we are committed to continuous improvement.

The frequency of meetings will be appropriate to the level of risk and any on going safety concerns. Remember safety is an inherent factor of our working day and must be considered at all times.

Communication with Others

It is inevitable that visitors, customers or contractors will be at our premises. It is our intention that we communicate any rules or procedures relevant to their safety to them. This we will do either whilst making arrangements for their visit or at the time of arrival at our premises.

More information on visitors and contractors can be found in the following section.



Chapter 3 - Arrangements



Arrangements

Arrangements are what we have introduced to deal with the fundamental health, safety, fire and welfare needs of our business outwith the scope of work. We have reviewed our work and considered what arrangements are necessary. Our arrangements have been introduced for the good and benefit of employees and others, and to comply with legislative requirements.

Details of our arrangements can be found in this chapter. We ask that you speak to a manager or supervisor if there is anything you do not understand or believe could be improved.



Assessing Risk

The current edition of the Management of Health and Safety at Work Regulations stipulates the requirements for assessing risk; we aim to comply with these regulations and create and maintain a safe working environment.

The Fire (Scotland) Act requires that we assess fire risk at our premises or any workplace where our employees are required to work; we aim to comply with this legislation in the interests of fire safety.

The Control of Substances Hazardous to Health (COSHH) requires that we recognise and assess the risk arising from exposure to hazardous substances and act to prevent harm being caused.

We acknowledge and understand our duty to assess any situation or activity caused by us where potential for harm exists. Where significant risk is realised we will introduce appropriate control measures to either eliminate risk or reduce it to an acceptable level.

It is our intention to have robust policies and procedures in place to effectively manage risk these are explained in Chapter 4.



Training

Training is essential to help achieve competence, we aim to identify all training needs within our business and manage this accordingly. It is vital that employees involved with hazardous activities receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

At the time of induction and at periodic intervals thereafter managers and supervisors must consider the training needs of other employees and request or organise appropriate training. We will provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new starters will be subject to our induction process prior to starting work and will receive instructions regarding food safety and hygiene. The induction process is intended to help new employees understand the basic but essential safety arrangements within our business.

Following completion of induction training a training needs evaluation will be conducted appropriate to the job and activities each employee is likely to participate in whilst at work. Training, instruction and supervision will then be organised to help safely integrate the employee into our workplace and activities.

To help us manage training, managers and supervisors will maintain records of training competencies. The records will be periodically reviewed to ensure competencies are achieved and maintained; this may involve refresher training for some disciplines.

Welfare and Working Environment

We aim to provide a safe working environment and meet the welfare needs of all employees whether at, or whilst working away from our own premises. To help us maintain the high standards we strive to achieve we expect employees to cooperate with us and follow our rules policies and procedures.

Lighting

Lighting will be periodically assessed to ensure the correct amount of natural light or illumination is available in all area of the premises and for working activities. Insufficient or even too much light can have a detrimental affect on health.

Emergency lighting is provided at our premises to facilitate safe evacuation from the building in the event of an incident occurring.

Temperature and Ventilation

We understand it is important to maintain a reasonable working temperature and circulation of air. We aim to meet the needs of employees and to satisfy their thermal comfort, for this we will provide suitable heating and cooling systems.

Sanitary Conveniences

We have considered the needs of employees and others and have provided a suitable quantity of sanitary conveniences. We aim to keep all conveniences clean and tidy, please treat them with the same respect we afford them.

Hand Wash Facilities

Good personal hygiene is essential for food safety therefore we have provided suitable and adequate facilities exclusively for washing your hands. You must refrain from washing your hands using any other means. Our hand wash facilities are marked using appropriate signage and must only be used for washing your hands. Hot and cold water running water is supplied along with liquid soap and hand drying facilities.

Drinking Water

Sources for obtaining safe drinking water will be provided. These will be made known to you at the time of induction.

Safety Signs

Where deemed necessary and as a result of risk assessment we will display safety signs. These will conform to standards referred to by the current edition of The Health and Safety (Safety Signs and Signals) Regulations; consistency is important to avoid confusion. You must

speak to a director or supervisor if you are in any doubt regarding the meaning of any signage.

The following are examples of different types of signs:

Safe Condition

Used to identify first aid facilities, fire exits, escape routes etc



Hazard Warning

Used to warn of significant potential hazard, electrical hazards etc



Mandatory

Signage dictates what action must be followed, e.g. wear goggles, washing hands, keeping fire doors closed etc



Prohibition

States what is not permitted, No Smoking, No Unauthorised Access etc



Housekeeping

Good housekeeping is essential for the efficient running of our business and to reduce risk to employees and others. The following issues must be considered at all times:-

- maintain clear walkways and exits, do not obstruct thoroughfares or emergency exit routes with anything likely to cause a hazard,
- keep your work area tidy,
- keep general areas tidy,
- empty waste bins regularly,
- if you notice any faults (e.g. a light not working, a damaged electrical socket etc) you must report this enabling us to organise a suitable repair,

We expect all employees to cooperate with us and maintain good standards of housekeeping. Directors and supervisors will periodically assess these standards, record findings, and act accordingly to make improvements.



Smoking

It is our company policy that smoking is prohibited in any part of our building and outside areas. Any employee authorised to use our vehicles must understand the equipment is classed as the workplace and the same rules apply.

Smokers must use our designated smoking area.



Fire Safety

Fire causes a significant risk to our business, the safety of employees and others. We acknowledge our duties as described by the Fire (Scotland) Act and Fire Safety (Scotland) Regulations and intend to fully comply with those parts applicable to our business.

Our fire risk is continually assessed and a formal review arranged and documented at least annually. Action will be taken to address the outcome and recommendations made as a result of any formal assessment. We must do all that is reasonable to prevent any likelihood of a fire occurring or harm to anyone as a result of a fire starting.

All employees have a duty to prevent fire. Information, instructions and training will be provided to help employees understand and comply with our fire safety procedures.

Directors and supervisors have been assigned duties to help manage our fire safety arrangements. Our aim is to:-

- maintain good standards of housekeeping to minimise risk,
- provide fire safety training for employees and appoint fire marshals,
- provide adequate and suitable fire information and instructions for visitors and guests staying overnight,
- provide and maintain a suitable means of detection,
- provide and maintain a suitable means of alarm system,
- establish fire and emergency evacuation instructions, communicate these to employees and others, and display instructions in suitable locations,
- designate and clearly identify fire escape routes and exits,
- identify a suitable location for assembly following evacuation,
- provide and maintain suitable portable fire fighting equipment,
- keep records of inspections, tests, maintenance, evacuation drills and any other key fire safety issues applicable to our business,
- ensure visitors are informed of our fire safety arrangements and their whereabouts is controlled,
- take into consideration the risk from and to other businesses adjacent to our building or place of work, and consult with such persons to reduce any risk,

Our procedures for the inspection, testing and maintenance of any installed fire safety equipment can be found in Chapter 4. Please note our procedures and take into consideration the needs of persons with disabilities, impaired senses or people unfamiliar with the layout of our buildings or premises.

First Aid

The current edition of the First Aid Regulations stipulates that we must carry out an assessment of our first aid needs, this we have done to establish adequate and appropriate levels of cover for our workplace and activities.

Information will be provided at the time of induction regarding our first aid arrangements. Directors and supervisors must ensure all employees or others at our premises understand our procedures.

In order to provide a suitable level of first aid we will:-

- nominate an employee to manage our first aid arrangements,
- nominate and train appointed persons,
- nominate and train sufficient persons to ensure employees receive immediate first aid attention,
- identify suitable facilities to administer first aid,
- provide adequate and appropriate first aid equipment,
- display notices providing information regarding first aid including where and how to obtain help,

Where training has been organised for employees we understand the need for maintaining competencies and therefore refresher training will be arranged at intervals recommended by current regulations and guidance.

Any employee nominated to management of our first aid arrangement's, must ensure that:

- the method for obtaining assistance and of our first aid facilities is known by all employees,
- any room or area used for administering first aid is kept clean and tidy,
- first aid kits are well stocked with appropriate items,
- no individual items have passed their "use by" date,
- the accident book is kept up to date and is available,

Accident Reporting

We acknowledge our duty as stipulated by the current edition of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. Managers and supervisors are to ensure all employees understand the basic requirements for accident and incident reporting and know how to report any such occurrence.

Accident Recording

Any employee injured whilst at work should report and record the event. An accident book (BI510) is kept by the business partners. Information referring to what must be reported can be found at the start of the accident book. If you are in any doubt you must seek advice.

Each page is perforated enabling the record to be removed once completed. Enter all relevant details in the required boxes then remove the page and hand it to either of the business partners for safe keeping.

Submission of Reports to the Incident Contact Centre

The business partners are responsible for complying with RIDDOR and reporting any relevant incidents to the Incident Contact Centre within 10 days of the incident occurring. The list of reportable injuries, dangerous occurrences and diseases is lengthy and if any doubt exists regarding these procedures you must contact our health and safety service provider for advice.

All reports will be treated with strict confidence and their security managed accordingly. If disclosure to authorised parties is necessary this we will monitor and control.

Contact Details:

Address: Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 300 9923

Fax: 0845 300 9924

Internet: www.riddor.gov.uk

e-mail: riddor@natbrit.com

Accident Investigation

It is our intention to prevent all accidents occurring however we must have systems in place to deal with any such events. The Directors will ensure all accidents are investigated.

It is imperative the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that should be considered. Please note this list is by no means exhaustive.

