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HEALTH AND SAFETY POLICY DOCUMENT AND MANAGEMENT SYSTEM



CONFIDENTIALITY & COPYRIGHT

The information contained in this policy is confidential and is submitted by Diamond Fire and Security Ltd solely for use by staff of Diamond fire. Where consultants are employed, the use of this information is restricted to use in relation to the business of Diamond Fire. In particular, the contents of this policy may not be disclosed in whole or in part to any other party without the prior written consent of Diamond Fire and Security Ltd

Introductory Note

This Health and Safety management system (The Policy) contains three sections

- Policy Statement, Management Structure and Arrangements.

The Policy Statement outlines the Company's commitment to health and safety. The Management Structure allocates responsibilities to individuals.

The Arrangements Section is sub-divided and provides the details for putting the policy statement into practice. These contain guidance as to the procedures that should be observed and adhered to in the course of Company operations. Such guidance will be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

Compliance Review

Diamond Fire shall have the policy reviewed annually by Alex Brindle and William Targett. This review shall cover all sections of the policy and shall ensure that:

- The responsibilities reflect the current staffing of the company
- The arrangements remain unchanged
- The guidance is still applicable

Additionally, the Policy shall be reviewed as necessary to reflect changes in legislation, appointments or working methods and materials used.

Safety Programme

William Targett shall undertake an annual review of the Company's Safety Programme to ensure that the Company is in compliance with the policy.

This review shall check that:

- The responsibilities allocated in the policy are understood and being performed;
- The arrangements set up in the policy are being complied with and are effective;
- Records, as required in the Policy, are being adequately compiled and retained;
- All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant Enforcing Authorities.

They will also evaluate:

- The attitude to health and safety of both management and staff;
- The effectiveness of the training carried out and need for further training;
- The effectiveness of the policy to reduce accidents and incidents.



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Health and Safety Policy Statement

The following is a statement of Diamond Fire and Security, in accordance with Section 2(3) of The Health and Safety at Work Act 1974.

It is our aim to ensure so far as is reasonably practicable the Health, Safety and Welfare of all of the employees and the public who may be affected by our undertakings.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing risks and implementing appropriate control measures;
- Providing and maintaining safe work equipment;
- Establishing and enforcing safe methods of work;
- Ensuring that tasks given to employees are within their skills and knowledge to perform;
- Ensuring that technical competence is maintained through the provision of training and information as appropriate;
- Promoting awareness of health and safety and of good practice through effectively communicating relevant information;
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free from accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the Diamond Fire health and safety policy manual.

Signed.



Date:

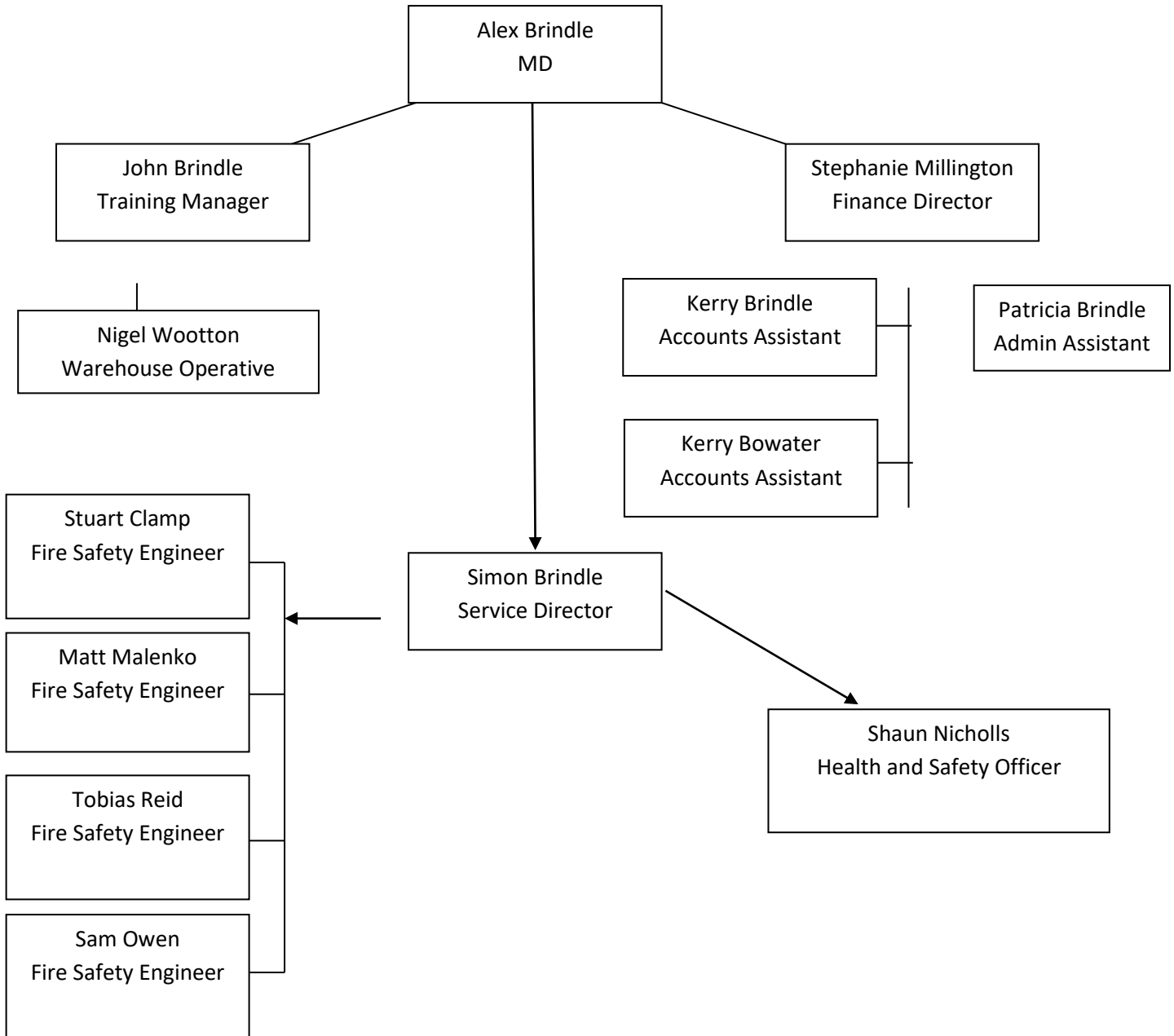
January 2018

Managing Director Diamond Fire and Security Ltd





MANAGEMENT STRUCTURE



Directors

The Managing Director's Health and Safety responsibilities are to ensure that:

1. The Policy is effectively implemented, monitored, developed and communicated effectively to all staff and that necessary alterations are made to the policy to reflect changes in legislation or Company development;
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the Policy;
3. The appropriate insurance cover is provided and maintained;
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;
5. All levels of management and employees understand their responsibilities for Health and Safety placed upon them by this Policy;
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties;
7. The Board recognises its role in providing health and safety leadership in the Company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards;
9. Health and Safety objectives are set and their achievement is measured and reported in the annual report.



Supervisors/Managers

The Health and Safety responsibilities at the Supervisors' level of management are to ensure that:

1. They understand the Company's Health and Safety Policy and understand their responsibilities;
2. They actively lead the implementation of the Health and Safety Policy;
3. Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns;
5. All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident;
6. Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner;
7. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures;
8. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination;
9. Management is informed of any safety issues that cannot be resolved;
10. Personal protective equipment is readily available and maintained, and relevant staffs are aware of its correct use, storage and procedures for replacement;
11. They set a good personal example by using the appropriate protective equipment whilst on site.



Engineers

The Health and Safety responsibilities of Employees, Operatives and Labour-Only Sub-Contractors are to ensure that they:

1. Understand the Company's Health and Safety Policy, understand their responsibilities and comply with the requirements;
2. Use the correct tools and equipment for the task;
3. Use the personal protective equipment provided;
4. Only use tools which are in good condition;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay, and follow all health and safety site rules;
10. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety;
11. Co-operate with the Company on all aspects of health, safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Inform their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



Section A

Arrangements for Managing Risks arising from Work Activities

Alex Brindle is responsible for ensuring that risk assessments are carried out and ensuring that the control measures are implemented and communicated to employees through their designated line manager.

Risk Assessments will be undertaken by Will Targett. Any significant findings of risk assessments will be reported to the Management Team.

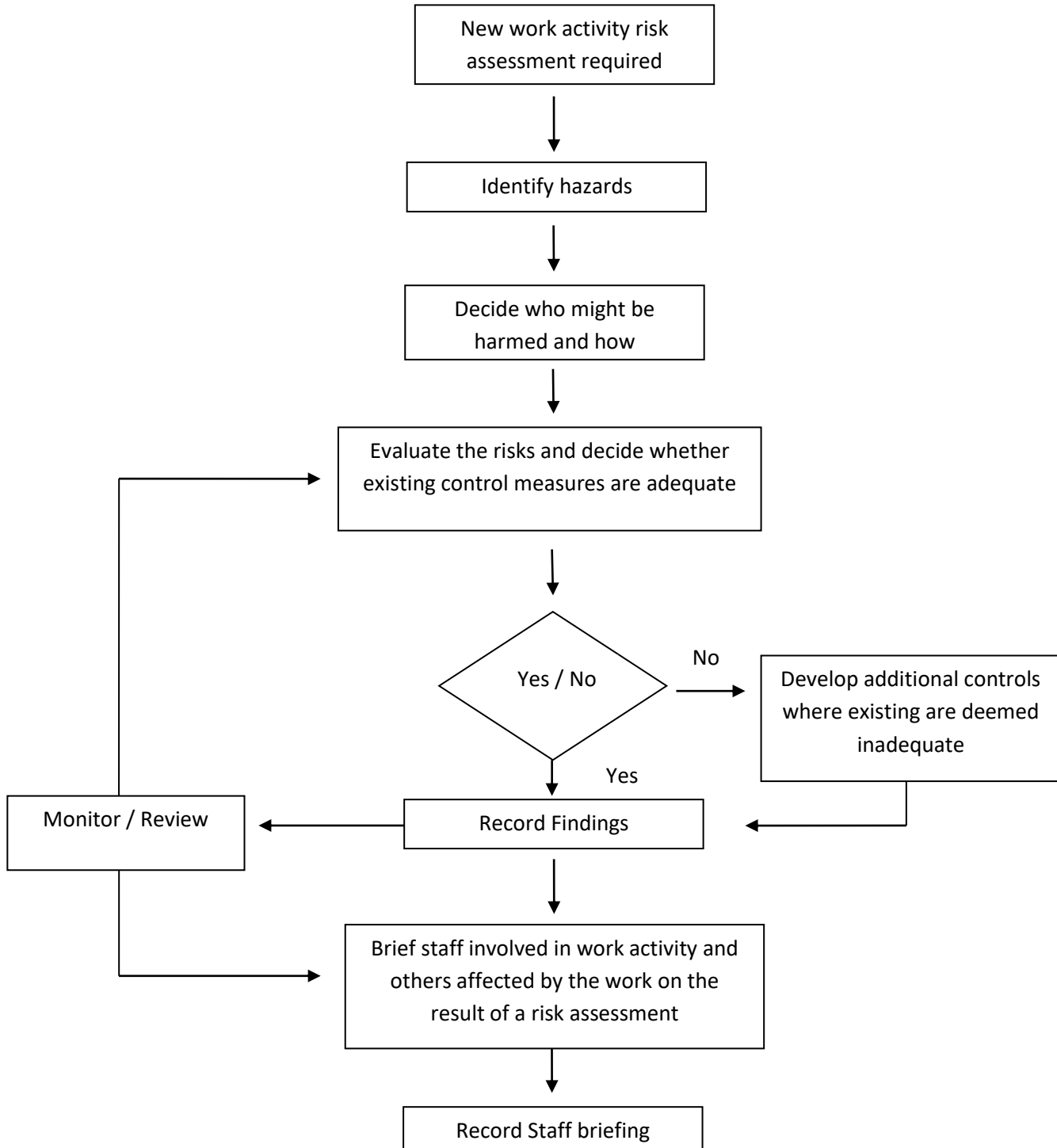
Alex Brindle will be responsible for supervising and monitoring works undertaken by young persons (those under 18 years of age). These shall be subject to specific risk assessments before works start. Copies of written risk assessments will be sent to the parents or guardian of the young person, where applicable.

Alex Brindle will ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process is carried out. Risk assessments shall be reviewed annually (at least) or when the work actively changes, whichever is sooner.

Risk assessment will be kept in the policy to allow reference when necessary.



Procedure for Managing Risks arising from Work Activities



Guidance for Managing Risks arising from Work Activities



INTRODUCTION

Employers have a duty to assess the risks to the health and safety of their employees at work and of persons not in their employment who may be affected by their work and to eliminate those risks or control them to a level that is acceptable.

This duty is qualified by the legal term "so far as is reasonably practicable", which can be interpreted as meaning that the cost of measures necessary to avert a risk (whether in time, money or trouble) may be assessed against the degree of risk. In other words, an employer does not need to take a measure that is technically impossible or if the time, trouble or cost of the measure would be grossly disproportionate to the risk.

Risk assessment in itself is not complicated, but must be carried out and recorded to ensure that work being done does not impose an unacceptable risk. The purpose and function of risk assessment may be expressed as follows:

1. To identify operations, tasks and processes which may foresee ably cause harm to employees or others, including members of the public (hazard);
2. To identify the potential of the hazard being realised, and the potential consequences which might then occur (risk)?
3. To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered, the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

1. Avoid risks if possible;
2. Combat risks at source;
3. Change the method of work to suit the individual;
4. Make use of technological developments;
5. Incorporate control measures into procedures within an overall planned structure to reduce risks;
6. Give precedence to controls which cover the whole workforce or activity;
7. Provide information and training to employees and self-employed persons;
8. Confirm that the control measures indicated by the risk assessment have been put in place and are effective.

The Regulations make the following definitions, which must be clearly understood:

A "Hazard" is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

"Risk" is the likelihood that the harm from a particular hazard is realised.

Risk is expressed as: Severity of the Hazard x Likelihood of Occurrence



A simple risk-based control plan:

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
LOW	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM	Efforts must be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

The Risk Assessment Form

There is a need to assemble in one place all the pertinent information regarding the Risks and Hazards of the task being assessed. The Risk Assessment Form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes (frequently there may be nothing to insert in some of them). Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced, then you may assess that the risk is acceptable.

Risk Assessment is not an end in itself. It is simply a tool that allows the Company to evaluate dangers to the work force and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.



DISPLAY SCREEN EQUIPMENT

The introduction of VDUs and other display screen equipment has been associated with a range of symptoms relating to the visual system and working posture, e.g.: fatigue and stress, upper limb pains and discomfort, etc. The workstation assessment form attached seeks to identify any potential problems relating to a person's workstation before harm to health and safety is realized.

The provision of good ergonomic and environmental conditions must be considered in the planning of the workstation for VDUs.

Posture and Good Practice:

- Since each user is an individual size and shape the user must participate in the organization of their workstation:
- To find the best working position sit on your chair, then sit rigidly upright, and then relax a little. Now adjust your chair to support your back in this position.
- Use a foot rest if that helps.
- Adjust the height of the chair such that when your fingers are resting comfortably on the keyboard's "home keys" the elbow is at an angle of approximately 90 degrees.
- It is often more comfortable to have 100mm of workbench in front of the keyboard to rest the hands upon
- Arrange the VDU in such a manner that you do not face, or have a window as a background and so that the light sources do not reflect glare into your eyes.
- Adjust the screen height such that the top row of the characters on the screen is level with or just below your eye level.
- When copy typing use a copy holder or some other device which allows you to look from copy to screen without excessive head or neck movement. If the copy and screen are the same distance from your eyes then your eyes will not have to constantly change focus.
- Leave sufficient space to gain access to the VDU for any maintenance that may be needed.
- Cables must be kept tidy at all times and not cause an obstruction to the operator or others who may have cause to enter the work area.

Work Patterns

VDUs should not be used continually. It is not the length of break taken away from the VDU that is important but the frequency. Break up work patterns with other tasks so that you get a regular rest from the VDU.



WORKSTATION ASSESSMENT CHECKLIST

Name:

Date:

The following is a self-assessment of your own workstation. Your views enable us to ensure your comfort and safety at work. Please tick the box that best describes your opinion, for each of the questions listed.

1. LIGHTING

Is the lighting at your usual workstation adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there distracting reflections on your screen?	Yes <input type="checkbox"/> No <input type="checkbox"/> Occasional <input type="checkbox"/>
Do you have control over local lighting?	Yes <input type="checkbox"/> No <input type="checkbox"/> Some <input type="checkbox"/>

2. TEMPERATURE AND HUMIDITY

Are you usually comfortable at your workstation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the air around your workstation?	Comfortable <input type="checkbox"/> Too dry too <input type="checkbox"/> Humid <input type="checkbox"/>

3. NOISE

Do you find the noise from work equipment distracting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	---

4. SPACE

Is there enough space around your workstation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	---

5. CHAIR

Is the seat height adjustable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the angle and height of the backrest adjustable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the chair stable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the chair in a good state of repair?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your chair has arms, do they get in the way?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the chair comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/>



Workstation Assessment Checklist

10. OTHER EQUIPMENT

Is your phone conveniently situated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there enough space to load paper into printers and copiers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you easily get to shelves above and below the workstation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If no please give details

11. TRAINING

Do you have any other equipment problems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been trained to make your workstation comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been trained in the use of software?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you were to have a problem relating to display screen work, do you know who to ask for help?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you understand the arrangements for eyesight tests?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Your comments please



GUIDANCE NOTES - OFFICE SAFETY

ENVIRONMENTAL

Offices shall be kept clean and tidy. Each person has a minimum of 3.6m² of floor space or, where the ceiling height is less than 3m, 11m³ of any items of equipment is to be subtracted from the total room volume before obtaining this figure.

A minimum temperature of 16° C shall be attained within one hour of work commencing and maintained throughout the working day.

Lighting shall be either natural or artificial and steps shall be taken to eliminate glare and shadows.

Adequate fresh air shall be provided, either through open windows or by the means of air conditioning. In areas where fumes are likely to be present, local exhaust ventilation shall be provided.

ACCESS

Stairs, steps and floors shall be maintained in good condition. They shall, as far as is reasonably practicable, be kept free of materials likely to cause persons to slip or trip and shall not be obstructed.

Non-slip floor polishes shall be used on linoleum or similar surfaces.

Trailing cables from telephones, computers, etc. shall be kept to a minimum and are to be positioned so as not to cause a tripping hazard.

Full height glass screens and doors shall be marked to indicate their presence.

