



**HEALTH AND SAFETY
MANAGEMENT SYSTEM**

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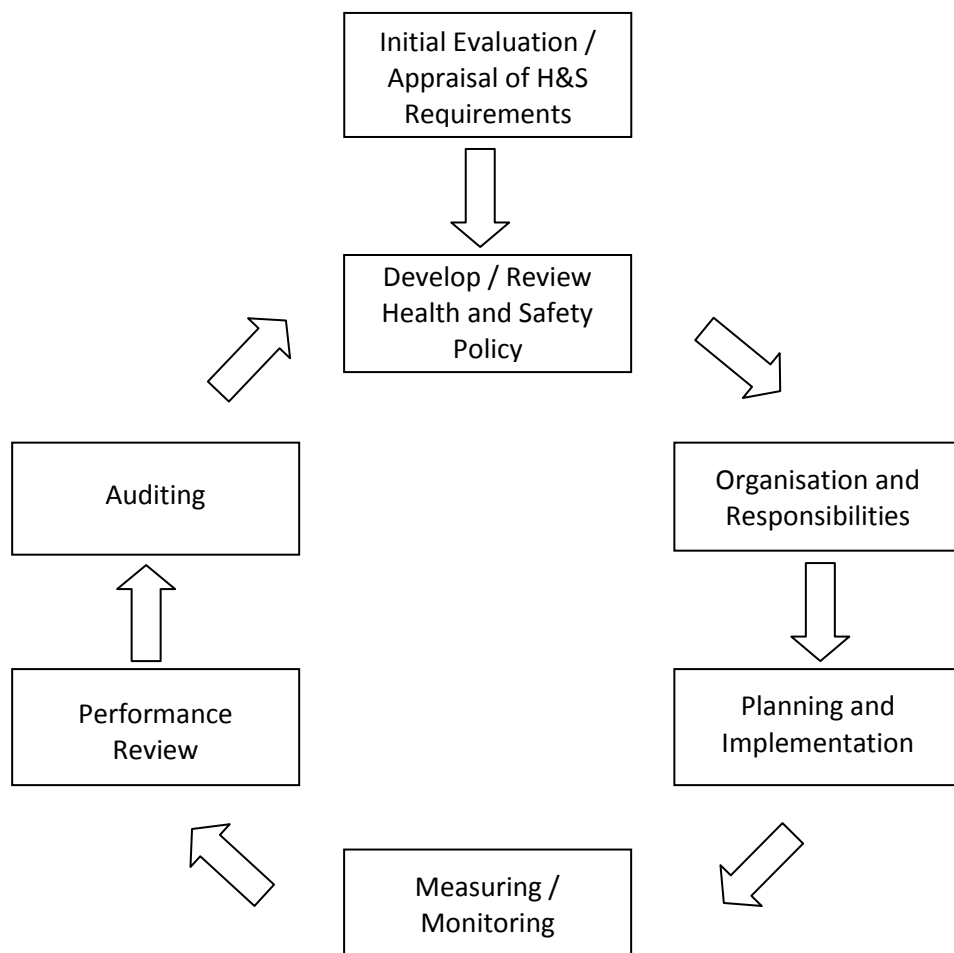
INTRODUCTION

Employers are required under the Management of Health and Safety at Work Regulations to have suitable arrangements in place ensuring that they effectively manage risks from their activities. These arrangements will require the following factors to be considered when implementing them:

- Policy
- Organisation
- Planning and Implementation
- Measuring
- Review

This Health and Safety Management System has been developed by Agility UK (Training and Consultancy) to meet the company's business needs and ensure compliance with legislative requirements are met; its format allows its easy integration with any existing management systems.

The diagram below provides a flowchart of how the management system is implemented and integrated into the organisation; each step is explained further throughout this manual.



CONTENTS

Health and Safety Policy Statement

This is a statement of how our organisation intends to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment to our employees or others (contractors, visitors etc.) that may be affected by our acts and omissions. This document is signed by the most senior person with responsibility towards health and safety to demonstrate the organisations commitment to maintaining this requirement. The Health and Safety Policy Statement is brought to the attention of all employees by publication in the Health and Safety Management System and Employee Health and Safety Induction Handbook. It is also displayed on notice boards in our premises.

Health and Safety Management Structure

This section of the Health and Safety Management System identifies those persons who have been designated with key responsibilities towards implementing managing and maintaining the health and safety arrangements within the organisation.

The responsibilities of key personnel are monitored to ensure that they are fulfilling their responsibilities with the review of their health and safety checklists and the completion of the annual review completed by senior management team of which are located within the safety records section.

Safety Arrangements

The Safety arrangements are mini policy statements of significant subjects or topics relevant to the organisations undertakings and give a top level detail of how these subject / topics are managed and maintained within the organisation.

SAFETY RECORDS

This section contains;

- An 'Annual Health and Safety Management System Review' is utilised to review our Health and Safety Management System when either changes dictate or as a minimum requirement at least annually.
- 'Safety Monitoring Checklists' have been developed for key responsible personnel to ensure that they are fulfilling their health and safety responsibilities (as defined within the 'Health and Safety Management' Section) for areas within their control.
- Day to day safety records for the recording of activities conducted / monitored, including training records, maintenance of equipment, accident reporting, etc.

We have contracted Agility UK (Training and Consultancy) Ltd to assist and support us in managing our health and safety duties.



HEALTH AND SAFETY POLICY STATEMENT


Icom Holdings Ltd and all subsidiary companies; Icom Network Cabling Ltd, Icom Security Ltd, Icom Telecommunications Ltd is committed to ensuring the health, safety and welfare of its employees. It will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. Our Personnel are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the acts and emissions of our organisations undertakings.

