

## HEALTH AND SAFETY POLICY STATEMENT

### 1. Affirmation

It is the policy of the Management of the Company to:

- Promote the occupational Health & Safety of all its employees.
- Comply with the Health & Safety at Work Act 1974 and all related safety legislation.
- Inform employees of their individual responsibilities and legal obligations under the HASAW Act, to behave in a reasonable and safe manner and to co-operate with the employer in all safety matters.

### 2. Objectives

The company acknowledge their responsibilities to:

- Provide and maintain, so far as is reasonably practical, a safe place of work for its employees.
- Operate safe systems of work in order to reduce the possibility of accidents.
- Inform employees of safety regulations applicable to the Companies and themselves and ensure where necessary, training and instruction is given to enable employees to work in reasonable safety.
- Maintain a constant and continuing interest in Health and Safety matters applicable to the Company's activities.
- Monitor safety performance and encourage employees to participate in setting and achieving adequate standards for working practices.
- Ensure that as far as is reasonably practicable, employees on remote sites are not exposed to risks to their health and safety and all reasonable precautions are taken.
- Ensure that as far as is reasonably practicable, members of the general public both on Company premises and on site are not exposed to risks to their health and safety.

Inform employees of any changes or additions to the Company's Health and Safety Policy.

Signed: .....



Date: .....

1/4/11

**S B Kimber – Managing Director**

## **PART 2 - THE ORGANISATION**

- a. The following organisational charts show respective levels of authority and responsibility for the Companies which are delegated through successive tiers of management.
- b. Key personnel within Christie Intruder Alarms are:-

### **Health and Safety Director**

- i). Responsible for the supervision of the Health and Safety programme, training and assessments within the Group.
- ii). To give advice and assistance to other personnel in carrying out their Health and Safety duties.
- iii). To maintain Health and Safety records and reports.
- iv). To review all aspects of Health and Safety whenever changes in company procedures take place or annually regardless of changes.

### **Service Director**

- v). Responsible for the Health and Safety of all installation and service engineers on site.
- vi). To ensure that installation and service engineers are made aware of Health and Safety requirements for particular sites following the review of the risk assessments and to monitor the control of such risks.
- vii). To ensure that all Health and Safety requirements on site are brought to the attention of the site authorities.
- viii). To carry out risk assessments of site work in progress and monitor control over site work.
- ix). To liaise with site authorities regarding Health and Safety issues.

### **Retail Director**

- x). Responsible for the Health and Safety of all sales staff and the safety of the showroom and shop areas.
- xi). Job descriptions for individuals will reflect responsibilities with regard to Health & Safety.
- xii). Monitoring of Health & Safety within the companies will be conducted by the Training Manager and Departmental Managers.
- xiii). When failures in safety performance occur, investigations are carried out by the Training Manager and relevant Managers. Investigations are implemented with a view to prevention of recurrence by changing working practices, replacement or revision of protective equipment, retraining or other appropriate means.
- xiv). Resources available for Health & Safety are:-