WASHING AND TOILET FACILITIES

The facilities shall normally include clean hot and cold (or warm) running water, soap, clean towels or other suitable means of cleaning and drying. They shall be adequately cleaned and maintained, and be properly ventilated. The room should be well lit and should not open on to any room where food is processed, prepared or eaten.

Suitable and sufficient sanitary conveniences shall be provided and maintained in accordance with the numbers of persons employed, as detailed in Table 1. Where separate sanitary accommodation is for a group of workers, e.g. men / women or office / manual workers, then a separate calculation shall be made for each group.

TABLE 1

Number of people at work	Number of water closets	Number of wash stations
1-5	1	1
5-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

In the case of sanitary accommodation used only by men, Table 2 may be used instead of the water closet requirement of Table 1.



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Arrangements for Consultation with Employees

Consultation shall be carried out on all matters to do with health and safety of our employees at work, including:

Any proposed changes which may substantially affect their health and safety at work,
E.g. changing a work procedure;

Arrangements for getting a competent person to help Diamond Fire, to comply with health and safety laws;

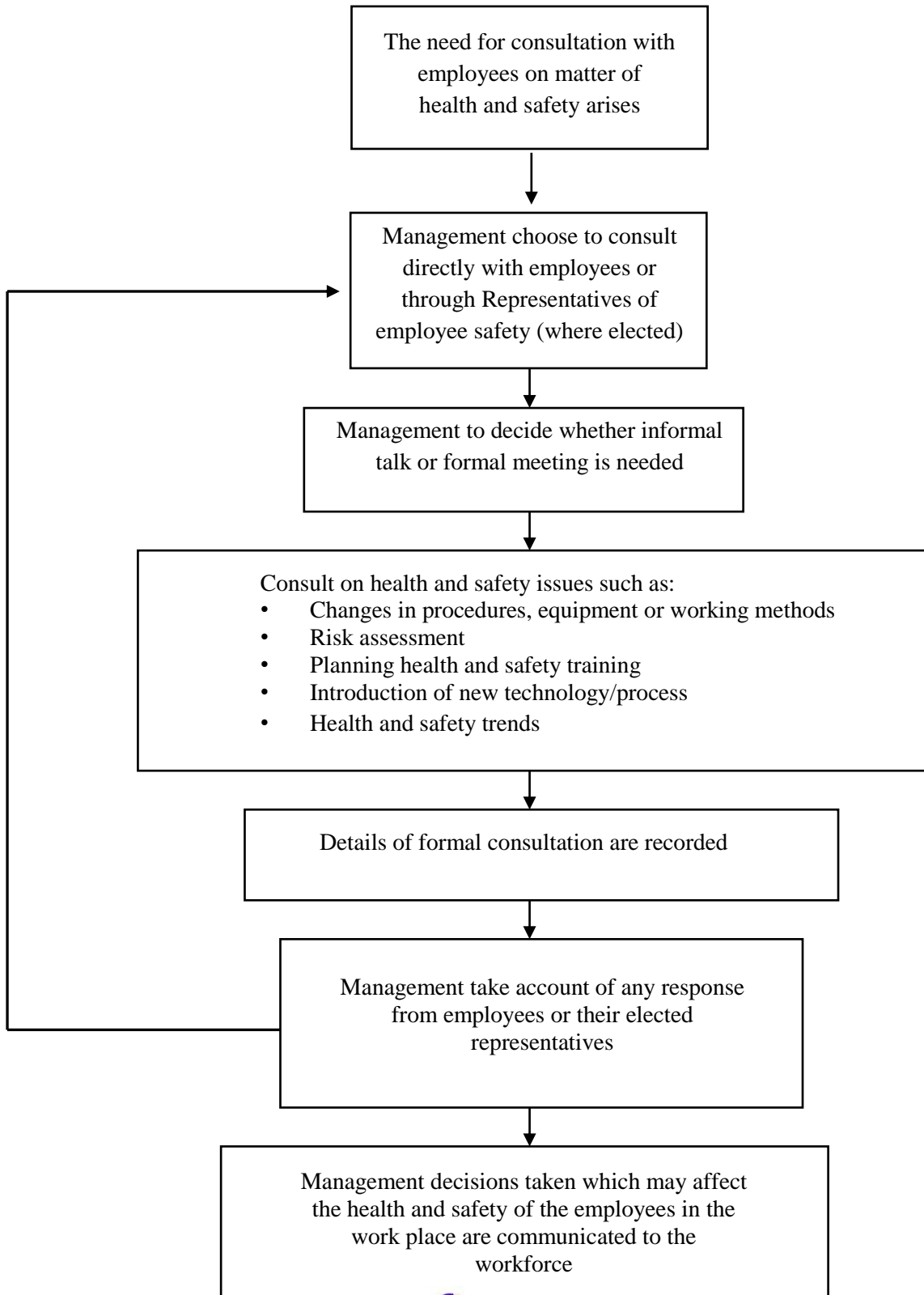
When introducing new technology, tools or work processes;

When planning health and safety training;

Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce risks and what they should do if they have to deal with a risk or danger.



Procedure for Consultation with Employees



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Section C

Arrangements for Induction Training

Diamond Fire, expects its employees to undergo specific induction training (which the company will provide) prior to works starting, so that we can address the health and safety hazards associated with the particular area.

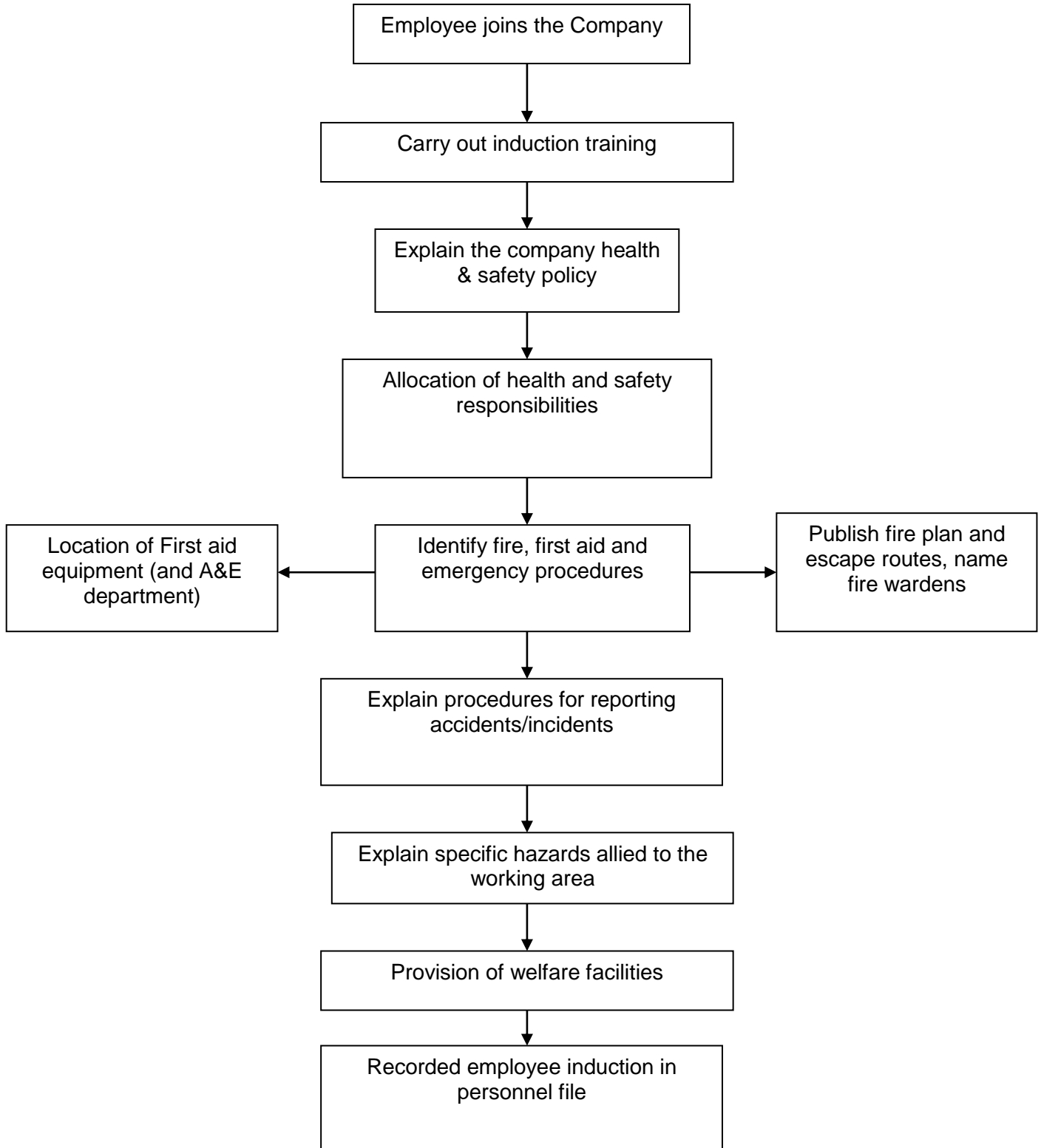
Will Targett will ensure that all employees undergo company induction training.

Alex Brindle will ensure that site operatives undergo site induction training and that records of this training are kept on the premises, together with any certificates from off-site courses attended by employees.

Records of Company induction training will be held at head office by Alex Brindle.



Procedure for Induction Training



Guidance on Induction Training

INTRODUCTION

All new members of staff should receive health and safety induction training as part of their general induction to the organization. This should take place as soon as possible after they start, ideally on arrival. The objective of the training is to ensure new members of staff are familiar with all fundamental aspects of health and safety which relate to their employment and the contribution that they can make to a safe working environment.

Areas to be covered:

1. The individual's reporting lines, job title, duties and responsibilities
2. The Company's Health and Safety Policy including
 - The organisation's commitment to health and safety in the workplace
 - Legislative background to the health and safety policy
 - The general statement of policy and its importance
 - How to get access to the health and safety policy
 - The organizational structure for managing health and safety
 - The employee consultation process on health and safety issues
 - Management and staff responsibilities and rules
 - Arrangements and procedures
 - Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points
 - How the accident and incident reporting system works
 - First aid arrangements
 - Disciplinary procedures following breach of staff rules.
3. Prohibited and hazardous areas, smoking arrangements
4. Where to find individuals with special health and safety functions, e.g. Health and Safety Adviser/Co-coordinator, First Aiders, Fire Wardens and Safety and Employee Representatives
5. Details of any traffic controls and restrictions
6. Location of specific safety issues
7. Job specific safety issues and access to relevant risk assessments, work procedures, control measures, etc.
8. Details of any further training to be provided.

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

References:

Health and Safety Management System
Fire notices
First aid notices
Location and job specific requirements
Guidance relevant to the individual's work
Relevant specific/detailed risk assessments



REFRESHER TRAINING

Refresher training is necessary to help refresh employees' memories on a particular subject area and to update them on changes in legislation, practice and policy. Competence will generally decline if skills are not used regularly. Refresher training is usually specific to a topic and is particularly relevant to some groups of workers, including the following:

1. Those working with asbestos and hazardous substances
2. Craneoperators
3. Drivers of company vehicles
4. Those handling flammable substances
5. Those working with ionising radiation
6. Operators of fork lift trucks
7. Drivers of vehicles carrying dangerous substances by road
8. Safetyandemploy.-: representatives
9. Qualified First Aiders and appointed persons
10. Safety advisers and co-ordinators
11. Managementstaff.

The frequency of refresher training will depend on the complexity of the subject, how rapidly it changes and the ability of the individual to retain the information. In order to remember when the individual is due for fixed frequency refresher training, e.g. every three years for qualified First Aiders, a written reminder should be included in the individual's training records.

If there is a significant change in legislation or practice, refresher training may have to be provided ad hoc, as well as on a regular basis. For example, staff trained to operate a particular fork lift truck would require additional training should a new truck of a different type or rating be brought into use. Management staff will need retraining following amendments to the health and safety policy, to ensure consistent implementation of any new measures.





INDUCTION SHEET

Site/Area:

Company/Person giving Induction:.....

Date of Induction:

The following items have been explained to the inductee:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- Procedures for reporting accidents, injuries and property damage;
- Welfare - location of canteens, toilets, etc, and other welfare matters;
- The importance of hygiene and health.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

Signed by: (having received safety induction)

Print Name:

Company:.....

This form is to be held in the site records and then transferred to head office on the completion of the task.



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Section D

Arrangements for Training

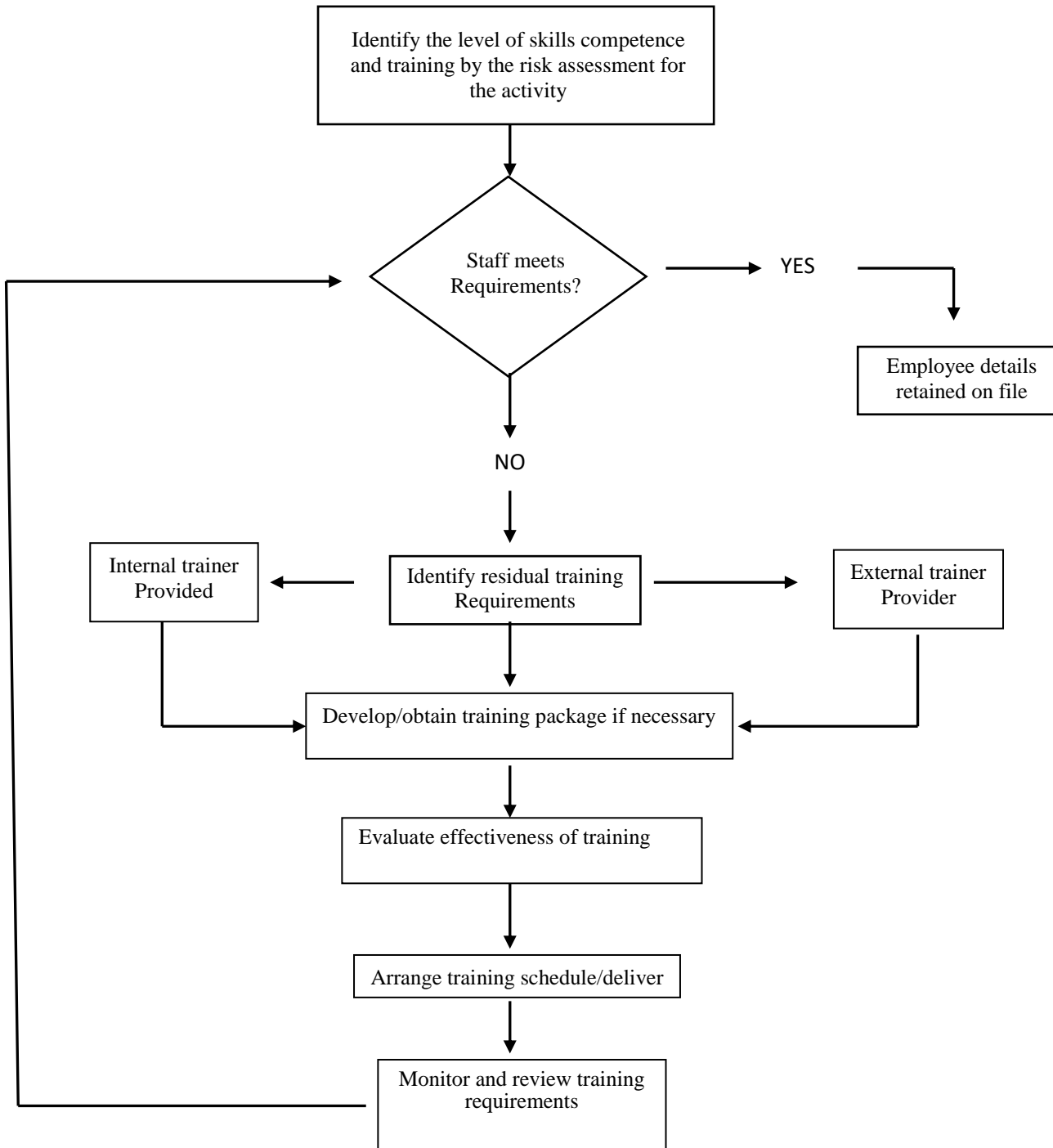
William Targett will ensure that all members of staff receive training on health and safety as necessary, in order to assist them in undertaking their task safely and efficiently. Although the Managing Director has a major role to play within the Company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring his/her subordinates receive appropriate training and instruction and shall, therefore, liaise with the Managing Director regarding training needs.

Copies of all training records will be held by Alex Brindle.





Procedure for Training



Guidance on Training

INTRODUCTION

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

LEGAL REQUIREMENTS

There is a general requirement on all employers under the Health and Safety at Work Act to provide employees with adequate information, instruction, training and supervision.

Under the Management of Health and Safety at Work Regulations, training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work. This means that, if the employee normally gets paid overtime, the time they spend after hours on training courses for health and safety should be remunerated in the same way as if they were working.

EMPLOYEE COMPETENCE

Employers must take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

1. Training
2. Knowledge
3. Experience
4. Skill.

Employers must decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely. There are also specific legal requirements for competence in certain areas of work, e.g. providing health and safety assistance, working on electrical equipment and systems.



TRAINING NEEDS

Before adequate training can be provided, it is necessary to identify individual training needs. General induction training must be given to all employees but, in addition to this, each new and existing worker is likely to require more detailed training to meet the specific needs of their job. Training needs should be identified when a person first begins a job, and should be reviewed regularly. In between reviews, training needs may become apparent, for example if a manager or supervisor notices an employee using work equipment incorrectly.

Training needs may be influenced by:

1. Previous experience and training
2. The individual's capability and capacity for learning
3. The level of expertise and competence required for the job.

The training requirements of each particular job should be identified by the risk assessment for the particular activity, and should be included in the job specification. Employers must provide employees with adequate safety training if they change jobs or responsibilities and if new equipment or technology is introduced or existing equipment is modified significantly.



METHODS OF TRAINING

There are a variety of different training methods, including:

- Training courses, used for briefings, technical training, large audiences, covering new subject areas and general principles
- Demonstrations, for showing how to carry out specific activities or methods
- Toolbox talks, for passing on information on working procedures to groups of employees
- On the job training, for teaching an individual how to carry out the tasks they are responsible for
- Workshops, for encouraging participation during training courses
- Training may be given by anyone competent to do so, for example:
 - In-house personnel, e.g. line managers or employees with specific competence
 - External trainers delivering a tailored in-house course in the workplace
 - External trainers at an external venue.