- witness statements,
- photographs,
- sketches,
- CCTV data,
- damaged equipment,
- maintenance records,
- previous accident reports,

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence must be used and information evaluated in order to prevent reoccurrence.

The depth of the investigation will depend on the nature and severity of the accident. Where necessary other agencies will become involved with the investigation.

If you require advice or assistance with this task please contact our health and safety service provider Wirehouse Employer Services Limited.

Visitors

The control of visitors, customers, guests and contractors at our premises is important. We must prevent non-authorized people wandering freely around our building, especially in areas restricted to staff only. We rely on our safe systems, procedures and employees for the control of unauthorized persons.

It is essential that we know who is on our premises at anytime. We must be able to account for everyone at our premises enabling us to confirm to the fire and rescue service in the event of an incident that all persons have evacuated.

Guest and Visitor Register

A register is kept at reception where the details of guests staying overnight are recorded. Entries must be accurate and the details maintained. We must record when guests have arrived and departed to eliminate any chance of confusion.

Details of visitors and contractors must also be recorded, booking in on arrival and out on departure.

Safety

Guests must be informed of fire safety information displayed around the hotel and in their rooms. They should be asked to familiarise themselves with escape routes and exists. Staff receiving guests must emphasise this is a no smoking premises.

Visitors will be briefed on matters of health and safety; information provided must be relevant to their duration of stay and nature of business at the premises. Fire safety procedures will be communicated to all visitors and contractors.

Guests and visitors must comply with our rules whilst at our premises.

Accidents

Accidents involving visitors must be dealt with immediately. Information must be gathered and the details of any people involved taken and recorded. Where necessary an investigation must be arranged to help prevent a repeat of any occurrence.

Parking

It is important that visitors and contractors park their vehicles (including trailers and plant) responsibly. Vehicles should not be parked making access difficult for emergency vehicles or others. No vehicle should be left obstructing pedestrian routes, emergency exits or other facilities designed to facilitate health, safety or fire arrangements.

Contractors

The following rules apply to any contractor required to visit or work at our premises. Directors or supervisors arranging work by contractors are responsible for communicating these rules; in all other situations the employee receiving the contractor is responsible.

It is our responsibility to inform contractors of any hazards that have been identified and may affect them whilst at our premises. We must ensure our control measures are communicated, understood and followed to prevent harm.

The following must be communicated:

- fire safety arrangements,
- first aid facilities,
- welfare arrangements and facilities,
- details of our policies and procedures in connection with any work taking place at our premises,
- any permit to work system in operation or required,

Contractors Information

Managers and supervisors appointing contractors must confirm the contractor's competencies prior to any work commencing. Method statements together with risk assessments must be requested and reviewed. This will enable us to appreciate the contractor has planned work carefully and considered all aspects of safety.

If the safety of our employees or others is affected by contractors working at our premises we will introduce suitable control measures to reduce risk to a safe and acceptable level.

Tools and Equipment

Any tools and equipment used by contractors at our premises must be suitable for purpose, well maintained and deemed safe for use by a competent person. Tools, equipment and material must be managed by the contractor at all times so as not to create a hazard. Dangerous tools and equipment must not be left unattended.

Review

Once contractors have started work, at timely intervals thereafter working methods must be reviewed to ensure contractors are adhering to procedures as described in their method statement. If at any stage a deviation is caused or required the risk must be re-assessed and control measures adjusted to ensure the safe and health of those involved.

Chapter 4 - Procedures



Procedures

We have considered the activities we expect employees to participate with whilst at work and environments where work takes place. To safeguard the health, safety and welfare of employees and others we have established our safe working procedures.

Our procedures define safe working practices to avoid unnecessary risk and they must be followed at all times. We are committed to continuous improvement and therefore if you have an idea that will improve safety then please let us know.

Directors and Supervisors must control situations to ensure risk of harm is eliminated or at least minimised.

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Risk Assessment

Risk assessment is a statutory duty applicable in any workplace, it is a logical means of evaluating risk and for ensuring suitable measures are in place to prevent accidents or incidents occurring. We aim to prepare risk assessments where significant risk is realised, introduce measures to prevent harm and communicate this information to anyone who may be affected as a result of our work.

We will ensure that employees, especially managers and supervisors have received risk assessment training to help us fulfil our duties. Any assessment of risk will involve a person deemed competent for the particular activity being assessed.

We will conduct risk assessments adopting the following procedures:

Identification of Hazards

Hazard identification is the first step in recognising that potential for injury or even a fatality exists. Participation by employees with this task is essential to ensure all hazards have been recorded. We intend to involve employees with this task and have procedures in place for documenting our hazards.

Evaluation of Hazards

This process calls for an evaluation of identified hazards and involves a decision making process to establish what requires further consideration by means of risk assessment.

Decide Who May be Harmed

The next stage is to recognise who might be harmed as a result of each of the activities or situations caused by us; consider others besides our employees, such as contractors, cleaners, maintenance workers and visitors (authorised and non-authorised).

Evaluate the Risk

This stage requires a calculation to establish the level of risk. The factors must include the likelihood of an incident occurring and the severity caused (i.e. an injury, fatality or damage to property or equipment). Current control measures such as training, maintenance and inspection regimes, safety signs, supervision etc, all must be considered as part of the evaluation.

Action

The results of the evaluation will help us appreciate the significance of any potential for harm. If additional measures are needed to reduce risk these must be recorded and prioritised. In certain circumstances tasks may need to be stopped until we have taken appropriate action and introduced changes to procedures or additional measures enabling us to continue our work safely.

The measures identified to manage and control risk must be introduced and the process repeated to identify if more can be done to prevent harm.

Communication of Risk Assessments

Completion of risk assessments and the information collated as a result of this process can only be of benefit if it is effectively communicated to the people who are likely to be affected by the hazards.

We will communicate the findings of risk assessments using the following methods:

- induction - we will make employees aware of our hazards and control measures during the induction process,
- availability of information - copies of risk assessments are readily available for all employees to read,
- training - assessments and control measures to manage risk will be communicated as part of on going training,
- contractors and visitors - contractors and visitors will be informed of any hazards they are likely to encounter whilst at our premises prior to commencing work,

Review

All risk assessments will be subject to review as and when circumstances effecting risk change. A formal review will take place at least annually. Any changes must be communicated to those affected. Directors, supervisors and competent persons will be tasked with conducting the review.

Note:

Wirehouse Employer Services Limited has provided us with information on the subject of risk assessment; this can be found to the rear of this document and includes:

- information explaining the risk assessment process,
- types of risk assessment,
- a hazard identification form,
- risk assessment form,
- worked examples,

Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) Regulations requires that we assess and control exposure to any hazardous substance. A hazardous substance can present itself as a liquid, dust, fume, gas, powder, solid or other form. Injury or ill health can amongst other things be caused by contact, ingestion or inhalation of such substances.

We acknowledge our duty and will assess the risk from exposure to employees or other persons to substances we use, store and encounter or create. Managers and supervisors will receive training to help achieve competence with this task.

We will do this by adopting the following procedures:

- where possible avoid exposure to hazardous substances,
- identify hazardous substances we use and obtain a safety data sheet (ideally from the supplier of the product), the safety data sheet provides us with vital safety information,
- maintain a register of hazardous substances we use or create,
- assess the risk of harm to reach an informed and valid judgement of risk, in most instances this may be a simple task and a decision can be made based on the information already known. However in certain circumstances the assessment may require expert advice and monitoring,
- evaluate our findings and determine what actions are needed for prevention or control of exposure of our employees or others to substances hazardous to health. This may involve measures such as training, use of Personal Protective Equipment (PPE), ventilations systems etc.
- ensure we have in place and maintain suitable measures to eliminate or minimise likelihood of harm from exposure,
- communicate our COSHH risk assessments with anyone that is likely to be exposed to harm,
- ensure the assessments are reviewed regularly, the intervals between reviews must be commensurate with the potential for harm, eg less harmful products should be subject to a formal assessment every 2 years, others more often.

Combination Effect

Some substances present a low risk if used in isolation, however if combined with other substances can create a significant hazard i.e. toxic fumes or explosion. Employees must read, understand and comply with safety information provided on the product packaging, by the safety data sheet or COSHH assessment.

Monitoring Documentation and Records

Any monitoring we arrange and documentation we receive associated with monitoring must be retained for the following periods:

- for personal exposure the records must be kept for 40 years,
- for general workplace monitoring records must be kept for 5 years,

We expect every employee to cooperate with us to meet our obligations and to provide a safe place of work. Directors and supervisors must ensure our procedures are effective and are followed by employees.

Personal Protective Equipment

Personal Protective Equipment (PPE) is a term used to describe a wide range of equipment including clothing, footwear, protective glasses, hearing protection etc. For general safety issues we understand that PPE should only be used as a means of protection once all other control measures have been exhausted. However, for food safety the role of PPE changes and it must be worn to protect the food and not the user, therefore it must be worn as and when designated by us.

PPE required for workplace activities and tasks will be identified as a result of conducting risk assessments. We will ensure that any PPE provided is of the appropriate BS/EN quality standard. For PPE to be effective it must fit correctly and be compatible with other items of PPE, this we will check when items are issued.

PPE will be provided free of charge. We may request that you sign for the receipt of any equipment. As an employee you have a duty to act responsibly, to wear and take care of any equipment issued to you, and for ensuring the protection offered remains effective.

