



DMG DELTA
HEALTH AND SAFETY POLICY

31st March 2010

INDEX

SECTION ONE – General Policy Statement

- 1.1 Policy Statement**
- 1.2 Objectives and Principles**

SECTION TWO – Organisation

- 2.1 H & S Management Structure**
- 2.2 H & S Responsibilities**
 - 2.2.1 Operations Director**
 - 2.2.2 Operations Manager/Administration Manager**
 - 2.2.3 Company H & S Advisors**
 - 2.2.4 Supervisors**
 - 2.2.5 All Employees**
 - 2.2.6 Engineers**
 - 2.2.7 Representatives of Employee Safety**

SECTION THREE – Arrangements

- 3.1 Management Process**
 - 3.1.1 Risk Assessments**
 - 3.1.2 Safe Systems of Work**
 - 3.1.3 Information, Instruction and Training**
 - Information for Employees**
 - 3.1.4 Young Persons**
 - 3.1.5 Consultation**
 - 3.1.6 Monitoring Health and Safety**
 - 3.1.7 Incident Reporting and Investigation**
 - 3.1.8 Co-operation and Co-ordination**
 - 3.1.9 Control of Contractors/Visitors**
 - Non English Speaking**
 - Contractor Control**
 - Selection and Approval**
 - 3.1.10 Product Purchasing**
 - 3.1.11 Public Safety**
 - 3.1.12 Construction Work**
- 3.2 Welfare Facilities (Separate Reference Document: DMG Staff Handbook)**
 - 3.2.1 General Welfare/Hygiene**
 - 3.2.2 First Aid**
 - 3.2.3 Smoking**
 - 3.2.4 Alcohol/Drugs**
 - 3.2.4 (i) Medication on Health Grounds**
 - 3.2.5 Stress**
 - 3.2.6 Violence**
- 3.3 Safe Working Practices**
 - 3.3.1 Access/Egress**
 - General Housekeeping**
 - Lighting**
 - Working at Height**
 - Confined Spaces**
 - Lone Working**

- 3.3.2 Fire and Emergencies**
 - Fire Prevention
 - Fire Emergency Procedure
 - Fuel Oil, Lubrication Oil or Chemical Spillage Procedures.
 - Other Emergencies

- 3.3.3 Maintenance of Plant and Equipment**
 - Work Equipment
 - Plant/Machinery
 - Portable Tools
 - Lifting Equipment
 - Noise & Vibration
 - Pressure Systems
 - Display Screen Equipment

- 3.3.4 Electricity**
 - Live Working Procedures

- 3.3.5 Substances**
 - General
 - Asbestos
 - Legionellosis
 - Leptospirosis

- 3.3.6 Manual Handling**

- 3.3.7 Personal Protective Equipment**

- 3.3.8 Transport & Driving**

- 3.3.9 Waste**

SECTION ONE

The Policy Statement

HEALTH & SAFETY POLICY

DMG DELTA

and

ASSOCIATED COMPANIES

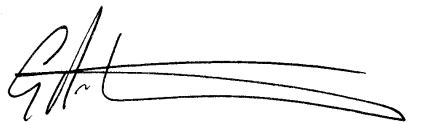
POLICY STATEMENT OF INTENT

The Board of Directors and management of DMG Delta is dedicated to maintaining the highest possible standard of health, safety and welfare for all employees and others who could be affected by our operations.

Every effort will be made to ensure that all procedures and practices are operated with **Safety** as a top priority, and the ultimate aim is **Zero Accidents**.

Within the spirit of understanding **Safety**, and with full co-operation from all employees, the target of **Zero Accidents** will be achieved.

Greg Demosthenous Operations Director



Policy Objectives/Principles

1. The Policy, including these objectives, the Organisation and Arrangements within this Manual are based on the fundamental principle that Health and Safety is an integral part of management and has equal status with all other business disciplines.
2. The guiding principles for this policy are:
 - Health and Safety is everyone's business
 - Health and Safety will be an essential consideration in all decision making processes, and
 - Health and Safety will encompass the protection of people, property, equipment and materials.
- 3.

Review Date	30 th March 2010	Reviewed By	G Demosthenous
Next Review	March 2011		

SECTION TWO

The Organisation

SECTION 2

ORGANISATION

The ORGANISATION for health and safety within the company will be formulated to ensure as far as is reasonably practicable that the relevant statutory provisions are known, and observed, by all management and employees. Each person within the company has a duty to take reasonable care for the health and safety to themselves and others whilst at work.

2.1 HEALTH AND SAFETY MANAGEMENT STRUCTURE

The Health and Safety Management structure detailed below identifies the management chain for health and safety purposes only.

2.2 HEALTH AND SAFETY RESPONSIBILITIES

2.2.1 OPERATIONS DIRECTOR

The Operations Director accepts overall responsibility for all matters including those regarding health and safety. The Operations Director will ensure that responsibilities concerning health and safety are properly assigned and accepted at all levels within the company.

The Operations Director is responsible for co-ordinating, monitoring and ensuring compliance with the company's health and safety policies. The Operations Director:

- Will bring to the attention of the Board any aspects of health and safety causing concern within the company.
- Will be responsible for ensuring an up to date knowledge of legislation, Codes of Practice and associated information are maintained and disseminated within the company.
- Will view accident reports, ensure that investigations take place and that remedial action is taken.
- Will ensure that accident statistics and reports are prepared and submitted to the Board.
- Will be responsible for the co-ordination of all health and safety training within the company.
- Will periodically verify that established safety performance, control and recording systems continue to operate effectively.
- Will ensure that the company appoints competent persons as required under the Health and Safety At Work Act etc. 1974.

- Will encourage liaison with external enforcing authorities (HSE & Local Authorities) and associated Health and Safety agencies

2.2.2 GENERAL MANAGER

The General Managers duties replicate those of the Operations Director during his absence from DMG Delta. The Operations Director during these periods does not discharge his duties nor is the General Manager obligated to undertake them.

2.2.3 OPERATIONS MANAGER/COMPANY ADMINISTRATION MANAGER/PROJECT MANAGER

These Managers are responsible for the application of health and safety legislation within the company, including the allocation of management responsibilities and duties.

These Managers are responsible for the effective implementation of the company's Health and Safety Policy. These Managers:

- Will ensure that the company Health and Safety Policy is fully adhered to by all other employees and sub-contractors.
- Will ensure that all operations relating to the company have been assessed for risks to health and safety; and that risk assessment data is available and issued to engineers prior to work being carried out.
- Will ensure that safe systems of work are developed to cover all operations relating to the company.
- Will ensure that all operations relating to the company fully comply with the current COSHH (Control of Substances Hazardous to Health) Regulations.
- Will fully investigate and take prompt remedial action in respect of all accidents, with the prime objective of preventing recurrence and ensuring that the company's accident reporting procedures are followed.
- Will ensure that safety devices, where fitted, are serviceable, maintained and adjusted correctly and appropriate records kept.
- Will ensure that fire fighting equipment is accessible and suitable for its intended use.
- Will ensure good standards of housekeeping at all times.
- Will set good personal standards in relation to safe working procedures.
- Will provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Will ensure that, where applicable, the required level of personal protective equipment is available, serviceable, worn, used correctly and will provide the appropriate level of information, instruction, training and supervision.

2.2.4 HEALTH AND SAFETY MANAGER

The appointed competent persons have the responsibility to ensure, so far as reasonably practicable, that the company's Health and Safety Policy is fully complied with. Internal Safety Advisors:

- Will investigate causes of minor accidents and the circumstances leading to them, the compilation of the necessary reports and statutory documents, and the tendering of advice to prevent recurrences.
- Will bring to the attention of the Operations Manager any health and safety issues that require any additional attention.
- Will make routine inspections at the various premises occupied by the company, record and report findings to the Operations Manager.
- Will assist with induction and job specific training for all levels of employees.
- Will keep up to date with current legislation.
- Will co-operate on all health and safety matters with the Operations Manager.
- Will ensure that all necessary documentation and procedures are kept up to date.
- Will promote the development of safety awareness at all levels within the organisation.

External Safety Advisor:

- Will provide Health and Safety Advisory Services to the Company at the specific request of The Operations Director or The Health and Safety Manager. These Services may include, but are not restricted to:-
 - Accident investigation.
 - Health and Safety Auditing.
 - Health and Safety Monitoring Inspections.
 - Health and safety up-date briefings.

2.2.5 SUPERVISORS

The Supervisors will co-operate with the Operations Managers on all health and safety matters. Supervisor:

- Will ensure that the company's Health and Safety Policy is fully adhered to by all employees and sub-contractors within their areas of responsibility.
- Will bring to the attention of the Operations Manager, any health and safety issues that require any attention.
- Will ensure that appropriate Risk Assessments are included in Site and Engineers project folders; and that they are maintained up-to-date.
- Will ensure that all equipment, plant and substances used are suitable for the task and are kept in good working condition. This includes the regular maintenance, calibration and servicing of equipment and appropriate records will be kept.
- Will ensure that all operations within their areas of responsibility fully adhere to the current COSHH Regulations.
- Will fully investigate and take prompt remedial action in respect of all accidents with the prime objective of preventing recurrence and ensuring that the company's accident reporting procedures are followed.
- Will ensure that all safety devices, where fitted, are serviceable, maintained and adjusted correctly.
- Will ensure that, where applicable, the required level of personal protective equipment is available, serviceable, worn, used correctly and will provide the appropriate level of instruction.
- Will ensure that all fire fighting equipment is accessible and suitable for its intended use.
- Will ensure that a good standard of housekeeping is maintained at all times.
- Will set good personal standards in relation to safe working practices.
- Will provide adequate training, information and supervision to ensure that work is conducted safely.

