



## ARRANGEMENTS FOR HEALTH AND SAFETY

### Accident and Incident Reporting/First Aid Arrangements

All accidents and incidents which occur within the company's operations must be reported immediately to the Division Director along with the company Director for Health & Safety. Serious accidents are also reported immediately to the Managing Director and relevant sub division Director. All personal injuries shall be recorded in the office accident report book.

Plant or equipment involved must not be removed or dismantled without prior authorisation from the company together with the Health & Safety Executive. Where required form 2508 is completed by the Health and Safety Manager and sent to the appropriate Health & Safety Executive Office.

The company acknowledges that there is no mandatory list of items that should be included in a first aid container and the decision on what to include is obtained from information gathered during the assessment of first aid needs. Tablets and medicaments should not be kept.

Displayed throughout the premises are notices which detail the following;

- Qualified First Aiders.
- First Aid Kits.
- Accident Books.

The company should be notified in writing by the client of any specialist precautions, which require to be arranged to maintain a safe working environment for both its own employees and any sub-contractors.

### Staff Welfare

The Company will provide and maintain its workplace, buildings, roadways, and access/egress ways in a safe condition, good repair and free from reasonably foreseeable risk/risks to health and safety. Workplace inspections will be carried out on a regular basis.

Adequate standards and provisions in relationship to ventilation, temperature, lighting and cleanliness will be maintained. Workplace equipment, devices and systems will be regularly maintained and kept in a safe, efficient condition.

Housekeeping procedures will be applied in maintaining acceptable hygiene and cleanliness standards throughout the premises. Purpose waste receptacles will be provided to assist, and all employees are expected to assist in maintaining their areas of working in a safe and tidy condition.

All stairways and ramps will incorporate suitable hand-railing or barriers.

- The Company will also provide suitable and adequate welfare facilities which will include:
- Sanitary conveniences which are kept clean, well lit and ventilated.
- Washing facilities which are located close by, kept clean and tidy.
- Places to eat drink and rest, kept clean, tidy and hygienic, and free from smoke and fumes.
- Supplies of wholesome drinking water

If and when required, suitable provisions will be provided for pregnant workers for rest purposes. A suitable room, close to toilets, smoke and fume free, heated and ventilated, will be made available. It is the responsibility of the pregnant worker to notify the Company.

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management as a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

### **Occupational Health Surveillance**

Occupational health is concerned with the prevention, monitoring and treatment of work-related disease and ill-health. It covers a broad range of health-related issues, including:

- Effect of work on health – both acute and chronic;
- Prevention of occupational disease or its worsening, for example through health surveillance, ergonomics and good management systems;
- Use of rehabilitation and recovery programmes for those returning to work;
- Help for disabled persons at work, for example through provision of support or workplace adaptations;
- Provision of advice on occupational aspects of ill-health with complex causation, such as stress

The following activities fall within the scope of occupational health and safety:

Periodic medical examinations, including health surveillance – these may be due to statutory requirements, or where it is perceived that staff are exposed to specific hazards i.e. noise, HAVS or radiation.

Sickness absence monitoring & post sickness absence review – recording and monitoring of employee sickness will help to identify and trends or patterns of sickness in the workplace

### **Post Sickness-absence Review**

Following long-term sickness absence, review may be conducted to see if individuals remain fit enough to carry out their current roles. This should provide the employee with the opportunity to discuss any continuing health concerns they may have. It may also highlight any further issues, such as a disability or sensitivity, that warrant a change in the workplace access arrangements, or exposure to specific individuals or levels of work pressure.

If the returning employee's health indicates changes to the work environment, procedures or hours worked, it is beneficial to provide their work colleagues with awareness training or instruction.

#### Immunisation

It is recommended that clinical advice be sought before travelling to exotic locations. Other immunisations with potential work-related dimensions include TB, tetanus, hepatitis, rabies and influenza.

#### Counselling

#### Health Education

Information on diets, smoking, drugs, alcohol or sex education may be provided by occupational health services, in an effort to educate the workforce how to reduce the risk of ill-health. (separate Guidance notes are available on Smoking and Drugs & Alcohol at work).

#### Treatments

Various occupational health providers offer special treatments to staff, such as physiotherapy, chiropody, reflexology or dentistry.