Personal Protective Equipment must be worn:

- When the control measures of a risk assessment or safe system of work identify there is a requirement,
- Where you see signage indicating there is a requirement for using PPE,
- If you consider a hazard is present and PPE offers satisfactory protection,

Protective Clothing

It is essential that appropriate clothing is worn and is kept clean. We will organise the cleaning and replacement of clothing items. Arrangements are provided for the storage of work equipment, we request that you utilise these facilities to help prevent unnecessary contamination of PPE.

Discipline and Wearing PPE

Managers and supervisors are responsible for helping us to ensure that employees use or wear PPE correctly when required to do so.

Failure to wear even the most basic PPE can result with injuries or illness, it is therefore important that you comply with our procedures; failure to do so will be considered as a serious breach of our rules and may result with disciplinary action being taken.

PPE remains the property of the company and must be returned if your employment ends.

**If there is a problem with Personal Protective Equipment (PPE)
you must inform us immediately**

Working at Height

We recognise the dangers of working at height and acknowledge our duties as stipulated by the Working at Height Regulations. As an employee you must understand that working at height is the single biggest cause for major injuries and fatalities every year. Therefore wherever possible we will avoid the need to work at height.

Hazards

There are many hazards involved with working at height, most of which are simple to avoid, they involve amongst other things:

- Use of inappropriate access equipment, e.g. working from ladders for long durations,
- Equipment in poor condition, e.g. Mobile Elevated Lift Platform or scaffold not suitably maintained and unreliable,
- Poorly sighted equipment, e.g. in the path of traffic, pedestrians etc,
- Improper techniques for climbing, work or use,
- Leaning or reaching from working platform,
- Falling objects,
- Use of access equipment and platforms in bad weather conditions,
- Insufficient training or experience.

Training

All employees required to work at height will undergo training applicable to the method selected for working at height and for the environment in which the work occurs. Training will be periodically repeated to help maintain skills and competence.

Information relating to each task undertaken by us and along with a comprehensive list of associated hazards, general and common to the work location will be conveyed prior to the commencement of each activity.

Procedures

We understand that we must do all that is necessary to prevent anyone falling. Employees and others required to work at height must follow safe working practices.

When working at height we will appoint a competent person to take charge, they will prepare a method statement and risk assessment for the work. Safety procedures must be understood by all workers involved and be in place prior to starting any work.

As an employee you must:

- Follow our method statement,
- Comply with our risk assessment and follow our safe working procedures,
- Ensure suitable equipment is available for use and is used,
- Ensure equipment is inspected before use to confirm it is safe. There should be no signs of damage,
- Where appropriate sight the equipment sensibly, consider who may collide with the equipment or walk beneath it,
- Safe access and egress must be maintained,
- Ensure safe techniques are employed for climbing and egress,
- Use fall arrest or fall restraint equipment if our safe working procedures there is a requirement to do so,
- Ensure the working platform is safe and free from slip and trip hazards,
- Consider falling objects, wear a hard hat, consider the safety of others below the working platform,
- Take into consideration the weather conditions, if adverse conditions are likely then you must re-assess the risk and decide if it is safe to continue,
- Consider lighting, sufficient light must be available to work safely,

If the method statement cannot be followed you must reassess the situation and continue work only if it is safe to do so

Lone Working

Due to the nature of our work lone working is likely to be experienced. We understand our duties in relation to lone working and will do all that is necessary for the health and safety of employees.

As your employer we have a duty and responsibility for your safety, however you also have a responsibility to comply with our safe working procedures especially when working alone and without supervision.

Assessment

All tasks and activities involving lone working will be risk assessed. We will involve you with the preparation of any assessments thus enabling you to have a better understanding of the hazards and risk. We will also involve you with the planning and implementation of safe working arrangements. Where deemed necessary we will provide you with equipment required for your safety.

Medical Condition

Your health is a major factor which we must consider when completing lone working assessments and evaluating the risk. We expect you to cooperate with us and inform us of any medical condition or health problems that you experience which may have a detrimental affect on your safety or the safety of others.

Training

Any employee working alone must have a greater understanding of health and safety legislation, arrangements, safe working practices and procedures. You must be able to make reasonable judgements regarding your safety and that of others. To increase your person competence will provide the necessary training.

Methods for Managing the Safety of Lone Workers

It is important we know where lone workers are and what they are doing whilst at work. It is equally important that a means of communication is maintained or device employed for raising the alarm.

Methods we may adopt for monitoring or to help you raise the alarm include:

- Provision of communication devices (mobile phones, two way radios etc) or personal alarm systems,
- Visits to sites where work has been arranged,
- Monitoring schedules, appointments and calendar sharing,

Lone workers must understand their limitations and not undertake any task that has not been risk assessed

Electrical Safety

Electricity can kill and the risk is often underestimated as it cannot be seen. It can cause burns, shock, fatalities, fire and damage to premises. We acknowledge our duties as described by the Electricity at Work Regulations and will take the necessary precautions to prevent any accidents occurring.

Fixed Installations

Fixed installations include any wiring, electrical sockets, switches, isolation boxes and fuses installed at our premises. Damage to any fixed installation must be reported and a repair arranged with minimum delay. Any electrical work must only be undertaken by competent electrical engineers.

We will ensure fixed electrical installations are safe and aim to accomplish this by ensuring installations, modifications, maintenance, inspection and testing are completed following standards and procedures established by the Institute of Electrical Engineers (IEE) and the regulations.

We understand preventative maintenance is the key to help minimise accidents. We have in place an internal periodic monitoring system to identify electrical faults; all faults must be reported and the necessary action arranged for repair.

We will arrange for a competent electrical engineer to inspect and test our electrical installations at a period of every 5 years or less. Documentation must be kept to reflect the findings of these visits.

Portable Appliances

A portable appliance is generally any electrical equipment that is connected to an electrical outlet for use. These must be treated with the same respect as fixed installations. Plugs and leads can easily be damaged and care must be taken to ensure appliances are safe.

We aim to accomplish this by adopting the following procedures:

- any appliance purchased/loaned to use at work must be suitable and safe for use,
- we expect all employees to visually check equipment before use,
- periodic internal monitoring checks will be conducted that will include a review of electrical appliances,
- portable appliance testing will be organised at appropriate intervals and a means of managing this maintained, the frequency of inspection and testing will depend on the equipment and the environment in which it is used,
- all inspections, testing, maintenance and repairs will be conducted by a suitably competent person,

Under no circumstances must employees work on any live installations or live appliances

Gas Safety

We acknowledge our duties as explained by the Gas Safety (Installation and Use) Regulations and the Provision and Use of Work Equipment Regulations and intend to satisfy all statutory duties placed on us. Faulty gas appliances, pipes or fittings have potential to cause fire or explosion. Poorly maintained equipment can cause harmful fumes with the potential to kill.

We aim to comply with these regulations by adopting the following procedures:

- any gas fittings, pipework, appliances etc must only be installed or modified by a Gas Safe Registered Engineer,
- we will periodically monitor the workplace to ensure there is no visible damage to gas pipework, fittings or appliances,
- if any employee smells gas or detects a leaking pipe or appliance they must report this immediately enabling us to rectify any faults,
- we will ensure that all gas pipework, appliances and fittings are inspected and tested at a frequency of no greater than every 12 months by a Gas Safe Registered Engineer,
- we will ensure that rooms in our premises where appliances are located and fitted are well ventilated,

Managers or supervisors engaging Gas Safe Registered Engineers must ensure they hold valid credentials, these should be verified prior to work commencing. Any documentation and certificates produced must reflect work completed and be retained for at least 2 years.

If you smell gas

- **don't panic,**
- **avoid using switches,**
- **avoid use of ignition devices or naked flames,**
- **open windows to ventilate the room if possible,**
- **shut off the gas supply at the meter,**
- **report the incident immediately,**
- **evacuate the building/premises,**

GAS EMERGENCY CONTACT TELEPHONE NUMBER

0800 111 999

Manual Handling

We recognise the risks presented by manual handling activities and acknowledge our duties as explained by the Manual Handling Operations Regulations. We intend to comply with our duties and take the necessary action to safeguard against injury.

The term manual handling refers to any activity where human effort is needed to perform any of the following:

- Lifting
- Pushing
- Pulling
- Reaching
- Carrying

We will assess all manual handling tasks and where possible introduce mechanical means for lifting or aids to help avoid excessive effort. Where it is not possible to avoid manual handling we will assess the risk and provide you with manual handling training appropriate to the tasks you are required to perform whilst at work.

Hazards

Work involving manual handling can attribute to personal injury if the task is not carried out following simple basic principles. More than a third of over 3 day injuries are attributable to manual handling.

Hazards can include any of the following:

- Musculoskeletal injury
- Entrapment of fingers
- Cuts and grazes
- Crush injuries
- Falling object injury
- Continuous repetitive action

We understand that we all have different capabilities due to differences of strength, size, previous injuries etc. It is therefore important that if you believe a task is beyond your capability you must ask for assistance.

Training

We will provide training for any employee likely to undertake manual handling operations.

The training will include:

- Risks arising from manual handling and how injuries occur,
- Good manual handling techniques,
- Proper use of mechanical aids,
- Practical assessment to evaluate techniques and tasks, helping identify means for improvement,

Responsibility

All employees must utilise the training and apply the knowledge and experience for safe manual handling. Where practicable you must use the mechanical aids provided.

As an employee you must

- Plan your lift and if applicable your route,
- Make proper use of manual handling equipment,
- Adopt and practice good manual handling techniques,
- Avoid attempting to lift awkward items or a weight beyond your capability,
- Ask for help if help is needed,

For further information on manual handling please refer to [Getting to Grips with Manual Handling - INDG143](#), a document available free of charge produced by the HSE.