2.2.6 ALL EMPLOYEES

Every employee, regardless of position, has a legal obligation placed upon him or her, including a duty of care to all other people. This liability cannot be passed on to anyone else.

Attention is drawn to the duties and responsibilities of all employees in the following sections of the Health and Safety at Work Act 1974, as quoted;

Section 7

"It shall be the duty of every employee at work:

- (a) To take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his or her acts or omissions at work; and
- (b) As regards any duty or requirement imposed on his or her employer or other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."

Section 8

"No person shall intentionally or recklessly interfere or misuse anything provided in the interest of health or welfare in pursuance of any of the relevant statutory provisions."

Section 33

"This section states it is an offence for a person:

- (a) To fail to discharge a duty which he is subject by virtue of section 7
- (b) To contravene section 8."

Comment

"Employee" means an individual who works under a contract of employment.

HEALTH & SAFETY POLICY

Employees therefore:

- Shall make themselves familiar with and conform to the Health and Safety Policy.
- Shall observe safety rules and relevant codes of practice.
- Shall conform to instructions regarding health and safety given by management.
- Will report any accident and /or dangerous occurrence involving employees, plant, materials, or equipment whilst at work.
- Will report any injury however slight, occurring to themselves while at work.
- Shall wear appropriate safety equipment and use appropriate safety devices.
- May make suggestions to improve health and safety in the company to the supervisor and/or Safety Officer concerned.
- Must report all hazards observed to their supervisor or relevant person responsible.
- Will maintain good housekeeping standards.
- Must use the correct method of work.
- Will assist in the investigation of accidents.
- Will familiarise themselves with the fire exits and means of escape in the event of any emergency.

2.2.7 ENGINEERS

Engineers have specific duties to ensure that their work practices do not impose risk to themselves or others whilst at work, and to co-operate to any extent necessary for the discharge of their duties under the company's Health and Safety Policy. Engineers:

- Will fully adhere to the company's working procedures as specified in the Health and Safety Policy Statement.
- Will comply with instructions laid down in method statements and risk assessments as appropriate.
- Will ensure that protective clothing/equipment is available, serviceable and is worn when required.
- Will always use the correct tools for the task.
- Will make full and proper use of the safety devices and guards at all times when working on/with machinery.
- Will keep tools in good working condition.
- Will report to their Supervisor, any defects in tools or equipment, or any obvious health and safety risk.
- Will ensure that all work areas have proper means of access/egress and are maintained in a safe condition.
- Will maintain a good standard of housekeeping.
- Will ensure that all plant used is handled and stored correctly.
- Will ensure that mobile phones are always charged and kept available.
- Will comply with the company Lone Working Procedures.
- Will telephone the Operations department to confirm they have arrived safely at each site.
- Will telephone the Operations department to confirm that they are leaving site and that there are no health and safety issues which need to be addressed.

SECTION THREE

The Arrangements

The arrangements outlined in this section apply to the working activities of DMG Delta employees on our own and clients premises.

The services can be extended, as requested, to include all aspects of building premises, clients operatives and management of sub contractors on site.

SECTION 3

ARRANGEMENTS

3.1 MANAGEMENT PROCESS

3.1.1 RISK ASSESSMENTS

Regulation 3 of the **Management of Health and Safety at Work Regulations 1999** (MHSWR) requires that a formalised risk assessment is carried out to determine the risks associated with working operations. The provisions of HSE Five Steps to Risk Assessment will form the guideline system for Risk Assessment.

The company accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

The company will take all reasonable steps to ensure that suitable and sufficient risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

Employees are required to undertake a Dynamic Risk Assessment prior to undertaking works, unless the details on the existing RA has not changed.

Any employee who discovers a hazard during working operations should report the hazard to management so that the necessary remedial action can be taken.

PROCEDURE SAFE SYSTEM OF WORK

A risk assessment must identify all hazards within the company's operations. These will occur in the following areas:

- (a) Both direct and non-direct employees (contractors, agency and part-time operators);
- (b) The current equipment and any equipment that is planned to be hired or purchased in the future;
- (c) The materials used within the working environment (COSHH will only have covered the use of chemical aspects);
- (d) The working environment for personnel and others;
- (e) Current operations (i.e. whether they create a problem which could affect the quality of products and services);
- (f) Loss of process and any risks that could affect the process operations;

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled.

The most important considerations for risk assessment are that:

- (a) All hazards are identified;
- (b) All persons who those that may be affected are identified;
- (c) Appropriate control measures are defined;
- (d) The risk assessment process is well documented to enable managerial control.
- (e) The risk assessment is reviewed, during works and upon completion of works.

3.1.2 SAFE SYSTEMS OF WORK

Legislation imposes a comprehensive duty of care on all parties associated with, or involved in, construction projects, regardless of description, magnitude, location or constraints. To this end Management will establish, so far as is reasonably practicable, Safe Systems of Work. This procedure is intended to assist our Staff, Sub-Contractors, Self-Employed Persons and others present in the worksites under our control, to be aware of and comply with the general Occupational Health and Safety standards currently operated.

The controls affected by our procedures are **minimum standards** which must be reflected in all our work activities.

PROCEDURE

The main components of safe systems of work may be categorised as follows:

- a) Task Assessment.
- b) Hazard Identification.
- c) Definition of Safe Systems.
- d) System Implementation.
- e) System Monitoring.

The following components of Safe Systems of Work are identified for guidance:

- a) Co-ordination of the work of different departments and activities.
- b) Use of plant machinery and materials for special tasks.
- c) The correct and safe method of using plant, machinery and hand tools.
- d) The method of carrying out particular processes.
- e) The instruction of trainees and inexperienced workers in particular tasks outside their normal experience.
- f) The sequence in which the work is to be carried out.
- g) The provision of warnings, notices and the issue of special instructions in particular cases.
- h) The procedure for introducing changes into normally accepted routines and practices, including explanations why the changes are necessary in this instance.
- i) A contingency plan to cover foreseeable emergencies.
- j) A method of audit and review to validate the Safe System of Work.

Management will ensure that Safe Systems of Work / Method Statements are prepared for all tasks, processes and operations where there may be a risk of injury or occupational ill-health. The following processes will always require formalised method statements:

- a) Tasks allocated to lone workers - see our Lone Workers Procedure.
- b) Work in confined spaces - see our Confined Spaces Procedure.
- c) Work at night.
- d) Working at height.
- e) Commissioning, testing or de-commissioning of pressurised systems.
- f) Any work of a non-routine nature which has a safety connotation.
- g) Emergency response and preparedness. The safety management element of the method statement may incorporate references to and details of permit to work controls, procedures, risk assessments task safety analyses or safety critical events

PERMITS TO WORK and SAFE SYSTEMS OF WORK

In general, the work and activities undertaken on a daily basis by DMG and its employee's does not require a Permit to Work System. However, the unique Job Number Generated for each task, and the associated documentation, (Service, Quoted, and Reactive works, Risk Assessment) forms part of the Safe System of Work and is suitable and sufficient for Risk Control of General Works.

Where Site Permit to Work Systems exists on Client Premises, DMG will comply with the provisions imposed. Where DMG is the Sub-Contractor, any Principle Contractor Permit to Work Systems will be complied with.

As part of the duties under the CDMR 2007, the DMG will introduce permits to work the following work activities, should the tasks be multiple, complex, or involve multi trades working in corresponding areas and/or systems.

- (a) Hot work
- (b) Cold work
- (c) Entry into confined spaces
- (d) Electrical work
- (e) Excavation work
- (f) Roof work

It is the intention of the company to introduce new or modify existing SSOW's as necessary and to review the use as appropriate.

The permit to work system applies to all work carried out on site and employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force.

Employees working off site, for example on another company's site or premises, are expected to abide by all permits to work being operated on that site. Where no such permits are in use, employees must operate DMG Delta's own SSOW procedures.

Should employees experience any problems with the operation of permit to work systems, they should immediately inform a responsible person.

The company will, in consultation with workers:

- (a) Plan the work to be carried out and consider the potential risk areas;
- (b) Determine the need for permit systems to ascertain whether present permit systems apply or whether a new permit needs to be developed;
- (c) Determine equipment needs and make available the equipment necessary for test work and permit implementation;
- (d) Audit permit use on site (and off site when necessary);
- (e) Review permit operation periodically, modify permits as necessary and implement follow-up action.

SAFE SYSTEM OF WORK

Non-routine work, including some aspects such as maintenance, cleaning and equipment installation, can produce health and safety risks over and above those normally encountered in the workplace. Permits to work are designed to check that all eventualities have been considered when planning and organising such activities and are an important means of minimising any risks involved. The permit to work will involve the following steps shown below:

1. List items that need to be checked before work can proceed;
2. Prevent work if conditions fail to meet the accepted standard;
3. Limit times of work before repeat tests are undertaken;
4. Prohibit other types of work in adjacent areas when a permit is in operation, e.g. solvent cleaning and welding should not be permitted in close proximity at the same time;
5. Specify precautions to be taken, e.g. use of respiratory protection, erection of barriers or availability of rescue equipment, etc.;
6. Display the permit to work at the work site and work control area to ensure that all employees are made aware of the permit operational requirements;
7. Ensure that the permit to work applies to all staff on the site, i.e. employees and contractors.