Icom Holdings Ltd understands our duty to identify the significant hazards that may be created by our undertakings and to risk assess these accordingly to ensure that suitable and effective controls are implemented to minimise risk to a suitable level as far as is reasonably practicable.

We also acknowledge our duty, so far as is reasonably practicable:

- To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work;
- To identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place.
- Ensure regular consultation with our employees on matters which affect their health and Safety.
- To ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained.
- To provide suitable storage and ensure safe handling of Hazardous substances.
- To ensure that all workers are competent to undertake their daily work activities by providing all relevant information and training, consideration will also be given to any employees who do not have English as a first language.
- To prevent accidents and cases of work related ill health by ensuring a robust reporting and investigation system is in place.
- To liaise and communicate effectively regarding health and safety matters when working on other persons premises.
- To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.
- To have access to competent advice, this will be provided by Agility UK (Training and Consultancy) Ltd. Who will assists us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy; and to provide suitable resources required to make this policy and our Health and Safety arrangements effective.

To ensure that the above are met we have developed a 'Health and Safety Management Structure' identifying key personnel responsible for managing health and safety within the organisation and 'Safety Arrangements' to assist the implementation.

Signature:		Date:	02/04/14
Name:	JOHN DONOGHUE	Position:	MANAGING DIRECTOR

The policy is reviewed on a periodic basis.

REVISION / REVIEW HISTORY AND DOCUMENT CONTROL

To ensure that our Health and Safety management system is current, and meets our business needs we ensure that it is reviewed at least annually either by ourselves or by our external health and safety consultancy 'Agility UK (Training and Consultancy) Ltd'. The below record is evidence of these reviews and what (if any) changes were made.

This record should be completed by any person conducting a review of the health and safety management system and then accepted by a senior member of Icom Holdings Ltd and all subsidiary companies.

Revision / review Status	Date	Changes	Name/Who	Signature	Accepted by
Original Release	September 2012	None	W. Hodgson		

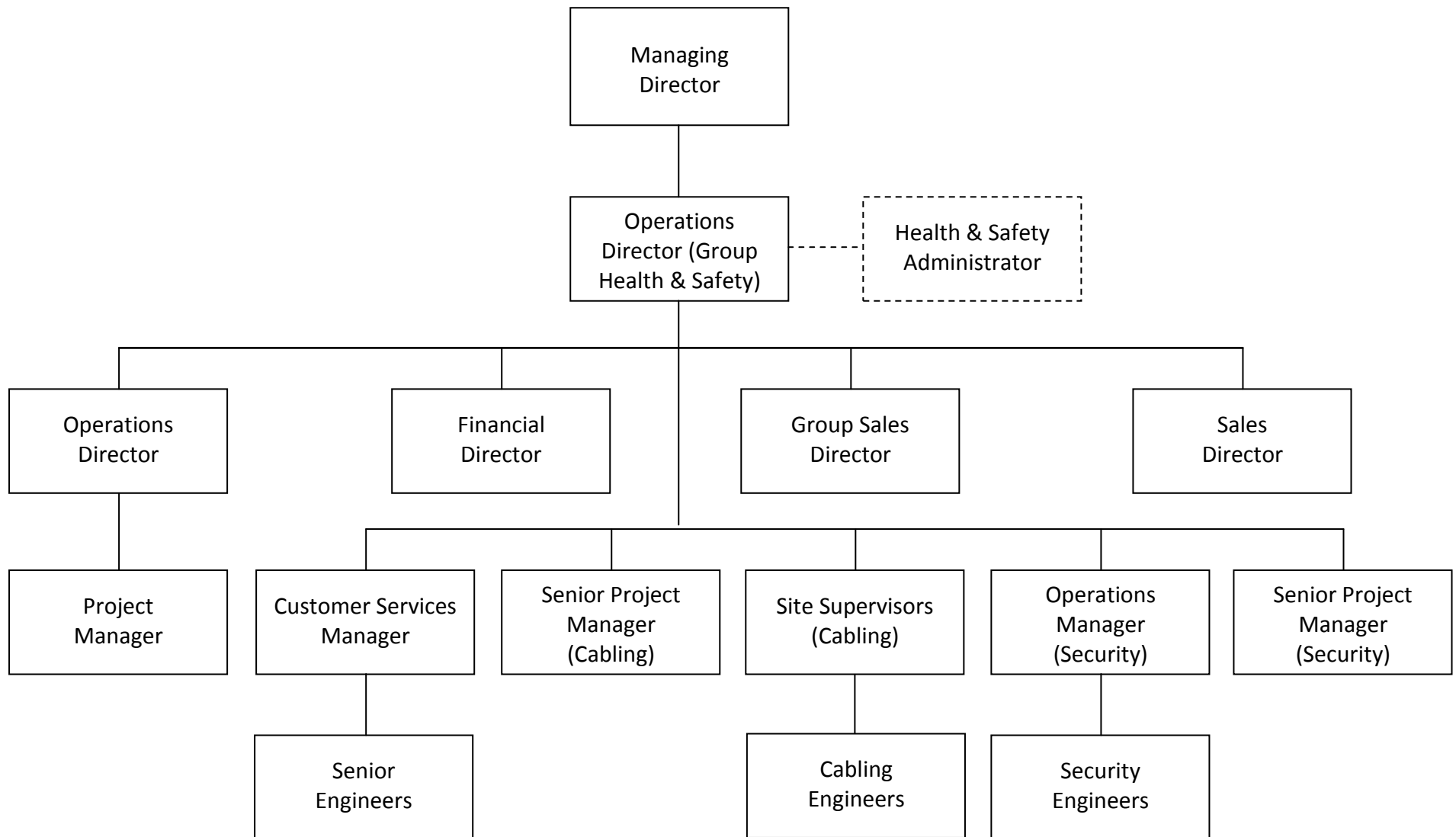
HEALTH AND SAFETY MANAGEMENT STRUCTURE

Introduction

To ensure that the Health and Safety Management System is implemented and integrated into the business’s activities the overall responsibility has been allocated to the Managing Director.