TRAINING REQUIREMENTS

Management and supervisory staff should be trained in:

- The requirements of health and safety law in relation to their areas of responsibility
- The Health and Safety Policy
- Safety rules, procedures, control measures, monitoring and checking arrangements etc relevant to their areas of responsibility
- Communication with their staff and their managers
- How to supervise staff in relation to safety procedures etc.
- Incident investigation
- Identification of problems or improvements in health and safety arrangements
- How and when to take disciplinary action against staff breaching safety rules etc
- Effective recruitment
- Recognition of personal limitations in relation to health and safety knowledge
- How and when to seek specialist advice



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Section F Arrangements for Safe Equipment and Plant

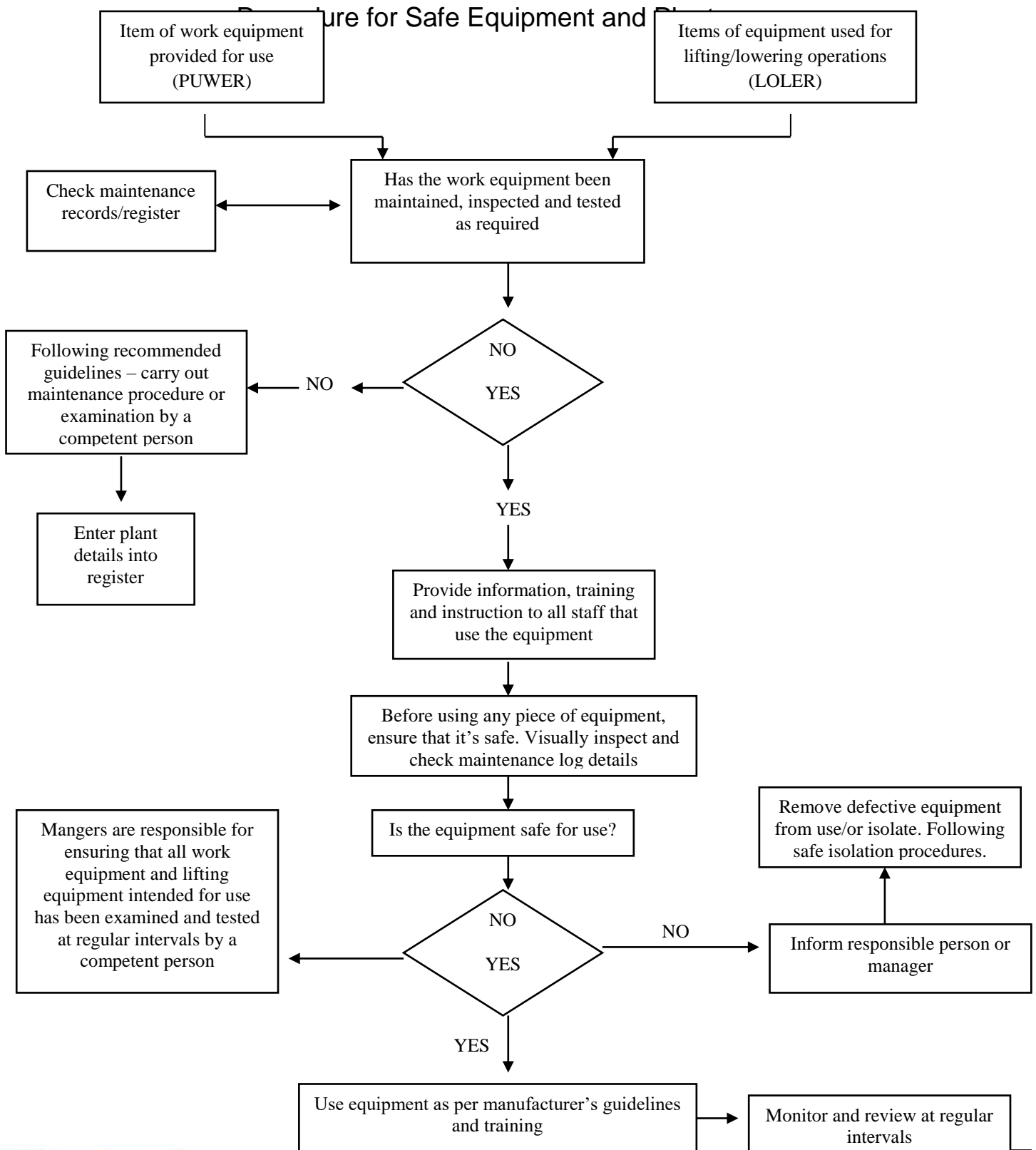
Alex Brindle will ensure that new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in The Provision and Use of Work Equipment Regulations.

Alex Brindle will be responsible for ensuring that all plant and equipment are checked, inspected and examined in accordance with the requirements of the relevant legislation.

Alex Brindle will be responsible for ensuring that effective procedures for the maintenance of plant and equipment are drawn up and implemented (including the testing of portable tools and appliances i.e. PAT testing).

Faulty plant and equipment should be reported to Alex Brindle





Guidance on Safe Equipment and Plant

INTRODUCTION

The Provision and Use of Work Equipment Regulations (PUWER) apply to all items of "work equipment" provided for "use" or "used", either by employees or the self-employed. The following definitions are relevant:

Work equipment - covers all machinery and tools, from a major item of construction plant to a screwdriver; and includes equipment such as ladders and scaffolding;

Use - includes its cleaning, repair, modification, maintenance and servicing.

GENERAL REQUIREMENTS AND DUTIES

Employers have a duty to ensure that equipment provided for employees and self-employed persons working for the employer complies with the Regulations.

It is the duty of any self-employed person working for a Company to ensure that any equipment they provide complies with the Regulations.

When Company employees are permitted to provide their own equipment, this equipment must also comply with the Regulations.

In construction, items of work equipment are often used by a number of different contractors and it is essential that they co-operate with each other and that their activities are co-ordinated, as required by the Management of Health & Safety at Work Regulations. It is the Company's policy that the provision and use of shared work equipment on construction sites shall be co-ordinated by the principal contractor.

This Company shall ensure that equipment selected shall be suitable for the particular work it is provided to do, both for the operation concerned and for the conditions under which it will be used, and that equipment shall be maintained in safe working order and in good repair.

The extent of maintenance required may vary with the complexity of the equipment, but even the simplest hand tools shall be subject to a daily visual check by the user for defects before use. Complex equipment is likely to require routine maintenance and planned preventive maintenance, which shall be carried out in accordance with manufacturers' recommendations. For some plant and machinery, a maintenance log may be required, or be considered appropriate. Where there is a maintenance log for any item of plant or machinery, records shall be kept up to date.



INFORMATION AND INSTRUCTION

All relevant health and safety information and written instructions on the use of work equipment shall be made available to the workforce at all levels.

The information and written instructions shall cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise and the methods to deal with them.

Information may be verbal or in writing but, whichever method is chosen, the Company shall ensure that the workforce properly understands the instruction.

Adequate training in the use of work equipment shall be given, both to "users" and to their supervisors and managers. The Company shall assess what training is adequate.

SPECIFIC REQUIREMENTS FOR DANGEROUS PARTS OF MACHINERY

PUWER replaces most of the previous legal requirements for the guarding of machinery and requires effective measures to prevent contact with dangerous parts of machinery. Such measures must prevent access to the dangerous part, or stop the movement of the dangerous part before access is gained.

If the dangerous part of the machine is in a place that cannot foreseeable be reached by anybody, no further measures are necessary as that part is said to be "safe by design or position". However; in such cases access may be needed for maintenance or repair and, if no guards or other devices are in place, a suitable system of work, or permit-to-work system, shall be implemented. Four levels of effective measures are laid down:

- Fixed, enclosing guards (barriers);
- Other guards or protection devices (trip devices, safety mats, etc);
- Protection appliances (jigs, holders, push sticks, etc);
- Provision of information, instruction, training and supervision.

In many cases, a combination of measures will be needed. All guards and protection devices must:

- Be suitable for the purpose, i.e. for the nature and use of the machine and the severity of the risks presented. They should also conform to any recognized standard;
- Be of good construction, sound material and adequate strength;
- Be maintained in an efficient state, in efficient working order and in good repair;
- Not themselves give rise to any increased risk to health or safety;
- Not easily be disabled or by-passed;
- Be situated at a sufficient distance from the danger zone they are protecting;
- Not unduly restrict any necessary view of the operation concerned;
- Be constructed or adapted so that they permit necessary routine repair or maintenance work.



PROTECTION AGAINST SPECIFIC HAZARDS

Subject to the note below, work equipment must incorporate protection against certain specific hazards:

- Material falling from equipment (e.g. a loose board falling from scaffolding);
- Material held in the equipment being unexpectedly thrown out (e.g. swarf ejected from a machine tool);
- Parts of the equipment breaking off and being thrown out (e.g. an abrasive wheel bursting);
- Parts of the equipment coming apart (e.g. collapse of falsework or scaffolding);
- Overheating or fire (e.g. due to bearings running hot, or ignition by welding torch);
- Explosion of equipment (e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work);
- Explosion of substance in the equipment (e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour; or welding work on a container with flammable residues).

The risk assessment made under the Management of Health and Safety at Work Regulations shall identify any of the above hazards and assess the associated risks. Emphasis shall be placed on reducing the risks by minimizing the chance of failure of work equipment and by mitigating the effect of any failures that occur. Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information also have important roles to play.

Note - The above requirements do not apply in circumstances where any of the following regulations apply:

- Control of Lead at Work Regulations
- Ionising Radiations Regulations
- Control of Asbestos at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Noise at Work Regulations
- Construction (Head Protection) Regulations

HIGH OR VERY LOW TEMPERATURES

The Company shall ensure that protection is provided where there is a risk of contact with accessible surfaces of hot or very cold work equipment. Engineering measures, such as insulation, screens or barriers, shall be adopted in preference to personal protective equipment.



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CONTROLS AND CONTROL SYSTEMS

The Company shall ensure that the following requirements are met for powered work equipment:

When starting, or changing operating conditions:

- One or more controls shall be provided, where appropriate, to start equipment and starting shall only be possible by using a control;
- A change in operating conditions (e.g. speed or pressure) shall only be possible by use of a control;
- Controls shall be designed and/or positioned so as to prevent accidental operation and must not be capable of operating themselves due to gravity, vibration, etc;
- The stop control (or controls) shall be readily accessible and bring the equipment to a safe condition, in a safe manner. It does not necessarily have to be instantaneous, or to bring all moving parts to a halt

Emergencies:

- An emergency stop control shall be provided if other safeguards are not adequate to prevent risk when some unplanned event occurs, e.g. someone becoming exposed to a hazard, or a dangerous malfunction of the machine;
- Emergency stop controls, where appropriate, shall be provided at every control point and, where necessary, at other locations around the equipment so that action may be taken quickly. They shall be positioned so as to be easily reached and operated.

General:

- The intended purpose of each control shall be easily recognizable by wording or symbols, and where appropriate, by colour; shape and position;
- Normal operating controls shall not be placed where anyone using them might be placed at risk. Also, so far as is reasonably practicable, controls shall be positioned so that the operators of the equipment are able to see that no other person is at risk from anything they set going. If this is not reasonably practicable, a safe system of work shall be introduced to ensure the health and safety of others;
- Where appropriate, e.g. in the case of a detonator, an audible, visual, or other suitable warning shall be given whenever work equipment is about to start. The warning shall allow sufficient time for those at risk to get clear; or to prevent the equipment from starting.

Control Systems:

- The Company shall ensure that failure of any part of a control system, or its power supply, shall lead to a "fail-safe" condition and not impede the operation of the "stop" or "emergency stop" controls.



ISOLATION FROM SOURCES OF ENERGY

Where appropriate, work equipment shall be provided with a clearly identifiable and readily accessible means of isolating the equipment from all its sources of energy. Reconnection of any energy source shall not expose a user to risk.

Isolation of equipment from its energy source is often necessary for maintenance, or when an unsafe condition develops. Isolation means establishing a break in the energy supply in a secure manner, i.e. so that unintentional reconnection is not possible. The procedure will normally involve some form of permit-to-work system.

STABILITY

Where appropriate, precautions shall be taken to ensure that items of work equipment are "stabilized", e.g. the use of outriggers with mobile cranes.

LIGHTING

The Company shall ensure that all places where work equipment is used are suitably and sufficiently lit. The need to provide additional or special lighting shall be assessed, taking due account of the circumstances and types of task to be performed.

MAINTENANCE OPERATIONS

Where there is any risk to health or safety, measures shall be taken, as far as is reasonably practicable, that work equipment can be maintained whilst it is shut down. If this is not reasonably practicable, precautions shall be taken to prevent risks to health or safety of those carrying out maintenance work. In this context, "maintenance" includes cleaning and repair. On construction sites, the need to carry out maintenance on moving machinery is unlikely to arise.

MARKINGS AND WARNINGS

The Company shall ensure that, where necessary, all work equipment is marked with the appropriate health and safety warning signs and notices. Examples of markings are:

- The maximum rotational speed of an abrasive wheel;
- The maximum safe working load on lifting equipment;
- Identification of gas cylinders by colour;
- Hazard symbols on dangerous substances.

Warnings are normally in the form of notices or signs. The latter shall conform to the Health and Safety (Safety Signs and Signals) Regulations. Warning devices, e.g. reversing alarms on vehicles, shall be clear and easily understood.



INSPECTION REQUIREMENTS

An inspection is required for work equipment whenever it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime for work equipment shall be set by the Company, based on manufacturers' information and other statutory obligations. Additional inspection requirements may be identified, taking into account the work being carried out, any site specific risks that may affect the condition of the equipment and the intensity of use of the equipment.

Certain types of equipment are required to be inspected under specific regulations, e.g. scaffolding is inspected under the Work at Height Regulations. Other Regulations lay down specific items to be examined. These specific Regulations take precedence over the requirements in PUWER.

RESPONSIBILITY FOR INSPECTION

A number of parties will have responsibilities for ensuring that work equipment is safe to use and that it has been inspected in accordance with the inspection regime. Hire companies must ensure that equipment they hire out complies with PUWER. Employers and self-employed persons have a duty to ensure that equipment they use, or provide for use, complies with PUWER and that includes ensuring that inspections are carried out by a competent person. If employees use equipment provided by another contractor, the Company has a duty to ensure that the equipment is safe to use.

If equipment is provided on site for common use, e.g. a compressor or abrasive wheel, the Company shall establish who will take responsibility for the equipment and ensure it complies with PUWER. As an employer, the Company shall establish that it is safe for use by our employees.

If hired equipment is used, the Company shall come to an agreement with the hire company as to who will carry out the inspections and when they will be carried out.

The Company shall appoint a person to be responsible for ensuring that all Company-owned plant and equipment is safe, maintained in good condition, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.



TYPES OF INSPECTION

Visual Check

Low risk equipment used for low risk activities will not require a formal inspection. Visual checks may be required by the user before each use to ensure it is in good condition, e.g. it should be checked that the head on a hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects. The person carrying out these checks must be competent. There is no need to record the results of the visual check by the operative.

In circumstances where additional hazards exist, low risk equipment may need a more detailed check, e.g. a screwdriver used for work on a live electric supply or a torch that is taken into a confined space.

Equipment that is of a higher risk, and equipment with moving parts, should have a visual check before each use, and may require a more formal check at specified intervals; this must be carried out by a competent person in addition to the daily checks carried out by the operator.

Inspection of equipment that poses a significant risk, i.e. dumpers, ride on rollers, etc will be carried out by a competent person in accordance with the Company's inspection regime. These inspections are in addition to the daily checks carried out by the operator.

For the majority of equipment the formal inspection will be undertaken weekly. Some equipment will require more frequent inspections, e.g. equipment used in confined spaces may require an inspection before each shift.

Recording Inspections

Records of inspections must be made and kept. Examples of inspection registers can be found at the end of this section. However, records can be attached to the equipment itself, or stored electronically in a tamper proof form. They are to be easily accessible by those who use the equipment or otherwise need the information. If the Company uses equipment acquired from another user or provides equipment for use by another user and it is subject to an inspection regime, that equipment must be accompanied by physical evidence of the last inspection.

It is the Company's practice to keep all records of inspection and maintenance for future reference.

MARKING

A CE marking stamped upon equipment indicates that there is a European product directive and that the equipment has been manufactured to a certain standard. However, it does not guarantee that the equipment complies with UK health and safety standards. Therefore, the Company shall ensure that all equipment, whether CE marked or not, complies with UK health and safety requirements and is safe to use.



MOBILE WORK EQUIPMENT

Any work equipment which is intended to travel between different locations for the purpose of carrying out work whilst it is travelling, or carrying out work when at its new location, is classed as mobile work equipment. Examples include dumpers, forklift trucks, mobile cranes, Land Rovers ride on rollers, remote controlled rollers, concrete wagons, etc.

Equipment that requires manual effort to power it is not considered mobile work equipment, e.g. pallet trucks, sack barrows, wheelbarrows and bogeys. Portable work equipment that is moved from one place to another but used in a static position is also not considered to be mobile work equipment, e.g. compressors, concrete pumps and cranes that do not have pick-and-carry duties.

However, some equipment not considered to be mobile work equipment can become classed as mobile if it is towed, e.g. man riding cars used in tunnelling. The requirements in Part III apply to this type of equipment when it is towed and, in each case, the Company shall consider whether towing this equipment creates an additional risk to the operator and any passengers and shall implement any control measures detailed below that may be necessary.

EMPLOYEES CARRIED BY WORK EQUIPMENT

The Company is committed to preventing employees falling out of work equipment, whether it is moving or stationary. To this end, provision of the following shall be considered: cabs, work platforms, seating, and restraining systems such as safety belts or handholds.

Where risk assessment shows that there is a need to protect employees from falling objects whilst being carried by work equipment, the Company shall ensure that cabs or falling object protection structures (FOPS) are fitted. The need for this type of protection will depend on the environment and activities carried out.

RESTRAINING SYSTEMS

Where possible, full body seat belts, lap belts or a purpose-designed restraining system shall be fitted to all work equipment that requires a restraining system. However, some work equipment will not be suitable for the fixing of restraining systems as there may not be adequate fixing points on the body of the vehicle, or the operators may be doing an activity that will increase the risk should they wear a restraining belt.

Road transport vehicles that are also used to transport people around site are considered to be work equipment. The driver and front seat passengers must wear seat belts at all times.

Passengers in the back of a van sitting in front facing seats must wear seat belts, if provided; it is considered unsafe to fix seat belts for those sitting in bench seats along the length of the van.

Drivers are to ensure that vehicles fitted with this type of seat travel at restricted speeds when carrying passengers.