3.1.3 INFORMATION, INSTRUCTION AND TRAINING

Regulation 13 of 'The Management of Health and Safety at Work Regulations 1999', requires the employer to ensure that all persons appointed to undertake any task have the necessary capabilities to undertake such tasks without risk to the health and safety of themselves and others. There are many other specific and implied statutory requirements imposed on the employer to provide training to employees.

Management will therefore:

1. Determine the capabilities, knowledge and experience of all employees, at all levels, to establish their suitability to perform the duties allocated to them.

2. Provide such additional training, information and instruction as is necessary to ensure the capabilities of employees to perform allocated tasks.
3. All employees will receive appropriate health and safety training as necessary to ensure the health and safety of themselves and others.
4. Ensure that refresher training is provided to ensure that all employees maintain awareness of the health and safety requirements of their allocated tasks; and are kept up to date with statutory duties and company policy.
5. Ensure that all new employees receive induction training in accordance with section 3.7 of these Arrangements.
6. Consider the training, information and/or instruction needs of employees who:
 - a) Move to a new work location.
 - b) Take on new responsibilities.
 - c) Undertake different tasks.
 - d) Use different/new work equipment.
 - e) Conform to new systems of working.

INFORMATION FOR EMPLOYEES

Regulation 10 of the 'Management of Health and Safety at Work Regulations 1999, requires the Employer to provide employees and self employed persons with comprehensive information with regard to Company activities.

Management will provide information, which will include the following:

1. The contents of this Health and Safety Policy and manual.
2. Any risks to health and safety identified by the applicable assessments.
3. The preventative and protective measures to be put in place to control these risks
4. Detailed procedures to be followed together with appropriate information and instruction to be adhered to in the event of serious and imminent danger.
5. The identity of the competent person appointed to ensure the proper implementation of the emergency procedures.
6. The risks that they are potentially exposed to by known activities of other employers.

Management will endeavour to comply with these requirements by way of its arrangements for 'Employee Consultation', 'Emergencies', 'Training and Capabilities'.

3.1.4 YOUNG PERSONS, PREGNANT AND DISABLED WORKERS

The company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. The company will assess and document additional risks and measures provided to ensure the health and safety of young persons.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons, pregnant workers or disabled workers and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

3.1.5 CONSULTATION

In furtherance of the duties previously mentioned and the requirements of 'The Health and Safety (Consultation with Employees) Regulations 1996', Management will, so far as is reasonably practicable, undertake consultation with employees with regard to its activities and the relevant safe working practices.

1. The Operations Director and/or management will always be available to consult with all or any employees as the need arises. Employees will be consulted regarding new activities to be undertaken by the Company, provided with information, together with the proposed methods of working considered appropriate for the safe performance of the activities.
2. Employees will be encouraged to offer their views and suggestions, and any other comments, regarding the proposals, and these will be taken into account before the final method of work is confirmed.
3. Employees are encouraged to fully take part in meeting forums, raising Health and Safety awareness in an Open Door policy, in order to further develop the Companies active monitoring and review process's.
4. Other items for consultation may include some or all of the following topics:
 - a) Consideration of reports from enforcing authorities.
 - b) Consideration of the implications of new legislations, codes of practice and other guidance.
 - c) Action taken on previous recommendations.
 - d) Review of safety performance over the previous period, including accident reports, site inspections, audits, hazard reports, etc.
 - e) Improvements required preventing recurrences of accidents etc.
 - f) Status of current risk assessment procedures.
 - g) Review of compliance with health and safety policy.

- h) Review of proposed new activities, their associated risks and controls.
- i) Review of health and safety training and training needs.
- j) Review of health and safety policy, organisation and arrangements.
- k) Any other relevant business raised by management or employees.
- l) Any risks posed or experienced by other trades / Companies outside of our control whilst at site.

3.1.6 MONITORING OF HEALTH AND SAFETY PROCEDURES

The structure outlined in HSG 65 for both Active and Reactive Monitoring will form the basis of our systems. Additional Audit-Review process will be an integral part of compliance with 1SO: 9001. The monitoring and review dates are outlined in the Annual Organisational Safety Plan.

A key stage in the Management of Health and Safety at Work is that of monitoring to ensure that procedures are being followed and that they are effective. Management will implement procedures, in conjunction with employees and/or their representatives to meet this objective.

- a. It is also a responsibility of employees to assist and co-operate with the employer in order to ensure compliance. Therefore employees are encouraged to bring to management any matters of concern relating to the Company Health and Safety Policy.
- b. All suggestions, observations and constructive criticisms will be taken into account by management in a continuing effort to improve and/or maintain safe working practices.
- c. Improved performance in health and safety practice can only be achieved through continual development of management techniques in risk control.
- d. The aims of monitoring are therefore to achieve:
 - i) The maintenance of progressive improvement of an effective health and safety policy.
 - ii) The maintenance and development of an organisation to ensure the proficient implementation of the policy.
 - iii) The continual improvement of performance standards.
 - iv) The quick and effective implementation of remedial action to overcome identified failures or shortfalls in policy and procedure.
- e. Measures to be adopted to achieve these objectives shall include:
 - i) Consultation with employees.

- ii) Reporting hazards and/or bad practices by employees.
- iii) Site inspections by competent persons, at management and employee level.
- iv) Undertaking of periodic audits of the company procedures and practices by a competent and independent person.

The results of these measures will be used to revise our policy and practices as appropriate.

3.1.7 INCIDENT REPORTING AND INVESTIGATION (RIDDOR 1995)

This policy outlines the procedures which are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the company's premises, or on clients premises, during the course of their employment.

For the purposes of this policy, brief definitions and examples of an accident and near-miss are given below.

ACCIDENT - an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in the fracture, incorrect operation of machinery leading to injury.

NEAR-MISS - an unplanned event which does not cause injury or damage, but could do so. Examples include: items falling near to personnel, short circuits on electrical equipment.

All accidents must be reported to management and recorded in the company accident book. The accident book will be reviewed monthly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

In addition to entry in the Accident Book, any accident or dangerous occurrence on non DMG Delta sites must be reported to the occupier of the site in accordance with their reporting procedures.

If an injury, damage incident or near-miss is reported to a member of management, that manager should ensure that appropriate records are maintained.

If the incident is reportable under RIDDOR, Reporting of Injuries, Dangerous Disease Occurrence Regulations, the Central Reporting Agency must be informed on a prescribed form (F2508) within ten days.

Major incidents (as defined in RIDDOR) must also be reported to the Central Reporting Agency immediately, by telephone.

Any non employee who experiences an accident or near-miss incident whilst on a clients site must report the incident immediately to the person responsible for his or her presence on site.

3.1.8 CO-OPERATION AND CO-ORDINATION

Regulation 11 of 'The Management of Health and Safety at Work Regulations 1999', require that where two or more employers share occupation of premises they co-operate and co-ordinate their activities to ensure compliance with all relevant statutory provisions imposed on them.

The Operations Director and/or Management will therefore:

Appoint a responsible person to liaise with all other affected employers, who will:-

- i) Co-operate with all other employers sharing occupancy of premises and/or workplace to the extent necessary to ensure the health and safety of all employees, contractors and other visitors.
- ii) Co-operate with other employers to ensure compliance with the requirements of 'The Fire Precautions (Workplace) Regulations 1997'.
- iii) Co-ordinate all measures taken by the Company to fulfil it's statutory duties with that of all other affected employers to enable each to fulfil their respective statutory duties.
- iv) Take all reasonable steps to inform the other employers concerned of the risks to the health and safety of their employees arising from the Company activities.

Shared occupancy includes that involving contractors and other visitors on site; and these duties also apply to self-employed persons.

3.1.9 CONTROL OF CONTRACTORS/VISITORS

PROCEDURE FOR NON ENGLISH SPEAKING CONTRACTORS

DMG delta will not allow any non English speaking contractors or visitors onto any site under our control; unless they're accompanied by a translator.

Safety signage will always be in a format prescribed by the HSE that can be understood by non English speaking contractors
This is for health and safety reasons only.

The Company operates a policy of only employing contractors of whom satisfactory enquiries have been made, so far as is reasonably practicable, to ascertain their competency to undertake the work required of them.

Management will therefore ensure that:

1. The competency of contractors is determined by inviting them to submit information in response to the company questionnaire, which will be assessed by the Health and Safety Manager.
2. Details of the company health and safety policy and its requirements are made known to contractors.
3. All contractors sub-contracting to the company undertake their activities to a standard not less than that demanded by the health and safety policy of DMG and in accordance with all relevant legislations.
4. Contractors are not allowed to commence work until they have agreed the safe method of working with Management and have received clearance to proceed. Suitable risk assessments will be undertaken by the contractor and control procedures confirmed before commencement of operations.
5. Plant, tools and equipment provided by the contractor, are in good working condition and comply with all relevant legislations; and, where appropriate safe working certificates will be required before use is permitted.
6. Contractors' employees will be required to report all injuries, property and equipment damage, dangerous occurrences and near misses immediately to DMG management. This, however, does not absolve any contractor of their responsibilities in this respect.
7. All contractors' employees must comply with any instructions issued by the DMG management.
8. Suitable Welfare and First Aid facilities shall be provided by all contractors for their employees, unless suitable arrangements have been made for those employees to use the facilities of DMG or site Main Contractor.