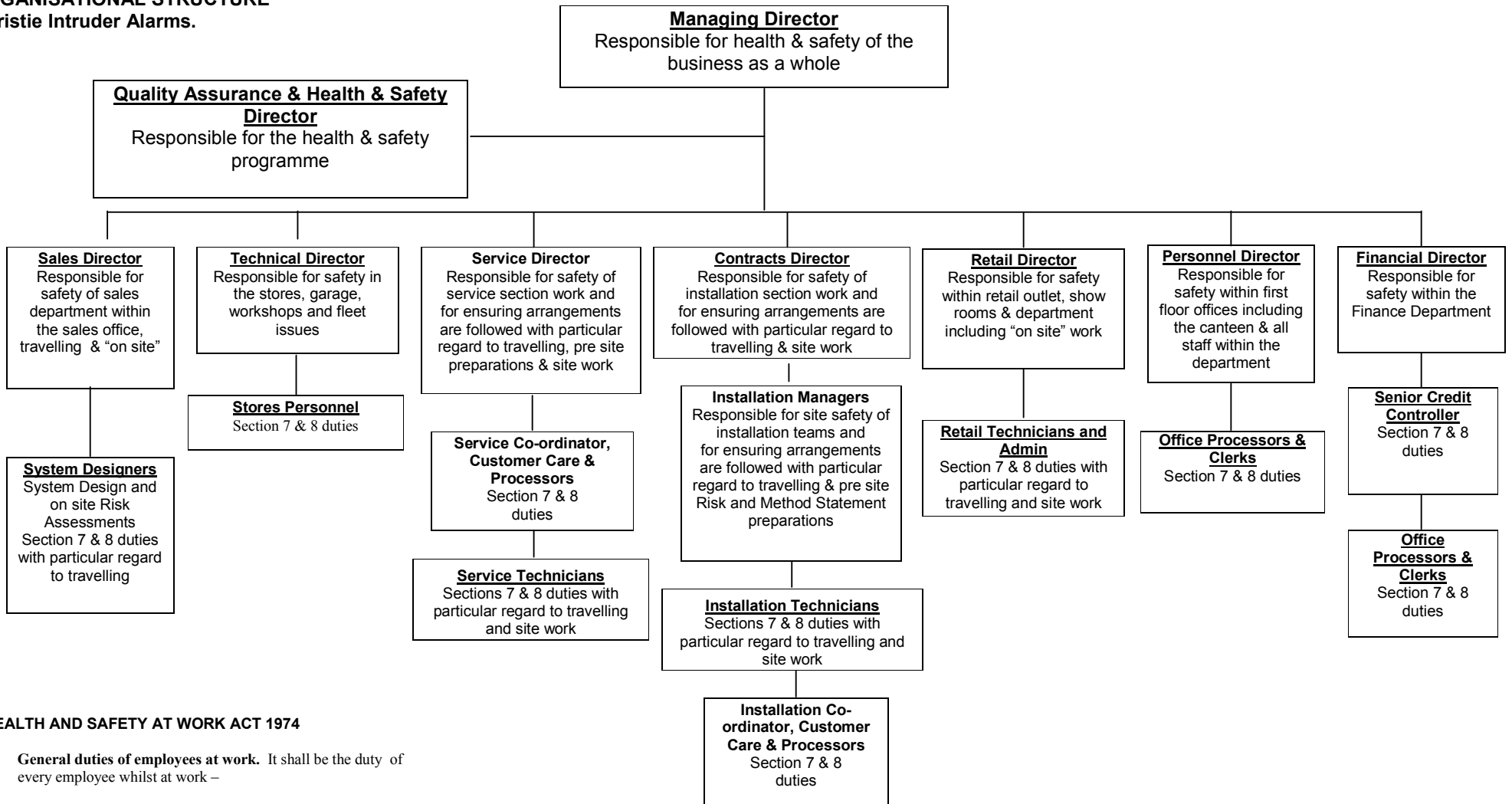
(1) Documentation

- Health & Safety Policy
- Health & Safety information
- Guidance Notes on health & safety legislation
- Records of health & safety monitoring activities

(2) Training

- Induction training
- Regular training
- Supervision by managers and supervisors
- Management Safety meetings

**ORGANISATIONAL STRUCTURE**  
Christie Intruder Alarms.



**HEALTH AND SAFETY AT WORK ACT 1974**

7. **General duties of employees at work.** It shall be the duty of every employee whilst at work –
  - (a) To take reasonable care for the health and safety of himself/herself and other persons who may be affected by his acts or omissions at work; and
  - (b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.
  
8. **Duty not to interfere with or misuse things provided pursuant to certain provisions.** No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **PART 3 ARRANGEMENTS**

#### **(i) Identification of hazards**

Christie Intruder Alarms Limited is a company operating in the Security Industry and implements a limited number of activities ranging from standard office work to site work involving installation and servicing of security systems.

#### **(ii) Company Offices & Retail areas**

A significant proportion of employees work in controlled office and retail environments which are comparatively low risk areas. Health hazards in the office and shop areas are generally similar to those of domestic premises, which could possibly cause minor physical injuries, burns and scalds from kitchen appliances and the ubiquitous fire hazard. Operations within offices involve the use of management information systems which present data on VDU's. Lengthy attendance at screens presents potential problems with posture, repetitive strain injury (RSI), eyestrain and Stress.

#### **(iii) Company Store & Workshop areas**

Workshop areas within the building contain a limited quantity of equipment, evaluation takes place with potential electric shock hazards.

A considerable quantity of equipment and stock is both delivered and despatched from Company premises amongst which are a limited number of heavy and bulky items. Mis-handling of this stock may lead to physical injuries.

#### **(iv) Control**

The Company will display the Health and Safety Law Poster in the main office and the H&S Director will issue relevant H&S Leaflets to staff as required, to ensure that correct and updated information is maintained for all staff.

A programme of training in relevant aspects of Health & Safety will be carried out for employees at induction and on regular intervals thereafter in order to provide awareness of responsibilities and likely hazards. This training will be aimed at three levels of staff each with differing degrees of responsibility.

- (i) Management and Supervisors to ensure arrangements for Health & Safety are understood and carried through to the workplace.
- (ii) Employees to ensure awareness of regulations, hazards and duties of care.

The H&S Director on a regular basis will provide training and practice in Fire Procedures and Building Evacuation for all staff.

In the workshop area safe working practices must be followed. Barrier creams should be applied prior to commencing mechanical work on vehicles. Raised vehicles must be adequately supported and reliance not placed solely on hydraulic jacks.

Continuous supervision of the workforce by managers with Health & Safety in mind is essential to reduce the risk of accidents. This is implemented both during normal working procedures and additionally for technicians by carrying out regular van inspections to ensure protective equipment and Company plant is present and in good working order.

### **PART 3 - ARRANGEMENTS Continued**

Of particular importance is the close supervision by Managers and Installation Team leaders of young persons who have limited work experience and whose judgement of hazardous situations may not be fully developed.