EQUIPMENT MAINTENANCE REGISTER

Description:

Serial No:

Chassis No:

Identification No:

Purchase Date:

Manufacturer's Recommended Maintenance Period:

Due Date:			
Actual Date:			
Maintenance Carried Out:			
Defects Rectified:			
Electrical Integrity:			
Visual Check:			
Competent Person:			
Signed:			





Section F

Arrangements for the Safe Handling and Use of Substances

Alex Brindle will be responsible for identifying all substances that require a COSHH assessment and checking that new substances can be used safely before they are purchased.

Will Targett will be responsible for undertaking COSHH assessments, or he may at his discretion delegate this responsibility to another competent employee.

Alex Brindle will be responsible for ensuring that all actions identified in the COSHH assessments are implemented, that all relevant employees are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.



Guidance on the Safe Handling and Use of Substances

INTRODUCTION

Regulation 6 of the COSHH Regulations requires an employer to formally assess all operations and/or processes which are liable to cause exposure to hazardous substances.

This Section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks to health caused by exposure to hazardous substances. The objective of the assessment is to ensure that the correct decisions are made on the control of hazardous substances in the workplace.

The assessment also demonstrates that the Company has considered all the factors relevant to the work and that informed judgements have been made with regard to the risk, the actions necessary to achieve and maintain adequate control of the risk, the requirements for monitoring exposure to the substances and health surveillance of employees who may be at risk.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the complexity and variability of the processes involved.

SURVEY AND DATA SHEETS

The first process is to survey the site for substances. Once this is done, obtain the material safety data sheet (MSDS) for each substance, and formally assess the use of those substances which are hazardous in use. The safety data sheet has the following purposes:

It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a safety data sheet should be purchased or used;

It provides all the information on a hazardous substance that the employer is required to provide to his employees under Regulation 12, in a standard and rational format;

It provides all the essential information necessary to carry out the formal assessments, as required under Regulation 6.

When the assessment is completed, the sheet should be filed in a COSHH safety data sheet file and be updated if and when the supplier provides further information or alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been gathered, it is necessary to classify each substance that has been identified as hazardous to health under the COSHH Regulations. Scrutinising the information gained on the substance, using the criteria set out below, does this.



The assessor must have an understanding of the COSHH Regulations and their aims and should have read and understood this manual.

PROCEDURE

In order to carry out a competent assessment, the following procedure is to be followed:

1. Review the Information

A review of the information available on the operation/process/substance should be carried out. This should comprise the supplier's safety data sheets, records of any tests and examinations carried out on control measures, and the results of any exposure monitoring and health surveillance previously carried out.

2. Study the Operation and/or Process

Having reviewed the information in Step A, a close study needs to be made of the operation and/or process itself. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved. The supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established.

3. Evaluation of Risk

In order to evaluate the risks to health, the following have to be considered:

- The hazardous properties of the substance;
- Information on health effects provided by the supplier, including information contained in any relevant safety data sheet;
- The level, type and likely duration of exposure;
- The circumstances of the work, including the amount of the substance involved;
- Activities, such as maintenance, where there is potential for a high level of exposure;
- The effect of preventive and control measures, which have been or will be taken in accordance with regulation 7;
- Conclusions regarding the risk.

The Hazard - The information reviewed in Step A should supply this.

The possibility of exposure - This can be broken down into four areas:

Risk of exposure - whether it is reasonably foreseeable that an accidental leakage, spillage or discharge of the substance could occur

Frequency of exposure - if it is reasonably foreseeable that exposure could occur, how often is that exposure like to be. This can normally be ascertained from past experience and general knowledge.

People at risk - there is a need to identify the people at risk to exposure to the substance, whether they are exposed by working directly with it, are in the vicinity of the work or areas where the substance is handled, transported, processed, collected, packaged, stored, disposed of, or discharged and is to include members of the public and other non-employees.

Routes of entry into the body - whether the hazard of exposure is due to inhalation, swallowing, absorption through or contamination of the skin.



Exposure judged not to be a risk to health

The following examples are considered reasonable grounds for reaching the conclusion that the substance does not present a risk to health:

- The process and/or operation is carried out to the same, or better, standard as the Health and Safety Executive, Industrial Advisory Committee or trade association guidance on good practice, which give assurance of insignificant exposure;
- The quantities of substances, or rate of use, are too small to constitute a risk to health under foreseeable circumstances, even if all the control measures fail;
- Measurements have previously been taken of the process and/or operation, including in a "maximum exposure" situation, which have confirmed that exposure is not a risk to health at any time and that the conditions of the process, operation and substances are demonstrably the same;
- The process and/or operation is performed strictly in conformance with well documented procedures, information and the conditions as detailed by the suppliers of the plant and/or substance in which they give valid assurance that the operation, process and/or substance will not give rise to risks to health.

Risks should not be judged as negligible unless there is certain and valid evidence to back up this judgement. Where this is not available, the risks must be identified and precautions instituted to protect the health of those exposed.

Exposure judged to be a risk to health

Where exposure is either known, or found to be, occurring in situations where prevention is reasonably practicable, the risk must be considered unacceptable.





COSHH Risk Assessment

HAZARDOUS SUBSTANCE INFORMATION

Substance/material (Attach Hazard Data Sheet) Trade name: _____

What are the hazardous ingredients/chemicals in the substance? _____

Do any of the chemicals have a:

Workplace Exposure Limit? (refer to data sheet and state opposite) _ Yes _ No

Short Term Exposure Limit? (refer to data sheets and state opposite) _ Yes _ No

Is the substance: (Check for an orange 'CHIP' square on the product data sheet or packaging.)

- | | | | |
|---|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Extremely Flammable? | <input type="checkbox"/> Oxidising? | <input type="checkbox"/> Very toxic? | <input type="checkbox"/> Sensitising? |
| <input type="checkbox"/> Highly flammable? | <input type="checkbox"/> Harmful? | <input type="checkbox"/> Corrosive? | <input type="checkbox"/> Dangerous for the environment? |
| <input type="checkbox"/> Flammable? | <input type="checkbox"/> Toxic? | <input type="checkbox"/> Irritant? | <input type="checkbox"/> Other? (Specify) |

Is the substance hazardous to health when:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> In contact with skin? | <input type="checkbox"/> Breathed in? | <input type="checkbox"/> Other (Specify below) |
| <input type="checkbox"/> In contact with eyes? | <input type="checkbox"/> Swallowed? | |

USE OF SUBSTANCE

How should / will the substance be used? _____

How much is used every day / week? _____

Who is exposed to the substance? _____

Does the substance present additional risks to certain groups or individuals? _____

CONTROL MEASURES

Can a less hazardous substance be used to do the same job? Yes _ No _

(If you don't know, please contact your supplier for further information.)

What controls are required for this substance, other than Personal Protective Equipment (PPE)? _____

Is any Personal Protective Equipment (PPE) required when using the substance? (See SDS item 8)

- | | |
|---|--|
| <input type="checkbox"/> Eye protection? (Safety goggles/face shield) | <input type="checkbox"/> Gloves? (Protective stated on SDS) |
| <input type="checkbox"/> Overalls / clothing? (State type Required) | <input type="checkbox"/> Mask /Respirator (State type required including type of filter if relevant) |
| <input type="checkbox"/> Other? (Appropriate clothing stated on SDS) | |

How should the substance be stored?

Have persons using this substance been provided with information or training on its use? _ Yes _





No

As a minimum ensure a copy of this assessment and method of work has been read by those using it
Section G
OTHER PRECAUTIONS AND EMERGENCY PROCEDURES

SPILLAGES:

(refer to data sheet ref number 6 or specify if other)

FIRST AID:

General information –

Inhalation –

Ingestion –

Skin contact –

Eye contact –

ADVICE TO DOCTOR –

FIRE PRECAUTIONS:

(refer to data sheet reference number 5)

CHEMICAL REACTIONS:

(refer to data sheet reference number 10)

DISPOSAL: How should the substance be disposed of (or not disposed of)?
(refer to data sheet reference number 13)

HEALTH SURVEILLANCE: Will those using the substance require any health surveillance? No_ Yes _
If yes include details on method statement!

ASSESSMENT OF RISK

Are all the controls detailed above currently in place? Yes _ No _

LEVEL OF RISK AFTER CONTROL MEASURES _ Low _ Medium _ High

Refer to Standard Operating Procedures

If these controls are not in place, or additional controls are required, action to be taken must be included on method statement.
Please note - COSHH substances must NOT be used if adequate control measures are not in place.

Are hazards to health adequately controlled with all control measures in place? Yes _ No _

Assessor(s) name:	Assessor(s) signature:	Assessment date:
Line Managers name:	Line Managers signature:	Review date:



Arrangements for providing information, Instruction and Supervision

The Health and Safety Law poster is displayed at all fixed company workplaces, and should also be displayed at each temporary site within the common welfare areas.

The Health and Safety Law poster contains the following information.

- Names and locations of trade unions or other Safety representatives, and groups they represent.
- Management of Health and Safety, Appointed Person(s) Health and Safety responsibilities.
- Name and address of enforcing authority whose health and safety inspectors cover this workplace (e.g. HSE or your local Environmental Health Department.)

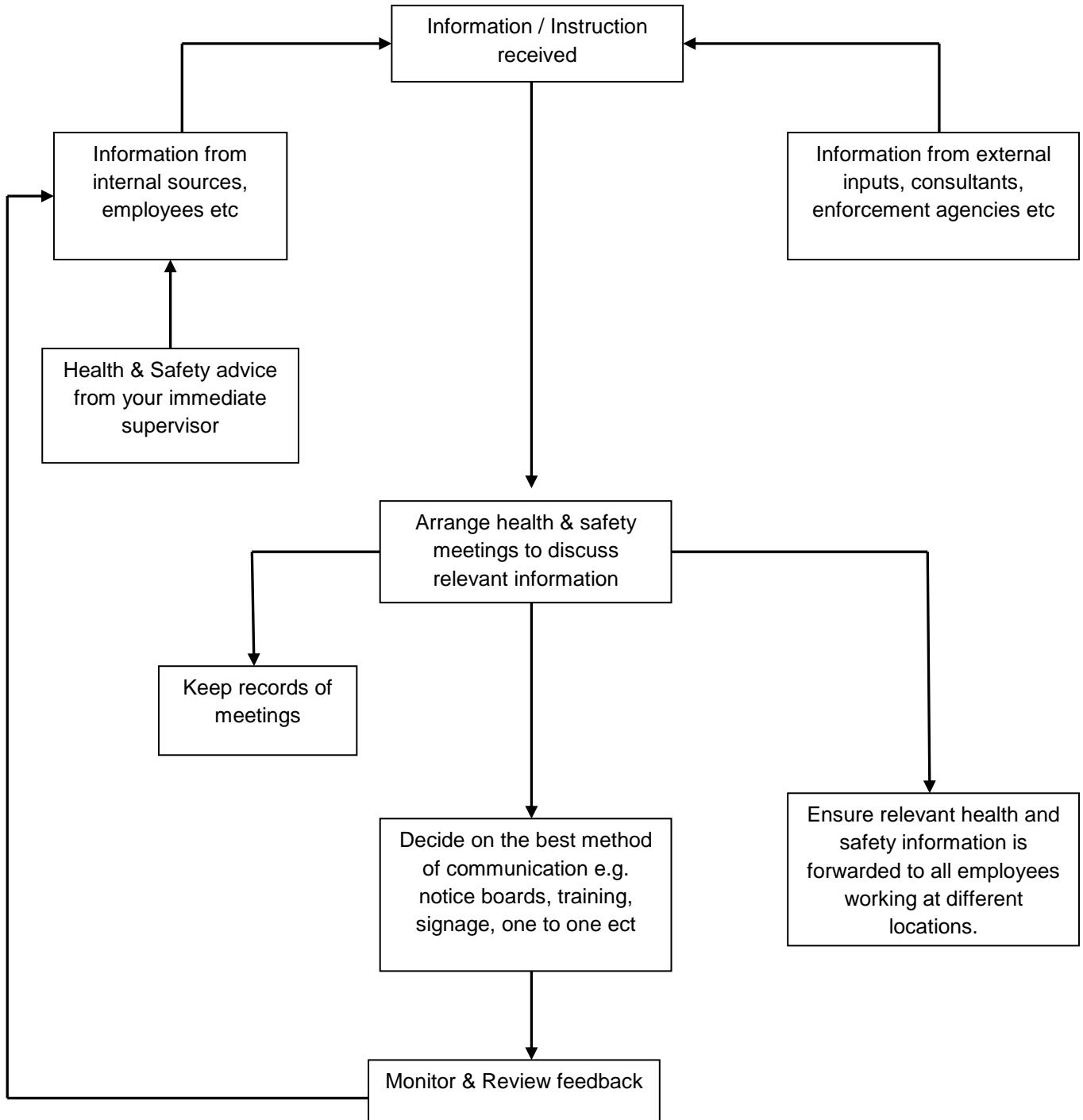
Supervision of young workers and trainees will be organised by Alex Brindle and be carried out by the site/workplace managers.

Alex Brindle is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.





Procedure for Providing Information, Instruction and Supervision



Guidance for Providing Information, Instruction and Supervision SAFETY

SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations apply to all work premises and activities, but do not apply to signs relating to the supply of dangerous substances, the transport of dangerous goods by road or rail, or to signs regulating road or rail traffic.

The regulations cover the provision and use of safety signs and signals which are required to be displayed or used when a risk assessment shows that, in spite of protective measures, the risk cannot be eliminated or sufficiently reduced and a significant risk remains.

Safety Signs

Safety signs must conform to the requirements over page. Signs should be illuminated where appropriate and must be kept clean and properly maintained.

Signals

These include:

- Acoustic signals and/or verbal communication to signal danger, e.g. to call for emergency evacuation. Such signals shall be tested at frequent intervals;
- Hand signals or verbal communication to guide persons carrying out hazardous or dangerous manoeuvres, e.g. crane signals. (Note: The signals detailed in the Regulations differ from those recommended in BS 7121 Code of Practice for the Safe Use of Cranes. However, the signals referred to in BS 7121 may continue to be used).

Training

Employees shall be given sufficient information, instruction and training about the meaning of safety signs and signals and on relevant action that must be taken.

Further Guidance

Further information is given in HSE booklet L64 Safety Signs and Signals: Guidance on Regulations.



MISCONDUCT

Any person on site found to have acted in any one of the following ways shall be liable to disciplinary procedures:

1. Wilfully breaching the Company's safety rules or Health and Safety Policy.
2. Removing any guard or protective device without permission.
3. Operating any machine, plant or equipment without authority.
4. Misusing items provided for first aid.
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
6. Defacing or removing notices, signs, labels or any other warning device.
7. Misusing any chemical, flammable substance, toxic material, etc.
8. Smoking in designated "No Smoking" areas or whilst using flammable substances.
9. Taking part in horseplay or practical jokes.
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
11. Misusing compressed air, electric or pneumatic equipment.
12. Overloading lifting equipment.





Section H

Arrangements for Company Staff Visiting Hazardous Areas/Sites

If Company employees are required to work/visit external work sites or parts of the company's premises that are deemed to be hazardous, then there will either be a specific risk assessment or safe system of work which might incorporate a permit to work system to ensure their safety. It will be for

Alex Brindle to ensure that a safe system of work is operated and adhered to:
Employees are required to comply with the requirements of that safe working system.

Section I

Arrangements to Assess Employee Competency for Tasks and Training

Alex Brindle & Will Targett will deem who is competent to carry out the following tasks:

1. Supervising workplace activities;
2. Advising on risk assessment;
3. Equipment maintenance/repair;
4. Administering First Aid;
5. Scaffold inspection;
6. Using plant or mobile machinery;
7. Controlling lifting operations;

Alex Brindle will identify, arrange and monitor training provided either in-house or by external providers

Section J



Arrangements for Manual Handling Operations

Manual Handling means any ~~transferring~~ **transferring** ~~Manual Handling Operations~~ lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, the Company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the Company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable.

This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work

provided by this Company (as their employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the Company's employees.

INTRODUCTION

The Manual Handling Operations Regulations apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations.

They will include not only lifting, but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

As an employer, the Company is required to take three key steps:

1. Avoid hazardous manual handling operations where reasonably practicable;
2. Assess adequately any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment, and the individual's capability. Unless the assessment is very simple a written record will be needed;
3. Reduce the risk of injury as far as is reasonably practicable.

PRINCIPLES

The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles - back and abdominal muscles are weak, the leg and thigh muscles are strong. The spine has a natural shape when a person is standing; when that person bends over the back becomes arched and weaker. Therefore, if the back can be kept straight and the muscles of the legs and thighs utilized, with the load kept close to the body a person can act as a human elevator, resulting in far heavier loads being lifted, with far less effort.

There are **six** significant points in manual handling. These are:

Grip - A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of





the fingers. Considerable damage can be caused by using the sensitive fingertips and continued use of them leads to strained fingers and forearms;

Back - The back is to be kept straight to maintain its natural and strongest position. This necessitates bending at the knees and ankles to get close to the load and then to raise it, pushing upwards with the leg muscles;

Chin - The chin is to be kept well in so that it is near the chest. This helps to keep the spine in its natural position;

Feet - The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other. This position provides a stable base as the load is lifted;

Arms - Arms are to be kept as close to the body as possible so that the body does not become unbalanced;

Body - the body, being kept in its normal position, is to act as a counterweight for the load.





Example of a Workplace Risk Assessment for Manual Handling

OPERATION/PROCESS MANUAL HANDLING OF GENERAL ITEMS		DATE	NO
LOCATION			
EQUIPMENT USED Various, including barrows, lifting aids, hods.	CAN TASK BE ELIMINATED?	Yes	No
SUBSTANCES USED Various.	ARE COSHH ASSESSMENTS NEEDED?	Yes	No
RISK PRIOR TO CONTROLS			
HAZARDS IDENTIFIED	Low	Med	High
Musculo-skeletal injuries if the load is too heavy or awkward			X
Creative falling / tripping			X
contamination from the substance being carried		X	
Impact injury from fall of material being carried		X	
EXPOSED PERSONS Operative	TOTAL NUMBERS AFFECTED Various		
FREQUENCY OF EXPOSURE Various	DURATION OF EXPOSURE Various		
CONTROL MEASURES ALREADY IN PLACE 1. Utilize mechanical lifting and carrying aids where possible. 2. Operative involved in handling to be assessed for physical capability prior to. 3. Operative to get assistance if load too heavy (team lift if necessary) if item is over 25 Kg in weight. 4. Ensure good housekeeping standards i.e. site kept tidy/waste build-up minimized. 5. Ensure access equipment, ladders etc will take weight of operative and load being earned. 6. Ensure loads being carried are secure and are not likely to move during the lift. 7. Operative to wear PPE against substance / material being carried.	EXTENT TO WHICH THEY CONTROL RISK 1. Reduces the amount of manual lifting required. 2. Ensures operative capable of carrying out the task. 3. lifting and carrying (operative to be trained in Kinetic method of lifting). 3. Team lifting will help reduce strains 4. Helps ensure clear/safe route for carrying load thus reducing. Potential for trips / falls. 6. Will help prevent load toppling over and/or operative falling. 5. Helps prevent access equipment failing. 7. Provides some protection to operative against injury and contamination.		
ADDITIONAL MEASURES REQUIRED Operative to be made aware of COSHH assessment Findings for materials being moved.	ACTION BY Supervisor	BY WHEN? Prior to	
STATEMENT ON RESIDUAL RISKS When the detailed control measures in place are adhered to, the risks above should be reduced to an acceptable level.			
ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS Further risk assessments must be carried out for pregnant women, nursing mothers or young persons.			
MONITORING RESULTS Monitoring is required to ensure that the controls remain effective.			
ASSESSOR The Health and Safety People Ltd	POSITION Health and Safety Advisers	REVIEW DATE Review for each job and as required during works.	