HEALTH & SAFETY POLICY

9. All contractors' personnel shall comply with all rules specified by DMG observe all signs and directions and wear all personal protective clothing and equipment required of them.
10. All contractors will be informed that any contravention or compromise of health and safety requirements by their personnel on site will not be tolerated and could result in their exclusion from site and consideration for further work on behalf of DMG.
11. Monitoring, Audit and Review of all Sub-Contractors will form and integral part of the Terms Of Contract. DMG Management and Field Supervisors will actively monitor works undertaken on our behalf, through formal planned site audits, and informal unplanned site audits.

CONTRACTORS (Selection and Approval)

A formal selection and approval process is in place to ensure the competency of sub-contractors, their ability to work in a safe manner fulfilling their duties under HSWA 1974.

No Sub-Contractor shall be permitted to work for and on behalf of DMG Delta until such times as they have been proved to fulfil the requirements of the Sub-Contractor Approval process, Managed, monitored and reviewed by the Health and Safety Manger.

The company will only use contractors who have proved, and can show evidence of, their ability to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings.

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangement together with any special health and safety requirements.

Plant and equipment such as temporary access platforms, ladders, PPE, lifting equipment, internal transport vehicles and electrical equipment will not be loaned to contractors.

VISITORS

The Company has responsibility for the health and safety of any person who may be affected by its activities. The Company will therefore provide adequate measures to control access to its premises / sites.

Therefore Management shall:

1. Establish a system of control to ensure that all visitors to premises are obliged to report to Management without entering operational areas.
2. Not allow any persons to enter premises who do not have good reason and even then, shall prohibit access to those who are not competent or suitably equipped.
3. Ensure that permitted visitors are accompanied by a competent employee and further, shall ensure that they have been instructed in the emergency evacuation procedures and made aware of areas of restricted access.
4. Ensure that any visitor permitted on site is suitably equipped with the applicable personal protective equipment and be accompanied by a DMG Employee where appropriate to do so.
5. Maintain a record of all visitors with details of the purpose of that visit and the duration.

3.1.10 PRODUCT PURCHASING

To ensure compliance with all relevant sections of this policy employees purchasing materials or equipment must follow the following arrangements:

1. When ordering materials, substances or products on behalf of Clients, or for the undertaking of tasks associated with DMG Delta, management will ensure that they are the most suitable for the purpose for which they are intended, and so far as is reasonably practicable, are safe and without risk when used in accordance with the suppliers directions and the prescribed policy procedures.
2. Where products are outside the prescribed procedures, then Management will ensure that a risk assessment is carried out and a suitable safe method state is defined.
3. Management will as part of the normal function of supply, obtain manufacturer's data sheets on all materials, substances or products and to make such information available to all relevant places of work to inform personnel.
4. All products are checked for suitability and compliance with the order prior to their use.

3.1.11 PUBLIC SAFETY

It is an important require of the Company Health & Safety Policy that we ensure the H & S of others. Therefore Management will:

1. Ensure that the risks to the general public and others are considered in all Risk Assessments.

2. Where and whenever risks to the public and others are identified appropriate control measures are implemented.

3.1.12 CONSTRUCTION (Construction (Design & Management) Regs 2007)

The company is committed to ensuring that any construction work carried out is done so without taking risks to the health and safety of its employees and others.

DMG understands its duties, as a Client and/or Principal Contractor/ Contractor as outlined in the Summary of the Duties under the Regulations contained in the ACOP Managing Health and Safety in Construction (CDMR 2007).

To this end the company will appoint, where applicable, and at the appropriate time a CDM Coordinator (CDMC). It will ensure that those appointed are competent and fulfil the requirements of Appendix 5 of ACOP Managing Health and Safety in Construction (CDMR 2007).

Where DMG also takes on the Design element of the works, DMG understands its duties as outlined in the Summary of the Duties under the Regulations contained in the ACOP Managing Health and Safety in Construction (CDMR 2007).

The company will ensure that such work is planned in accordance with relevant standards or statutory provisions and that Client and employees are provided with the necessary information.

The company will also ensure that any Health & Safety File, prepared in relation to any project, is kept readily available for inspection and that when any such file is handed over to a third party, the necessary steps are taken to ensure that the party understands the purpose and nature of the file.

3.2.1 WELFARE FACILITIES (Supporting document: DMG Staff Handbook)

Management will establish suitable facilities, taking account of the number of its personnel, in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

To meet these requirements Management shall:

- a) Ensure provision of sufficient numbers of toilets, washing facilities and rest rooms to meet the needs of male and female staff and include where necessary the needs of pregnant women and nursing mothers.
- b) Ensure that such facilities are maintained in a clean and hygienic condition.
- c) These requirements also apply to site working. Where appropriate facilities may be shared with other Contractors. Such arrangements must be agreed in writing. Form F2292 to be used where appropriate.
- d) Ensure that the Principal Contractor at site has included our Company for the provision of welfare facilities at site.

3.2.2 FIRST AID (Health and Safety (First Aid) Regulations 1981)

The company is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

First Aid Personnel

First aid personnel are employees who have volunteered for the role and who have been assessed as being suitable. Where there are insufficient numbers of volunteers, the company will nominate a person from each area to take charge of the situation when an employee becomes injured or ill and requires attention. The appointed person need not necessarily be a qualified first aider but he or she will be given a clear indication of his or her responsibilities and the training required in order to effectively discharge them.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with retraining at regular intervals in order to ensure that their skills are maintained.

First Aid Boxes

First aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies which are required under law. The first aider is responsible for the upkeep of the boxes. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

Portable First Aid Kits

Portable first aid kits are provided for all field service engineers and those who are required to work away from their normal place of work, where access to first aid may be restricted.

A register will be maintained recording the issue and maintenance of portable first aid kits and it is the responsibility of those workers so issued to obtain free replacement of first aid materials from the office, as the need arises.

Recording Accidents (Refer to section 3.1.7)

All accidents must be recorded, however minor. The company has provided an accident book in which all incidents must be noted.

It is the responsibility of employees to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred. Where the injured person is unable to enter his or her account into the accident book, the first aider or witness (where relevant) should enter details on the employee's behalf. Where an accident results in admittance to hospital, or inability to continue to work, the relevant manager must be informed immediately.

Procedure SAFE SYSTEM OF WORK

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace:

1. First aid personnel must inform the company when their training certification period is nearing expiry, (3 months prior to expiry). The Company will ensure that this is done.
2. Management must ensure that employees are familiar with the identity and location of nearest first aider and first aid box.
3. Ensure that there is easy access to first aid equipment at all times.
4. Summon professional medical assistance where necessary.
5. Ensure that details of all accidents are reported and entered into the accident book.

3.2.3 SMOKING

DMG in line with current legislation does not allow smoking on its premises or places of work.

3.27 SMOKING

As part of its continuous review of health and safety matters, the company has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke.

The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also taking into account the needs of those who smoke. The policy is not concerned with *whether* people smoke,

but with *where* they smoke whilst at work.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken if necessary.

Smoking will not be permitted on company premises.

This restriction applies at all times, including outside normal working hours.

3.2.4 ALCOHOL AND DRUGS

The company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to over-indulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

Therefore:

- Do not come into work under the influence of alcohol or drugs.
- Never drive or operate machinery if you are affected by alcohol or drugs.
- Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not 'protect' them by keeping silent.
- Ask for assistance if you feel that matters are beyond your own control.

3.4(i) Medication on Health Grounds

Any employee taking medication should in the first instance advise their line manager, so that a specific Risk Assessment can be undertaken, thus ensuring the employees Health, Safety and Welfare, and that he/she is able to fulfil their tasks without risk to themselves or others.

Any short or long term medical condition should also be advised to their line manager so that a specific Risk Assessment can be undertaken, thus ensuring the employees Health, Safety and Welfare, and that he/she is able to fulfil their tasks without risk to themselves or others.

Confidentiality will be maintained at all times. If it is felt that further guidance is needed, a qualified health professional will be used, in full cooperation with the employee.

3.2.5 STRESS

Stress is defined, by the Health and Safety Executive as: “the adverse reaction people have to excessive pressure or other types of demands placed on them.” The effects of stress can take many physiological and psychological forms.

Avoidance of stress can be achieved, in part, through the effective implementation of the arrangements detailed within this arrangements section such as good communication, giving of information and consultation.

In addition to these, management will follow the current developments that are being investigated by the Health and Safety Executive, and will consider any recommendations and advice arising from them.

In the meantime Management will:

1. Ensure that work targets are realistic and achievable.
2. Clearly define individual job descriptions and review at least annually.
3. Provide information concerning the symptoms of stress.
4. Provide support to those reporting symptoms of stress.
5. Encourage open discussion on the subject of stress.
6. Monitor sickness and absences to try and detect those people showing symptoms.

3.2.6 VIOLENCE

It is the intention of this policy :

To prevent the risks to staff from violence in any form.

- To fulfil legal and other obligations by ensuring the safety of staff.
- To protect staff from all forms of violence whenever possible and provide aftercare should staff fall victim to violence.
- To ensure that everyone in the organization is aware of and fulfils their responsibility for safety from violence at work.

All violence to staff is unacceptable, whatever form it takes and whatever reasons are cited for it.

- We recognize the risks to staff from violence at work and the obligations of the organization to minimize the risks.
- Dealing with, or being subject to, violent behaviour is not considered to be a failure on the part of an employee.
- Violence is not considered to be an acceptable part of any job nor is it part of the duties of any employee to accept violent behaviour.
- We recognize the potentially damaging effects of violence on individuals, work performance and the organization as a whole and are committed to combating it.

The Company will seek to identify any and all instances of violence; and will take seriously any reports of violence. Each case will be treated individually and appropriate measures taken to avoid continuation or recurrence.