Portable electrical equipment will be regularly inspected and tested to ensure correct functioning and safe condition. Items will be serialised, registered and periodically withdrawn for examination. This will be the responsibility of the Stores Supervisor and stores department.

When it is necessary the company mobile tower or Aerial Access Platform may be used to ensure safe working at heights (e.g. installing CCTV cameras). These devices must only be used by those technicians who have received the necessary training. They must be inspected in all aspects before and after use and must only be transported in its collapsed state in the company trailer and must be adequately secured.

Other mobile access equipment used by CIA on hire from accredited hire companies must carry an in date Inspection Certificate and users trained by the hire company.

Transporting of mobile equipment must only be done by the use of adapted company vehicles.

A high degree of self regulation by individual technicians is necessary who must regularly check their own tools and equipment on loan and report any damaged items as soon as is practicable with a view to repair or replacement.

In the event of personal injury, first aid kits are provided throughout the organisation. First aid boxes are permanently sited in Company premises in the main office, key cutting bay and garage. Each Company vehicle carries a small first aid box for use if necessary on site or at road accidents if encountered. The contents of first aid boxes are regularly checked on vehicle and other inspections.

Company employees on site including site surveyors must register their presence officially with a person of authority and make necessary enquiries regarding procedures relating to Health & Safety e.g. evacuation procedures in the event of fire, permits to work, first aid facilities, hazardous processes and the presence of hazardous substances, in particular asbestos and asbestos products. They must also use or wear any protective equipment necessary for personal protection, or as required by local regulations.

Personal protection equipment is supplied by the Company and issued to technicians and others on commencement of work. Thereafter it is checked on vehicle and other inspections. Other items of equipment such as safety harnesses are retained in store for issue when the occasion demands.

First aid kits and fire extinguishers' are issued to vehicles when they are added to the company fleet.

Personnel working on customer premises must follow the specific fire evacuation procedures as stated in the customer's induction. Personnel working on a remote site may if appropriate attempt to extinguish any small fires using the vehicle fire extinguisher. However if this is considered too high a risk personnel should evacuate the premises and inform the relevant authorities, As soon as is reasonably practicable.

Warning signs are carried in all vehicles to cover most installation hazards.

Plant and equipment purchased for use in the company is provided through approved suppliers whose quality systems are assured. The Company quality system will monitor the performance of all goods purchased.

### **PART 3 - ARRANGEMENTS Continued**

Building evacuation drills are conducted periodically to ensure individuals are well versed in the event of fire.

**(v) Site Work**

A high proportion of employees are technicians whose functions are to install and service security systems and equipment at customers' premises. Working practices on site necessarily entail attending and operating in all manner of premises, the use of hand tools, hand held electrical tools and other implements and the making of connections to electrical supply systems.

The physical hazards are many and varied because access to many parts of buildings is often necessary for the purpose of installing cables. Ladder work is invariably necessary to position external audible warning devices and to gain access within premises. Other physical hazards are presented by the use of a variety of cutting and percussion tools, both hand and power driven, particularly when work is carried out aloft or in awkward positions.

A significant proportion of installation work requires the drilling of masonry with percussion drills. Hazards raised by this process include dust and grit affecting eyes and lungs and the physical dangers of handling lengthy and unwieldy drill bits.

Electric shock hazards exist where portable electrical equipment is used, particularly when working externally with extension leads and on aluminium ladders which are conductive. Also making necessary connections to the mains supply for system power can lead to dangerous situations if proper precautions are not observed.

Excessive noise levels causing damage to hearing are likely to be produced when using percussion drills and other tools and also when testing system audible devices.

Technicians working in commercial and industrial sites may unwittingly be exposed to hazardous substances e.g. asbestos, or processes if correct actions or procedures are not followed. This also applies to fire evacuation procedures when working on unfamiliar ground. Lack of information or preparedness could put technicians at risk.

**(vi) Asbestos**

The Company has a duty to manage asbestos and requires the preparation of a plan on how it is intended to manage the risks from asbestos on the premises.

The plan should include how CIA intends to assess the potential risks from asbestos.

CIA will gather as much information as possible on the amount, location and condition of the asbestos. This information will come from site Asbestos Registers, asbestos surveys and asbestos awareness training for company technical managers and technicians. The Plan will identify whether the asbestos is likely to be disturbed or is it in an area close to where people are working.

The condition of the asbestos will influence whether it should be removed or left in place. If it is in good condition and unlikely to be damaged or disturbed the best option will always be to leave it where it is.

If it is in poor condition, or likely to be damaged or disturbed, the company will consult with a specialist contractor to decide what action to take.

If the decision is to leave it in place, record where it is present and monitor its condition regularly.

## **PART 3 - ARRANGEMENTS Continued**

The information gathered **must be held in a register** for the premises, and **must be made available** to anyone who is likely to be involved in carrying out work in areas where there is asbestos. For site work any identification of asbestos must be reported immediately to the site contact.

### **(vii) Health Surveillance**

Health Surveillance is a process involving a range of strategies and methods to systematically detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards and subsequently acting on the results.