GUIDANCE NOTES - MANUAL HANDLING

INTRODUCTION

The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles - the muscles of the back and abdomen are weak; the leg and thigh muscles are strong. The spine has a natural shape when man is standing; when he bends over the back becomes arched and weaker.

Therefore, if the back can be kept straight and the muscles of the legs and thighs utilised, with the load kept close to the body a man can act as a human elevator, resulting in far heavier loads being lifted with far less effort.

PRINCIPLES

There are six significant points in manual handling. These are:

1. **Grip:** A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips and continued use of them leads to strained fingers and forearms;
2. **Back:** The back is to be kept straight to maintain its natural and strongest position. This necessitates bending at the knees and ankles to get close to the load and then to raise it, pushing upwards with the leg muscles;
3. **Chin:** The chin is to be kept well in so that it is near the chest. This helps to keep the spine in its natural position;
4. **Feet:** The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other. This position provides a stable base as the load is lifted;
5. **Arms:** Arms are to be kept as close to the body as possible so that the body does not become unbalanced;
6. **Body:** The body, being kept in its normal position, is to act as a counterweight for the load.

OTHER PRECAUTIONS

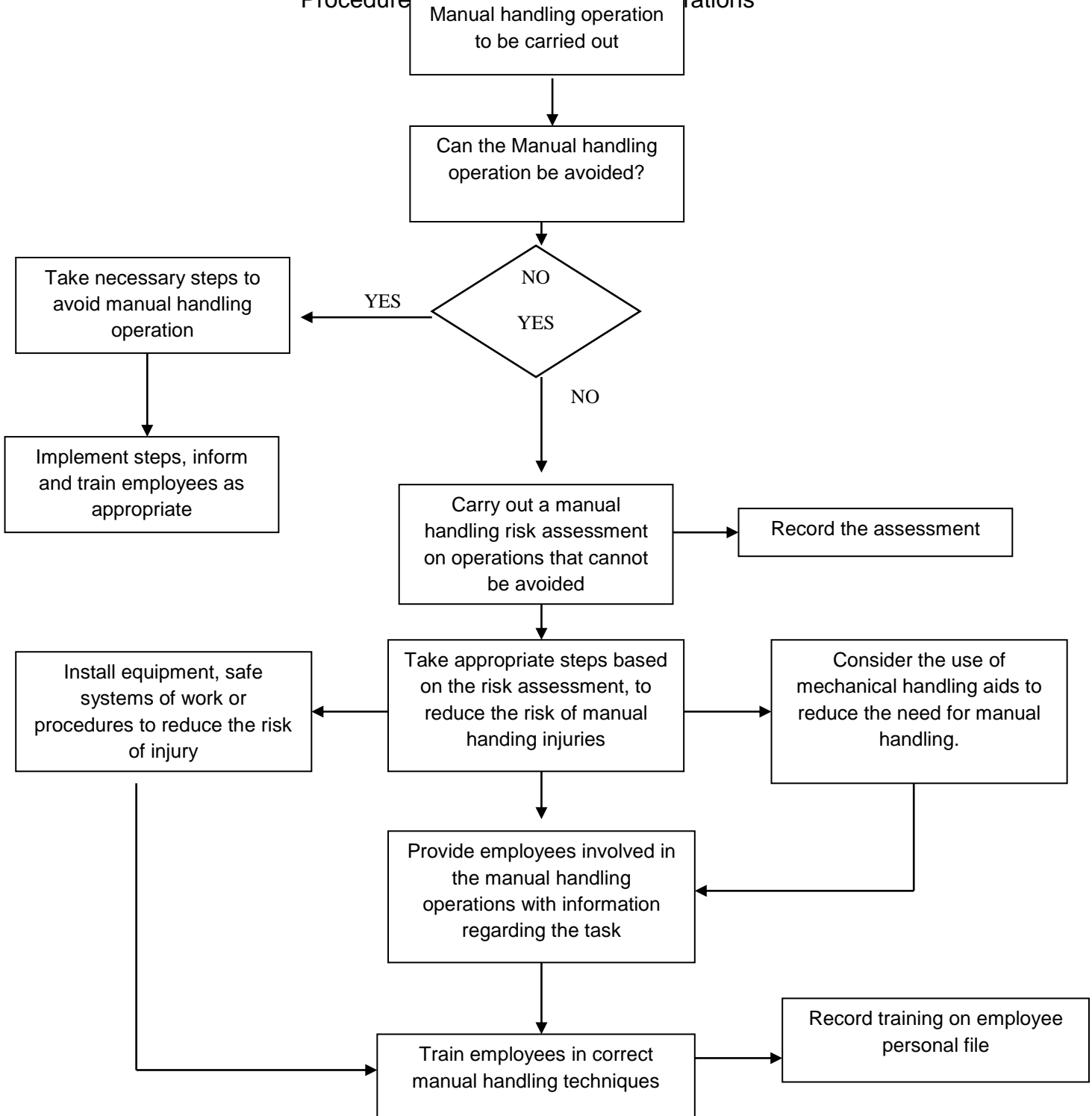
1. A person should always be able to see where he or she is going;
2. Before lifting, it is good practice to look over the route to ensure that there are no obstructions or obstacles in the way;
3. Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides;
4. If loads are unwieldy or irregular in shape, hand hooks or other lifting aids are to be used;
5. If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of his or her capabilities, help is to be sought.





Section K

Procedure for Manual Handling Operations



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Arrangements for Fire and Emergencies

It is the policy of this company that suitable and sufficient fire and emergency procedures be in place, in order to facilitate effective evacuation or other appropriate action, and to ensure that personal health and safety is not put at risk unduly during the course of such action.

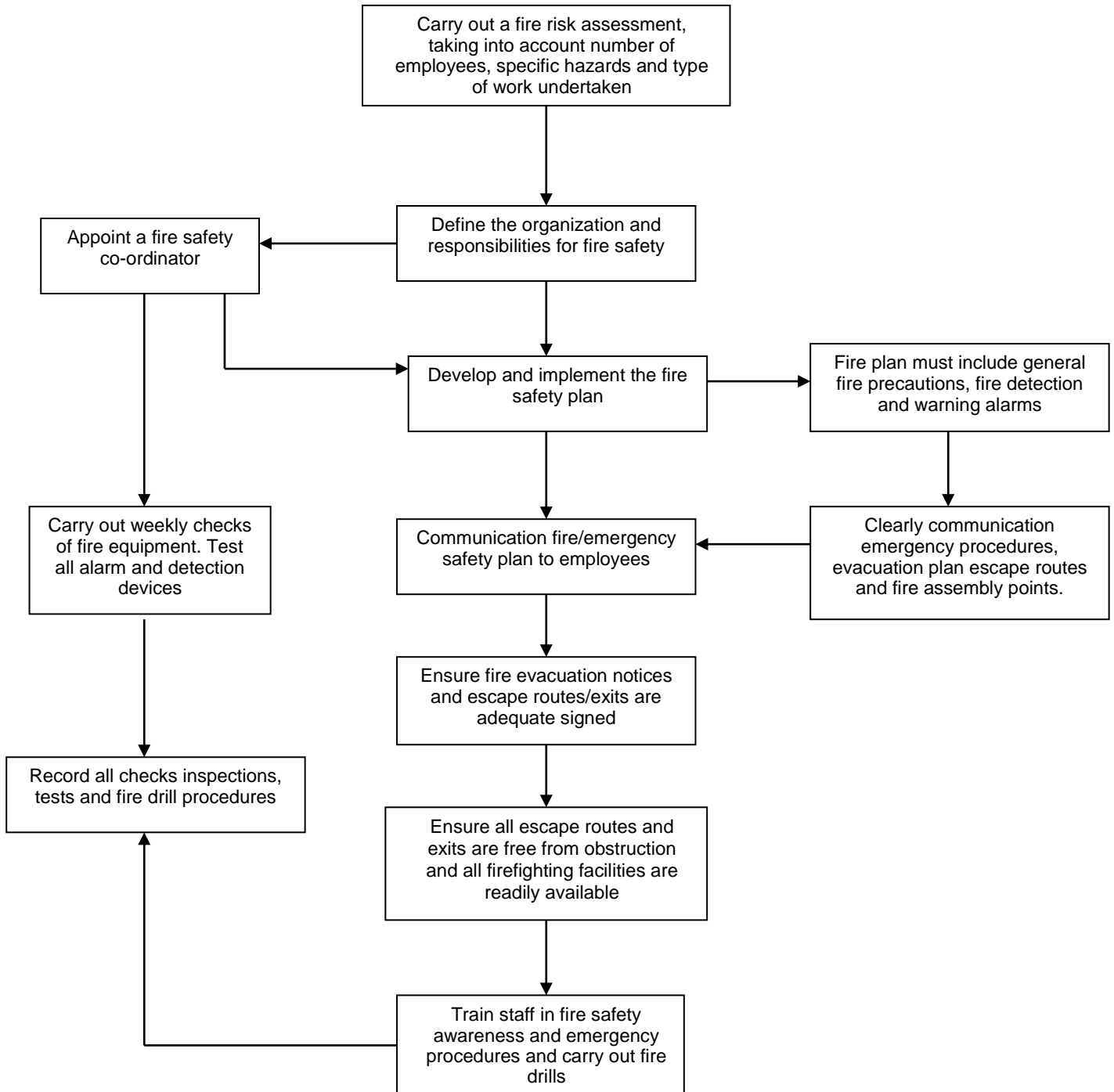
The fire risk assessment will identify area that may need to be addresses for fire safety, with control measures to be implemented by the company. The risk assessment should be carried out at least annually.

Alex Brindle will ensure these procedures are put in place, implemented and maintained.





Procedure for Fire and Emergencies on Company Premises



Fire / Emergency Action

(To be displayed at all places of work)

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring on site:

1. Raise the alarm (If you are not near an alarm device shout "FIRE" and give the LOCATION);
2. Inform the Site Manager or his deputy, who will alert the Fire Brigade by telephone and inform anyone else in the building/on site;
3. Put the fire out if that is possible without putting yourself in danger;
4. Report to the senior person at the assembly point.

The Site Manager or his deputy is to ensure that full details of the incident are to be passed to the Contracts Manager as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm (If you are not near an alarm device shout "FIRE");
2. Inform the Site Manager or his deputy, who will summon the Police by telephone and inform anyone else in the building/on site;
3. Report to the senior person at the assembly point.

The Site Manager or his deputy is to ensure that full details of the incident are to be passed to the Contracts Manager as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm, the following action is to be taken:

1. Evacuate the site quickly and quietly. Do not wait to finish the phone call or to collect personal belongings;
2. Report to the senior person at the assembly point;
3. Do not re-enter the site until the senior fire officer declares that it is safe to do so.

THE ASSEMBLY POINT IS LOCATED:

Summoning the fire brigade:

The information that shall be required is: COMPANY NAME, LOCATION OF THE FIRE OF FIRE.

FIRE WARDENS

Names of Fire Wardens and areas they control:



Due to the nature of the premises/site it will not always be possible to have a designated fire warden in each area. It is imperative that every member of staff knows that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

INSTRUCTION

All employees shall receive instructions and training on initial employment and thereafter annually, to ensure that they understand the fire precautions, the practical use of fire extinguishers and hose reels and the action to be taken in the event of a fire. This shall include persons engaged on duties outside normal working hours, such as security personnel and cleaners.

Such instruction shall be given by a competent person and shall be based on written instructions.

The instruction and training shall include the following: -

1. The action to be taken on discovering a fire;
2. The action to be taken on hearing the fire alarm;
3. How to raise the alarm, including the location and activation of alarm points, telephones and alarm indicator panels;
4. The correct method of calling the emergency services;
5. The location and correct use of firefighting equipment;
6. The escape routes to be used and the muster points;
7. The importance of the need to ensure that fire doors are not obstructed or propped open and are closed when the alarm is sounded;
8. The isolation of electrical and gas supplies and the stopping of machinery, where appropriate;
9. The evacuation of members of the public and other persons who may occupy the building.

Certain categories of personnel shall be given further training in matters that are particular to their own responsibilities at the time of a fire. These categories shall include: -

1. Managers;
2. Supervisory Staff.

ALARM TESTS

The fire alarm shall be tested weekly in all buildings, using a different actuation point for each test. A check is to be carried out, to ensure that the alarm is audible from every position within the building.

FIRE DRILLS

Fire drills shall be carried out every 6 months. Consideration shall be given to the simulated blocking of fire evacuation routes to provide realistic conditions.

FIRE INSTRUCTION NOTICES

Notices detailing the action to be taken in the event of fire shall be displayed in conspicuous positions, in all parts of the building.

RECORDS

Records shall be kept of all activities relating to fire and fire prevention and shall include:





1. Dates of training given, fire drills and alarm tests;
2. Type of training, instruction, drill or test;
3. Duration of training or drill;
4. Name of person carrying out training, instruction, drill or test;
5. Names of persons receiving training or instruction.

FIRE SAFETY INSPECTION CHECKLIST - COMPANY PREMISES

AREA:

DATE:

No	Item	Yes/No	Remedial Action Required (Include Location)	Action Date
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire/emergency procedures displayed?			
03	Fire extinguisher locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers - appropriate quantity and type for the risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers mounted on walls or similar			
08	Fire alarm points clearly indicated?			
09	Fire alarm tested on a weekly basis?			
10	Fire drill conducted within the last 6 months			
11	Fire Marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	"No Smoking" and similar warning signs displayed in areas of flammable materials storage?			





20	Fire risk assessment for areas still valid and relevant to risk			
----	---	--	--	--

Name of person making this report:

Department/Section:

Fire Safety Inspection Checklist - Company Premises

Section L

Arrangements for First Aid, Medical Emergencies, Accidents/Incidents

Alex Brindle will ensure there are sufficient first aiders available both at head office, and on sites. First aid kits are to be kept on all sites where work is being carried out, as well as in company vehicles.

The responsibility for ensuring they are kept stocked at all times rests with the first aiders / appointed persons. First aid kits kept in company vehicles are the responsibility of the driver.

MEDICAL EMERGENCIES:

In the event of an injury or sudden illness on site the following action is to be taken:

1. First Aid assistance to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injury or illness are to be passed to the site foreman and Alex Brindle as soon as possible.

ACCIDENTS / INCIDENTS

All accidents and cases of work-related ill health are to be recorded in the accident book, which is located at head office.

Will Targett is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

Will Targett is responsible for investigating accidents/incidents, ill health and dangerous occurrences.





Guidance for Assessing First Aid Requirements

In accordance with the Approved Code of Practice (ACOP) relating to First Aid provision, this company recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the company. The ACOP states that if the assessment identifies a need for first aiders, employers should ensure that they are provided in "sufficient numbers at appropriate locations".

It is recognised by this company that the assessments carried out need not be recorded, but as employers may have to justify their decisions, it should look at the following:

ASPECTS TO CONSIDER

1. What are the risks of injury and ill health arising from the work identified in the risk assessment?
2. Are there any specific risks, e.g. working with:
hazardous substances?
dangerous tools? dangerous machinery? Dangerous loads or animals?
3. Are there parts of the establishment where different levels of risk can be identified?
4. Are large numbers of people employed on site?
5. Record of accidents and cases of ill health. What type are they and where did they happen?
6. Are there inexperienced workers on site, or employees with disabilities or special health problems?
7. Are the premises spread out, e.g. are there several building on the site or multi-floor buildings?
8. Is there shift work or out-of-hours working?
9. Is the workplace remote from emergency services?

IMPACT OF FIRST AID PROVISION

If the risks are significant, the Company may need to employ, train and appoint first aiders

The following need to be considered:
specific training for first aiders extra first aid equipment precise siting of first aid equipment informing emergency services first aid room

Different levels of provision will probably need to be made in different parts of the premises.

First aiders made need to be employed for the higher probability of an accident.

It may be necessary to:
(a) locate first aid provision in certain areas
(b) review the contents of first aid boxes

The following will need to be considered:
(a) special equipment
(b) local siting of equipment

Provision in each building or on several floors will need to be considered

There needs to be first aid provision at site at all times when people are at work

Local medical services will need to be informed of the location of the premises. Special arrangements with the emergency services may need to be considered



Table of suggested numbers of first aid trained persons

Where there are special circumstances, such as remoteness from emergency medical services, shift working, or sites with several separate buildings, there may need to be more first aid personnel than set out below. Increased provision will be necessary to cover for absences.

Category Of Risk	Numbers Employed At any Location	Suggested Number of First Aid Personnel
Lower risk e.g. shops, offices, libraries	Fewer than 50	At least one appointed person
	50 -100	At least one full first aider
	More than 100	One additional first aider for every 100 employed
Medium risk e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20 -100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk e.g. most construction work, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5 - 50	At least one full first aider
	More than 50	One additional first aider for every 50 employed
	Where there are hazards for which additional first aid skills are necessary	In addition, at least one first aider trained in the specific emergency action

It must be noted that most 'construction work' is in the high-risk category and that specific Hazard Training is no longer approved by the Health and Safety Executive (HSE).

Where there are special circumstances, such as remoteness from emergency services and shift work, more trained personnel may be necessary.



First aid assessment checklist

The minimum first aid provision for each work site is:

- A suitably stocked first aid container;
- A person to take charge of first aid arrangements;
- Information for employees on first aid arrangements.

First aid materials, equipment and facilities

When the assessment of first aid requirements has been completed, this company will provide the materials, equipment and facilities needed to ensure that the level of cover identified as necessary will be available to employees at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

First aid containers

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each work site, suitable for the particular circumstances.

It will be ensured that first aid containers are kept easily accessible, and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid.