Ladders and Step Ladders

In the course of our work it is likely you will use steps or ladders. Working at height increases the risk of an accident occurring and is the most common cause for injuries and fatalities as already explained by our working at height procedures.

We have therefore introduced sensible and effective arrangements for the management of steps and ladders, and for safe use of such equipment by employees.

Assessment

Prior to commencing any work we will conduct an assessment to decide if the work can be completed using other access equipment and to justify the need to use steps or ladders. We will take into consideration the work involved and understand that as a guide, ladders should only be used for light work and for durations of no longer than 30 minutes.

Training

Any employee required to work from steps or ladders will be provided with training best suited for the work you will be involved with. We will periodically organise refresher training. Records of training will be maintained. As an employee you must follow our safe working procedures.

Equipment, Inspection and Maintenance

We intend to select the most suitable steps and ladders for use with each task. It is important that we keep the equipment in good condition. You must use the storage facilities provided. A pre-use check must be completed at least daily. A detailed visual inspection will be conducted at least every 6 months for light use and every 3 months for regular use.

Each item of equipment must be marked with a unique reference number for identification purposes. Records must be kept to confirm when each item is due its next inspection.

Procedures

When working from steps or ladders,

You Must:

- Ensure the equipment is suitable for the task,
- Conduct a pre-use inspection to confirm equipment is in good condition, clean and there are no visible defects, check the presence and condition of ladder feet,

- When siting steps or ladders consider hazards, ie electrical power lines, passing pedestrians, traffic, spiked railings, deep water etc.
- Position the steps or ladders on a firm level platform,
- Ladders should rest against a firm surface at an angle of 75 degrees (4:1 rule),
- Secure ladders and steps using ties/straps to prevent them moving,
- When on ladders/steps maintain at least 3 points of contact for all but very brief periods,
- When using outdoors consider safe use in poor weather conditions,

You Must Not

- Over reach causing instability of the steps or ladder,
- Exceed the maximum permissible load for the equipment,
- Leave equipment unattended,

For further guidance on safe use of ladders:

- You should obtain a copy of Safe Use of Ladders and Stepladders, An Employers Guide – INDG402, produced by the HSE and available free of charge.

Under no circumstances is an employee to use steps or a ladder until they have completed the appropriate training

Display Screen Equipment

Many visual display units fall into a category recognised and referred to as Display Screen Equipment (DSE); the most common types of DSE are Visual Display Units (VDU's) and computers. The regulations take into consideration the workstation and where the DSE is located. Such aspects as the worker, ergonomics, furniture, light, workspace etc are all taken into consideration as part of these regulations.

We acknowledge our responsibilities with respect to these regulations and aim to comply with any duties placed on us.

Hazards

An employee who uses DSE regularly may be termed as an operator. Hazards primarily effecting employees classed as operators are as follows:

- Muscular Skeletal Disorders,
- Visual Fatigue,
- Mental Stress,

As an employer we recognise that we must conduct a suitable and sufficient assessment to identify likely causes of harm. The results will assist us to provide suitable equipment, training, a safe working environment and to implement safe working practices.

Training

We will provide you with training and information prior to commencement of work with DSE to ensure your health and safety, including the following:

- Information relating to hazards at your workstation, including workstation layout, ergonomics, taking breaks, use of safety equipment,
- Risk assessment and control measures,
- Eye and eye sight tests,

Training will be periodically repeated to remind and refresh users of safety arrangements and good practice.

Procedures

We recognise that we must do all that is necessary to safeguard employees health. Most ill health effects associated with DSE occur over a prolonged period, it is therefore important that employees understand the causes in order to prevent harm.

As an employee you must comply with any instructions and safety information provided. We expect you to utilise equipment made available to best effect for your comfort and to minimise any likelihood of harm.

We expect you to inform us of any ill health symptoms you experience likely to be associated with DSE work.

Managers and supervisors must monitor employees to ensure our rules, procedures and good practice are being followed.

Information on Eye and Eye Sight Tests

As a responsible employer we have a duty to provide free of charge an eye and eye sight test for users of DSE. These will be provided at the time of induction but may be requested anytime thereafter.

The results of the tests will help determine if a corrective means is required for working with DSE; the most common form of corrective equipment is glasses. If the test results make a recommendation that glasses are needed for VDU work, we will take appropriate action to remedy the situation and financially fund the purchase of special corrective glasses.

Work Equipment

The term work equipment is used to describe machines, tools, installations or equipment used for completing work whether owned or on loan/hire. The term is broad and applies to any work equipment we use.

We acknowledge our duties as stipulated in the current edition of the Provision and Use of Work Equipment Regulations (PUWER). We intend to satisfy these duties by adopting the following procedures:

Selection

A needs analysis will be conducted before acquiring any work equipment taking into consideration many aspects including the task the equipment is required to perform, where it is to be used, anticipated volume of work, operators training needs and safety.

Equipment will only be sourced from reputable dealers. Safety devices fitted such as emergency stop buttons, guards and other protective devices must comply with current European standards.

Assessment

A risk assessment will be conducted before general use of any new work equipment. The outcome of the assessment will help determine what safe working procedures or other measures we need to implement to manage risk. Assessments of risk will be reviewed as and when necessary or at least every 12 months.

Training

Training will be provided for employees and anyone else authorised to use our work equipment. Training and supervision will continue until such a time when a user is deemed competent and supervision is no longer needed.

All training will be managed by more senior employees, managers and supervisors. Training records will be maintained.

Maintenance and Inspection

All work equipment is subject to wear and the possible occurrence of faults, it is therefore necessary we monitor and maintain equipment on a regular basis. Manufacturer's recommendations will be followed for maintenance and inspection frequencies unless the scope of our work dictates these need to be changed, we will if necessary introduce our own maintenance and inspection program and regime.

We will abide by our duties for the completion of any statutory inspections or examinations ensuring these are completed on time.

We appreciate that preventative maintenance is better than equipment failure; consequently we rely on managers, supervisors and users of our work equipment to follow our maintenance and inspection regime. Some maintenance tasks will be beyond the capability of employees, this we understand and it is the responsibility of managers and supervisors to identify such tasks and to appoint suitable contractors to conduct or assist with tasks.

We expect all work equipment users to conduct a before use check to confirm equipment is safe for use. If problems or faults are identified these must be reported to ensure a repair is arranged. All faulty or damaged equipment must not be used until a suitable repair has been completed.

Records

To help manage maintenance, inspection and repair of our equipment we will record all events and maintain documentation to support this. Any work to our equipment conducted by contractors must be recorded.

Procedures

You must only use work equipment if:

- you have undergone appropriate training,
- you are familiar with its operation, or
- are under appropriate supervision,
- you have been authorised by us to do so,
- it is in a serviceable condition and all faults are rectified,
- there is sufficient room around the equipment to work safely,
- safety devices such as guard's are in place and working correctly,
- PPE designated by our risk assessments as required is available and used,

You must only undertake repairs and maintenance if you have the appropriate skills and experience and have received authorisation from us to undertake such work

Driver and Vehicle Safety

The nature of our work requires selected employees to use our vehicles. We acknowledge duties placed on us by safety legislation for driver safety and intend to fully comply with these duties. We also recognise the Highway Code and Road Traffic Act, and intend to monitor our drivers to ensure no rules are breached.

Driver Authorisation

Only employees who have been granted our permission to drive company vehicles may do so. Before we authorise use you must provide us with your driving licence to help confirm driver competence. You must only drive the category of vehicle for which you hold a current valid licence.

In the interest of safety you are requested to keep us informed of any road traffic offences for which you have been convicted. Driving licences will be reviewed at least annually.

Vehicles and Maintenance

We will select the most suitable vehicles for tasks to be performed. Vehicles are classed as work equipment (for further information see work equipment procedures) and will therefore be inspected and maintained at periodic intervals to ensure their roadworthiness and safety. We intend to follow manufacturer's recommendations for inspection, servicing and maintenance tasks. Other mandatory tests such as the Department of Transport MOT will be arranged at the frequencies stipulated.

Drivers are responsible for conducting a pre-use check of the vehicle and for identification and reporting of faults. We can only rectify problems if we are made aware of them. Faults must be reported and recorded in our faults book. Training will be provided for conducting vehicle pre-use checks.

Responsibilities

As a driver you have important responsibilities, vehicle accidents are common place and can cause fatalities. All journeys must be planned, taking into consideration the weather, time, road congestion etc.

You must;

- Only use the vehicle if you have our authorisation to do so,
- Read our risk assessment for driving activities and comply with any control measures we have introduced in the interest of safety,

- Check the vehicle before use,
- Act responsibly and abide by the highway code at all times,
- Only use our vehicles for authorised journeys,
- Use the vehicle for its intended purpose only,
- Ensure all loads are safely secured,
- Take additional care in inclement weather conditions,
- Inform us if you are ill or taking prescription drugs that may have a detrimental effect on your driving ability, ie causing drowsiness,
- Focus your attention whilst driving,

You must NOT;

- Use a vehicle if faults deem it unsafe for use,
- Under any circumstances drive our vehicles if you are suffering the effects of alcohol or drugs,
- Overload any vehicle,
- Smoke in our vehicles,
- Carry unauthorised passengers,
- Adjust a satellite navigation aid whilst driving, or
- Make a mobile phone call, or
- Partake in an activity distracting your attention from driving,

Satellite Navigation Devices

Satellite navigation aids may be provided in vehicles but **MUST NOT** be adjusted whilst you are moving or in traffic. The device must be programmed before starting your journey, alternatively pull over to a safe place to make adjustments.