Health Surveillance means watching out for early signs of work-related ill health in employees exposed to certain health risks and will depend on observations from Managers and staff alike. Methods can be simple or more complex depending on the risks to employees from the hazards of the job.

Some forms of Health Surveillance are required by law. Other forms of Health Surveillance are undertaken as good practice (e.g. pre-employment assessments as to fitness to work in the particular job). Health Surveillance can:

- help protect the health of employees
- help you make sure employers are complying with the legal requirements for a safe workplace
- allow detection of any adverse health effects at an early stage
- assist in the evaluation of control measures
- provide information useful in the detection of hazards and assessment of risks.

Health Surveillance should be conducted when:

- there is an identifiable disease or other identifiable adverse health outcome
- the disease or health effect may be related to exposure
- there is a likelihood that the disease or health effect may occur
- there are valid techniques for detecting indications of the disease or health effects.

### **When is Health Surveillance Carried Out and by Whom?**

In its simplest form, Health Surveillance involves employees checking themselves for signs or symptoms of ill health. However, self-checks can only be carried out where they are part of a wider Health Surveillance programme. The company's First Aid trained staff will act as the reporting authority to the Managing Director and may result in a 'Sick Building' survey being conducted.

For more complicated assessments, professional help is to be sought using Forest End Surgery located across the road from the Company premises.

### **Common Examples of Health Surveillance**

- Display Screen Equipment Use: Vision Screening; Muscular Assessment; Work Station Assessment - Eye examination
- Drivers: Occupational Health Assessment
- Manual Handling work: Occupational Health Assessment or questionnaire
- Noise: Hearing test if exposure at levels of 80Db or above
- Vibration: Self reporting examination or questionnaire + Occupational Health examination if required

### **PART 3 - ARRANGEMENTS Continued**

- Asbestos, lead, compressed air: Occupational Health Assessment
- Substances Hazardous to Health: Varies depending on substance. Self reporting; Occupational Health Assessment; Respiratory function tests; Skin surveillance; Blood test; Urine tests
- Ionising Radiations: Dosimetry; Personal monitoring
- Laser users: Eye examination
- Confined spaces – use of respirators: Occupational Health medical
- Pregnant workers: Occupational Health Assessment or questionnaire
- Night work: Occupational Health Assessment or questionnaire

#### **(viii) Working at Height**

The Work at Height Regulations applies to all work at height where there is a risk of a fall liable to cause personal injury. They place responsibilities on employers, and any person who controls the work of others.

If you are an employee or working under someone else's control you should: report any safety hazard to them.

Use the equipment supplied properly, following any training and instructions.

#### **EMPLOYER RESPONSIBILITIES**

As an employer you should do all that is practicable to prevent anyone from falling. The Regulations set out a simple structure for managing and selecting equipment for work at height.

##### **Employers must:**

Avoid work at height where they can;

Use work equipment or other measures to prevent falls where they cannot avoid working at height; and

Use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The regulations require the employer to ensure:

all work at height is properly planned and organised;

all work at height takes account of weather conditions that could endanger health and safety;

those involved in work at height are trained and competent;

a risk assessment is undertaken to ensure safe working;

equipment for work at height is appropriately inspected;

the risks from fragile surfaces are properly controlled; and

the risks from falling objects are properly controlled.

#### **PLANNING**

a) ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.

b) Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;

c) Plan for emergencies and rescue;

d) Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

## **PART 3 - ARRANGEMENTS Continued**

### **INSPECTIONS**

'Inspection' is defined by regulation as 'such visual or more rigorous inspection by a competent person as is appropriate for safety purposes'.

You should ensure (as far as is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used.

You should ensure that any item of equipment is inspected:

After it is assembled or installed if its safety depends on how it is assembled or installed.

As often as it is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

You should keep records of inspection until the next inspection has been carried out.

### **BEFORE STARTING**

All employers should have procedures in place to ensure that ladders are only used where other safer means of access cannot reasonably be used.

Before site works begin, consider:

- Identify all types of work where ladders are used;
- Where work has to be done at height:
- Identify if other safer means of access can be used such as;
- tower scaffolds; or powered access such as a cherry picker or a scissor lift;
- Identify the remaining short-duration work for which ladders can still be used.

### **CARRYING LADDERS AND STEP-LADDERS**

a) When carrying or handling ladders / step-ladders, Personal Protective Equipment (PPE), e.g. gloves and safety footwear should be considered.

b) Carry ladders / step-ladders in accordance with the correct manual handling procedures.

c) No other equipment should be carried at the same time as ladders / step-ladders.

d) Plan the route to the working area for the easiest / clearest access path. Seek assistance with any access through doorways, sensitive areas or with long / heavy ladders.

e) Carry ladder / step-ladder in a position that enables maximum visibility of the planned route.

f) Never carry ladder / step-ladder in extended / open state.

### **USE OF LADDERS**

a) All ladders should be identifiable by a unique serial number and be inspected by a competent trained person at least every 3 months. Documented records of inspections should be maintained.

b) As well as the formal inspection by a trained competent person, ladders should be given a re use visual inspection by the user before being brought into use each time.