Tablets and medication should not be kept

As there is no mandatory list of items that should be included in a first aid container this company will decide what to include in the first aid container from information gathered during our assessment of first aid needs. As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'basic advice on first aid at work');
- Individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized individually wrapped sterile un-medicated wound dressings - approximately 12cm x 12cm;
- Two large sterile individually wrapped un-medicated wound dressings - approximately 13cm x 13cm
- One pair of disposable gloves.

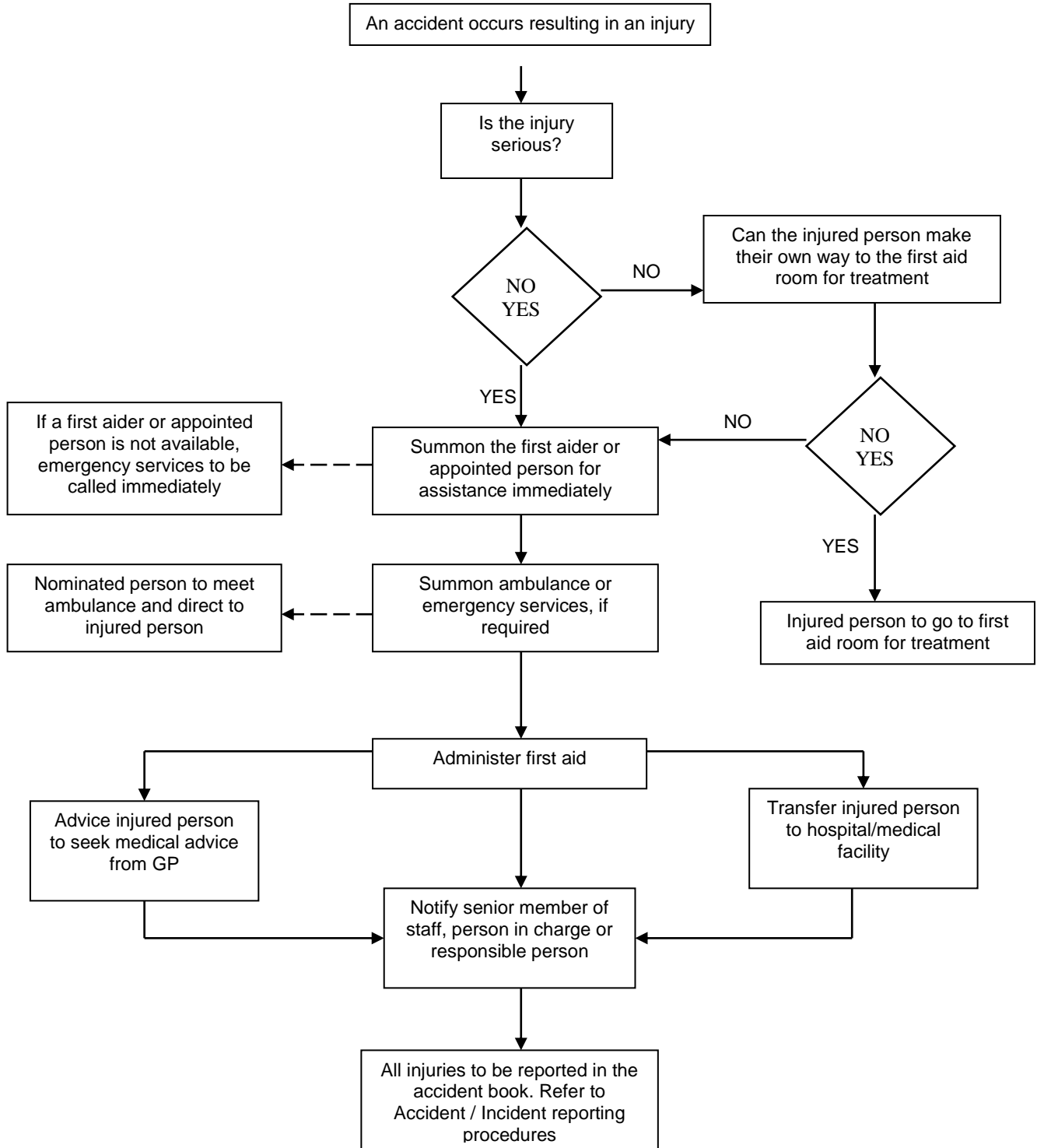
As this is a suggested contents list only, equivalent but different items will be considered acceptable.

Where mains tap water is not readily available for eye irrigation at least one litre of sterile normal saline in sealed, disposable containers will be provided.



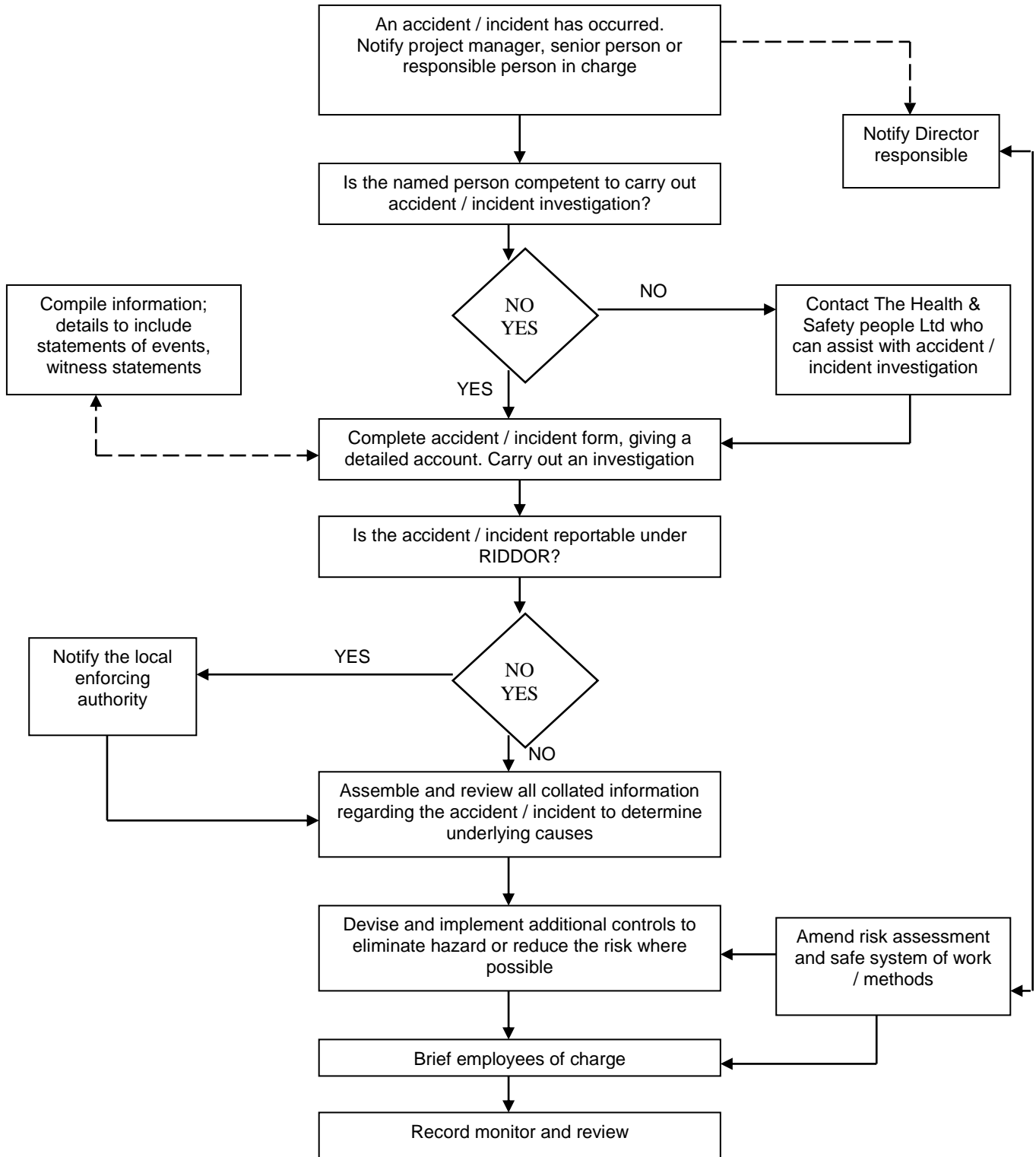


Procedure for dealing with Medical Emergencies





Procedure for Accident / Incident Investigation & Reporting



Guidance for Accident / Incident Investigation and Reporting

In the event of an employee of this Company suffering any of the following categories of injury:

- Fatal injury;
- Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc.);
- An injury resulting in the employee being absent from work for more than three (3) days;
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc.);
- Any other accident resulting in damage to property or injury to employees and/or members of public.

Certain procedures must then be followed as described below.

Initially the accident **MUST** be reported to your supervisor as soon as possible and be reported in the Company Accident Book held on the premises. Those working on sites away from Company premises are to ensure that the accident is reported to Head Office for entry in the Company Accident Book.

The details that must be recorded in the Accident Book are:

- Name of the person suffering the injury;
- Date and time of the injury;
- Name of person reporting the injury;
- Cause of the injury;
- Any action taken as a result of the injury;
- Whether or not the injury is reportable to the enforcing authority (Health and Safety Executive or Local Authority);
- Nature of the injury (e.g.: part of the body affected).

The Supervisor is required to report the incident to Company management, who will decide if it is reportable to the enforcing authority. If it is, then an appointed member of management will fill in the details required on the official reporting form (F2508, F2508A, etc) and send it to the enforcing authority within the time period specified by law (See 'Accident Reporting Telephone Line' overleaf). Over three-day injuries must be reported within ten days to the HSE office (or the local authority Environmental Health Department) that serves the location of the accident. Serious incidents (which are reportable immediately) should be reported by the quickest possible means, and then must be followed up by the official reporting form within ten (10) days, unless reported to the Incident Contact Centre by phone or via the Internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the company's internal accident investigation form, and that remedial measures are put into place to prevent a recurrence.

If there is no supervisor in the area at the time of the incident, then the employee suffering the injury **MUST** report the accident in the Accident Book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.



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If a member of public (or other person who is not an employee of this Company) is injured as a result of a work activity by one of our employees and that member of public is taken to hospital for treatment, then the accident/injury must be reported to Company management **WITHOUT DELAY**.

Where an incident has occurred that is classified as a dangerous occurrence, then that incident must be reported to management **WITHOUT DELAY**, even if no-one was injured.

Accident Reporting Telephone Line

On 1 April 2001 The Health and Safety Executive (HSE) launched a national accident reporting system that provides all employers in England, Scotland and Wales with a single telephone number and address for reporting workplace accidents and cases of ill health under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Incident Contact Centre allows employers to report accidents, cases of ill health and dangerous occurrences to the enforcing authorities by telephone without the need to follow up the report in writing. The Centre also allows employers to report accidents to the enforcing authorities by e-mail or via the Internet for the first time.

The move was designed to simplify the UK's existing accident reporting system by replacing the 500 different telephone numbers and addresses then used to report workplace accidents with a single Incident Contact Centre.

National Number

Under this system, a single national telephone number and address was introduced for reporting RIDDOR incidents in England, Scotland and Wales. In addition to the telephone hotline, employers are able to report incidents by sending a completed RIDDOR incident report form by e-mail, Internet, fax or post.

**Call the Incident Contact Centre, Monday to Friday from 8.30am to 5.00pm, on:
(Tel) 0845 300 9923 or (Fax) 0845 300 9924**

Employers are also able to report RIDDOR incidents by e-mail to: riddor@natbrit.com, or by visiting the Centre's website at: www.riddor.gov.uk.

In addition, employers are able to send postal reports to: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

Copies of the leaflet 'RIDDOR Reporting: Information about the new incident centre' (MISC310) are available free from HSE Books on (Tel) 01787 881165.





ACCIDENT/INCIDENT REPORT FORM

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number: _____

Full name of person completing this report: _____

Date investigation requested: / / Date and time investigation commenced: _____

Location where the investigation is being carried out: (is it at the actual location of the incident or off site?)

Name of Company this investigation is being carried out for: _____

Name and Job title of person supplying information: _____

TYPE OF INCIDENT (Please tick relevant boxes)

Fatality	<input type="checkbox"/>	Under "3" day injury	<input type="checkbox"/>	No time lost	<input type="checkbox"/>
Major Injury	<input type="checkbox"/>	In hospital, more than 24 Hours	<input type="checkbox"/>	Member of public/other contractor injured	<input type="checkbox"/>
Over "7" day	<input type="checkbox"/>	Dangerous occurrence	<input type="checkbox"/>	Became unconscious	<input type="checkbox"/>
Reportable disease	<input type="checkbox"/>	Damage incident	<input type="checkbox"/>	Needed resuscitation	<input type="checkbox"/>

THE INJURED PERSON

Name of Injured Person: _____

Age _____ Sex: Male / Female

Status: Employee Self Employed Trainee Trade Contractor Other

Injured Person's Home Address: _____

Occupation when Injured: _____

Normal Occupation: _____

Years of Experience in Normal Occupation: _____

Nature of injury or condition, and the part of the body affected: _____

Company Name of Injured Person's Employer: _____



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THE ACCIDENT/INCIDENT

What is the exact location of the accident/incident? _____

Date and time of accident/incident: _____

What is the normal activity carried out at the location at the time of the accident/incident? _____

What job was being done by the injured person when they were injured? _____

What step of the job was in progress? _____

Describe what happened and how. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Names, employer's names and telephone numbers of witnesses: _____

What was the immediate cause of the accident/incident? _____





TRAINING AND RECOMMENDATIONS

What job instruction had injured person received relating to the incident, and when?

What action has been taken to prevent a recurrence?

What further recommendations do you make?

Was there a Risk Assessment performed for this task? _____

Had the recommendations been followed? _____

Does the Risk Assessment need amending? _____

Date and time investigation completed: _____

SIGNATURE OF INVESTIGATOR _____



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INJURED PERSON'S STATEMENT

Full Name of Person Making this Statement: (Please print)

Signed
Date



Hawkins Drive
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Staffordshire,
WS11 0XT



Tel: 01902 722721
Head Office: 08443 350522
sales@diamondfire.co.uk
www.diamondfire.co.uk

WITNESS STATEMENT

Full Name of Witness: (Please print)

Name of Employer:

Contact Telephone Number:

Signed: _____ Date: _____



GUIDANCE NOTES - RIDDOR REPORTING Death or Major Injury

If there is an accident connected with work and an employee, or a self-employed person working on Company premises is killed or suffers a major injury (including as a result of physical violence), OR a member of the public is killed or taken to hospital, then the Company will notify the enforcing authority without delay (eg by telephone). Within ten days a completed accident report form (F2508) will be sent to the enforcing authority (but see 'Accident Reporting Telephone Line' on the previous page).

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (permanent or temporary).
- 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 requiring 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 harmful substances or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over Seven Day Injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on Company premises, suffers an over three-day injury a completed accident report form (F2508) will be sent to the enforcing authority within ten days (but see 'Accident Reporting Telephone Line' on the previous page). An over three-day injury is one which is not a major injury but results in the injured person being away from work or unable to do their normal work for more than three days (including non-work days).

Occupational Disease

If a doctor notifies an employee that he/she suffers from a reportable work-related disease then a completed disease report form (F2508A) will be sent to the enforcing authority. A full list is included with the pad of report forms and in the guide to the Regulations, or the local Health and Safety Executive will be contacted to confirm if the disease is reportable.

Reportable diseases include:

- 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.



Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone) to the enforcing authority. A full list is included with the pad of report forms and in the guide to the Regulations, or the local Health and Safety Executive will be contacted to confirm if the event/incident is reportable.

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe-work.
- Failure of any freight container in any of its load bearing parts.
- 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.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work.
- Explosion of fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building or; 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substance if the release is in the open air.
- Accidental release of any substance which may damage health.

Near Miss



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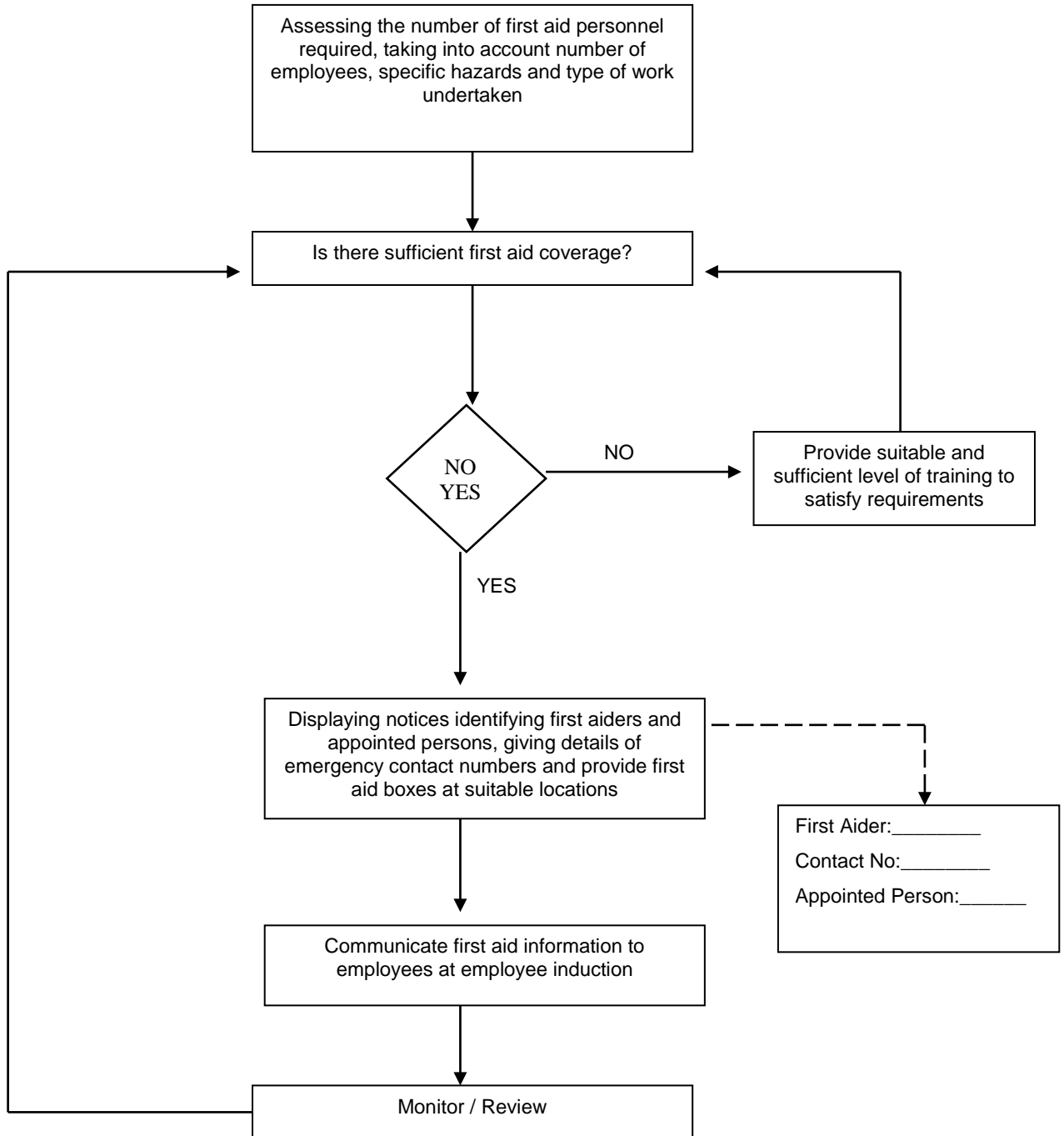


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A near miss is any other occurrence where injury has not occurred but which clearly could have done (the term "near miss" has no basis in law but is a term frequently used in Safety Management). Though a near miss is not reportable to the HSE, this Company will carry out an investigation into near misses in accordance with the Company's Accident Reporting and Investigation Procedures, which can be found on the first page of this section.