#### Rehabilitation

The principal aim of rehabilitation is to return staffs who have suffered ill health, injury or the onset of disability to their original job or other productive work. Rehabilitation may involve changes to work practices, hours or the provision of specially adapted equipment, services or of the working environment itself.

Drug and alcohol monitoring takes place throughout the company and specific policy documentation is available for further reference

### **Consultation & Communication**

Safety meetings are held and involve employees in effective implementation of the Policy for Health and Safety. Agendas to include corrective actions, review of risk assessments and implementation to all employees via notice boards, safety bulletins and e-mail

### **Safe Systems of Work**

Each sub division will have access to the health and safety policy. In addition each establishment will develop local rules and procedures to identify hazards and control risks in their working areas. These should be submitted to the Health and Safety Manager to ensure uniformity throughout the Company.

### **Work Equipment**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations

Before new equipment is introduced into the working environment, an assessment will be made by senior management in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will include pre use/start checks, quarterly examination of equipment, and recorded on fall protection, PPE, ladder inspection reports. All inspection regimes will be based on manufacturer's guidance and industry best practice

Any maintenance / inspections undertaken on company equipment will be formally recorded on the aforementioned documentation  
If any faults or damage are found on any equipment, stop using the work equipment and report the fault to operational management

### **Working at Height**

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height).

The Regulations require duty holders to ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from working on fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

Further reference and instruction can be found in the arrangements for working at height document

### **Emergency Services**

When employees work on other people's premises they should obey their fire and first aid arrangements. Particular note should be taken of escape routes etc. First aid boxes are provided in our own premises and travel first aid kits are provided for each van. Fire extinguishers are provided and maintained throughout our premises. Fire procedures have been drawn up and are displayed at strategic points throughout our premises.

### **Accident Reporting**

Employees are required to report all accidents whether injury is sustained or not. The relevant Managers/Directors then carry out an investigation and complete a report. This must then be given to the Health and Safety Manager who may carry out a secondary investigation. Notification to the Enforcing Authority and to clients will be made from Head Office.

## **Manual Handling**

Manual handling injuries account for over a third of all accidents reported to the enforcing authorities each year.

Under the Manual Handling Operations Regulations 1992 (as amended) the company has legal duties to:

- Avoid the need to carry out manual handling operations wherever possible;
- if manual handling cannot be avoided the task should be automated or mechanised in some way, in order to reduce the amount of manual handling required;
- If manual handling cannot be avoided, an employer must assess the risks involved with the operations and take steps to avoid them.

This assessment is necessary to ensure that employees do not suffer injuries from manual handling tasks and it is important to note that there is no maximum weight given for manual handling tasks.

A general assessment of risk, as required by Regulation 3(1) of the Management Regulations may indicate the possibility of injury from manual handling operations; in this case a more specific assessment should be carried out.

When making a more detailed assessment the following categories should be considered:

- The TASK
- The INDIVIDUAL CAPABILITY
- The LOAD
- The working ENVIRONMENT

### Risk Assessment Filter

There is no such thing as a totally risk free manual handling operation. The Health and Safety Executive have produced a risk assessment filter which states that remaining within the guidelines may remove the need for a detailed risk assessment. The guideline figures given below should not be regarded as “safe” weight limits for lifting, as there is no threshold below which manual handling operations may be regarded as ‘safe’. Working within the boundaries of the filter should provide a reasonable level of protection.

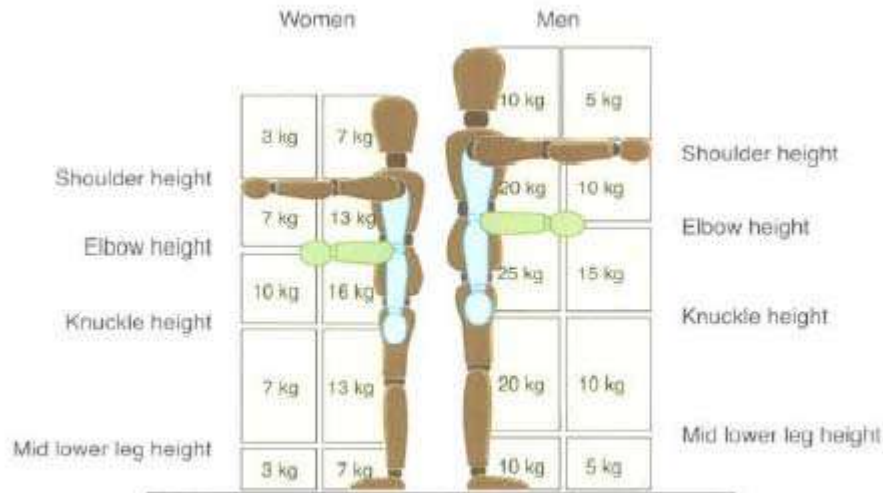


Figure 23 Lifting and lowering

## **LIFTING AND LOWERING**

Each box in the diagram contains a guideline weight for lifting and lowering in that zone. The guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely.