However to ensure that the system is effectively maintained key responsible personnel have been assigned to manage health and safety topics as identified within the proceeding Responsibility Matrix.

The Health and Safety Management Structure set out on the following page shows the key personnel with responsibilities to assist the organisation to effectively manage health and safety throughout the organisations activities.



RESPONSIBILITY MATRIX

The Responsibility Matrix below identifies the significant health and safety topics / issues that are pertinent to this organisation and to who has been assigned to manage those areas.

MD – Managing Director													
H&SC - Health and Safety Co-ordinator / Operations Director													
HSA – Health and Safety Administrator													
GSD – Group Sales Director													
FD – Financial Director													
SD - Sales Director													
PM – Project Manager													
CSM – Customer Services Manager													
SPM – Senior Project Managers													
SE – Senior Engineer													
OM – Operations Manager													
SS – Site Supervisor													
CS – Cabling Engineers													
General Health & Safety Management													
MANAGING HEALTH AND SAFETY AT WORK	●												
RISK ASSESSMENT		●	●				●	●	●	●	●	●	●
SAFE SYSTEMS OF WORK		●	●				●	●	●	●	●	●	●
CONTROL OF CONTRACTORS		●	●										
ACTION ON ENFORCEMENT AUTHORITY REPORTS	●	●											

	MD	H&SC	HSA	GSD	FD	SD	PM	CSM	SPM	SE	OM	SS	CS
Accident Control													
ACCIDENT, INCIDENT AND ILL HEALTH REPORTING		•											
ACCIDENT INVESTIGATION		•											
FIRST AID		•											
NEAR MISS/HAZARD REPORTING		•											
Work Equipment													
ACCESS EQUIPMENT		•					•			•		•	•
DISPLAY SCREEN EQUIPMENT (DSE)	•	•	•										
HAND TOOLS		•											
OFFICE EQUIPMENT		•											
SAFETY HARNESES AND LANYARDS		•					•			•		•	•
THE PROVISION AND USE OF MACHINERY	•	•											

	MD	H&SC	HSA	GSD	FD	SD	PM	CSM	SPM	SE	OM	SS	CS
Work Activities													
ASBESTOS AT WORK		•					•		•	•		•	•
CONTROL OF NOISE AT WORK		•											
HOME WORKING		•											
ISOLATION AND LOCK-OFF PROCEDURES		•					•			•		•	•
LONE WORKING		•											
PERMITS TO WORK		•					•			•		•	•
WORK AT HEIGHT		•		•	•	•	•			•		•	•
WORK IN CONFINED SPACES		•					•			•		•	•
WRULD (WORK RELATED UPPER LIMB DISORDERS)		•											
Workplace Transport / Occupational Road Safety													
OCCUPATIONAL ROAD SAFETY		•	•										
WORKPLACE TRANSPORT MANAGEMENT AND PEDESTRIAN CONTROL		•	•										

	MD	H&SC	HSA	GSD	FD	SD	PM	CSM	SPM	SE	OM	SS	CS
Personnel													
DISABILITY DISCRIMINATION COMPLIANCE		●											
EMPLOYING CHILDREN AND YOUNG PERSONS		●											
HEALTH AND SAFETY INFORMATION FOR EMPLOYEES		●											
HEALTH AND SAFETY OF VISITORS		●											
HEALTH AND SAFETY TRAINING		●	●										
MANUAL HANDLING		●				●	●	●	●	●		●	●
NEW AND EXPECTANT MOTHERS		●											
OCCUPATIONAL HEALTH / HEALTH SURVEILLANCE		●											
PERSONAL PROTECTIVE EQUIPMENT		●											
SUBSTANCE AND ALCOHOL ABUSE		●											
WELFARE AND THE WORKING ENVIRONMENT		●											
WORKPLACE HEALTH AND SAFETY CONSULTATION		●					●			●		●	●

	MD	H&SC	HSA	GSD	FD	SD	PM	CSM	SPM	SE	OM	SS	CS
Premises													
ASBESTOS AT WORK		•											
BUILDING SERVICES	•	•											
CLEANING		•											
CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE		•											
ELECTRICAL SAFETY	•	•											
FIRE SAFETY – ARRANGEMENTS AND PROCEDURES		•					•						
PEST CONTROL		•											
PREMISES	•	•											
RACKING, STORAGE SYSTEMS AND MEZZANINE FLOORS		•											
SLIPS, TRIPS AND FALLS		•	•				•			•		•	•
STAFF AMENITIES AND REST ROOMS	•	•											

	MD	H&SC	HSA	GSD	FD	SD	PM	CSM	SPM	SE	OM	SS	CS
Construction Design and Management (CDM)													
CONSTRUCTION DESIGN AND MANAGEMENT - PRINCIPAL CONTRACTOR		•					•		•				
CONSTRUCTION DESIGN AND MANAGEMENT - SUB-CONTRACTOR		•					•		•				

Where joint responsibility has been identified within the matrix, it is each person's responsibility to ensure that they are effectively managing this topic / issue within their area / workplace of control.