Procedure for Assessing First Aid Requirement



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Section M

Arrangements for Personal Protective Equipment

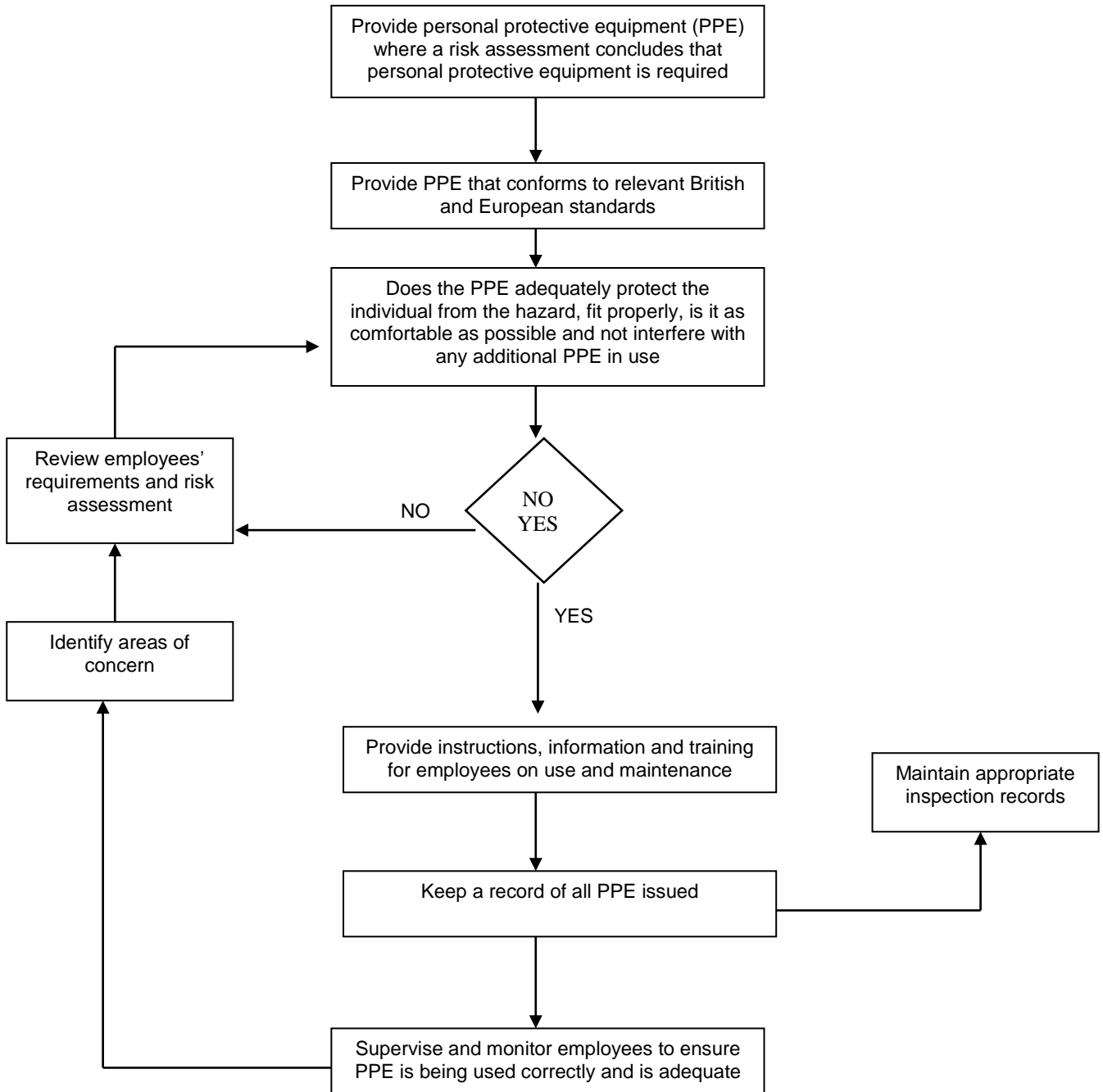
Personal Protective Equipment (PPE) requirements will be defined by the risk assessment process. Whatever is defined will be communicated to employees and any PPE needed to make the task safe will be supplied to employees by the company free of charge.

It will be for the site supervisor to ensure that all employees have been shown how to use, store and check their PPE, as well as ensuring that they actually use it.





Procedures for Personal Protective Equipment



See guidance section for details





Section N

Arrangements for Employee Welfare, Safety and Health

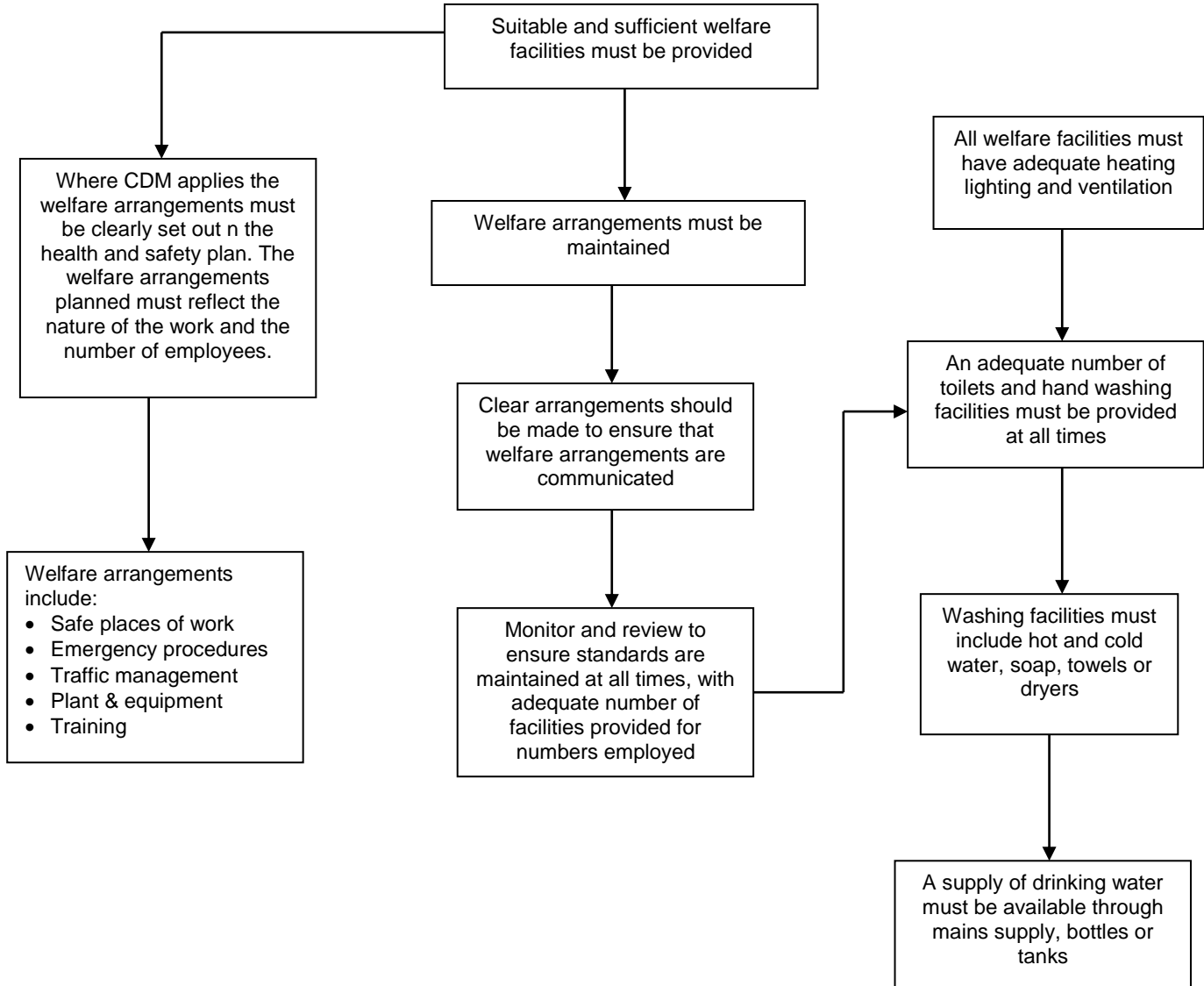
Welfare facilities are provided for the use of employees. Diamond Fire will be responsible for making sure that they are compliant with current legislation and that a regular cleaning regime is implemented.

On site welfare facilities must be of a similar standard to those at head office. These may be detailed in the Construction Phase Health and Safety Plan. Site Managers will be responsible for making necessary alternative arrangements, e.g. using the host company's facilities, prior to deployment on site.





Procedure for Employee Welfare, Safety and Health



Guidance on Employee Welfare, Safety and Health

The Workplace (Health, Safety and Welfare) Regulations require so far as is reasonably practicable, the following:

Maintenance of Workplace, Equipment, Devices and Systems

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance. See section provision and Use of Work Equipment" for procedures Ventilation

In order to comply with this provision effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air.

For health and safety purposes any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant.

Temperature in Indoor Places

Although no values are accorded to temperatures in the regulations, this Company will ensure that, during working hours, the temperature inside buildings is reasonable i.e. has achieved 16° within one hour of work commencing. However, in order to achieve a reasonable indoor temperature the Company will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. A provision under this section is that the Company must provide a sufficient number of thermometers in the workplace to enable employees to determine the temperature inside the workplace.

Lighting

Every workplace inside the Company's premises will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting.

Cleanliness, Floors, Traffic Routes and Waste Materials

It is a requirement of the Regulations and Company policy that every workplace and all furniture, furnishings and fittings be kept sufficiently clean. Surfaces of walls, floors and ceilings of all workplaces inside buildings will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials will not be allowed to accumulate in a workplace except in suitable receptacles.

The construction of all floors and traffic routes will be suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless fitted with suitable handrails) and slippery surfaces that constitute a risk to health and safety. All floors will have an adequate means of drainage where necessary.

So far as is reasonably practicable, all floors and traffic routes will be free of obstructions, articles and substances that may cause a person to slip, trip or fall.



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All traffic routes which are staircases will be fitted with suitable and sufficient handrails and where appropriate, guardrails, unless a handrail cannot be provided without obstructing the traffic route.



Workstations and Seating

Every workstation will be so arranged so that it is suitable both for the person carry out the work and the work being performed.

Where a workstation is outdoors it will, as far as is reasonably practicable, be protected from adverse weather conditions, be such that it can be evacuated swiftly in the event of an emergency and be such that a person at the workstation is not liable to slip or fall.

A suitable seat will be provided for each person at work in the workplace whose work includes operations of a kind that the work (or a substantial part of it) can or must be done sitting. A suitable footrest will be provided where necessary.

A workstation assessment checklist can be found at the end of this section.

Falls or Falling Objects

So far as is reasonably practicable, suitable and effective measures will be taken to prevent any of the following events:

- Any person falling a distance liable to cause personal injury,
- Any person being struck by a falling object liable to cause personal injury.

Any area where there is a risk to health and safety as a result of the above will be clearly indicated where appropriate.

So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into a dangerous substance in the tank, pit or structure will be securely covered or fenced. Any traffic route over, under or in an uncovered tank, pit or structure as mentioned above will be securely fenced. A "dangerous substance" as mentioned above means:

- Any substance likely to scald or burn
- Any poisonous substance
- Any corrosive substance
- Any fume, gas or vapour likely to overcome a person, or
- Any granular or free flowing solid substance, or any viscous substance which, in any case, is of a nature or quantity which is liable to cause danger to any person.

Windows and Transparent or Translucent Doors, Gates and Walls

Where necessary for reasons of health and safety any window or other transparent or translucent surface in a door or gate will be of safety material or be protected against breakage, and be appropriately marked or incorporate features so as to make it apparent.

Escalators and Moving Walkways

Where provided, such equipment will be equipped with any necessary safety devices and be fitted with one or more emergency stop controls, which are easily identifiable and readily accessible.



Windows, Skylights and Ventilators

It is the policy of this Company to provide on its premises only windows, skylights or ventilators that can be opened, closed or adjusted in a manner which does not expose any person performing such an operation to a risk to their health or safety and that no window, skylight or ventilator will be permitted to be in a position that, when open, exposes any person in the workplace to a risk to their health and safety.

It is the policy of this Company to provide on its premises only windows and skylights that are designed and constructed so as to be able to be cleaned safely. Where this cannot be achieved alternative arrangements will be devised so as to render the window cleaning operation safe and without risks to health.

Traffic Routes

It is the policy of this Company to organise every workplace in such a manner that pedestrians and vehicles can circulate in a safe manner. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes, and distance of doors, gates and pedestrian access points leading to vehicular traffic routes), sufficient in number, in suitable positions and of sufficient size. All traffic routes will be suitably indicated where necessary for reasons of health and safety.

Doors and Gates

Doors and gates will be suitably constructed (including being fitted with safety devices where appropriate) and the following will devices or features will be included if required:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use.
- Any upward opening door or gate will have a device to prevent it falling back.
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person, and, where necessary for reasons of health and safety, will be able to be operated manually unless it opens automatically in the event of a power failure.
- Any door or gate which is capable of opening by being pushed from either side will when closed, have a built in feature to enable a clear view of the space close to both sides.

Sanitary Conveniences

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit and be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences will be provided for men and women. In a situation where a part or the whole workplace is not new or is a modification or alteration and was in existence prior to these regulations coming into force in 1993 (and thus fell under the provisions for sanitary facilities in the Factories Act, 1961) then sanitary facilities will be deemed acceptable provided that there is at least one suitable water closet for every 25 females and one water closet for every 25 males.

Washing Facilities

Suitable and sufficient washing facilities, including showers if appropriate, will be provided at readily accessible places if required by the nature of the work or for health reasons.

Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room, and will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot air dryer). The rooms containing the washing facilities will be well lit and ventilated and will be kept in a clean and orderly state.

Separate shower facilities will be provided for men and women, unless the room is capable of being secured from the inside and the facilities inside the room are intended for the use of only one person at



a time.

Drinking Water

The Company will ensure that an adequate supply of wholesome drinking water will be provided for all persons at work in the workplace. Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Additionally, suitable and sufficient cups or other drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

Accommodation for Clothing

Suitable and sufficient accommodation will be provided in a suitable location for the clothing of any person at work which is not worn during working hours, and for special clothing which is worn at work but which is not taken home. This will involve separate accommodation for clothing worn at work and for other clothing and such accommodation will be secure. So far as is reasonably practicable the accommodation will include facilities for the drying of clothing.

Facilities for Changing Clothing

Suitable and sufficient facilities will be provided for any person at work in the workplace to change clothing in all cases where the person has to wear special clothing for the purpose of work, and the person cannot, for reasons of health or propriety, be expected to change in another room. Separate changing facilities for males and females will be provided as required.

Facilities for Rest and to Eat Meals

Suitable and sufficient rest facilities, in the form of rest rooms or rest areas, will be provided at readily accessible places. These rest facilities will include suitable facilities to eat meals where food eaten in the workplace would otherwise be likely to become contaminated. Rest rooms and/or areas will include arrangements to protect non-smokers from discomfort caused by tobacco smoke, as well as facilities for pregnant women or nursing mother to rest.

Where meals are regularly eaten in the workplace, facilities will be provided for persons at work to eat meals.

Documentation



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Documentation required by health and safety legislation to be kept and/or displayed on the production facility/office premises will be as follows:

Notices

- Health and Safety Law placard
- Fire and Emergency Plan
- A copy of the Company's Employers Liability Insurance Certificate
- A copy of the Company's Health and Safety Policy Statement

Any other abstracts of Regulations that are relative to works being carried out within the workplace will be displayed as applicable.

Prescribed Registers

- Record of Inspection and/or Thorough Examination of equipment as required by PUWER or LOLER;
- Accident Book - record of injuries occurring in the workplace.





THE WORKPLACE (HEALTH, SAFETY AND WELFARE) COMPLIANCE CHECKLIST

<p>1. Are all places of work safe and free from risk? If no describe the steps that are being taken to correct this.</p>	<p>YES/NO</p>
<p>2. What steps have been taken to prevent access to places that are not free from risk?</p>	
<p>3. What steps have been taken to ensure that fresh or purified air is available at every workplace? What system is in place to detect a failure of this air?</p>	
<p>4. Can all windows, skylights and ventilators be opened from a safe position? If no, what steps are being taken to remedy the situation?</p>	<p>YES/NO</p>
<p>5. Has suitable provision been made so that windows and skylights can be cleaned safely? If no, what steps are being taken to remedy the situation?</p>	<p>YES/NO</p>
<p>6. What steps have been taken to ensure that the temperature at any indoor place of work is reasonable?</p>	
<p>7. Has suitable and sufficient lighting been provided at every workplace and traffic route? If no describe the steps being taken to correct this.</p>	<p>YES/NO</p>





8. Is there a system in place for a secondary lighting system? If no describe the steps being taken to correct this.	YES/NO
9. Is there a traffic route(s) on the premises? If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed.	YES/NO
10. Are areas around workplaces clear from items that may cause a slip, trip or fall? Are floors sufficiently clean and dry? If no, what steps are being taken to ensure workers' safety, particularly in emergency evacuation situations?	YES/NO
11. Is it possible that materials or objects could fall and cause injury? If yes describe the precautions to stop people from being struck.	YES/NO
12. Are there a sufficient number of suitable emergency routes? If no describe the steps being taken to correct this.	YES/NO
13. Are all doors and gates suitably constructed and have safety devices been fitted where necessary? If no, what steps will be taken to correct this?	YES/NO
14. Have maintenance checks been carried out to escalators or moving walkways? If no, what steps will be taken to ensure such checks are done?	YES/NO



Workplace Health Safety and Welfare Compliance Checklist Cont...