### **PART 3 - ARRANGEMENTS Continued**

- c) Where defects are found, either at the formal or pre use inspection stage, the equipment in question should be isolated to stop other persons using it and reported to the person responsible for the repairs or replacement.
- d) It is the responsibility of the user to ensure that nothing about the way that ladders are erected, or used, affects the safety of the user or any other person.
- e) Ladders should be erected on firm level ground at an angle of 4 units up for every 1 unit the base is away from the wall. Ladders should only be erected and used in accordance with the manufacturers instructions.
- f) Whenever possible when working from a ladder, try and maintain three points of contact with it at all times (e.g. both feet and one hand). Wherever practicable, when a particular task requires two hands to be used and is of short duration, the ladder should be secured, and the use of a safety harness or line should be considered.
- g) Ladders should never be used near doors unless all reasonable precautions have been taken to protect the user, i.e. barriers, lock the door, notices, a second person or leave the door open.
- h) Ensure that the ladder will not reach into an area where there are exposed live electrical conductors, or in an area where other hazards may exist. Safe working distances from overhead power lines can be obtained from the local supply generating authority.
- i) The top of the ladder should rest against a solid surface and able to withstand the applied loads.
- j) Position the ladder close enough to the task so as to facilitate safe working without the risk of over reaching.
- k) If the ladder is to be used to gain access to a working platform the top of the ladder should extend at least five rungs beyond the working platform to ensure a firm hand hold whilst gaining access / egress.
- l) Wherever possible, tie a ladder to prevent it from slipping. This can be at the top, the bottom or both. Preferably both stiles should be tied at the top. Never tie a ladder by its rungs. An eyebolt inserted into the wall of the building can be used to assist tying the ladder at the top.
- m) Methods of securing the bottom of a ladder include, a second person, sand bags, stopper mats, staking and tying, blocks or digging into a firm level base.
- n) There should be at least two rung overlap on extension ladders up to 5 metres in length and 3 rung overlap on ladders over 5 metres.
- o) Extension ladders should be raised and lowered from the base ensuring that the latching hooks are properly engaged.
- p) When ascending / descending you should face the ladder with the hands in contact with the stiles. Hands should be kept free of tools or equipment when ascending / descending the ladder. If hand tools or power tools are to be used, the use of a tool belt and/or holster should be considered.
- q) Where practicable, the use of a hoist line should be considered to raise equipment to the working position.

### **PART 3 - ARRANGEMENTS Continued**

- r) Only one rung at a time should be climbed on each step up or down the ladder.
- s) Only one person should use the ladder at any one time.

#### **USE OF STEP-LADDERS**

- a) All step-ladders should be identifiable by a unique serial number and be examined by a trained competent person at least once every twelve months. In addition the following checks should be carried out before use.
- b) The steps should be checked for excessive damage to treads, sides, hinges and metal or rope stays.
- c) All treads should be clean and free from contamination likely to cause slippage such as grease or oil etc.
- d) Ensure that there are no splinters or rough edges. These could cause you to pull your hand back and lose balance.
- e) If any defect is found that cannot be immediately rectified, remove the stepladder from use.
- f) Always use steps of adequate height for the job. Never work higher than three treads from the top of the step-ladder.
- g) Never stand on the top platform or bucket area unless they are platform top steps provided with a suitable handrail around the platform.
- h) Steps should always be opened to their full width.
- i) Never leave articles on any tread of the steps.
- j) Move the steps as necessary to maintain a comfortable and balanced position at all times. Do not over reach.
- k) Steps should never be placed near doors unless all reasonable precautions have been taken to prevent the door being opened and striking the steps. Post notices on the other side of the doorway or lock door.
- l) In any area with passing traffic ensure that a colleague stands near the foot of the steps at all times unless guarding is erected.
- m) Always ensure that the surface on which the steps are mounted is flat and free from stones and any other debris that would impair a good working foundation.

#### **(ix) Safe Plant and Work Equipment**

Plant and work equipment used by CIA Staff fall into two significant categories namely site work and office based plant and equipment. Each category offers different risks and are subject to control measures comprising of Annual Testing regimes for the calibration of electrical equipment used for testing; three yearly testing of portable electrical equipment and daily user checks for other items of Plant and Equipment deemed necessary before issue and use. Such checks will include safety harnesses, ladders and PPE/RPE. Such checks will be carried out by suitably

### **PART 3 - ARRANGEMENTS Continued**

trained personnel and will be subjected to on site spot checks by the Health and Safety Director.

All work equipment has the potential to cause problems in the workplace. If we fail to manage the risks associated with the use of work equipment, we could be putting the person using that piece of equipment and others at risk.

Everyone uses work equipment to a greater or lesser degree as part of his or her work. We must make sure that we manage the risks associated with the use of work equipment.

By selecting suitable equipment, maintaining it properly, and training people to use the equipment correctly, risks to employees and others can be minimised.

Any risks created by the use of the equipment should be eliminated where possible, or controlled.