Observe the work activity being assessed and compare it to the diagram.

First decide which box or boxes the lifter's hands pass through when moving the load. Then assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.

If the lifter's hands enter more than one box during the operation, then the smallest weight figure applies. An intermediate weight can be chosen if the hands are close to a boundary between boxes.

The guideline figures for lifting and lowering assume:

- The load is easy to grasp with both hands;
- The operation takes place in reasonable working conditions; and
- The handler is in a stable body position.

If these assumptions are not valid, it will be necessary to make a full assessment.

### **Frequent lifting and lowering**

The basic guideline figures for lifting and lowering in the diagram on the previous page are for relatively infrequent operations - up to approximately 30 operations per hour or one lift every two minutes. The guideline figures will have to be reduced if the operation is repeated more often.

As a rough guide:

Operations carried out once or twice a minute should have the weight reduced by 30%

Operations carried out five or eight a minute should have the weight reduced by 50%

Operations carried out more than twelve times a minute should have the weight reduced by 80%

### **Twisting**

In many cases manual handling operations will involve some twisting, i.e. Moving the upper body while keeping the feet static, the combination of twisting and lifting and

twisting, stooping and lifting are particularly stressful on the back Where the handling involves twisting and turning then a detailed assessment should normally be made.

However if the operation is:

- (a) relatively infrequent (up to approximately 30 operations per hour or one lift every two minutes); and (b) there are no other posture problems, then the guideline figures in the relevant part of this filter can be used, but with a suitable reduction according to the amount the handler twists to the side during the operation. As a rough guide:

Twisting beyond 45° reduce the weight by 10%

Twisting beyond 90° reduce the weight by 20%.

### Carrying

The guideline figures for lifting and lowering apply to carrying operations where the load is:

- (a) Held against the body;
- (b) Carried no further than about 10 m without resting.

A more detailed assessment should be made for all carrying operations if the load is carried over a longer distance without resting or the hands are below knuckle height or above elbow height.

### Pushing and Pulling

For pushing and pulling operations (whether the load is slid, rolled or supported on wheels) the guideline figures (below) assume the force is applied with the hands, between knuckle and shoulder height. It is also assumed that the distance involved is no more than about 20 m. If these assumptions are not met, a more detailed risk assessment is required.

Men Women

Force required to stop or start the load 20Kg 15Kg

Sustained force to keep the load in motion 10Kg 7Kg

There is no specific limit to the distance over which the load is pushed or pulled as long as there are adequate opportunities for rest or recovery.

### Reviewing the assessment

The assessment should be kept up to date. It should be reviewed if new information comes to light or if there has been a change in the manual handling operations.

The assessment may also need to be reviewed if an injury occurs, or an employee becomes more vulnerable to risk due to illness, or the onset of disability or pregnancy.

### Training

An employer must also provide training regarding manual handling. This should include manual handling risk factors and how injuries occur, good handling technique, appropriate safe systems of work, use of mechanical aids.

### TILE – Checklist

When carrying out a manual handling assessment consider the following:

#### **TASK**

Does the operation involve twisting/stretching/stooping?

Does the operation involve pushing/pulling?

Does the operation involve carrying the load long distances?

Does the operation involve frequent/prolonged effort?

Is there sufficient recovery time?

#### **INDIVIDUAL CAPACITY**

Does the operation require someone with above average strength?

Does the operation endanger something with a known health problem/injury?



Would the operation endanger a young worker?  
Would the operation endanger a pregnant worker?

#### **LOAD**

Is the load bulky/heavy?  
Is the load unwieldy?  
Is the one side heavier than another?  
Where is the centre of gravity?