15. Is it possible for any structure to collapse? If yes what steps will be taken to ensure that this does not occur?	YES/NO
16. Is it possible for people to fall into water or other liquid where there is a risk for them to drown? If yes describe the steps being taken to prevent this.	YES/NO
17. Is there a possibility that fire, explosion, flooding or asphyxiation could occur? If yes describe the steps that are being taken to prevent the risk of this.	YES/NO
18. Are there suitable and sufficient fire fighting equipment, fire detection and alarm systems, suitably located and are employees trained to use such equipment? If no describe the steps being taken to correct this.	YES/NO
19. Are there sufficient toilets, washing facilities and areas to change clothing or rest, close to the work place? If no describe the steps being taken to correct this. How will they be cleaned and maintained?	YES/NO
20. Is all statutory documentation and prescribed registers displayed clearly or easily accessible? If no, what steps will be taken to correct this?	YES/NO

Inspection carried out by (Name). (Signed)

Results of inspection passed to (Name) (Position)
for action

Date



STRESS POLICY

Introduction

This Stress Policy has been developed in full consultation with management and employee representatives, and has been endorsed by the Management Team. The policy covers all employees; Failure to comply with this policy may lead to disciplinary action being taken.

Definition of Stress

Stress is defined by the HSE as 'an adverse reaction people have to excessive pressure or other types of demands placed on them'.

We wish to make it clear that 'stress' is not the same as 'pressure'. Pressure can be motivating and challenging, and improve performance. By 'stress' we mean something that is a negative, a response to too much pressure or too many demands, which the person finds difficulty in coping with.

Legal Obligations

We acknowledge that we have a duty of care to the mental health and well being of our employees. We will treat stress in the same way as any other health hazard and assess risks to mental health and well being when necessary. Where an employee becomes disabled through stress-related illness, we will make reasonable adjustments where practicable. We acknowledge that we should act reasonably to prevent risks that are reasonably foreseeable. Any recording of information will conform to the latest data protection regulations (see the Data Protection Policy).

Policy Statement and Commitment

Diamond Fire Ltd recognises that stress can be a considerable risk to both physical and mental health. This policy explains the action we are taking as an employer with regard to stress-related problems in the workplace. The aim is to prevent stress-related problems from occurring if possible, but also to state what will be done if there are employee's having problems.

Diamond Fire Ltd is committed to promoting a good, supportive climate and working culture, and a culture of openness, where stress is not seen as a personal weakness, and where employees under stress can access appropriate support.

Benefits from following this policy

We anticipate the following benefits from implementing the Stress Policy:

1. Improved working climate and culture
2. Greater openness about sources of pressure at work at all levels
3. Better awareness in all employees of stress-related issues
4. Greater consistency of approach from managers in dealing with stress
5. Earlier identification of stress-related problems
6. Improved skills in managers
7. Overall reduction in key stress indicators
8. Improved and better-utilised support services.



Risk Assessment and Management

Stress indicators (e.g. stress-related absence, staff turnover) will be monitored and risk assessments will be carried out as necessary. Key staff will be trained in carrying out risk assessments, and we will adopt a team approach. For example, where hazards have been identified a working group will be formed with representatives from, HR, Health and Safety, Management, and Employees. The group will gather data, analyse and interpret results, and make recommendations on reducing stress risk.

Managers will have a key risk management role, especially at the level of individual employees. They will be trained for this role (see below).

The Role of Managers

- Managers have a critical role in minimising and managing stress risks, and will receive relevant training to give them the skills and knowledge to be able to implement the policy. All managers will be required to attend this training. Part of this training will include input on identifying the signs and symptoms of stress. Once problems are identified managers should be prepared to discuss stress-related issues, especially work-related stressors, with employees, and seek to develop individual action plans where reasonable and appropriate. These plans should not be open-ended, but be time-limited and reviewed at agreed stages.
- Managers have a critical role in offering support to employees, and in facilitating support from elsewhere as necessary. Managers are not expected to take on the role of Counsellors; however managers will be expected to use good communication skills in their tackling of stress-related issues. Managers are expected to be consistent in their approach to stress-related absence, and to refer employees too relevant support services including the Employee Assistance Programme provided by The Health and Safety People Limited when necessary.
- Managers are encouraged to maintain good communication at all times, and this should be 'face-to-face' communication whenever possible. Good communication reduces unnecessary uncertainty and prevents stress. Positive feedback is encouraged and any criticism should be constructive. Managers should seek to consult and involve staff at the earliest appropriate stage in decisions that affect them.
- Managers should be aware of employees* training and development needs, especially when an employee is taking on a new or changed role.
- Managers should monitor and review workloads to ensure that they do not become excessive.
- Managers should manage poor performance and attendance effectively in order to prevent unnecessary pressures on colleagues.
- Managers should not regard stress as a weakness, and should encourage open discussion of 'sources of pressure' at team meetings. Treating employees who have stress-related conditions less favourably may be discriminatory.
- Managers should adopt an open door¹ policy. This enables managers to be more approachable and will assist them in identifying stress-related problems at an early stage, allowing early intervention.
- Managers should be clear about roles and responsibilities of staff.
- Managers should regularly monitor and review stress indicators e.g. patterns of absence.
- Management of stress-related absence
- Managers should be consistent and should refer to our Absence Management Policy for guidance. In particular, managers should be aware that increased absence might indicate underlying stress problems. Managers should use the opportunity of return- to-work interviews to discuss stress-related problems when appropriate. Where an absence is stress-related, an early referral to Occupational Health is recommended. Managers should seek advice from Human Resources if in any doubt.



Support for Managers

- All managers will receive appropriate training in order to implement this policy. Its main aim will be to assist managers in identifying stress-related problems and to minimise associated risks.
- Managers will receive briefings on the roles of the Employee Assistance Programme, and the support they can get from Human Resources (with regard to the implementation of this policy).
- Managers should not hesitate to seek advice and/or support if they feel they need it.
- Managers need also to be aware of support services available to employees, of how to refer employees, and of how employees can self-refer.
- The role of support services will be discussed as part of managers' training.

Employees' Responsibilities

- Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems they don't know about.
- Employees should avoid unnecessary absence. Excessive absence puts additional pressure on colleagues that may lead to stress in others. Employees should refer to the Absence Management Policy if in any doubt.

Support for Employees

All employees can now access a confidential counselling service (through the Employee Assistance Programme). Details are posted on all notice boards appointments can be made at any time, including during working hours. The service is free and confidential, and employees are encouraged to use this service, whatever the nature of the stress-related problem.

Lack of skills, in a new role for example, can cause stress, and employees should not hesitate to approach managers to discuss training and development needs at any time.

Employees can also approach HR for advice on stress-related problems or any health matter.

Working Relationships

Good, supportive working relationships have a buffering effect against stress. Managers should be supportive, and all employees are encouraged to be supportive of each other.

Poor working relationships have the opposite effect and can be a cause of stress. Bullying and harassment, in particular, can cause stress. Employees should report cases of bullying or harassment to line management or to a Director. Details of where employees can access support if they feel they are being bullied or harassed are posted on all notice boards.

Evaluation and review

This policy will be evaluated over a 12-month period from the commencement date. Stress indicators will be monitored, as will the numbers of employees accessing support services. In addition, both quantitative and qualitative data will be gathered for evaluation purposes.

The policy will be reviewed once the evaluation process is complete. Any comments or suggestions that employees have with regard to this policy are strongly encouraged.

Employees can make use of suggestion boxes, email or any other communication channel.





STRESS AWARENESS QUESTIONNAIRE

Complete the questionnaire below, circling the rating for each question that is the closest to your normal behaviour. When you have completed this, total your score and read the summary for that score.

Ratings	1 = Never	2 = Sometimes	3 = Often	4 = Always
---------	-----------	---------------	-----------	------------

1	I will often act before thinking	1	2	3	4
2	I don't like taking advice	1	2	3	4
3	I will cancel social engagements because of work	1	2	3	4
4	I often miss lunch because of work commitments	1	2	3	4
5	I sometimes push myself physically too hard	1	2	3	4
6	I put off dealing with difficult situations	1	2	3	4
7	I find it difficult to refuse a request	1	2	3	4
8	I often get impatient	1	2	3	4
9	My family sometimes comes second to work	1	2	3	4
10	I am often late	1	2	3	4
11	I react badly to criticism	1	2	3	4
12	I often feel that there is not enough time	1	2	3	4
13	I do not like to be kept waiting	1	2	3	4
14	I have little time to relax	1	2	3	4
15	I find it difficult in a new environment	1	2	3	4
16	I get angry easily	1	2	3	4
17	I sometimes take on too much	1	2	3	4
18	I find it difficult to delegate	1	2	3	4
19	I feel guilty if I am not busy at work	1	2	3	4
20	I take on too many jobs at once	1	2	3	4
21	Sometimes I find it difficult to cope	1	2	3	4
22	I often feel emotional at work	1	2	3	4
23	I feel frustrated when stuck in traffic	1	2	3	4
24	I tend to bottle up my emotions	1	2	3	4
25	I know when I am stressed	1	2	3	4
	TOTAL				

Score between 1 - 25 = OK

Score between 25 - 50 = mildly stressed - observe

Score between 50 - 75 = Cause for concern management action required

Score between 75 - 100 = Immediate action required refer to medical practitioner

Working Time Regulations



INTRODUCTION

The Working Time Regulations, 1998 (amended 1999, 2001, 2003 and 2004) deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Some of these rights can be amended if an employer comes to a "collective" or a "workforce" agreement with his workers.

There are two types of agreement:

1. A collective agreement is one that has been negotiated through a trade union.
2. A workforce agreement is one that has been agreed by the employer and his workers or their representatives.

In general, a worker is someone for whom an employer provides work, controls when and how the work is done, and pays tax and national insurance contributions. The majority of agency workers and freelance workers are likely to be workers, but not the genuinely self-employed that are paid on the basis of an invoice rather than with wages.

The Regulations apply to trainees over school leaving ages who are engaged on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. An adult worker is a worker who has attained the age of 18. A young worker is a worker who is older than the minimum school leaving age, but under 18 years of age.

HOURS OF WORK

The Company shall ensure that all reasonable steps are taken so that workers do not work more than an average of 48 hours a week (including overtime) in any reference period, which will normally be a period of 17 weeks. If during a reference period a worker is absent from work, on annual, sick or maternity leave, the calculation of average weekly hours for the reference period shall include the total number of hours worked immediately after the reference period, during the number of working days which equals the number of days of absence.

An individual worker may agree with the Company to work more than the 48 hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to terminate any agreement he has made, but only after giving the Company at least seven days notice in writing of his intention to do so. An agreement may specify the period of notice a worker is required to give the Company if he wishes to terminate the agreement. This period must not exceed three months. However, under no circumstances must a young worker's working time exceed eight hours a day, or 40 hours a week.

NIGHT-TIME WORKING

The term "night-time" is defined in the Regulations as meaning a period, determined by a collective or workforce agreement of at least seven hours, including the period between midnight and 5.00 am. Where there is no agreement, "night-time" means the period between 11.00 p.m. and 6.00 am.

A "night worker" is a person who normally works at least three hours of his daily working time during night-time, but this arrangement can be altered through a collective or workforce agreement.

"The restricted period", in relation to a worker, means the period between 10 p.m. and 6 a.m. or, where the worker's contract provides for him to work after 10 p.m., the period between 11 p.m. and 7 a.m.

A night worker's normal hours of work are not to exceed an average of eight hours in each 24 hours over a 17 week period. Averaging is not permitted where a night worker's work involves special hazards or heavy physical or mental strain. There is a limit of eight hours on the worker's actual daily working time. The work of a night worker shall be regarded as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement or if it is recognised in a risk assessment as involving a significant risk. The night time limits and the reference period may be modified or excluded by a collective or workforce agreement.



The Company shall ensure that free health assessments are offered to any workers who are to become night workers, and night workers shall also be given the opportunity to have further assessments at regular intervals. The frequency of repeat assessments will vary between individuals according to the type of night work, its duration and the age and health of the individual worker.

Young workers shall be entitled to a health and capacities assessment if they work during the period between 10.00 p.m. and 6.00 a.m. Issues that shall be included in this assessment are physique, maturity and experience, and the type of work that is to be undertaken by the young person.

REST PERIODS

In each 24 hour period, an adult worker is entitled to a rest period of at least 11 consecutive hours whilst a young worker is entitled to a rest period of at least 12 consecutive hours.

In addition to their daily rest periods, workers are entitled to weekly periods of rest. The Company shall ensure that adult workers are able to take 24 hours uninterrupted rest in each seven day period or, alternatively, either one 48 hour rest period or two 24 hour rest periods in each 14 day period.

The Company shall ensure that young workers are able to take rest periods of not less than 48 hours in each seven day period.

Where an adult worker's daily working time exceeds six hours he is entitled to an uninterrupted rest break of at least 20 minutes. Young workers are entitled to a rest break of at least 30 minutes if their daily working time exceeds four and a half hours.

A collective or a workforce agreement may modify the rest breaks of adult workers. The rest breaks of young workers must not be modified.

ANNUAL LEAVE

All workers are entitled to four weeks annual leave calculated on the basis of one-twelfth of their annual entitlement for each complete month of service.

There is no statutory entitlement to bank and public holidays. These are simply days on which a worker may receive leave under the terms of his contract. As with other contractual leave, these days may be used by the Company as part of the leave it is required to provide under these Regulations. If a worker is paid for a public holiday, the day may count towards his entitlement to annual leave.

Leave may be taken only in the leave year in which it is due. It may not be replaced by a payment in lieu, except where a worker's employment is terminated.

A collective or workforce agreement may contain the date on which the leave year begins.

Where no such date is agreed, a workers leave year will begin on one of the following dates:

1. On 1st October if the worker started with the Company on or before 1st October 1998;
2. On the date the worker started employment if that employment started after 1st October 1998.

RECORDS

The Company shall keep adequate records to show whether the limits on weekly hours of work and night time work are being achieved for each of its workers.

Workers who have opted out of the 48 hour limit on their working week shall be identified. The terms on



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which they have opted out shall be recorded and the hours worked during each reference period specified. The Company shall also keep, where appropriate, records showing that the requirements concerning health and capacity assessments are being complied with. The Company shall determine the form in which records are kept, but All records must be maintained for two years from the date on which they are made.





Section O

Arrangements for Drugs and Alcohol

To assist in the safe performance of our duties, Diamond Fire operates a strict policy of NO ALCOHOL and NO DRUGS in the workplace.

No alcohol or drugs will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol, will be refused entry to the workplace.

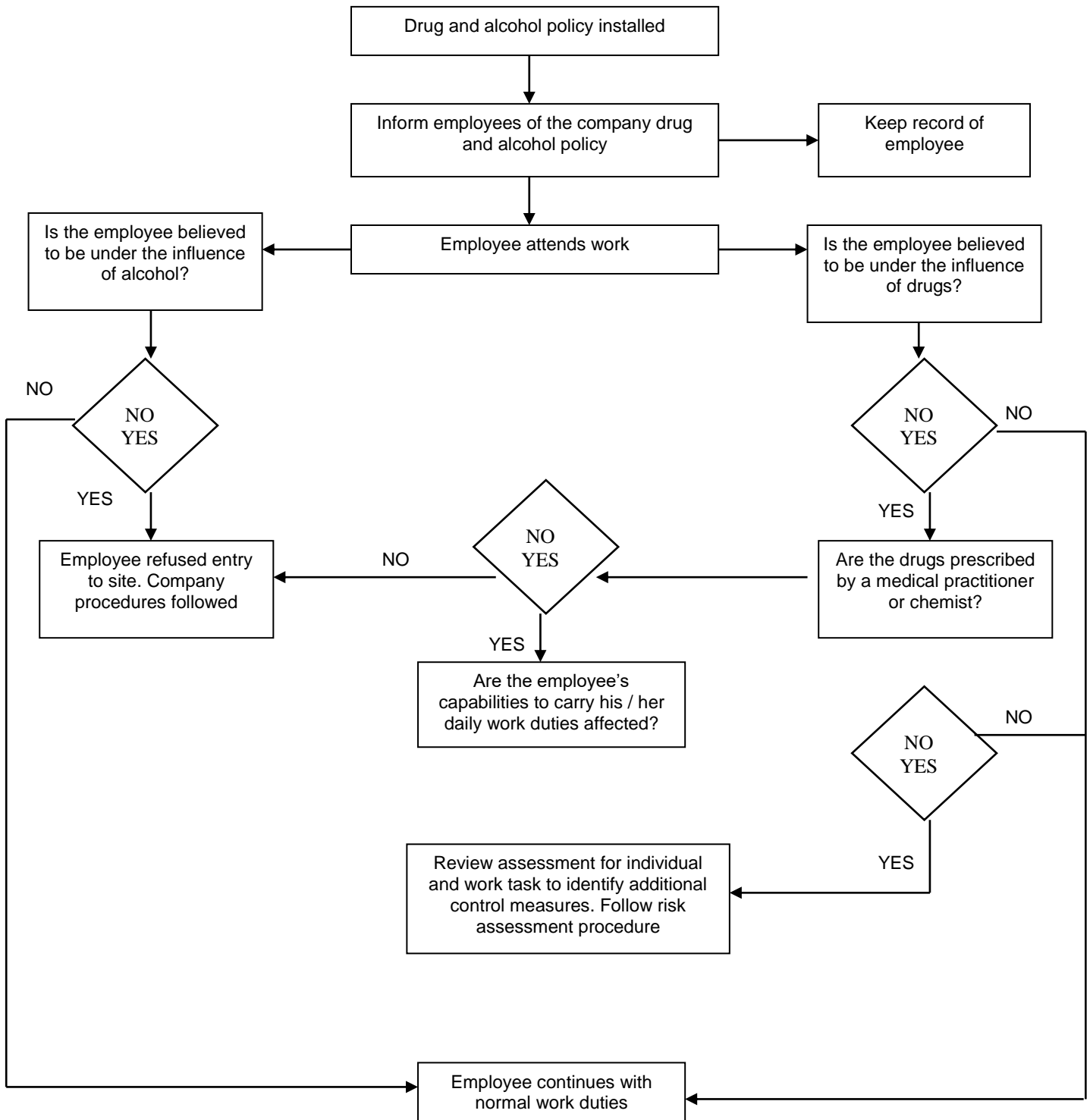
For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.





Procedures for Drugs and Alcohol



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Guidance on Drugs and Alcohol

To assist in the safe performance of our duties, the consumption of alcohol or drugs will not be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety and for the safety of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