Mobile Phones

Hands free kits are provided but calls **MUST NOT** be made whilst on the move or in traffic. Calls can be taken but only if it is safe to do so; such calls must be kept to a short duration. If you need to make a phone call, pull over and park in a safe place.

Any electronic devices requiring synchronisation must be set up before setting off.

Fatigue

Driver fatigue is a major cause of accidents and can cause fatalities. If you are tired you must park up, rest and recuperate. On long journeys you must take at least a break for every 2 hours of driving.

Offences

As the driver of the vehicle you are responsible for payment of any parking or road traffic offence.

Breakdowns and Accidents

In the event of a breakdown or an accident you must act promptly to avoid further harm especially if you are on a fast moving road, i.e. a dual carriageway or motorway.

Procedure

- Assess the situation and decide what action is required,
- If the vehicle is at the road side do not stay in the vehicle,
- Wear your high visibility vest and move away from the vehicle and other traffic,
- Call insurance/breakdown service helpline for assistance, be prepared to give them details such as:
 - Vehicle registration,
 - Your location,
 - Nature of the incident
- If anyone is injured call the emergency services,
- Wait in a safe place until help arrives, only help others if it is safe to do so,

In the event of an accident you must take details of other vehicles/drivers involved and record what happened. This should be done as soon as possible. Copies of an accident/incident form are provided in the forms section of this policy. Please ensure copies are kept in your vehicle.

Any breaches of our driver safety rules will be considered as gross misconduct which may lead to summary dismissal

Young Workers

In health and safety terms a young person is one below 18 years of age and in most instances will have very little experience of the workplace and of the hazards that exist. We recognise our duties and understand that before allowing a young person to begin work or start work experience a risk assessment must be prepared.

We recognise and will ensure that any activity in which young people are to be engaged must be safe and without risk.

Procedures

We will:

- Plan work and identify hazards and risk,
- Ensure that activities involving significant risk are avoided,
- Manage risk by use of the following methods,
 - Supervision,
 - Training,
 - Effective control measures,
- Inform all employees of our intentions to employ other workers

Strict Restrictions

Young persons “must not” be employed to do work:

- Beyond their physical or psychological abilities,
- Where they are exposed to harmful substances,
- That involves exposure to extreme temperatures, noise or vibration,
- Where there is a risk of accidents due to insufficient experience, lack of training, supervision etc,

Sharing Information

Information such as details of hazards, risk and control measures used to manage risk must be communicated with employees including those under 18 years of age. Other information that must be shared includes action to be taken if in serious and imminent danger.

Before employing children of compulsory school age or offering them work experience placement, we will inform their parents or carers of the risk assessment, its key findings and control measures.

Training and Supervision

We will ensure that basic safety training is completed on or before day one of employment or work experience, this must include the following:

- fire safety,
- first aid,
- welfare facilities,

It is our intention to utilise the induction form found to the rear of this policy for this task.

Training specific to young people's involvement with activities and tasks will be undertaken before any work or work experience begins. The training must be suitable and sufficient enabling each young person to increase their competencies and work safely without any likelihood of causing harm to themselves or others.

We will provide supervision until such a time where we consider it is no longer required.

Aggressive & Difficult Customers

The nature of our work means that you may experience difficult customers whilst working in the bar or restaurant. Such customers can present problems that involve verbal or physical aggression leading to injury or worse, death.

The onset of a situation or a change to an individual's behaviour can be caused or made worse by the following factors:

- Drink
- Drugs
- Impatience / Frustration

We have a duty to protect the health and safety of our employees and also that of others such as customers. This duty we intend to satisfy using tried and tested measures.

Training

We will provide training for staff to help them manage difficult customers and awkward situations, this will include:

- how to recognise a situation before one starts,
- how to prevent escalation of threatening behaviour,
- how to diffuse problems,
- how to deal with violence if the situation is longer under control,

Simple measures like refusing to serve customers who have had too much to drink or who are being abusive can have a great impact helping to influence behaviour. If the problem continues then individuals may need to be removed from the premises. Our intention is to prevent injury or harm by dealing with situations before they escalate.

Reporting

It is important that employees report incidents no matter how minor. This will help us track repeat offenders and help us to manage disruptive customers. An incident book is kept behind the bar. Similarly if an employee is injured as a result of an incident these details must also be recorded and entered in the accident book. You must ensure the business partners are informed of any incidents or accidents.

Noise

We provide live entertainment at our premises and recognise that high noise levels are likely. Regular exposure to such noise levels can cause permanent hearing loss.

We acknowledge our responsibilities as stipulated by the Control of Noise at Work Regulations and intend to comply with our duties. As an employee we expect you to understand noise hazards, the effects of noise on your hearing and methods used for control or protection.

As the owners of the venue we will meet with any entertainers prior to an event to ensure planned noise levels are not excessive or prolonged. We will consider the acoustic affects when arranging the layout of equipment. Prevention of the problem at source is more important than finding a cure.

In areas at our premises where noise levels are likely to rise above safe values we have a duty to complete risk assessments; competent assistance may be requested for this task. The results of the risk assessments and the control measures will be communicated to employees. Where necessary we may offer health surveillance.

Training

We have a duty to provide you with information, instruction and training. This we will arrange and repeat periodically. It is important that as an employee you understand all aspects of noise to help appreciate the hazard and to safeguard against the effects.

Amongst other things training will include identification of noise hazards, an explanation of measures we have introduced to manage noise and exposure.

Procedures

As an employee you must:

- Wear hearing protection when our risk assessment explains it is necessary as a control measure,
- Wear hearing protection when exposed to significant noise hazards,

Fire Safety Policy

Accountability

The directors have ultimate responsibility for fire safety and will manage fire safety responsibilities, duties and procedures on a day to day basis.

The business partners are responsible for ensuring any points identified as a result of completing the fire risk assessment are addressed. Our fire safety policy is prepared to ensure the safety of anyone at our premises.

Statutory Fire Safety Obligations

The Fire (Scotland) Act and Fire Safety (Scotland) Regulations place specific duties on us. In the interest of fire safety we must comply with our duties.

Responsibility

All supervisors must ensure our fire safety information is brought to the attention of employees and observed by them and others. Every member of staff must participate in fire safety training and drills.

As an employee we rely on you to help maintain our fire safety standards. You must report any unsafe acts, conditions, damaged or missing equipment to your manager or supervisor.

Our fire safety arrangements must be continuously assessed to ensure these remain satisfactory.

Fire Prevention

Fire prevention is the best means of avoiding an incident. You must consider fire safety at all times.

Ensure that:

- Combustible materials, quantities of gasses and flammable fluids are kept to a minimum,
- Sources of ignition are removed or suitably controlled,
- Acts or situations likely to cause a fire are realised, prevented or effectively managed,

Fire Safety Measures

We have installed an alarm system to conform to BS5839 Part 1. The system has been installed by a competent alarm engineer and is subject to period checks, testing, inspections and preventative maintenance as explained at the end of this instruction.

All employees will be introduced to our alarm system and shown how to activate call points during induction.

The system is comprised of the following:

Detection Devices

We have fitted detection devices in key locations throughout our premises to protect life and our business; if activated the alarm will sound.

Call Points

On main thoroughfares and other locations throughout our buildings we have fitted call points. A call point is a manual means and method for activating the alarm.

Sound Devices

Our alarm system incorporates sounders, these are located throughout our buildings and premises and emit sufficient noise to ensure anyone on our premises hears the alarm.

Control Panel

A control panel is fitted providing vital information regarding where the alarm has been triggered. Our control panel is situated at the foot of the main stairway.

Fire Fighting Equipment

Fire fighting equipment has been provided and placed in key locations throughout our hotel, bar and restaurant, we will provide training enabling you to use this equipment effectively and safely. We have arranged on going inspections and maintenance to ensure portable fire fighting equipment remains in a serviceable condition.

Training and Drills

We will organise fire safety training for all employees. Fire evacuation drills will be staged to rehearse our fire safety evacuation.

Evacuation

The business partners and supervisors must ensure that;

- employees are familiar with our fire safety policy,
- employees understand when and how to activate the alarm,
- employees are familiar with our Emergency Fire Evacuation procedures,
- visitors to our premises are provided with sufficient information regarding fire safety and evacuation,
- employees receive fire safety and evacuation training at the time of induction and periodically thereafter,
- a sufficient amount of fire safety notices are displayed in prominent locations around our premises providing information on evacuation procedures,

Signs / Notices

Signage will be displayed in prominent locations around our premises providing you and others with essential fire safety information.

- Fire Action notices will be displayed explaining what action to take in the event of an emergency.
- Information will be displayed in guest rooms explaining what action to take in the event of a fire.
- Escape routes and exits will be clearly identified with unambiguous signage. Some notices will be illuminated.
- Notices will be displayed alongside fire safety equipment and devices helping to identify locations and also providing explanation of use.
- Our fire assembly location is clearly identified by signage, this is located to the front of the premises on the high street.

Emergency Lighting

The purpose of emergency lighting is to facilitate the safe movement around and evacuation from our premises in the event of power loss. Emergency lighting is provided on all key exit routes and throughout our premises.