Monitoring

To ensure that we are operating an effective health and safety management system key responsible personnel conduct and document 'Safety Monitoring Checklists' periodically to ensure that they are fulfilling their responsibilities and an annual review is conducted which is overseen by the responsible person.

SAFETY ARRANGEMENTS

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General Health & Safety **Management**

MANAGING HEALTH AND SAFETY AT WORK

At Icom Holdings Ltd and all subsidiary companies we acknowledge the advantages to our business that results from having an effective Health and Safety Management System integrated into our business undertakings.

To ensure that our Health and Safety Management System is effective and integrated into our business activities we have;

- Identified the Managing Director as having overall responsibility for managing safety and health at work.
- Ensured that suitable resources are available for implementing and maintaining safe systems.
- Ensured that suitable health and safety information, instruction and training is given to all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Ensured that the recording and analysing of our health and safety statistics are carried out.
- Ensured the operation of our health and safety management system is regularly audited to guarantee its effectiveness.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

RISK ASSESSMENT

It is our policy to ensure that risk assessments are undertaken in accordance with legal requirements. Risk assessments are regarded as useful tools which help us to prevent accidents and ill-health. For that reason, our goal is for these documents to be frequently reviewed and conducted with input from staff who are involved in the work being assessed.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

SAFE SYSTEMS OF WORK

Where there is a significant risk of injury from conducting work activities or tasks, it is our policy to provide a formal procedure (Safe Systems of Work) for our employees, to give them safe methods of working, ensuring that all hazards are controlled sufficiently and risks minimised to an acceptable level while undertaking hazardous work.

To ensure that the above are developed and integrated into our activities effectively we will:

- By identifying through the risk assessment process all areas, tasks and activities that require a formal Safe System of Work (SSOW) to be developed and implemented.
- Ensuring that SSOW are documented to a satisfactory level by competent persons with the involvement of employees.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate SSOW into our working environment. (*Safety Record Ref 04-008 - Safe Systems of Work*).
- Ensuring that key personnel are responsible for the management and monitoring of the SSOW process under their areas of control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required SSOW.
- Effectively communicating any SSOW to key personnel involved. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with these systems.
- Acting promptly to address any issues/concerns raised.
- Ensuring that SSOW are regularly reviewed to ensure that they remain effective.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.
- Ensuring the adequate provision and documentation of any necessary training.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

CONTROL OF CONTRACTORS

We understand that when we use contractors, their activities can create additional hazards that may pose a risk to our employees. In order to protect the health, safety and welfare of our employees and others (e.g. contractors, visitors etc.) we have introduced control measures to ensure that all contractors and sub-contractors that we engage are competent, conduct their activities with the minimum risk and are in ownership of any relevant documentation needed to carry out any work necessary.

This will be achieved by:

- Ensuring that key personnel coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Ensuring that contractors or sub-contractors have a suitable health and safety policy.
- Checking the competence of contractors and subcontractors and evaluating their health and safety documentation (*using Safety Record form ref 03-003 – Contractor Evaluation*).
- Ensuring that contractors or sub-contractors are in possession of required health and safety documents, i.e. risk assessments and method statements and that these are adhered to.
- Effectively communicating any significant findings from the result of risk assessments to contractors, sub-contractors, employees and others that may at risk.
- Ensuring that contractors and subcontractors comply with our site specific company rules.
- Ensuring that contractors and sub-contractors activities are effectively monitored / supervised to ensure that they conduct their activities in a safe manner and in line with method statements and risk assessments.
- Ensuring that their equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

Individuals responsible for the overseeing of contractors and subcontractors and the actions above are identified within the Responsibility Matrix of our Health and Safety Policy.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

ACTION ON ENFORCEMENT AUTHORITY REPORTS

We acknowledge the advantages through liaising with the enforcement authorities and taking prompt action following their advice or recommendations. To take advantage of this acknowledgement we have implemented an effective health and safety management system and have procedures in place to ensure that any issues raised are affectively dealt with.

This will be achieved by:

- Ensuring that suitable resources are available to liaise with and meet the requirements of Enforcement Authorities.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Accident Control

ACCIDENT, INCIDENT AND ILL HEALTH REPORTING

It is our policy to ensure all employees and others (contractors, visitors etc.) report all personal injury accidents, near miss incidents or dangerous occurrences whilst in our employment or visiting our premises.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the recording and reporting accidents process under the areas of their control. (*Safety Record Ref 01-001 – Accident Log*).
- Ensuring that all accidents and dangerous occurrences are reported (refer to Appendix A for reporting requirements), documents recorded and analysed within the statutory timescales.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Appendix A

Instances reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

Here is a quick summary of the main reportable injuries, dangerous occurrences and diseases for easy reference.

Full details can be found in the HSE's 'A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'.

How to make a report:

To make a report, go to www.hse.gov.uk/riddor. A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Fatality:

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay.

Evidence:

Following any incident ensure that any evidence is collected and documented for use in an investigation, for instance:

Details of any witnesses, including statements contact details etc.

Photographs of the accident scene, any injuries and any equipment.

Diagrams, including measurements, of the accident area.

Details of any injuries and medical treatment.

Lost Days:

You must report work-related injuries where a worker has been incapacitated for more than seven consecutive days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. The deadline by which an over-seven-day injury must be reported is 15 days after the accident.