3.3 SAFE WORKING PRACTICES

3.3.1 ACCESS/EGRESS

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace.

The company will ensure that:

- Any access restrictions are adhered to so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Formalised systems of work are designed and implemented in all areas of significant risk, enlisting professional assistance where required.
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition.
- High standards of housekeeping are maintained.

HOUSEKEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the workplace.

The company recognises the need to ensure that adequate standards of housekeeping are achieved.

Inspections of the workplace

Workplace inspections will be carried out on a regular basis by designated personnel to identify areas where standards require improvement. These will be highlighted for remedial action.

Waste collection and removal

Floors must be cleaned on a regular basis and waste bins must be emptied daily. Rubbish must be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources.

Managers and supervisors must ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times. The following duties apply:

- (a) Ensure that articles are not left in walkways or on the floor;
- (b) Ensure that there are no trailing cables;
- (c) Ensure that articles are stored in designated places;
- (d) Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.

LIGHTING

The Company regards the provision of a safe well-lit working environment as fundamental to the health, safety and well being of the work force.

All reasonable steps will be taken to ensure that lighting is adequate for the task at all times.

Any problems regarding lighting should be reported at once to a responsible person so that the company can take steps to remedy the situation.

Lighting is one of the more important environmental criteria that go to make up the safe and effective working environment for the workforce. Provision of Emergency Lighting and Escape Route Lighting will be established, in accordance with BS:5266, if not present steps should be taken to advise the client. In order to ensure that it does not adversely affect working conditions, the following precautions should be taken:

1. Report failures of lighting or any defects observed to a responsible person;
2. Request additional lighting if existing lighting is not sufficient for the task;
3. Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or hit persons or property;

Keep the workplace tidy and do not let items accumulate on window sills, so that natural light is not obscured.

WORKING AT HEIGHT (The Work at Height Regulations 2007)

This policy applies to all work at height where there is a risk of a fall liable to cause personal injury. Falling from height is the most common cause of death at work, accounting for around 25% of all workplace deaths. These Regulations aim to cut the number of fatal and major injuries at work caused by falls from height.

In line with the requirement of the regulations Management will ensure that:

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

The regulations set out a simple hierarchy for managing and selecting equipment for work at height as follows:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

- **Ladders** will only be utilised when there is no reasonable and practicable alternative. or the works are of such a nature that it comes under the provisions of the Working at Height Regulations 2007.

In all other instances, working platforms will be employed, mobile, fixed, temporary or powered. Prior to use of any listed, a full Risk Assessment will be undertaken, and a SSOW written.

All reasonable steps will be taken by the company to ensure the safety of employees who work with ladders. All work activity using ladders will be risk assessed and as a result of that assessment suitable ladders will be provided.

The company will, in consultation with workers:

- (a) Carry out a risk assessment of work activities involving the use of ladders;
- (b) Take any necessary measures to reduce any risks found as a result of the RA
- (c) Ensure all ladders used are clearly identified and regularly inspected and maintained.
- (d) Provide appropriate information, instruction and training for employees who use ladders.

Procedure.

1. Select suitable ladders
2. Inspect before use
3. Use ladder at correct angle (75°, ratio 1:4)
4. Secure fixing or footing during use
5. Ensuring only one person is on the ladder at one time
6. Ensuring suitable footwear is worn
7. Reporting of defects and removal of ladders from service if necessary

- **ROOF WORK (Working at Height Regulations 2007)**

The company will take all reasonable steps to secure the health and safety of those involved in roof work. The company acknowledges the safety hazards inherent in roof work and intends to ensure that any risks are reduced to a minimum.

By carrying out risk assessments and providing safe systems and places of work, roof work can be carried out with minimal risk. The company will undertake to give information, instruction, supervision and training to enable its employees to carry out their work safely.

Any problems experienced during roof work should be reported immediately to a responsible person (usually a manager or supervisor) so that action can be taken to eliminate the problem.

- CONFINED SPACE WORKING (Confined Space Regulations 1997)

The term 'confined space' has a wide application throughout the industry. Some situations are fairly obviously confined spaces, e.g., closed tanks, large ducts, sewers etc., but others which are less obvious can be equally dangerous, e.g., open top tanks and vats, (particularly where heavier-than-air gases can build up), even closed and unventilated rooms can result in a dangerous accumulation of gases because of the restricted air circulation.

The company will take all reasonable steps to secure the health and safety of those persons in our employ who are required to make entry into confined spaces.

The company will, in consultation with its employees;

- a) Provide such information, instruction and training as is necessary to enable the appointment of 'competent persons' capable of carrying out risk assessments when entry into confined spaces is planned.
- b) Maintain a documented Safe System of Work (SSOW) for entry into confined spaces.
- c) Provide such equipment and resources as are necessary to safely carry out entry into confined spaces.

When the proper precautions are adhered to, there is no reason why employees should not safely enter confined spaces during the course of their work. Following the three steps below will help to ensure that work is without significant risk:

1. Find out as much information about the confined space as possible, including details of any previous contents and their associated hazards.
2. Never enter a confined space without the knowledge of others.
3. Always prepare thoroughly for work and adhere to the rules of any permit to work system that applies.

LONE WORKING

The company will ensure that risk assessments are carried out, so far as is reasonably practicable and that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be taken to protect anyone else affected by solitary working.

Employees and others will be given all necessary information, instruction and training for lone working to enable them to recognise the hazards and appreciate the risks involved with working alone.

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, a Permit to Work system may be required.

Working alone is not illegal, but it can bring additional risks to a work activity. The company has developed policies and procedures to control the risks and protect employees. Apart from the employee being capable of doing the job alone, the most important things to be certain of are that:

- a) The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
- b) The lone worker knows what to do if something goes wrong.
- c) Someone else knows the whereabouts of a lone worker and what he or she is doing. On manned sites, the Lone Worker must inform a site responsible person that he is on site, his working location, and expected duration of works.
- d) Regular phone communication takes place between the Lone Worker and the Operations desk throughout the period of work.
- e) The Lone Worker will report via phone to the DMG Operations desk on site arrival, where reasonably practicable during the period on site, (this should not extend past 90minutes) and upon completion of works.
- f) Where a site permit system exists, the Lone Worker will comply with its provisions. Where site local communications exists, the Lone Worker will be provided with such means of communication to be part of the local network.
- g) Where no communication is evident from the Lone Worker, DMG will take all steps necessary to make contact with the Lone Worker, to include tasking another employee, contacting the Client or Site, and/or contacting the Emergency Services.

3.3.2 FIRE AND ENVIRONMENTAL EMERGENCIES

Fire Prevention (Regulatory Reform (Fire Safety) Order 2005)

The ultimate objective of Health and Safety Management is to prevent the accident happening in any event. This applies equally to the accident of fire. This policy will operate on the fundamental principles of keeping flammable materials, of any description, segregated from all sources of ignition. Management and all Employees will ensure:-

- i) Good Housekeeping – A place for everything and everything in its place.
- ii) Control of any equipment, or process capable of generating heat, in any form, sufficient to ignite any flammable material.
- iii) Undertaking suitable and sufficient Fire Risk Assessments of all premises and processes used by DMG Employees.
- iv) Using the results of these Risk Assessments to develop suitable control measures. Which may include SSoW incorporating Hot Work Permits.
- v) At all times, ensure that

Fire: Emergency Procedure

ACTIONS TO BE TAKEN IN THE EVENT OF FIRE (GENERAL)

Any fire, no matter how small, is potentially dangerous. In all cases, the alarm must be raised

You must ensure that you are familiar with escape routes from working area, and that you know where the nearest fire extinguishers are located.

You should always take precautions against the risk of fire. Fire doors are never to be wedged open. Fire extinguishers and alarms are not to be tampered with.

Fire safety information is distributed with in all areas, and Escape Routes are clearly identified.

2. Action to be taken. If you discover a fire anywhere:

Break the glass in the nearest Alarm Box ***before you do anything else.***

If possible, dial 999 for the Fire Brigade.

Ensure your own route of escape, and your own and others safety first.

If another person is available, send him or her to the Security Lodge with Details of the fire, it's location, type of fire, other hazards and importantly who has been left at the scene.

3. Fighting a fire:

Do not attempt this unless you feel competent and have been trained to do so. Keep between your escape route and the fire at all times.

Do not use water extinguishers (or fire hoses) on electrical fires or oil fires.

Burning oil (small quantities) can be covered with a fire blanket, but approach with it in front of your face, and be sure your hands are wrapped in the cloth. If you cannot extinguish the fire in one minute, get out and close the door. If a person's clothing is alight, roll him or her in a blanket or coat to smother the flames.

4. If you hear the Fire Alarms:

Continuously ringing - **EVACUATE**

leave the building immediately;

Close, but do not lock, doors behind you;

Proceed to the designated muster point. There will be a roll-call.

Do not re-enter the building until you are advised that it is safe to do so.

Never cancel a fire alarm - fire alarms may only be reset by those acting under instruction.

The company will:

- a) Regularly stage fire evacuation drills on its own premises, inspect the means of escape and test and inspect fire-fighting equipment and fire warning systems.
- b) Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

Emergency Procedure to be Taken in the Event of a Fuel Oil, Lubricating Oil or Chemical Spillage

Important Note: The composition and Magnitude of the Spillage will determine the response level required. Impact on others to include entry into water or drainage systems, or general environmental considerations will also dictate the response level.