**If you are in any doubt regarding your duties and responsibilities
please ask**

Fire Safety Checks, Maintenance, Inspections and Procedures

Inspection and Maintenance Procedures

We do not underestimate the damage fire can cause to life, property and our business, we will therefore ensure the safety of anyone at our premises by:

Daily

Conducting a daily safety tour checking:

- the fire alarm system control panel, checking the system is fully active and no problems exist and the alarm is functioning correctly with no faults,
- all portable fire fighting equipment is at its intended locations,
- fire doors close correctly and are not held open by wedges or other items,
- fire escape routes are kept clear,
- fire exit doors are free from obstructions,

Weekly

Conducting a weekly safety tour:

- testing the fire alarm system by manually activating a call point; a different call point must be selected each week for testing,
- visually check smoke detection devices to ensure they are receiving power and the indicator light is functioning,
- checking safety signs and notices are displayed,

Monthly

Conducting a formal fire safety tour checking:

- emergency lighting, conducting a functional test,
- all portable fire fighting equipment to ensure equipment has not been interfered with or damaged in any way,
- instructions relating to fire safety equipment are displayed above each fire point,
- fire escape routes are kept clear and signage is displayed to indicate routes of evacuation,
- fire exit doors are free from obstructions, the operating handles function as intended, and no locking devices are in use during working hours,
- signage is displayed identifying the fire exit,

3 Monthly

Conduct a formal test of:

- smoke detection devices,
- emergency lighting,

Every 6 Months

Conduct the following:

- arrange for a competent person to conduct servicing and preventative maintenance of the fire alarm and detection systems,
- an unannounced fire evacuation drill, ensuring:
 - the date and time of the drill is selected to gain maximum employee attendance,
 - the response to hearing the alarm is observed including the time taken to evacuate the building, this must be less than 2 minutes,
 - address participants informing them of performance and explaining where necessary how evacuation can be improved,

Every 12 Months

Ensure that,

- our fire risk assessment is reviewed,
- our fire alarm system is inspected and tested by a competent person,
- portable fire fighting equipment is inspected and maintained by a competent person,
- emergency lighting is discharged, inspected and tested,

Documentation and Records

A fire log is maintained by the business partners reflecting all fire safety procedures and checks that have occurred. Information received from contractors for work completed to our fire alarm system or fire safety equipment must be retained and kept with our fire safety information.

Visitors Rules and Procedures

These rules and procedures are provided for the safety and control of visitors (including contractors) to our premises. Our employees are responsible for ensuring your attention is drawn to these rules and procedures, and for your safety whilst on our site.

Visitors

As a visitor we request that you read through the following information and any other safety information we provide for you. We are committed to providing a safe place of work, we therefore ask that you cooperate with us and follow our safe rules and procedures.

It is important that we know who is on our premises at any time, to accomplish this we will monitor the coming and going of customers and ensure details of guests staying overnight are recorded, guests details will be recorded in our visitor book,

Vehicles

We request that you park your vehicle responsibly and do not obstruct access/egress to our building or any other premises. You must keep access routes clear and you must not obstruct emergency escape routes or fire exits.

Safety

In the interests of safety you must observe the following rules:

- do not enter areas of our building where public access is prohibited,
- we ask that you obey our safety rules, procedures, signs and notices,
- you must not interfere with our safety arrangements or remove anything without our permission,
- you must act responsibly and consider not only your safety but the safety of others,
- **no smoking is permitted on our business premises,**

Accidents and Incidents

It is important that we are aware of any incident that occurs at our premises. We therefore request that you inform us of any incident, near miss or damage that is caused.

Information for Contractors

We have a duty for the safety and health of visitors to our premises. Contractors are requested to read and comply with the following arrangements. It is our intention to provide this information to you prior to any work commencing and ideally at the time of arranging the visit and work.

Planning Your Work

Prior to arriving at our premises we request that you consider the work to be completed, the environment in which this is to take place, the people and any potential for harm. This information should be recorded in the form of a method statement accompanied by a suitable and sufficient risk assessment.

Our supervisor responsible for organising the work must acquire copies of your method statements and risk assessments. Where necessary competency will need to be validated eg showing a GAS SAFE ID card for gas work. You must demonstrate your intentions and arrangements which enable you and your workers to work safely.

On Arrival and During the Visit

On arrival we request that you liaise with our supervisor who organised the work. Any significant issues regarding safety, such as “permits to work” etc or changes to procedures affecting anyone’s safety must be discussed at this time.

Safe working procedures must be followed; we intend to refer to your method statement and risk assessments at periodic intervals to ensure work is being conducted as planned. Good communication is essential; we therefore request that you keep us informed of progress and any unforeseen hazards that need addressing.

Any tools and equipment brought onto our premises for the purposes of work must be managed effectively. We ask that tools and equipment:

- are in a safe condition,
- requiring power are:
 - battery operated or work from a reduced voltage (110 V),
 - powered using a protective device, ie an Residual Current Device (RCD),
- are used responsibly and are not left unattended,
- are used with consideration for others, they should not be positioned where they are likely to obstruct passageways or escape routes,

Managers and supervisors are responsible for ensuring contractors are working safely at all times and



Chapter 5 – Employee Rules



Employee Rules

Your duties and responsibilities are explained in other parts of our health and safety policy, the intention of this chapter is to communicate employee general rules. These apply to all employees.

In the interests of health and safety it is important that you cooperate with us and follow these rules.

As an employee you are responsible for your acts and omissions, you are also responsible for the safety of yourself and for that of others. Supervisors must ensure our safety rules are observed and safe working procedures are followed.

Ignorance or breach of any safety arrangements we have introduced may lead to disciplinary action up to and including summary dismissal for gross misconduct being taken.



General Work Procedures and Rules

You must:

- understand your responsibilities as an employee and comply with any rules and procedures that apply to you,
- not use equipment until we have provided you with the necessary training and granted permission for you to use it,
- make full use of any guards and safety devices,
- not operate any equipment whilst under the influence of drugs or alcohol,
- not willingly cause damage to any work equipment,
- use any personal protective equipment we provide and deem necessary for specific tasks,
- use suitable footwear for your employment,
- not endanger your safety or the safety of others,
- help achieve and maintain high standards of housekeeping,
- not interfere with any safety arrangements or equipment we provide,
- wear suitable clothing,
- only smoke in areas as designated,
- only use your mobile phone when it is safe to do so, you must not use mobile phones when operating equipment or machinery,
- not bring any personal electrical devices (including phone chargers) into work without the permission of the business partners,
- report any faults or unsafe conditions,

Personal Health

You must:

- inform us of any injury, condition or illness that may affect your ability to conduct work safely or affect the safety of others,
- inform us if you are taking prescribed drugs or medicines that may affect your performance at work,
- report any incident, injury or ill health you believe has been caused at work,
- inform us of any illness or condition that you believe could be affected further as a result of our work,
- ensure any injuries or wounds receive appropriate attention,

Fire Safety

You must:

- be familiar with and follow our fire safety procedures,
- cooperate with us and participate with fire safety drills,
- not miss-use or interfere with any portable fire fighting equipment or any other fire safety devices,
- not obstruct any escape routes or exits,

Food Safety

You must:

- inform us if you are ill or have a condition that could affect the safety of our food.
Illnesses such as:
 - coughs, colds or flu,
 - diarrhoea or vomiting
 - infections of the skin or sores,
- cover your clothes using the PPE provided,
- cover your hair with hats provided,
- dress and/or cover any wounds,
- use blue plasters so they can be easily identified if they contaminate food,
- consider good personal hygiene at all times and wash your hands regularly including after visiting the toilet or handling raw meats etc.
- keep fingernails clean,
- remove rings, bracelets, watches and other items of jewellery when preparing or serving food,
- follow good food safety principles,

Drugs and Alcohol

You must:

- inform us if you have personal issues with drugs or alcohol,
- not under any circumstances attend work if you are experiencing the effects of alcohol or illegal drugs,
- not under any circumstances consume alcohol or use illegal drugs whilst at work,

Gross Misconduct

We expect employees to act responsibly at work and comply with our safety policies, rules and procedures. Failure to act responsibly may result with disciplinary action procedures being enforced ultimately leading to dismissal for acts of gross misconduct.

Examples of reasons for dismissal are as follows:

- failure to comply with risk assessments,
- wilfully causing damage to work equipment,
- wilfully interfering with safety devices or equipment including:
 - guards,
 - emergency stop switches,
 - fire safety equipment,
 - safety signs and instructions,
- driving or operating other work equipment whilst under the influence of alcohol or drugs,
- smoking in no smoking areas,
- using mobile phones whilst operating or in charge of work equipment,
- misuse of hazardous substances,



Chapter 6 - Monitoring



Monitoring

We have in place active monitoring systems to ensure any statutory duties applicable to our organisation are complied with and to ensure our standards are being achieved. Monitoring activities will help us identify any issues that need attention.

We have allocated tasks to managers and supervisors to help us with monitoring however other employees may be requested to assist with this task. Any report we produce as a result of completing a monitoring activity must accurately reflect the conditions apparent at the time of the review.

Completed monitoring reports and associated documentation assists us with our intentions for continuous improvement. The findings will be available for employees to view and may be discussed at safety meetings. The report and consequent follow-up action help us prove to any visiting authority that we take safety seriously.



Monitoring Events

The following monitoring events have been established to help ensure we are achieving compliance with any legislation applicable to our business. We must also utilise the monitoring check sheets to confirm we are achieving our intended standards and that employees are adhering to our rules, policies and procedures.

Any action raised or recommendations made as a result of completing monitoring must be addressed within a reasonable period. Where potential for significant harm is realised the issue must receive appropriate and prompt attention.