A combination of measures may be necessary depending on the circumstances, your assessments of the risks involved, and how practical the control measures are.

These could include suitable guards, protection devices, markings, warning devices, system control devices (such as Emergency Off (EMO) buttons), safe systems of work, training and personal protective equipment.

Guards must be of sound construction and adequate strength. They also need to be kept in good repair and not be easily defeated. Guards must be a sufficient distance from the dangerous part(s) of the machinery and must not increase the risks by making it more difficult to see whether the equipment is operating safely.

Protective devices, system controls, warning devices and markings need to be safely located, prominent and easily identifiable. Start, stop and emergency stop controls may be required in some cases. Wherever possible, controls should allow the equipment to fail to safety in an emergency.

Personal Protective Equipment must be provided where guards, safety devices or other controls cannot eliminate risks such as noise, vibration and hazardous substances.

Safe systems of work must be used along with using appropriate procedures (e.g. ensuring maintenance is only performed when equipment is shut down, etc.) and providing adequate information, instruction and training.

Work equipment should be maintained in a safe condition. This includes any routine or preventative maintenance and or repairs carried out to equipment. It is important that records are kept of all maintenance. Equipment should be inspected to ensure that it is, and continues to be, safe for use. There may be circumstances where deterioration of the equipment could lead to a dangerous situation developing. Where this is the case a competent person should inspect the equipment.

Anyone using work equipment must have received adequate training, instruction and information for the particular equipment. Refresher training may be required in certain circumstances to ensure that the users are using the equipment as they were originally trained to do so.

#### **(x) Safe Handling and Use of Substances**

The Health and Safety Director will have responsibility for the control of substances hazardous to health and will produce COSHH Assessments for such hazardous substances. These Assessments will be undertaken using the manufactures recommendations and will be communicated to all CIA staff. The COSHH Register will be readily available in the main office for reference. COSHH Assessments will be subjected to an Annual Review by the H&S Director.

### **PART 3 - ARRANGEMENTS Continued**

Hazardous Substances are used in many workplaces and take many different forms. Solids, liquids, gases, mists and fumes can be present in the workplace.

Exposure to hazardous substances can affect the body in many different ways. Skin contact, inhalation and ingestion can cause damage.

In legislation, Hazardous Substances are defined in a number of ways. In *The Control of Substances Hazardous to Health Regulations 2002 (COSHH)*, for example, they are those substances classified as toxic, very toxic, corrosive, harmful or irritant. Biological agents and dusts in substantial concentrations are also classified as hazardous substances.

#### ***Assessing Risk from Hazardous Substances***

The risks associated with the hazardous substances present must be assessed. The General Manager has the responsibility for the risk assessment.

The person conducting the assessment must have a knowledge and understanding of the process and the requirements of the COSHH regulations. Make use of the existing knowledge within the workplace before deciding whether outside assistance is needed.

Most simple assessments can be carried out in-house:

- make a list of all the substances and products in the workplace
- gather as much information as you can on each substance and the risks associated with them
- look at information on labels, in suppliers' catalogues and material safety data sheets.
- 

You then need to assess how these risks relate to the specific circumstances within CIA.

Consider:

*How much of each substance is used and how often?*

Larger quantities or substances that are used often will increase the risk of exposure.

*How is each substance used?*

Are the substances mixed, poured, sprayed, piped, heated, cooled, etc.? The way they are used will determine how you will control exposures.

*How could people be exposed and what effect could it have on their health?*

Is the substance a solid, liquid, gas, mist or fume? Will the substance damage their skin, lungs, eyes through skin contact, absorption, ingestion, inhalation or injection?

Answering these questions will help you carry out the risk assessment and determine the measures you need to take to protect the health of those people who could be exposed.

#### ***Respiratory Protective Equipment (RPE)***

In the COSHH hierarchy of controls, use of Respiratory Protective Equipment (RPE) is considered to be the last resort. RPE must only be considered when exposure cannot be adequately reduced by other means.

It is vital that the RPE selected is adequate for the purpose. It must reduce exposure as low as reasonably practicable, and in any case, to below any applicable Workplace Exposure Limits or other Control Limits.

RPE must fit the face of the wearer properly to be effective. To make sure that this is the case, the Approved Codes of Practice for *The Control of Asbestos at Work* and *The Control of Lead at Work* that support COSHH recommend that face-fit testing of all RPE be carried out before use. This includes testing of full-face masks, half-face masks and disposable masks.

Face-fit testing helps ensure that inadequately fitting face-pieces are not selected.

## **PART 3 - ARRANGEMENTS Continued**

### **(xi) Manual Handling**

The *Manual Handling Operations Regulations* define it as 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force'.

In effect, any activity that requires an individual to lift, move or support a load, will be classified as a manual handling task.

More than a third of all reportable injuries of over three days involve manual handling, and around 10% of major injuries are linked to manual handling. It has a major impact on all workplaces, and costs the economy hundreds of millions of pounds every year.