#### **ENVIRONMENT**

Does the operation require a certain amount of space?  
Is the operation carried out on more than one floor?  
Is the surface uneven/slippery?  
Is the work carried out in a hot/humid/cold environment?  
What are the lighting conditions?  
Other factors to be considered could also include whether movement or posture is hindered by personal protective equipment or by clothing.

### **Safe Handling & Use of Substances / COSHH**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used where possible. Substances requiring a COSHH Assessment will be identified by the management, who will also be responsible for undertaking the assessments. On completion of the assessments they will ensure that all relevant employees are briefed as to the result of the assessment and any action that they (the employees) need to take to ensure their safety. All assessments will be reviewed on an annual basis or whenever there is a change in the way a substance is used.

### **Noise at Work Regulations**

Appropriate action will be carried out at the workshops and on site to ensure compliance with the Noise at Work Regulations. Where noise levels cannot be reduced at source, employees are provided with & required to use hearing protection.

### **Personal Protective Equipment**

In accordance with the Personal Protective Equipment regulations 1992, Management will assess the risks to health and safety to employees and where possible, eliminate or minimise these risks by means other than by the provision of Personal Protective Equipment. Special purpose equipment is sourced locally; general equipment is issued on a personal basis. All site operatives are supplied with ear defenders, eye protection, a safety helmet, safety boots, dust masks; high visibility jackets a safety harness and lanyard. Bags are also provided for safe storage purposes.

All operatives are instructed in the use of the Personal Protective Equipment supplied to them and are required to wear it in accordance with the specific assessments and site requirements

### **Training**

Health and Safety training is an essential part of the specific job training within the Company. All management will ensure that employees are suitably trained with regard to health and safety.

All employees are given safety training during their induction period and the training will depend upon the needs of the individuals and the specific job concerned.

Records of training will be retained at Head Office, the areas of training covered include: -

- Induction
- General Health and Safety Awareness
- Fire Procedure and First Aid
- Hand held Drills & other Tools
- Safety Harnesses and other PPE
- Manual Lifting and Handling
- Safe use of ladders, Platforms and Scaffolds
- General Safety Training for Management
- Risk Assessment
- Use of Display Screen Equipment and the ergonomics of workstations (where appropriate).

### **Risk Assessments**

The company has established and maintained documented procedures for the ongoing identification of hazards, the assessment of risks, and the implementation of necessary control measures, for routine and non-routine activities carried out by our employees. These procedures also extend to the activities carried out by all personnel having access to the workplace including subcontractors and visitors. The Organisations methodology for hazard identification and risk assessment are contained within the relevant risk assessment policies

### **Construction (Design and Management) Regulations 2015**

Premier Technical Services Group PLC recognises its responsibility under these regulations and actively complies on all relevant projects

### **Asbestos**

Regulation 10 - Information, instruction and training of the 2006 regulations has been updated and now details more specific requirements for the provision of adequate information, instruction and training for any employees who may come into contact with asbestos due to the nature of their work activities.

We have identified our maximum level of training as Asbestos Awareness Training, carried out 'within house' or can be outsourced.

### **Audits, inspections and reviews**

Site safety audits and inspections are carried out on a regular basis, including site observation sheets to director check lists.

Summary findings from audits and inspections will be discussed at safety management meetings. Records of findings will be kept within the Health and Safety Department. Their competency is the ability to perform the task properly and displaying a set of defined knowledge, skills, and behaviours.

The required skill for an internal auditor include:

- Analytical/critical thinking
- The ability to apply technical knowledge and then communicate what has been applied to stakeholders
- Having the Required Experience.
- Certifications/ academic qualifications
- Ability to Make Independent Decisions
- Have the Ability to Understand Different Business Needs
- Dependable.
- Effective Communication Skills

### **Policy Documentation**

All policy documents will be held electronically within the Health and Safety Management System and will be available to all company directors, regional management and employees. Clients will be provided with copies by written request Documents include, but not limited to:

- Risk Assessment Policy
- Manual Handling Policy
- Slips Trips and Falls
- Display Screen Equipment Policy
- Working at Height
- Access and Egress
- Loading/Unloading and reversing of vehicles
- Mobile Phone Policy
- Control of Substances Hazardous to Health (COSHH)
- Lifting Equipment
- Lone Workers Policy
- Noise Policy
- New and Expectant Mothers Policy
- Disabled Employees
- Control of Asbestos
- Welfare at Work
- Young Persons
- Racking



[Signed for and on behalf of the group]

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