Appointment	Activity	Frequency
Directors	Business Review and Health Check	At least every 12 months
	Risk assessment review	At least every 12 months
Directors or as nominated	General Inspection (all areas)	At least every 6 months

		Health & Safety Monitoring	
		Completed by:	
Report Title:	Annual Business Review and Health Check	Date:	

Health & Safety Policy		Yes / No
1.	<p>Has the health & safety policy been signed?</p> <ul style="list-style-type: none"> • has it been reviewed within the past 12 months and brought up to date? • is it effectively communicated to employees? • are employees following our rules and procedures? 	
Insurance		
2.	<p>Do we have employers liability insurance?</p> <ul style="list-style-type: none"> • is a valid copy of the certificate displayed for employees to read? 	
Risk Assessment		
3.	<p>Have risk assessments been completed for any activity where potential for harm is foreseen?</p> <ul style="list-style-type: none"> • have all identified actions been addressed? • has all risk of harm been eliminated or minimised to a safe and acceptable level? • have risk assessments been effectively communicated to anyone likely to be effected? • have all risk assessments been reviewed within the past 12 months and brought up to date? 	
Fire Safety		
4.	<p>Has a fire risk assessment been completed?</p> <ul style="list-style-type: none"> • have all actions been addressed? • has the assessment been reviewed in the past 12 months? 	
	Has the detection and alarm system been inspected tested and maintained within the last 12 months by a competent engineer?	
	Have all portable fire fighting equipment been inspected and maintained by a competent person, at least annually?	

	Is the fire log book being used and is it up to date reflecting all inspections, maintenance and tests that have occurred?	
Accidents & Incidents		
6.	Have any accidents occurred within the past 12 months? If yes, have these been reported, recorded and dealt with appropriately?	
Enforcing Authority Reports		
7.	Have we been visited by any external authority? If yes, have we addressed, to a satisfactory standard any recommendations or comments made?	

Comments and Action Plan

Ser	Comment and Action Required	Priority (high/med/low)	Person Responsible	Date Task Complete
1.				
2.				
3.				
4.				
5.				

Comments:

Inspection Completed by:

(Name)

(Signature)

Date:

		Health & Safety Monitoring	
		Completed by:	
Report Title:	General Inspection	Date:	

Health & Safety – Documents		Yes / No
1.	Is the health and safety policy available for employees to refer to?	
	Is a health and safety law poster on display?	
	Is a valid copy of our ELI certificate on display and/or available to workers via electronic means?	
	Is an accident reporting book available? <ul style="list-style-type: none"> • Do all employees know where it is kept? 	
	Are the guest and visitor registers being used and information recorded?	
	Are safety rules and procedures effectively communicated?	
Risk Assessment		
2.	Have risk assessments been prepared by competent persons for any activity associated with our work that can cause harm?	
	Have any recommendations for improvement been addressed?	
	Has all risk of harm been eliminated or minimised to a safe and acceptable level?	
	Have the risk assessments been effectively communicated to staff or anyone else likely to be effected?	
	Have the assessments been reviewed in the past 12 months?	
	Are there any hazards not accounted for?	
	Have hazards with potential to cause harm to customers or guests been identified and action taken to reduce or eliminate the likelihood?	
Hazardous Substances		
3.	Are hazardous substances stored safely?	
	Is the decanting of substances avoided to prevent harm?	
	Are safety data sheets held for every substance used?	
	Have COSHH assessments been prepared?	
	Have assessments been communicated?	
	Are control measures effective to prevent harm?	

Slips, Trips and Falls		Yes / No
4.	<p>Are there any hazards likely to cause slip or trip accidents?</p> <ul style="list-style-type: none"> • are cables and wires routed to avoid main thoroughfares? • are chairs, tables and other furniture arranged to reduce any likelihood of an incident occurring? • are any floor coverings lifting to cause a hazard? • are items being left in main the thoroughfare causing obstruction? • are wet surfaces causing a slip hazard? 	
	<p>Are stairways kept clear of obstructions?</p> <ul style="list-style-type: none"> • are handrails available for support? • are any items causing an obstruction? • are stairways well illuminated? 	
	<p>Is there any risk of falls due to employees needing to reach high levels?</p> <ul style="list-style-type: none"> • are steps, ladders or podiums used? • is equipment suitable for the task and in good condition? • have employees received instructions for safe use? 	
Display Screen Equipment		
5.	<p>Have DSE assessments been completed for all regular users of computers?</p> <ul style="list-style-type: none"> • have all actions been addressed and is each workstation free from hazards? 	
Electricity and Electrical Equipment		
6.	<p>Are mains electrical control boxes/cupboards secured to prevent unauthorised access?</p> <ul style="list-style-type: none"> • are the boxes marked with relevant safety signs? • are all portable appliances recorded in our register? • are all items subject to portable appliance testing and is a valid means available to show this? • are wall mounted TVs/screens/speakers etc secure and the cabling routed safely? • are employees encouraged to check appliances before use? • and to report and remove any damaged items from use? 	

Gas		Yes / No
7.	Are all gas appliances, pipework, flu's etc subject to an examination at least every 12 months by a Gas Safe Engineer?	
	Are gas appliances turned off when unattended?	
	Is the location of the gas emergency shut off valve known & unobstructed?	
Training		
8.	Have training assessments been completed for all employees?	
	<ul style="list-style-type: none"> • have all employees received the required training to fulfil their job requirements safely? • are training records maintained? • consider: <ul style="list-style-type: none"> ○ Manual handling ○ Fire safety ○ First aid ○ Fire marshals 	
Machinery and Equipment		
9.	Is all machinery and equipment suitable for its intended purpose?	
	Is all equipment kept in good condition?	
	<ul style="list-style-type: none"> • Is it cleaned regularly? • Is it serviced and maintained? • Is it inspected or examined at the correct intervals? • Are statutory requirements being? 	
	Is use of any hazardous equipment restricted to trained users only?	
	Is damaged or faulty equipment removed from use?	
First Aid		
10.	Do employees know where and how to obtain first aid?	
	<ul style="list-style-type: none"> • is a notice on display providing information on how to obtain assistance? • is the first aid box and equipment suitable for our workplace? • is it well stocked? 	
Welfare		
11.	Are facilities available for employees to take breaks?	
	Are toilets available for use?	
	<ul style="list-style-type: none"> • are they in good working order and without damage? • and kept in a clean and tidy condition? 	

	<p>Are hand-wash facilities available?</p> <ul style="list-style-type: none"> • is there hot and cold running water? • is soap available? • are hand drying facilities available? 	Yes/No
Environment		
12.	Is a reasonable workplace temperature maintained?	
	Is a good rate of ventilation achieved?	
	Is lighting (natural and artificial) suitable for general and specific tasks?	
Fire Safety		
13.	Is the fire alarm tested weekly?	
	Has a fire evacuation drill been completed within the last 6 months?	
	<p>Are suitable guards situated around the open fire in the bar area to:</p> <ul style="list-style-type: none"> • prevent burns injuries (especially for the protection of children)? • prevent sparks, debris etc emitted from the fire causing a fire hazard? 	
	<p>Are fire extinguishers located in their designated positions?</p> <ul style="list-style-type: none"> • are they fully charged and free from damage? • is there anything obstructing access to extinguishers? • are notices displayed above each fire-point explaining use? 	
	<p>Are all fire escape routes and exits free from obstructions?</p> <ul style="list-style-type: none"> • are they clearly identified? • do exit door mechanisms function correctly? • can exit doors be opened without removal of security devices? • is emergency fire evacuation information displayed in each guest room? 	
	Is the fire log book being used and is it up to date reflecting all inspections, maintenance and tests that have occurred?	
Accidents & Incidents		
15.	Have any accidents occurred in the past 12 months?	
	<p>If yes,</p> <ul style="list-style-type: none"> • have these been reported and recorded? • have they been dealt with appropriately? 	

General		Yes/No
16.	Is the standard of housekeeping good?	
	Are staff abiding by our rules and following procedures?	
	Is there anything else we can do to make improvements to our workplace?	
	Have we received any reports where recommendations have been made for improvement? If so have we made appropriate arrangements to address these recommendations?	

Comments and Action Plan

Ser	Comment and Action Required	Priority (high/med/low)	Person Responsible	Date Task Complete
1.				
2.				
3.				
4.				
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6.				
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12.				
13.				
14.				
15.				

Comments:

Inspection
Completed by:

(Name)

(Signature)

Date:



Chapter 7 – Advice & Information



Health and Safety Advice

It is important that we can obtain advice, guidance and information regarding safety; a firm understanding of our duties and responsibilities will help us act appropriately and fulfil any statutory requirements we need to comply with.

Wirehouse Employer Services Limited

Wirehouse Employer Services Limited provide us with competent health and safety advice and support, they are our nominated health and safety service provider. Responsibility for the day to day management of health and safety remains with the business partners; we will assign duties to employees to help ensure we meet any statutory requirements imposed on us.

Services provided by Wirehouse Employer Services available to authorised employees include the following:

- Wirehouse Employer Services online – Employees with authorisation and access details can logon to the Wirehouse webpages and enter the Client Area. Information available includes documentation and guidance on key safety issues such as risk assessment. In addition we can also gain access to an electronic copy of our safety documentation.

The web address for Wirehouse ES Ltd is as follows:

<http://www.wirehouse-es.com/index.html>

- 24 Hour Advice Line – We have arranged for 24 hour support provided by the Wirehouse Employer Services Health & Safety Advice Line. A safety consultant will handle your call and respond to your query.

Please make use of this service but note it is restricted to authorised employees only. Employees authorised to receive advice will be issued with relevant information to access advice.

Health and Safety Executive

Health and safety advice, information and guidance are available from the Health and Safety Executive (HSE). A variety of safety regulations are available and can be downloaded from the HSE web site.