1. Minor maintenance spillage: (Guide: less than 5 ltr of non corrosive or hazardous material) Can be dealt with easily with care and precautions.
2. Medium accidental or system failure spillage: (Guide: less than 25 ltr of non corrosive or hazardous material) Can be dealt with using site resources, may need help and or additional equipment.
3. Major spillage: Cannot be dealt with resources available on site, a significant Health, Safety or Environmental impact. Emergency services to be contacted immediately and the local Water Authority. (ACTION STAGE 3)

Personal Safety

Before entering a spill area assess the situation and take any necessary action to secure the safety of yourself and anyone else who may be involved.

Wear appropriate protective clothing (PPE) – Neoprene gloves, oil proof boiler suit and boots for all oils and diesel, and full clothing as specified on the product label and COSHH Data Sheets for chemical spillage's. Eye protection should be worn if there is a likelihood of splashing, and dependant on the nature of the spillage, RPE may be required.

IF IN DOUBT DO NOT ATTEMPT TO TAKE ANY ACTION UNTILL YOU HAVE SAUGHT ADVISE.

Action Stages:

Stage 1:

Consider the safety of yourself and others. Ask – is it safe to enter the spill area, is protective clothing required, is there a danger of fire or explosion? Will it enter waterways or fresh water systems, will it create a further Safety or Health Hazard to others. Take appropriate action.

Stage 2:

Prevent further leakage. Safely isolate the source of spillage. Prevent ingress to other systems, (Water Ways) shut down and isolate if necessary. Inform site of the reason for shutting down plant or services. Contain the existing spill to minimise the effect, using booms, sand, dirt, feathers or similar suitable high absorbent material. Ensure the area is well ventilated. Mop up spill where possible with the appropriate spill kit. Material used to mop up, is itself a potential Hazard. Store in dedicated waste bins, clearly marked up with its content, and ensure safe waste disposal.

Stage 3:

If the leak has been contained, and the area made safe, inform your Line Manager and Site Representative when it safe to do so, giving details as listed below. Record all of the information and details of the leak, in preparation for an Incident Report.

If it is a Major Leak, if it is safe to do so, isolate the source and isolate the area. Contact the Emergency Services Immediately. (Fire and Rescue), clearly giving the information below. Take further instruction from them.

Inform Line Management and Site Management.

Do not put yourself, or others into a dangerous/hazardous situation.

- Any injuries and any action taken or required regarding safety.
- The exact location of the spillage.
- Product details of the liquid spilt.
- COSHH Data, i.e. corrosive, explosive etc
- Whether the spill is, on land, or in water or is likely to drain into water
- Details of who may be affected as a consequence of the spillage
- How much has been spilt (it is better to over estimate than underestimate the volume)
- What action has been taken so far and information on what further measures are required.

- Other Emergencies.

Protection of life will be the overriding principle in any other emergency situation. In such situations the immediate area of the emergency must be evacuated and a senior manager informed.

3.3.3 MAINTENANCE OF PLANT AND EQUIPMENT (Provision of Use of Work Equipment Regulations 1998)

WORK EQUIPMENT

Work Equipment can be defined as any item of machinery, tools, handling aids, or any of a large range of items provided to assist the work process. This includes hand and portable tools and equipment. The Provision and Use of Work Equipment Regulations 1998, amongst other legislation, apply to all work equipment made available for use by employees at work. The regulations require the employer to ensure that such equipment provided for use by employees is safe and without risk to their health and safety; that it is used in a safe manner; and that it is maintained in a safe condition.

Therefore management shall ensure that:

1. All operations are assessed to take account of the work conditions and hazards when selecting work equipment.
2. Work equipment is designed and constructed in compliance with the appropriate EU standards or relevant British Standards.
3. The equipment is suitable for its intended use.
4. The equipment is used only for operations for which, and under conditions for which it is suitable / intended.
5. Safe working practices are devised in accordance with applicable standards.
6. All equipment is maintained in good and safe working order.
7. All equipment is regularly tested / inspected and a register thereof maintained.

HEALTH & SAFETY POLICY

8. Where use of the equipment is likely to involve specific risk, then use of that equipment will be restricted to persons allocated the task.
9. Only suitably trained persons will be allowed to undertake repairs, modifications, maintenance or servicing to any equipment.
10. Appropriate information, instruction and training is given to employees deployed to use the equipment.
11. Suitably trained competent supervision is provided to ensure the safe use by employees of equipment in compliance with the provisions of this policy and legislations.
12. Suitable and sufficient protective equipment is made available to and utilised by the employees as identified by assessment.
13. All defective equipment shall be removed from service and a note of the defect made by the staff that reports the equipment.

The Company will take all reasonable steps to ensure the safety if all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The company will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The company will:

- (a) Carry out an assessment of how the machinery should be isolated for specific work;
- (b) Carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely;
- (c) Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety; provide any personal protective equipment that might be necessary to carry out the work safely.

Procedure SAFE SYSTEM OF WORK

The **Provision of Use of Work Equipment Regulations 1998** outline the following systems of work.

1. Work equipment should be maintained in an efficient state, in efficient working order and in good repair.
2. Maintenance logs will be kept up to date.
3. Appropriate work equipment should be provided with suitable means to isolate it from all sources of energy. Appropriate measures should be taken to ensure that reconnection to the energy source will not expose any person using or maintaining the work equipment to any risk to his or her health or safety. Where any electrical power is involved in the machine to be maintained, it should always be checked that this is dead before work is started.

4. All persons who maintain machinery and all persons who supervise or manage the maintenance of machinery, should have available to them, adequate and readily comprehensible safety and health information and, where appropriate, written instructions pertaining to the maintenance of the machinery.
5. Measures should be taken to:
 - (i) Prevent access to any dangerous part of machinery;
 - (ii) stop the movement of any dangerous part of machinery before any person enters a danger zone.
6. Where necessary a permit to work system should be rigorously adhered to.

ABRASIVE WHEELS

All reasonable steps will be taken by the company to ensure the health and safety of employees who work with grinding machines which incorporate abrasive wheels. The company acknowledges that health and safety hazards may arise from the use of this equipment.

The company will:

- Carry out an assessment of the work activity.
- So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment.
- Ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task.
- Advise all employees who work with abrasive wheels of the risks to health and safety and the results of the assessments.
- Provide full training as appropriate.
- Ensure only certificated, trained and competent personnel operate grinding wheels.

Lifting Operations and Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) aim to control and reduce the risks relating to the use of lifting equipment and carrying out lifting operations in the workplace.

Lifting Equipment is defined as any equipment whose principal purpose is to lift or lower loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including:

- Cranes, fork-lift trucks, passenger lifts, jacks, axle stands, mobile elevating platforms, vehicle inspection platforms, patient lifting hoists, dumb waiters in hotels or restaurants, vehicle tail lifts, ropes and pulleys used to raise materials on building sites. etc.

- All lifting accessories such as chains, ropes, slings, shackles, eyebolts, harnesses, etc.

In addition to the requirements of these regulations, lifting equipment used at work is also subject to the general requirements of the Provision and Use of Work Equipment Regulations (PUWER).

To ensure compliance with the legal requirements Management will ensure:-

- i) That all lifting equipment is fit for purpose; and has been properly tested and certificated.
- ii) Is properly used for purpose by appropriately qualified and competent personnel.
- iii) Its use is effectively planned and subject to a SSoW.
- iii) Is properly maintained in accordance with manufacturers recommendations and statutory requirements for examination and testing; all such maintenance and testing to be recorded.

USE OF HAND TOOLS (Provision of Work Equipment Regulations 1998)

The company will, in accordance with its general duties, make suitable and sufficient assessment of the risks to health and safety of our employees to which they may be exposed whilst working with hand tools (company and personal).

These risks will then be controlled so far as is reasonably practicable so that neither the company's employees nor others who could also be exposed to them will be put at risk.

All employees using tools will be trained in their use and the use of any associated equipment used in conjunction with the prime tool. Any employee who is not conversant with a tool must make it known to his/her supervisor.

The company will, in consultation with workers:

- (a) Ensure that the correct tool for the job is provided
- (b) Ensure that employees do not misuse tools, which can lead to damage of materials, equipment and possibly lead to injury
- (c) Provide personal protective equipment if necessary
- (d) Provide suitable storage facilities for tools
- (e) Arrange for regular inspection of electrically powered tools in accordance with the Electricity at Work Regulations.

To ensure the safe use of hand tools, the following procedures should be followed:

1. Where electric powered tools are used from a trailing lead:

- (a) The length of the lead should be kept to a minimum
 - (b) The cable should be heavy duty and capable of serving the equipment that it is to supply
 - (c) It should be paid out fully from any winding drum and if at all possible be protected from damage
 - (d) It should be laid with care to ensure that it does not present a trip hazard
2. When using power tools that are designed to be fitted with guards, the guards will be fitted correctly prior to the use of the tool.
 3. Supervisors should ensure that equipment and tools are properly maintained and repaired, that correct working methods are followed and that no unsafe practices are tolerated.
 4. Employees should use tools in the correct manner and for the correct job, using the safety devices and equipment provided, and report conditions they believe to be dangerous.

- NOISE CONTROL (Control of Noise at Work Regulations 2005)

Section 2 of the **Health and Safety at Work, etc Act 1974** requires employers to provide a safe working environment. More specific duties are imposed on the employer by the **Noise at Work Regulations 2005 (NAWR)**, which define certain action levels based on personal daily noise exposure levels (LEP,d) of employees. The first action level corresponds to an LEP,d of 80dB(A). the second action level corresponds to an LEP,d of 85dB(A). the third defined level is a peak sound pressure of 140dB(A), in the case of impulse or impact noise.