Reportable major injuries:

Fracture other than to fingers, thumbs or toes.

Amputation.

Dislocation of the shoulder, hip, knee or spine.

Loss of sight (temporary or permanent).

Chemical or hot metal burn to the eye or any penetrating injury to the eye.

Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.

Acute illness requiring medical treatment, or loss of consciousness arising (i) from absorption of any substance by inhalation, ingestion or through the skin.

Acute illness requiring medical treatment where there is reason to believe that (j) this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences (including):

Collapse, overturning or failure of load-bearing parts of lifts and lifting machinery..
Explosion, collapse or bursting of any closed vessel or associated pipework.
Plant or equipment coming into contact with overhead power lines.
Electrical short circuit or overload causing fire or explosion.
Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
Accidental release of a biological agent likely to cause severe human illness.
Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
Collapse or partial collapse of a scaffold over 5 metres high, or erected near (k) water where there could be a risk of drowning after a fall.

Reportable diseases (including):

Certain poisonings:

Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne

Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.

Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.

Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

ACCIDENT INVESTIGATION

It is our policy to ensure the health, safety and welfare of our employees and others (contractors, visitors etc.) whilst in our employment or visiting our premises.

This affords opportunity to identify why risk control measures failed and what improvements or additional safety controls are needed to avoid similar incidents.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the investigation of accidents.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required accident investigation. (*Safety Record Ref 01-004 – Accident/Incident Investigation report*).
- Providing suitable arrangements and procedures to enable the responsible persons to effectively develop and implement investigation procedures and policies.
- Effectively communicating any significant findings from the result of any accident investigation conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

In order to avoid misunderstanding, the organisation defines an accident and near-miss as follows:

An **Accident** is an unplanned event that results in personnel injury or damage to property, plant or equipment.

A **Near-miss** is an unplanned event which does not cause injury or damage, but could have done so.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

FIRST AID

It is our policy to ensure that appropriate first aid arrangements are in place for our employees and others (contractors, visitors etc.).

This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of first aid provision under the areas of their control Ensuring that a sufficient number of staff have been identified to provide adequate cover at all times during normal business hours.
- Ensuring that the identified staff have been trained and these records documented.
- Ensuring that sufficient quantities of first aid equipment and consumables are provided, maintained and sited in suitable locations. (*Safety Record Ref 01-003 – First Aid Kit Checklist*).
- Displaying names and locations of first aid trained personnel in prominent positions throughout the premises.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

NEAR MISS/HAZARD REPORTING

It is our policy to encourage all employees and others (contractors, visitors etc.) to report all near misses/hazards that they encounter whilst in our employment or visiting our premises.

This refers to incidents which could indicate an underlying problem, which if not dealt with could lead to a serious accident.

This will be achieved by:

- Ensuring that key personnel are responsible for recording and reporting hazards and are suitably trained.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct any subsequent investigation.
- Effectively providing hazard/near miss reporting procedures and communicating these to employees.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures (*Safety Records Ref 01-002 – Hazard/Near Miss Reporting Form*).
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Work Equipment

ACCESS EQUIPMENT

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using access equipment for working at height.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of access equipment for working at height under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Purchasing suitable access equipment and ensuring that it is erected and regularly inspected by competent persons.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

DISPLAY SCREEN EQUIPMENT

It is our policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for the purposes of current legal requirements.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risks from the use of Display Screen Equipment (DSE).
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required DSE assessments.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the DSE assessment process.
- Effectively communicating any significant findings from the result of DSE assessments conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

HAND TOOLS

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using hand tools.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using hand tools under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the maintenance of any hand tools.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

OFFICE EQUIPMENT

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using office equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using office equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular maintenance and inspections of office equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

SAFETY HARNESSES AND LANYARDS

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using safety harnesses and lanyard equipment for working at height.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of safety harnesses and lanyards for working at height under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision, inspection and storage of safety harnesses and lanyards. (*Safety Record Ref 04-005 – Safety Harness/Lanyard Inspection Record*).
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

THE PROVISION AND USE OF MACHINERY

It is our policy to provide a safe working environment for our employees and others (contractors, visitors etc.) who use our premises at all times.

To help us do this, we have introduced a policy to cover the purchase, maintenance and safe use of any machinery that will be used on our premises. This applies to second-hand machinery as well as new.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the purchase, maintenance and safe use of machinery under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the issuing of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Carrying out regular maintenance and servicing on any equipment (*Safety Record Ref 04-001 – Plant, Equipment, and Machinery Maintenance Record*).
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

WORK ACTIVITIES

ASBESTOS AT WORK (Work Activities)

We have a legal responsibility to protect our employees from exposure to Asbestos Containing Materials (ACMs) whilst they are working away from their usual place of work.

To control this we will ensure that;

- Key personnel are identified with the responsibility for us to receive documentation relating to the potential presence of ACMs on our customer's premises and a copy of their Asbestos Management Plan.
- Those persons responsible are suitably trained and competent to undertake and document any required actions.
- We communicate any findings from this documentation to employees to make them aware to avoid disturbing any ACMs if they are present.
- We communicate and liaise with duty holders of premises that we are working on regarding our activities for undertakings and findings regarding work activities.
- The adequate provision of asbestos awareness training with suitable records retained and maintained.
- We act promptly to address any issues/concerns raised.
- We have access to competent health and safety advice; this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

CONTROL OF NOISE AT WORK

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from excessive noise.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by work related excessive noise under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment and health surveillance.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Taking measurements of exposure to noise to identify where statutory action levels apply.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance and noise inspections by competent engineers
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

HOME WORKING

It is our policy to manage homeworkers' health, safety and welfare in exactly the same way that we would if these staff were based on our premises.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risks posed from home working.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments for home working into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

ISOLATION AND LOCK-OFF PROCEDURES

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst carrying out planned or reactive maintenance on machinery .