Visit:- <http://www.hse.gov.uk/>



Chapter 8 - Forms



		Health & Safety Induction	
Name:		Date:	

Ser	Action	Key Points	Completed	
			Yes	No
1.	Tour of Workplace	A tour of the work areas has been conducted	<input type="checkbox"/>	<input type="checkbox"/>
2.	Significant Hazards	During the tour information was passed on regarding significant hazards particular to the workplace	<input type="checkbox"/>	<input type="checkbox"/>
3.	Fire Safety	Information was provided including: <ul style="list-style-type: none"> • Sounding the alarm • Routes and exits • Fire fighting appliances • Assembly location 	<input type="checkbox"/>	<input type="checkbox"/>
4.	First Aid and Accident Reporting	Information was provided including: <ul style="list-style-type: none"> • Location of the first aid box • Where and how to summon help • Accident/incident reporting 	<input type="checkbox"/>	<input type="checkbox"/>
5.	Welfare Facilities	Information was provided including: <ul style="list-style-type: none"> • Location of toilets and hand wash facilities • Staff rest area and facilities, including tea/coffee making arrangements 	<input type="checkbox"/>	<input type="checkbox"/>

Induction information provided by:

The purpose of induction is to provide new employees or visitors with basic information regarding health, safety, fire and welfare facilities. Where necessary further information and training will be provided appropriate to your work ensuring we maintain a safe place of work.

Employee / Visitor name and signature:

Date:



		Health & Safety Acceptance	
Employee Name:		Date:	
<p>Our Duty and Responsibility</p> <p>At Scaffrite Ltd we fully accept our health and safety duties and responsibilities. We have in place an effective safety management system to protect employees and others from harm. Any information, training, procedures or equipment needed to enable you to work safely will be provided.</p> <p>Your Duty as an Employee</p> <p>As an employee you have a duty:</p> <ul style="list-style-type: none"> • to take reasonable care of your own health and safety, and of actions that may effect the safety of others, • to cooperate with us and the provisions we introduce to satisfy and comply with any statutory requirements applicable to our business, • not to interfere, misuse or willingly interfere with any equipment we introduce for reasons of health and safety, <p>You are responsible for you own acts and your omissions.</p> <p>Employee Acceptance</p> <p>I have read the health and safety policy and safety handbook as provided to me. I fully understand my responsibilities and duties at work. By signing this form I am confirming acceptance of my duties and responsibilities assigned to me. I acknowledge all rules, safe working procedures and policies and intend to comply with these during my employment.</p>			

Employee name and signature:

Date:

Please ensure this form is completed and returned to the Directors







Training Record

Enter details of dates when training was completed

Name	Induction	Introduction to Health & Safety	Risk Assessment	COSHH Assessments	Fire Safety	Fire Marshal	First Aid	Manual Handling				



	<h2 style="margin: 0;">Individual Training Record</h2>		
Employee Name:	Date Record Opened:		
Employee Number:	Department:		
Date	Training Completed	Provided By	Supervisors Confirmation

Training Courses Needed / Desired		
Course	Needed	Desired



		<h2>Accident Reporting</h2>
Name of Person Completing this form:		
Accident Details		
Date and time of accident:		
Location:		
A brief description of the activity:		
Injured Persons Details		
Name and Employee Reference Number:		
Home Address:		
Contact Telephone Number:		
Nature of Injury:		
RIDDOR reportable?	Yes / No	
Has it been reported?	Yes / No / NA	

Explain How the Accident Occurred:

Training and Competence

Were risk assessments prepared for this activity?	Yes / No
---	----------

Were they effectively communicated?	Yes / No
-------------------------------------	----------

Were safe procedures being followed?	Yes / No
--------------------------------------	----------

Has an investigation taken place?	Yes / No
-----------------------------------	----------

Have procedures been reviewed to prevent reoccurrence?	Yes / No
--	----------

Comments:

Details of person completing
this statement:

Name:

Signature:

Date:

Supplement for Vehicle Related Accidents					
Other Vehicle Details					
Make:		Registration:			
Model:		Colour:			
Other Driver Details					
Name:					
Address:					
Contact Number:					
Insurance Company Name:					
Insurance Policy Number:					
Conditions <i>(tick any boxes which apply)</i>					
Was the weather		Was the traffic		Visibility	
Dry		Busy		Darkness	
Wet		Moderate		Light	
Sunny		Light		Clear	
Foggy		N/A			
Ice/ Snow					
Witnesses and Witness Statement					
Name:					
Occupation:					
Address:					
Contact Details:					

A brief account of the accident:

Details of person completing
this statement and vehicle
supplement:

Name:

Signature:

Date:

CONTRACTORS/SUBCONTRACTORS QUESTIONNAIRE

1. CONTRACTORS COMPANY PROFILE

Full name of Company

Principal Address

.....

.....

Post code:

Tel:

Fax:

e-mail:

Company Reg. No.

Is the company a subsidiary within a larger group? **YES/NO**

or parent firm with subsidiaries? **YES/NO**

Approximate number of employees

Do you work to BS or EN specifications **YES/NO**

(if yes, state those specifications and any independent validation)
(ie BS 5750 or ISO 9000 series or others)

.....

.....

.....

Can you nominate up to three companies who you have previously undertaken work for?
(for reference purposes)

.....

.....

.....

2. HEALTH & SAFETY

Please enclose a copy of your company's safety policy statement (see Health & Safety at Work etc Act 1974 sections 2(3) and the Management of Health & Safety at Work Regulations 1999)

Does your company have access to competent H & S advice? **YES/NO**
(If yes, give details)

.....
.....
.....

Have you reported any accidents or Dangerous Occurrences to an Enforcing Authority in the last 12 months?

YES/NO
(if yes, please supply details)

.....
.....
.....

Have you been served with any Improvement or Prohibition notices or intention to prosecute/ or prosecuted by an appointed Inspector for the HSE or Local Authority in the last 3 years?

YES/NO
(if yes, please supply details)

.....
.....
.....

What health and safety training have you undertaken in respect of:

- (i) Managers
- (ii) Supervisors
- (iii) Operational staff

.....
.....
.....

Have all of your Portable Appliances been tested in the past 12 months? **YES/NO**

When was your hard wiring last tested?

Have you in place systems for inspection and maintenance of plant, tools and other equipment?

YES/NO

(If yes, please give details)

.....
.....
.....
.....

Have you undertaken Risk Assessments and/or COSHH assessments for your company's normal work activities?

YES/NO

(if no, please give details)

.....
.....
.....

Have you received a copy of the:-

Code of Practice for Contractors?

YES/NO

(if yes, please complete the following questions)

How do you intend to train your employees prior to sending them on our premises?

.....
.....
.....

3. INSURANCE ARRANGEMENTS

Employers Liability

Insurers

Policy No.

Indemnity

Renewal date

Does the Policy include any restrictive conditions? **YES/NO**
(if yes, please give details)

.....
.....

Public Liability

Insurers

Policy No

Renewal date

4. CERTIFICATION

I certify to the best of my knowledge the answers to the attached questions are correct.

Signed

Print Name

Position in Company

Date

	<h2>Vehicle Check</h2>
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Vehicle Type:

Vehicle Registration:

Instructions

- Read and complete all applicable sections using the legend
- Inform manager/supervisor of faults
- Sign and date the form when completed and pass on to the Directors

Legend:

- S Serviceable / Acceptable
- X Fault Exists
- ✘ Fault Found and Rectified

Item	Condition	Item	Condition
Fluids		Controls	
All fluid at correct levels;		Wipers	
Coolant		Horn	
Oil		Heaters / demisters	
Brake Fluid		Window controls	
Clutch		Door locks	
Screen Wash			
Any visible leaks?		Miscellaneous	
		Seat belts	
Lights		Screen and window panels	
Lights clean and functioning;		Number plates present and clean	
Side and Tail		Tax disk present and valid	
Main beam		High visibility vest or jacket in vehicle	
Brake			
Fog (incl driving lamps)		Tyre changing tools and equipment	
Indicators			
Function Test		Tyres	
Brakes		Sufficient wear remaining	
Steering		Overall condition	
		Pressures checked	
Bodywork		Spare tyre	
LH Side / RH Side			
Front / Rear			

Fault / Work Required	Date Rectified	Name of Person Clearing Fault
Comments:		

Details of person (driver)
completing this statement:

Name:

Signature:

Date:

Note: If you are in any doubt regarding the condition of any item checked or believe there is a problem with the vehicle then please seek advice.



Scaffrite Ltd – Visitor Information

Visitors

As a visitor we request that you read through the following information and any other safety information we provide for you. We are committed to providing and maintaining a safe environment, we therefore ask that you cooperate with us and follow our safe rules and procedures.

It is important that we know who is on our premises at any time, to accomplish this we will monitor the coming and going of customers and ensure details of guests staying overnight are recorded, guests details will be recorded in our visitor book.

Vehicles

We request that you park your vehicle responsibly and do not obstruct access/egress to our building or any other premises. You must keep access routes clear and you must not obstruct emergency escape routes or fire exits.

Safety

In the interests of safety you must observe the following rules:

- do not enter areas of our building where public access is prohibited,
- we ask that you obey our safety rules, procedures, signs and notices,
- you must not interfere with our safety arrangements or remove anything without our permission,
- you must act responsibly and consider not only your safety but the safety of others,
- **no smoking is permitted on our premises**

Accidents and Incidents

It is important that we are aware of any incident that occurs at our premises. We therefore request that you inform us of any incident, near miss or damage that is caused.