Anyone involved in the moving and handling of goods and people could be at risk. Injuries and suffering can be linked to any work involving handling of loads. There are risks in handling even light loads if a repetitive task is being carried out in poor conditions. Poor ergonomics and workplace layout are a factor in many hazardous manual handling tasks.

#### ***The Manual Handling Operations Regulations***

These Regulations state that employers should adopt a hierarchy of control measures:

1. to avoid hazardous Manual Handling Operations so far as is reasonably practicable
2. to assess any hazardous Manual Handling Operation that cannot be avoided
3. to reduce the risk of injury so far as is reasonably practicable.

One way to assess manual handling activities is to look at four specific areas – Task, Individual, Load and Environment (easily remembered by the acronym TILE).

As with any assessment, the workforce should be involved in the process, and use should be made of any relevant guidance available for particular industries.

Key factors to consider in each element are:

#### **1. The Task**

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

#### **2. The Individual**

Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

#### **3. The Load**

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

#### **4. The Environment**

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

As with any other risk, if you can eliminate or avoid the risks from manual handling, this is by far the best option. You should try to remove as many of the constraints as possible to reduce the risks to as low a level as reasonably practicable.

### **PART 3 - ARRANGEMENTS Continued**

An ergonomic approach is recommended – look at how the task can be fitted to the individual. Consider whether mechanical handling aids could be used, this could range from a simple trolley or sack truck to more sophisticated aids such as conveyors or fork lift trucks.

If you cannot eliminate or mechanise the manual handling tasks, you must carry out a risk assessment where the task could present a risk of injury. You need to look at ways to reduce the risks to as low a level as reasonably practicable.

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- ensure that the object is light enough to lift, is stable and unlikely to shift or move
  - heavy or awkward loads should be moved using a handling aid
  - make sure the route is clear of obstructions
  - make sure there is somewhere to put the load down wherever it is to be moved to
  - stand as close to the load as possible, and spread your feet to shoulder width
  - bend your knees and try and keep the back's natural, upright posture
  - grasp the load firmly as close to the body as you can
  - use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back
  - carry the load close to the body with the elbows tucked into the body
  - avoid twisting the body as much as possible by turning your feet to position yourself with the load.
- Team lifting needs to be co-ordinated properly. Try and make sure that those lifting are around the same height and build, make sure one person is responsible for giving instructions, etc. Make sure that everyone lifts, moves off, stops and places the load down at the same time.

Lifting in teams does not mean that the weight of the load can be increased by 100% for each extra person in the team.

For example, for a lifting team of two people the load should only be increased by 70%.

This means that if the risk assessment decided that it was okay for one person to lift a load of 20kg, using two people would mean that the load should not exceed 34kg - not that it's okay to lift a load of 40kg.

Mechanical handling aids can reduce the risk of injury when used correctly. Even simple aids such as trolleys, sack trucks and wheelbarrows can be used to move items and reduce the likelihood of injury.

It is better to push rather than pull, and to use body weight and leg muscles to do the work. Make sure the load is kept under control, particularly on slopes.

In some cases more sophisticated manual handling aids may be required.

Cranes, hoists, pallet trucks, conveyors and fork lift trucks are used extensively in many industries to eliminate manual handling.

It should be remembered that, although the handling aids will eliminate many of the manual handling risks, their use will introduce others and these risks must be assessed.

Another consideration is that regulations require that many of these items require a periodic statutory inspection on safety critical components.

#### **(xii) First Aid**

First Aid at Work covers the arrangements CIA must make to ensure employees who become ill or injure themselves at work receive immediate attention, including calling an ambulance in serious cases.

### **PART 3 - ARRANGEMENTS Continued**

It doesn't matter whether the illness or injury is caused by work, what is important is that lives can be saved and minor injuries prevented from becoming serious by the quick intervention of a trained first aider.

In relation to CIA and the workplace, a first aider is someone who has passed and is in receipt of a valid 3-day, Health and Safety Executive approved training course for carrying out First Aid at work. A qualified first aider can carry out the duties of an appointed person.

There are no set rules on how many first aiders are required as this depends on the circumstances of individual businesses, however CIA has trained 3 staff members to act as the Company's First Aiders. First Aid signs are located in all office areas and the garage informing on those nominated and trained in FA and the location of first aid medical boxes.

#### **(xiii) Fire Precautions and Risk Assessments**

Fire is potentially the greatest of all risks to personnel, business continuity and property. It can spread extremely quickly producing toxic, asphyxiating smoke. It is therefore essential to minimise the likelihood of a fire starting, to ensure the safe evacuation of people, and have appropriate measures for tackling fires. These are achieved through careful design of premises and stringent management procedures. However, the risk will always remain, and everyone must be vigilant at all times.

CIA's building is currently subject to fire risk assessments as required by the Fire Precautions (Workplace) Regulations. These risk assessments address the fire hazards, the necessary controls, and the implementation and effectiveness of the controls. The fire hazards arise from structural features, the use to which the building is put, and the people occupying and using the building. The necessary controls include provision of a fire alarm system and fire escape routes, provision of portable fire fighting equipment, good housekeeping supported by fire safety inspections, emergency response procedures linked to turn out of the Fire Brigade, and training of staff. The implementation and effectiveness of the controls are audited and reviewed to ensure that they fulfill their objectives of minimising the risk to people. Documentation of fire assessments, precautions, and the results of services and inspections are held on the MIS.