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The company also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.

The company will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment. These will be used as the basis for formulating action plans for remedial measures when necessary.

The company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 80dB(A) for 6 hours is not exceeded.

The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments.

The company will designate and mark out ear protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors inside the zones.

- Vibration (The Control of Vibration at Work Regulations 2005)

The use of some equipment may give rise to noise and/or vibration hazards. Management will ensure that:

- I) all work processes are assessed for potential vibration hazards.
- II) Where necessary appropriate control measures are introduced.
- III) Information is obtained regarding the potential vibration hazards arising from all work equipment.
- IV) All staff and contractors are informed of the risks of vibration and how to identify these hazards for themselves.

PRESSURE SYSTEMS (Pressure Systems Safety Regulations 2000)

The company will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required by law will be made available and kept for record purpose.

DISPLAY SCREEN EQUIPMENT (Health and Safety (Display Screen Equipment) Regulations 1992)

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment (DSE).

It is the intention of the company to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff.

The company will, in consultation with workers:

- a) Carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker.
- b) Take all necessary measures to reduce any risks found as a result of the assessment.
- c) Take steps to incorporate changes of task within one working day, in order to prevent intensive periods of on-screen activity.
- d) Review software to ensure suitability for the task.
- e) Arrange for the provision of eyesight tests at regular intervals thereafter and where a visual problem is experienced:
- f) Arrange for the free supply of any corrective appliances (glasses) where required specifically for working with DSE.
- g) Advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

3.3.4 ELECTRICITY (Electricity at Work Regulations 1989)

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible. The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the company will then take the necessary measures to investigate and remedy the situation.

The company will, in consultation with workers:

- a) Ensure that electrical installations and equipment are installed in accordance with the IEE: BS 7671:2:2004 (Institute of Electrical Engineers) Wiring Regulations.
- b) Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- c) Inspect and test portable and transportable equipment as frequently as required.
- d) Promote and implement a safe system of work for maintenance, inspection, testing and repair.
- e) Forbid live working unless absolutely necessary, in which case a Safe System of Work, and/or permit to work must be issued before work begins.
- f) Ensure that employees who carry out electrical work are competent to do so.

- g) Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.

Provide suitable personal protective equipment is required, maintaining it in a good condition.

Live Working Procedures.

- 1) Definition of "live working".
- 2) Situations where working "live" is acceptable.
- 3) Situations where working "live" is unacceptable.
- 4) Risk Assessment.
- 5) Procedures to be implemented when working "live".
- 6) Procedures for motor circuit testing "live & dead operations".
- 7) Radio operations involving "live" testing.
- 8) "Lock off" facilities.
- 9) Live Testing on Inaccessible Parts
- 10) Use of personal protective equipment (PPE)

1) Definition of "live working".

Live working shall be defined as the practice of working on parts of the electrical system while the part in question is still live. This may or may not include the removal of covers or protective devices without isolating the means of supply during such an operation.

Live working may not be undertaken unless the following applies (as prescribed by *"The Electricity at Work Regulations"* regulation 14).

- a) it is unreasonable in all circumstances for it to be dead; and
 - b) it is reasonable in all circumstances for him to be at work on or near it while it is live;
- and
- c) Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent **injury**.

2) Situations where working "live" is acceptable.

Due regard shall be taken of *"The Electricity at Work Regulations"*, particularly the following regulations: -

Regulation 14; Work on or near live conductors.

Regulation 16; which covers the subject "Persons to be competent to prevent danger and injury."

Live working may be undertaken only when adequate precautions are taken to prevent danger or injury to all persons, i.e.

- a) Persons carrying out work on live equipment shall be competent to do so safely.
- b) Live exposed parts shall not be left unattended at any time.

- d) Live work will only be carried out where there exists no risk of water ingress to live exposed parts.
- e) Live work may only be carried out where it is impracticable to isolate the supply.
- f) Signs shall be fitted in all cases on circuits under test stating "Warning, circuit under test "Do Not Operate".

3) Situations where working "live" is unacceptable.

The following situations are **not** appropriate to be worked on live:

- a) Motor terminal covers must not be removed live.
- b) Panel covers must not be removed if adequate knowledge of that panel is not known.
- c) Covers shall not be removed in wet environments.
- g) Live work must not be undertaken where by "risk assessment" danger or injury may occur to the engineer or others.
- h) Signs shall be fitted in all cases on circuits under test stating "Warning, circuit under test "Do Not Operate".

4) Risk Assessment.

Where unknown situations exist, a "Risk Assessment" must be undertaken and acted upon before proceeding with live testing.

5) Procedures to be implemented when working "live".

All suitable precautions shall be taken to prevent "danger" arising.

- a) All personnel not directly involved with the task in hand will be kept clear of the area at all times.
- b) Suitable barriers and warning signs shall be erected as and when appropriate.
- c) If any doubts regarding safety arise then work must be halted and the circuit made dead prior to any further progress being made.
- d) Precautions shall be taken to ensure that no nearby dead circuits become unexpectedly live.
- e) The appointed site representative shall be kept fully informed of areas where live work is being undertaken.
- f) Signs shall be fitted in all cases on circuits under test stating "Warning, circuit under test "Do Not Operate".

6) Procedures for motor circuit testing "live & dead operations".

Where motors are remote from their nearest point of isolation, the following shall apply:

- a) Before terminal covers are removed it shall be double-checked that the source of supply will not become inadvertently energised.

- b) Where lock off facilities are fitted, the testing engineer shall keep the only key on his person at all times.
- c) Where lock off facilities are not fitted then a second engineer shall be in attendance at the point of isolation at all times to prevent inadvertent re-energisation.
- d) Suitable warning signage shall be erected.
- e) Each sequence of events during testing shall be double-checked before proceeding.
- f) Where it is considered unsafe to remove a motor cover due to corrosion, water or chemical presence then the cover must not be removed, no test results may be obtained.
- g) Cover screw tightness and gasket seals will be checked upon completion.
- h) Signs shall be fitted in all cases on circuits under test stating "Warning, circuit under test" "Do Not Operate".

7) Radio operations involving "live" testing.

Hand held radios may be used to communicate between panel isolator positions and remote motors. Where radio communications are involved then the following precautions must be observed: -

- a) Instructions and information provided by the transmitting engineer shall be repeated by the receiving engineer in order to confirm that the information transmitted has been fully and properly understood.
- b) Radio communication must not be relied upon where extraneous noise pollution could give rise to misunderstood information being acted upon.
- c) During radio communication, the two engineers involved must stay at their positions until all disconnected terminations and covers have been replaced securely.
- d) Signs shall be fitted in all cases on circuits under test stating "Warning, circuit under test" "Do Not Operate".

8) "Lock off" facilities.

Where "lock off" facilities are present, they must be used to prevent danger of inadvertent reenergisation. In any event, precautions shall be taken to ensure that any circuit being worked on "dead" cannot be inadvertently re-energised.

9) Live Testing on Inaccessible Parts

When carrying out electrical testing on inaccessible parts of an installation under no circumstances will live testing be carried out where there maybe danger to either the tester or others.

Where accessories, distribution boards, busbar chambers, isolators and motors etc are mounted in inaccessible situations where there is no room to retreat or fall back then under no circumstances will "live" testing be carried out. Dead testing may only be carried out when the electrical system is proven dead.

When testing within an electrical enclosure (distribution boards, busbars motors etc) where a slippage of the cover may short against terminals or there is a risk that connections could “spring free” the cover may only be removed when the electrical supply is made and proven dead.

Where live testing is carried out from a ladder or pair of steps and there is a risk of electrocution or fall then the item under test will be made dead before applying the test instrument. If this is not practicable then live testing will be carried out at the nearest point of isolation with this figure added to an R1 + R2 test carried out from the point of isolation to the end of the circuit.

If an R1 + R2 test is not practicable an earth continuity test can be carried out between the isolator and the end of the circuit. A comment “Unable to carry out live tests - end of circuit inaccessible, figure entered is the earth loop reading at the nearest point of isolation, earth continuity tested between point of isolation and end of circuit – satisfactory” will be entered

If none of the above can be carried out in a safe manner the drop down auto visual fault “Unable to carry out live tests - end of circuit inaccessible. Requires access to be made available and further investigation” will be entered under a category 3 fault.

10) Use of personal protective equipment (PPE)

- (a) A safety helmet with face shield (as appropriate);
- (b) Safety glasses/face shields (anti-flash);
- (c) Safety boots, insulated soles;
- (d) Protective clothing, coveralls;
- (e) Approved insulating gloves;
- (f) Approved insulated tools; and
- (g) Approved insulating sheeting.

3.3.5 SUBSTANCES (Control of Substances Hazardous to Health Regulations 2002 incl 2005 Amendments)

The company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or controlled within statutory limits.

Where exposure cannot be adequately controlled by elimination, substitution or engineering means, appropriate PPE will be provided free of charge.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff.

The company will implement the following:

1. An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
2. Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control. (See COSHH Risk Assessment form appendix 2).
3. All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
4. PPE will be used only as a last resort.
5. The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions.
6. Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified professionals.

All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Procedures SAFE SYSTEM OF WORK

Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health.

Employees are encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls (e.g. PPE).

The following steps will be taken to minimise the risk:

- (a) Ensure hazard information is kept up to date;
- (b) Ensure employees are trained in the nature of the hazards and use of control measures;
- (c) Ensure controls are maintained and monitored;
- (d) Encourage employees to report faults and problems.