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for identifying the need for and managing isolation and lock-off procedures.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document these actions.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

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LONE WORKING

Our company has acknowledged that there may be an increased risk to the health and safety of its employees whilst working alone.

For the purposes of this safety arrangement, a lone worker is an individual who spends some or all of their working hours working alone. This may occur; during normal working hours at an isolated location within the normal workplace at a client's premises travelling to and from a client's premises on business and when working outside normal office hours.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the health, safety and welfare of lone workers.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments for lone workers into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual. - (Safety Record Ref 05-004 – Lone Working Checklist).* Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

PERMITS TO WORK

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with work involving high risk, (i.e. hot works, work in confined spaces, working at heights, working with hazardous substances and work involving high voltage live electrical systems/equipment).

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process to identify any work activities that would require a Permit to Work under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required Permit to Work systems.
- Providing suitable arrangements and procedures to implement these Permits to Work systems.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with the Permit to Work system.
- Carrying out regular inspections of our work activities to identify hazards that require assessing
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

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WORK AT HEIGHT

It is our policy to ensure the health, safety and welfare of our employees and others (contractors, visitors etc.) against the risks involved in working at height, this can include use of steps, ladders, access equipment, roof work or any other activities that may create a risk of persons falling from height.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed in working at height under the areas of their control. (*Safety Record Ref 04-004 – Work at Height Checklist*).
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to purchase equipment that is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

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WORK IN CONFINED SPACES

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst working in confined spaces.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process relating to risks posed during 'working in confined spaces' under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake, issue and document the required 'working in confined spaces' permit.
- Ensuring that suitable resources are made available to implement any identified actions as a result of using 'working in confined spaces' permit.
- Effectively communicating any significant findings from the result of 'working in confined spaces' permit to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

WRULD (WORK RELATED UPPER LIMB DISORDERS)

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from Work Related Upper Limb Disorders (WRULD).

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the way we deal with the risk of WRULDs.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Providing and using mechanical aids where appropriate.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

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Workplace Transport

OCCUPATIONAL ROAD SAFETY

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) who drive on company business.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to employees driving in the course of our business under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained at their specified service intervals or when faults are identified.
- Ensuring that all vehicles are properly insured, taxed and Ministry of Transport tested, prior to road use.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

WORKPLACE TRANSPORT MANAGEMENT AND PEDESTRIAN CONTROL

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from the use of transport on our premises.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to workplace transport safety under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Monitoring and recording of periodic checks carried out in the workplace by competent persons (*Safety Record Ref 06-004 – Workplace Transport Checklist*).
- Ensuring that segregated traffic and pedestrian routes are provided and appropriately signed.
- Ensuring all vehicles that are purchased are fit for purpose. Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Personnel

DISABILITY DISCRIMINATION COMPLIANCE

People with disabilities should receive equal treatment at work. This includes equality regarding health and safety at work. Health and safety should not be used as an excuse for not employing or not continuing to employ disabled people. In addition, a workplace that is accessible and safe for people with disabilities is also safer and more accessible for all employees, clients and visitors.

Health and safety legislation requires us to carry out risk assessments and bring in suitable preventive measures.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the actions required to meet the requirements of disabled persons.
- Ensuring that those persons responsible are suitably trained and competent to undertake these actions.
- Ensuring that suitable resources are made available to implement any identified actions as a result of this process.
- Providing suitable arrangements and procedures to enable such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Ensuring the adequate provision and documentation of any necessary training.
- Ensuring that reasonable adjustments are made to comply with the Disability Discrimination Act 1995 this will be periodically reviewed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

EMPLOYING CHILDREN AND YOUNG PERSONS

Under health and safety law we must assess the risks to young children under 18 years old before they start work or take part in work experience and communicate the risks to them.

This will be achieved by:

- Ensuring that key personnel are responsible for identifying and assessing the hazards which pose risk to young persons.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to sensitively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to the young people and their Supervisors.
- Regularly monitoring our activities to ensure employees are complying with control measures implemented.
- Ensuring that young persons are closely managed and supervised.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

We appreciate the advantages that communicating information about health, safety and welfare to our employees will bring.

For this reason, we have devised a policy which sets out our approach in identifying the needs for a robust management system.

This will be achieved by:

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Ensuring that suitable resources are made available to implement any identified issues.
- Providing and recording suitable arrangements for all workers to receive such health and safety information and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Developing and implementing a system for the recording and analysing of all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

HEALTH AND SAFETY OF VISITORS

We acknowledge that there may be an increased risk to the health and safety of visitors due to the lack of familiarity of our workplace.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the hazards which pose risk to visitors.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments. Ensuring that procedures are developed and implemented for members of the public and others who visit our workplace, including the introduction of a visitor's record to control their attendance whilst on our premises.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities and building structure to identify hazards that could pose new risk to visitors.
- Ensuring the adequate provision and documentation of any necessary training, including induction training that may be required.
- Provision of suitable supervision, proportionate to the visitor's activities / areas attending.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