The Health and Safety Director ensures that fire risk assessments are carried out; precautions including fire emergency response plans are specified; relevant fire system certificates are maintained (BAFE); appropriate fire safety training is provided.

The Managing Director ensures that modifications to CIA's building do not compromise fire precautions.

The Managing Director ensures that modifications to CIA's building receive the necessary statutory approvals from appropriate authorities (eg Building Control) and that associated changes to fire detection and warning systems, emergency lighting, fire fighting facilities, fire signage, and devices for limiting the spread of fire and smoke are installed to the correct specifications.

The Technical Director ensures that fire detection and warning systems, emergency lighting, fire fighting facilities, fire signage, and devices for limiting the spread of fire and smoke are maintained to the correct specifications.

The Technical Director ensures that the weekly tests of the fire detection, warning and fighting systems, and ensure that fire escape doors are unlocked while people are in the buildings.

## **PART 3 - ARRANGEMENTS Continued**

### **Fire drills**

The effectiveness of fire emergency response arrangements is tested with fire drills. Fire drills are carried out quarterly. Fire drills are organised by the Health & Safety Director.

### **Fire emergency response**

In the event of a fire, the aim is to clear the building and have the Fire Brigade deal with the fire. CIA's fire emergency response is based on the following principles:

1. Anyone discovering a fire immediately raises the alarm, breaks the glass of the nearest fire call point, and reports to the Incident Controller.
1. On hearing a fire alarm: staff evacuate, sweeping the area to ensure that it is clear of people, in an orderly manner using the fire escape routes. The Technical Director takes charge of the situation, ensures that the Fire Brigade is on its way, co-ordinates activity, and advises the Fire Brigade of the situation on their arrival.
3. No one is allowed back into a building unless the Technical Director has authorised it. The Car Park acts as the assembly point for staff. It is important that staff congregate at the assembly points in case their knowledge or skills are needed. If the assembly point becomes at risk then staff should move back to the rear car park.

### **(xiv) Risk Assessments and Method Statements**

The H&S Director will complete risk assessments and Methods Statements using the relevant QM Forms and seek guidance if required from the ECA H&S Consultants or HSE. All staff should ensure they have read and understood both the risk assessments and method statements for the work they undertake, and should sign both documents to say they understand the instructions. Completed risk assessments and method statements are held by the H&S Director.

### **(xv) Electrical safety**

All staff should visually inspect electrical equipment before use, and ensure cables are routed safely. All staff should switch off equipment before leaving work. All staff should notify of new electrical equipment and enter this onto the inventory held by the H&S Director. Portable Appliance Testing is carried out by CIA's trained PAT Tester who acts as the Groups Tester for Portable Appliance Testing and all faults are to be reported to CIA where repairs or replacement items will be provided.

### **(xvi) Work Equipment**

The Managing Director holds the inventory of Company equipment. Maintenance of equipment is arranged by CIA and the testing and maintenance of such equipment will be undertaken by CIA and external sources for certificated equipment. All staff must report equipment faults to CIA immediately, and take action to prevent unsafe equipment being used (e.g. unplug electrical equipment, and post warning notice).

### **PART 3 - ARRANGEMENTS Continued**

**(xvii) Display Screen Equipment (VDU usage)**

Staff should contact the H&S Director to complete a risk assessment which should be updated when significant changes occur. All staff should organise their work so that they can take 5-10 minute breaks every hour from their workstation.

**(xviii) Consultation and Monitoring**

Safety Representatives will be appointed for main departments within the Company and will carry out specified duties. These will include investigating potential hazards and complaints, making representation to the employer, receiving health & safety information and inspection of documents and records retained under Statutory provisions.

Safety Representatives will be required to carry out safety inspections at intervals or whenever deemed necessary in addition to maintaining a watching brief within their respective departments.

Health and Safety issues raised by any employee should be brought to the attention of their Departmental Director or Supervisor who will if considered necessary, put it forward for discussion during the monthly management meeting. Any new regulations or requirements will also be addressed at these meetings. Minutes of all meetings will be recorded. Urgent matters will be dealt with immediately.

Employees who work in certain occupations may require specified health checks on commencement of employment.

**(xix) Reporting of Accidents**

All accidents resulting in personal injury, no matter how minor, should be logged in one of the accident books sited in CIA Workshop by the injured person or his/her supervisor.

Serious accidents, fatalities and dangerous occurrences must be reported to the local Environmental Health Officer in accordance with current regulations. This will normally be carried out by the H & S Director immediately by telephone and followed up in writing on Form 2508 within seven days.

All accidents should be investigated in the first instance by Departmental Managers in order to establish cause and effect. If it is considered to be outside their capabilities then it must be passed to the Health & Safety Director for investigation.