ASBESTOS (Control of Asbestos Regulations 2006)

The company acknowledges the health hazards arising from exposure to asbestos, and will protect those employees and other persons potentially exposed to asbestos, as far as is reasonably practicable, by minimising exposure through proper control measures and work methods supported by training of employees. Present evidence suggests that dangers from asbestos in buildings are likely to arise only when products containing asbestos are damaged, either accidentally or during maintenance or repair, and the asbestos fibres are released and dispersed in the air. This policy requires the full co-operation of management and staff at all levels.

The company policy on any site or location where asbestos is present or suspected, is that no work shall take place until DMG Delta management, who hold responsibility for that site or location, have formally contacted the client and obtained the following information:

The type of asbestos present, by analysis or otherwise. A written assessment, by competent persons' to determine the nature and degree of asbestos contamination. When the levels of asbestos have been assessed as being of low risk, then work can be undertaken provided that the asbestos is not disturbed in any way and that any work undertaken is of a minor nature, and **will not affect the soundness of the asbestos.**

LEGIONELLOSIS

Use of relevant plant must be notified to the local authority under the **Notification of Cooling Towers and Evaporative Condensers Regulations 1992.**

The requirements of the **Control of Substances Hazardous to Health Regulations 2002 incl 2005 Amendment (COSHH)** must be complied with.

1. Assessment of risk (regulation 6), whereby water systems and plant, which have the potential to create legionellosis hazards must be identified and risks assessed. Plant of this type includes hot and cold water services, air conditioning and industrial cooling systems, spas and whirlpool baths, humidifiers and air washer. The assessment must include breakdowns, abnormal operation and the possibility of exposure of susceptible people (e.g. hospitals). The assessment must be reviewed at least once every five years or if there is a change in plant or operation.

2. Health surveillance where appropriate (regulation 11).

RECORD KEEPING

Records will be kept of the following:

1. Risk assessments made under COSHH;
2. The written scheme for hazard control, including description of safe operation of plant and precautions to be taken.
3. Notifiable particulars of cooling towers and evaporative condensers;
4. Records of inspection, maintenance, remedial measures, disinfection, cleaning, shutdowns etc.;
5. Training in working procedures to prevent legionellosis.

All reasonable steps will be taken to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure to such hazards.

As far as practicable, water systems should be operated at temperatures that do not favour the growth of *Legionella* 60°C recommended for hot water storage and either 50°C or below 20°C for distribution (care must be taken to protect people from exposure to very hot water). Use of materials that may provide nutrients for microbial growth should be avoided. Corrosion, scale deposition and build up of biofilms and sediments should be controlled. Tanks should be lidded.

Staff involved in plant maintenance or who might otherwise be at significant risk, will require safe systems of work. (Refer to HSE L8 2001 document "The Control of Legionellosis Bacteria in Water Systems").

The following should be their priorities:

1. Design procedures to minimise exposure (e.g. by prior disinfection);
2. Avoid creation of water sprays (e.g. by high pressure jetting);
3. Avoid exposure of others in the building to water sprays (e.g. by carrying out maintenance out of normal working hours);
4. Wear respiratory protection of a suitable and HSE approved type;
5. Take necessary precautions when entering confined spaces (permits to work, etc.);
6. Handle biocides and water treatment chemicals with care;
7. Report relevant symptoms of illness to your supervisor immediately.

LEPTOSPIROSIS

Leptospirosis is an infection spread from contact with animal urine. There are several types. The most common is transmitted through contact with rat's urine and can lead to Weil's disease, a serious and sometimes fatal illness. Leptospirosis from dogs is now very rare in the UK, and infection

from cattle mainly affects farmers, although cases have been reported in meat inspectors.

The organism usually enters the body through cuts in the skin and has an incubation period of 7-10 days. The disease starts off as a flu-like illness and headache, but severe Leptospirosis, or Weil's disease, can lead to jaundice, anaemia, haemorrhages, renal damage and circulatory collapse. It is treatable by antibiotics, however this is most effective during the early stages.

Should you have concerns on site regarding the potential Hazard, inform your supervisor immediately. Work will cease until the property management has been informed, and the area has been sanitized.

Should works be of an Emergency basis, suitable and adequate PPE will be worn prior to continuing. The decision to continue with works must come from a Supervisor or Manager.

Employee's need to ensure that anyone working in an area where there is a risk of Leptospirosis, should make sure any cuts or broken skin are covered with waterproof plasters. Suitable gloves should be worn, typically Latex disposable, and disposable coverall with Wellington Boots. They should also ensure there is an adequate supply of fresh hand-washing facilities. Wash your hands after handling any possible infected companions, or any contaminated clothing or other materials; and always before eating drinking or smoking

Further Action:

Should you develop symptoms you should report to your own GP as soon as possible, and inform your Manager. Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have leptospirosis, he/she must then report it to the RIDDOR Incident Centre (Tel: 0845 300 9923) and inform the company Health and Safety Manager immediately.

3.3.6 MANUAL HANDLING (Manual Handling Operation Regulations 1992)

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The company will ensure that operations which involve manual handling are eliminated, so far as is reasonable practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable.

Managers or supervisors must ensure that:

- (a) Manual handling assessments are carried out where relevant and records are kept;
- (b) Employees are properly supervised;
- (c) Adequate information and training is provided to persons carrying out manual handling activities;
- (d) Any injuries or incidents relating to manual handling are investigated, with remedial action taken;
- (e) Employees adhere to safe systems of work;
- (f) Safety arrangements for manual handling operations are regularly monitored and reviewed.

Employees must ensure that:

- (a) They report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity;
- (b) They comply with instruction and training which is provided in safe manual handling activities;
- (c) Their own health and safety is not put at risk when carrying out manual handling activities;
- (d) They use equipment, which has been provided to minimise manual handling activities.

Risks can be reduced by adopting the following simple precautions:

1. Ensure that formalised systems of work which have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
3. Store heavy items between shoulder and hip height. Where possible, only store small, light items above shoulder or below knee height.
4. Use the legs and knees to bend and lift - do not stoop or bend the back.
5. Avoid tasks which require stretching or twisting.
6. Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
7. Ensure that there are no sharp, hot or cold edges which could cause injury.
8. Ensure that walkways are free from obstruction.
9. Make full and proper use of personal protective equipment.
10. Report any problems or concerns associated with manual handling operations to a responsible person without delay.

3.3.7 PPE. (Personal Protective Equipment at Work Regulations 1992)

The company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.

The company will, in consultation with workers:

- (a) Carry out an assessment of proposed PPE to determine whether it is suitable;
- (b) Take any necessary measures to remedy any risks found as a result of the assessment;
- (c) Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effectively used together as they are separately;
- (d) Arrange for adequate accommodation for correct storage of PPE;
- (e) Train staff in the safe use of PPE for all risks within the organisation;
- (f) Replace PPE, which has been provided to meet a statutory obligation, as necessary;
- (g) Inform every employee of the risks which exist;
- (h) Reassess as necessary if substances used or work processes change.

The following procedures should be observed when using PPE:

1. Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working;
2. Make sure that PPE is functioning correctly: if not, report the defect;
3. Report symptoms or discomfort or ill health immediately;
4. Inform the company of any training needs.
5. Ensure that PPE is adequately stored.

3.3.8 ROAD TRANSPORT / DRIVING

Whilst driving on the main roads drivers are subject to the requirements of the Road Traffic Act 1988 and vehicles to the Road Vehicle (Construction and Use) Regulations 2003.

In addition to the above legal requirements the following Company rules will be implemented:

1. Only personnel qualified to the appropriate standards and authorised will be permitted to operate any vehicle owned or leased by the Company.
2. The authorised user of a Company vehicle, or any other vehicle used on Company business will ensure that it is maintained in accordance with the manufacturer's instructions and that it is maintained in a safe and roadworthy condition.
3. The authorised user of a Company vehicle is responsible to ensure that the vehicle is operated in a safe manner in compliance with all legal restrictions including weight control and unauthorised passengers.
4. The use of mobile communication equipment is not permitted whilst the vehicle is in motion. Hands Free Bluetooth equipment is installed in all

vehicles for receiving calls only, and this is at the discretion of the Driver if it felt safe to do so, and in no way will cause a distraction to driving.

5. Smoking in Company vehicles is prohibited.
6. Any accident involving a vehicle used on Company business must be reported without delay.
7. Drivers are responsible for carrying out basic daily safety checks on their vehicles.
8. The "Highway Code" is hereby adopted as part of this Policy.

3.3.9 WASTE DISPOSAL

The Company will work towards a positive Waste Management Policy based on the principles of Reduction, Re-use, Recycle and Responsible disposal.

It is the company's policy that all work undertaken by itself and Sub Contractors, complies with the client's requirements with respect to the disposal of waste, in addition to meeting the obligations under Section 34 of the Environmental Protection Act 1990 - the Duty of Care.

All waste which is the company's responsibility, will be suitably packaged to prevent its escape or leakage whilst on the site, in transit or in storage.

The company will ensure that all waste is only transferred to an authorised person, i.e.

- a) A waste collection authority;
- b) A holder of a waste management licence or someone who is exempt from registration;
- c) A registered carrier of controlled waste or someone who is exempt from registration.

DMG Delta are registered as Carriers of Controlled Waste under the Control of Pollution (Amendment) Act 1989. This registration is with the Environmental Agency (Colchester Office), Reg No. ESS/317172.