HEALTH AND SAFETY TRAINING

It is our policy to ensure that all our employees receive adequate training in order to be able to carry out their duties safely and without risk to themselves or others (contractors, visitors etc.) affected by our work activities.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of Health and Safety training.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the training.
- Developing a Training Needs Analysis programme to ensure that employees are adequately trained for the variety of tasks which they may be required to do
- Ensuring that suitable resources are made available to implement any identified training as a result of the Training Needs Analysis programme.
- Carrying out regular inspections of our work activities to identify activities that require training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

MANUAL HANDLING

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst undertaking manual handling activities.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible to manage and identify load or lifting hazards.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the any assessment of the risks from manual handling to our workforce.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate manual handling assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the manual handling assessment process.
- Effectively communicating any significant findings from the result of manual handling assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

NEW AND EXPECTANT MOTHERS

We acknowledge that there may be an increased risk to the health and safety to new and expectant mothers and women of childbearing capacity.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for identifying and assessing the hazards which pose risk to new and expectant mothers.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments. Providing suitable arrangements and procedures to enable the responsible persons to sensitively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees are complying with control measures implemented.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

OCCUPATIONAL HEALTH / HEALTH SURVEILLANCE

It is our policy to provide, so far as is reasonably practicable, a safe and healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.

This will be achieved by:

- Ensuring that key personnel are responsible to coordinate and manage health surveillance screening programmes.
- Ensuring that those persons responsible are suitably trained and competent to develop, implement and document strategies, procedures etc.
- Ensuring that Managers, employees and others (contractors, visitors etc.) follow our procedures and rules.
- Ensuring the adequate provision and documentation of any necessary training and health surveillance.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

PERSONAL PROTECTIVE EQUIPMENT

We take every reasonable care to reduce exposure to any workplace hazards, however there will be occasions that we need to provide personal protective equipment (PPE) to our staff. This will only occur wherever there are risks to health and safety that cannot be adequately controlled in other ways.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others (contractors, visitors etc.) from the risk of ill health.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively assess the suitability and adequacy of PPE supplied for use and the requirements for its correct use, storage and maintenance.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Recording the issuing and description of PPE to employees (*Safety Records Ref 05-012 – Personal protective Equipment Issue and Ref 05-011 Personal Protective Equipment Receipt*).
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

SUBSTANCE AND ALCOHOL ABUSE

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with substance and alcohol abuse.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of our substance and alcohol abuse policies and provision.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required strategies, policies and procedures.
- Providing competent accredited trained personnel to provide support and counselling services.
- Ensuring that employees and others (contractors, visitors etc.) adhere to the contents of our procedures and policies.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

WELFARE AND THE WORKING ENVIRONMENT

It is our policy to ensure that there are systems in place for welfare and the provision of a safe working environment for our employees whilst in our employment.

This will be achieved by:

- Ensuring that key personnel are responsible for overseeing the provision of welfare facilities and a safe working environment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document any records and actions.
- Ensuring that suitable resources are available to maintain our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation, sufficient light, heat and ventilation.
- Ensuring that procedures are in place for housekeeping, cleaning and maintenance regimes.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

WORKPLACE HEALTH AND SAFETY CONSULTATION

We appreciate the advantages that communicating information about health, safety and welfare to our employees will bring.

For this reason, we have devised a policy which sets out our approach in identifying the needs for a robust consultation system.

This will be achieved by:

- Ensuring that key personnel are responsible to organise and hold consultation meetings and tool box talks.
- Providing suitable arrangements and procedures to enable the arrangement of scheduled formal consultation meetings or tool box talks between Management, elected representatives and employees.
- Developing and implementing consultation procedures.
- Implementing and undertaking where necessary a 'one to one' consultation process with individual employees. Details of such sessions will be recorded.
- Ensuring that suitable resources are available for taking and keeping minutes of consultation meetings and effectively communicating any minutes and findings.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Premises

ASBESTOS AT WORK (Premises)

We have a legal responsibility to our employees and other (contractors, visitors etc.) to ensure that any Asbestos Containing Materials (ACMs) that are present in our buildings are identified and managed to minimise any risk to health associated with asbestos.

As our premises were built after 1999, we have referred to the Building Safety File and there is no evidence of any ACMs present.

Therefore our employees are not at risk of exposure to ACMs on our premises.

We have ensured that we will have access to competent health and safety advice; this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

BUILDING SERVICES

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with inadequately controlled building services (i.e. electricity, gas, water, lighting, heating, ventilation, air-conditioning and sewerage).

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for reducing the risks posed by the services to our employees and others (including contractors and visitors).
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required assessments.
- Ensuring that suitable resources are made available to implement any identified actions as a result of this process.
- Effectively communicating any significant findings from the result of the assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented to identify all of the major services in the workplace e.g. gas, electricity, water etc.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

CLEANING

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with an unsanitary workplace.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process in relation to housekeeping and cleaning duties under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular housekeeping inspections to identify actions that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with the disposal of hazardous and non-hazardous waste.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the disposal of waste, both hazardous and non-hazardous wastes under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment to ensure compliance with environmental legalisation.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

ELECTRICAL SAFETY

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with our use of electrical installations and appliances.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring the safety of our electrical installation equipment and portable appliances.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the subsequent actions.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that any work and inspections are carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers. (*Safety Reports Ref 03-005 – Portable Appliance Test Record and Ref 03-004 – Electrical Appliance Inventory*).
- Providing and using personal protective equipment where appropriate.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented. Ensuring the adequate provision and documentation of any necessary training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

FIRE SAFETY – ARRANGEMENTS AND PROCEDURES

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with our arrangements and procedures surrounding fire safety.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of fire and emergency arrangements.
- Ensuring that where required those persons responsible are suitably trained and competent to undertake and document the following legal requirements:
 - Testing the fire warning system weekly, ensuring that different call points are used when necessary. (*Safety Record 02-003 – Fire Alarm Test Record*)
 - Testing the emergency lighting monthly.
 - Servicing / maintaining the fire detection and warning system every six months.
 - Testing the evacuation procedure every six months by carrying out a fire drill. (*Safety Record Ref 02-005 – Fire and Emergency Evacuation Record*).
 - Ensuring that fire fighting equipment is tested annually. (*Safety Record Ref 02-007 – Fire Fighting Equipment Inspection Record*).
 - Ensuring that the Fire Risk Assessment is reviewed at the required time interval.
 - Ensuring that fire safety inductions are carried out on new employees.
 - Ensuring that sufficient fire marshals have been identified and trained.
 - Ensuring that Personal Emergency Evacuation Procedures are completed and communicated to any employee who might have difficulty in safely evacuating the premises.
- Effectively communicating any significant findings that arise from the above procedures to key personnel involved.
- Ensuring that suitable resources are available for the above procedures to be undertaken.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

PEST CONTROL

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with the control of pests.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

It is our policy to safeguard the safety, health and welfare of our employees and others (contractors, visitors etc.) who enter our premises from the hazards and risks that arise because of pest infections on our premises and pest control measures.

This will be achieved by:

- Ensuring that key personnel are responsible to control the incidence of pests within our work premises, to minimise the risk posed by pests.
- Identifying and implementing control measures, developing procedures and Safe Systems of Work.
- Ensuring that where relevant pest control work is undertaken by competent, trained personnel, using the correct personal protective equipment.
- Ensuring that the safest option or substance is used to control pests.
- Ensuring regular inspections are carried out by competent accredited persons to determine the levels of pests affecting our premises ensuring that any pest control work is subject to Safe Systems of Work and suitable control measures.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented. Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

PREMISES

We acknowledge that there may be an increased risk to health and safety if our premises are poorly designed and maintained.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed to anyone entering our premises, using our facilities including glass and glazing systems under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Conducting regularly monitoring of our premises to ensure that conditions are maintained and any hazards are identified and actioned accordingly.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK ((Training and Consultancy)) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

RACKING STORAGE SYSTEMS AND MEZZANINE FLOORS

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with racking storage systems and mezzanine floors

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to racking storage systems and mezzanine floor safety under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate such risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing concerning racking storage systems and mezzanine floors.
- Ensuring that employees are provided, where necessary, with safe working load information and Personal Protective Equipment.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

SLIPS, TRIPS AND FALLS

It is our policy to safeguard our employees and others (contractors, visitors etc.) who enter our premises from the risks of slipping, tripping and falling due to badly maintained access and exit routes, stairs and floors

This will be achieved by:

- Ensuring that key personnel are responsible the management and monitoring of the risk assessment process posed by hazards to pedestrian access and egress facilities, including stairs and floors under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required duties.
- Ensuring that pedestrian walkways are clearly defined (where practicable), maintained and checked on a regular basis.
- Ensuring suitable arrangements are available for in the event of an emergency (i.e. spillage kits).
- Ensuring any areas at height are suitably controlled and maintained to minimise the risk of persons or items falling.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards involving slips, trips and falls that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

STAFF AMENITIES AND REST ROOMS

It is our policy, so far as it is reasonably practicable, to provide adequate and appropriate welfare facilities.

This will be achieved by:

- Ensuring that key personnel are responsible for assessing the needs for providing and maintaining suitable facilities.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the above assessment.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

CONSTRUCTION DESIGN AND MANAGEMENT - PRINCIPAL CONTRACTOR

We regard the provision of health and safety as a high priority not only for our own employees but also for others who may be affected by their activities.

Therefore we acknowledge our legal responsibilities for any construction work that is carried out where we are acting as a *Principal Contractor* under the Construction (Design and Management) Regulations 2007.

This will be achieved by:

- Ensuring that key personnel are responsible for managing our input into each specific CDM project.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed to our employees from construction work under the areas of their control.
- Preparing, developing and implementing a written plan and site rules (Initial plan completed before the construction phase begins) and that this is communicated to relevant parties.
- Ensuring the safe provision and maintenance of plant and systems.
- Ensuring the safe use, handling, storage and transport of articles and substances.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. *Risk assessment forms are available and located within the Safety Monitoring Records section within this manual.*
- Ensuring the adequate provision and documentation of any necessary training.
- Undertaking Health Surveillance where this is necessary.
- Ensuring that any equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

CONSTRUCTION DESIGN AND MANAGEMENT - SUB-CONTRACTOR

We regard the provision of health and safety as a high priority not only for our own employees but also for others who may be affected by their activities.

Therefore we acknowledge our legal responsibilities for any construction work that is carried out where we are acting as a *Sub-Contractor* under the Construction (Design and Management) Regulations 2007.

This will be achieved by:

- Ensuring that key personnel are responsible for managing our input into each specific CDM project.
- Co-operating with the Principal Contractor in planning and managing work.
- Liaising with the Principal Contractor on any problems or reportable incidents.
- Providing information for the Health and Safety File.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed to our employees from construction work under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project
- Developing in conjunction with the Principal Contractor and Client strategies, procedures, Safe Systems of Work and control measures.
- Conducting site safety inspections periodically throughout the duration of projects / site activities to identify any shortcomings / improvements in health and safety (using form 'Site Safety Report' 03-007).
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved. Ensuring that any equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility UK (Training and Consultancy) Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

