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POLICIES AND PROCEDURES MANUAL

FOR

HEALTH AND SAFETY

WELFARE

AND

ENVIRONMENTAL MANAGEMENT

(OFFICE and WORKS)

FOURTH EDITION

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Policies and Procedures Manual for Health and Safety, Welfare and Environmental Management

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1. INTRODUCTION

- 1.1 This manual is the primary reference document for the Company's Health and Safety, Welfare and Environmental Policies and Procedures.
- 1.2 The directives and procedures contained in this manual shall form part of the general conditions of employment with which employees are required to comply. A copy of this manual shall be issued to each employee and the main requirements will be explained to all new employees during their induction to the Company. All employees are required to familiarise themselves with its contents and to cooperate in its implementation.
- 1.3 There are two supplementary documents which apply to installation projects. These are:
- The "**Health and Safety Guideline for Installation Projects**" which contains the policies and procedures for health and safety, welfare and environmental management on installation projects. This document is suitable for submission to principal contractors and other clients.
 - The "**Health and Safety Guideline for Sub-contractors**" which includes guidance for all personnel - but especially sub-contractors - who may be employed to work on installation projects for or on behalf of the Company, to assist them to work safely and to comply with their statutory obligations. All personnel who work on installation projects for or on behalf of the Company shall be made aware of the requirements in this guideline. A copy will be issued to each sub-contractor on commencement of their first contract for the Company.

2. HEALTH AND SAFETY AT WORK - THE LAW**2.1 The Main Laws**

- 2.1.1 The principal law is the Health and Safety at Work etc. Act 1974 (HSWA). It covers all work premises and everybody at work. The Act places general duties on employers, employees and the self-employed; manufacturers, suppliers, designers and importers of materials used at work; and people in control of premises.
- 2.1.2 The main objectives of the HSWA are:
- securing the health, safety and welfare of people at work;
 - protecting people other than those at work against risk to their health and safety arising out of work activities;
 - controlling the keeping and use dangerous and hazardous substances;
 - controlling the release into the atmosphere of noxious or offensive substances.
- The HSWA places a legal duty on everyone to uphold certain standards of health and safety.***
- 2.1.4 There are a number of Regulations and Acts relating to specific areas of health and safety which in reality reinforce the main requirements of the HSWA. The main ones are:
- the Management of Health and Safety at Work Regulations 1999;
 - the Workplace (Health, Safety and Welfare) Regulations 1992;
 - the Provision and Use of Work Equipment Regulations 1998;
 - the Manual Handling Operations Regulations 1992;
 - the Health and Safety (Display Screen Equipment) Regulations 1992;
 - the Personal Protective Equipment at Work Regulations 1992;
 - the Control of Substances Hazardous to Health Regulations 2002 (COSHH);
 - the Environmental Protection Act 1990 (EPA).
 - the Construction (Design and Management) Regulations 2007
- 2.1.5 A more comprehensive list of applicable Acts and Regulations is contained in Appendix 4.

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2.2 The Company's Responsibility

2.2.1 The general duty imposed on the Company by the Health and Safety at Work Act (HSWA) is to ensure, **so far as is 'reasonably practicable'**, the health, safety and welfare of all its employees, anyone working for the Company or on its premises and anyone who could be affected by the work activity, including the general public.

2.2.2 The HSWA specifies five areas in particular which are covered by the Company's general duty;

- the provision and maintenance of plant and systems of work that are safe and without risk to health;
- arrangements for ensuring safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees at work;
- all places of work, including the means of entry and exit, are maintained in a condition that is safe and without risk to health;
- the provision and maintenance of a working environment that is safe, without risk to health, and adequate as regards facilities and arrangements for the welfare of employees at work.

2.2.3 The HSWA requires that the Company has a written statement of its health and safety policy setting out the aims and objectives for improving health and safety at work and the organisation and arrangements for carrying out that policy. The statement must be revised when necessary and must be brought to the attention of all Company employees.

2.2.4 The Management of Health and Safety at Work Regulations place specific responsibilities on the Company's management to ensure that:

- risk assessments are carried out regularly;
- suitable follow-up action is taken after assessments, where necessary;
- appropriate health surveillance is provided;
- competent people are appointed to help management with health and safety matters;
- adequate resources are allocated to health and safety;
- procedures are established for action in the event of fire or other emergencies;
- access is restricted to areas presenting special dangers to all persons other than those having adequate health and safety training;
- training and information on health and safety risks, preventive and protective measures and responsibilities is provided to all staff.

2.3 Employees Responsibility

2.3.1 The HSWA requires all employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do **or fail to do** at work.

2.3.2 This means not only avoiding obviously silly or reckless behaviour, but also taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do **or fail to do** puts yourself, or others who work in or visit your place of work, at risk.

2.3.3 The Act also requires employees to cooperate with their employer to enable him to comply with his statutory duties for health and safety. This includes reporting all accidents, dangerous occurrences and concerns about the work situation to your Supervisor or the Safety Officer.

2.3.4 The Act imposes a general duty on **all people**, not to intentionally interfere with or misuse anything that has been provided in the interests of health, safety or welfare, whether provided for the protection of employees or other people.

2.3.5 Employees who fail to comply with the duties described above are making themselves liable to be prosecuted under the HSWA.

If you are in any doubt about what you have been asked to do, ask for further advice or training.

3. OUR MANAGEMENT SYSTEM FOR HEALTH AND SAFETY

3.1 Health and Safety and Environmental Policy

3.1.1 The Company's Health and Safety and Environmental Policy statements are included in Appendix 1 and 2.

3.2 Management Organisation and Responsibilities

3.2.1 The **Managing Director** has overall and final responsibility for all aspects of health and safety in the Company and for ensuring compliance with the applicable Acts and Regulations. His main responsibilities in this respect are:

- continually monitoring the effectiveness of the Health and Safety Policy and Procedures and inspecting the Company's operations to ensure the stated policy objectives are being achieved. Ensuring any necessary changes are made in line with developments;
- ensuring that, by example, support is given to enable employees and sub-contractors to implement all aspects of the Health and Safety Policies and Procedures;
- ensuring effective communication channels are maintained, so that health and safety information is communicated to all employees and sub-contractors and any concerns regarding health and safety raised by an employee or sub-contractor are investigated and the appropriate action taken;
- ensuring that safe systems of work are implemented so that all work activities undertaken by the Company are carried out in accordance with statutory regulations and codes of practice;
- ensuring that health and safety training needs are identified and implemented throughout the Company at all levels of personnel;
- ensuring that all accidents arising out of work activities are thoroughly investigated, recorded and the appropriate action taken;
- ensuring that Health and Safety meetings are held regularly and minuted.

3.2.2 **Managers and Supervisors** are responsible for ensuring that they, and any persons under their control or direction, fully understand and observe all aspects of the Company's Health and Safety Policies and Procedures. Their main responsibilities in this respect are:

- ensuring that all persons under their control or direction are instructed regarding the provision, location and use of safety and personal protective equipment and making every practical and reasonable effort to ensure that the equipment is used;
- ensuring that all persons under their control or direction are instructed regarding the provision, location and use of first aid and fire fighting equipment;
- ensuring that any information regarding health and safety matters is communicated to all persons under their control or direction;
- ensuring that any issue concerning health and safety, raised by any person under their control or direction, is communicated to the Safety Officer and/or Managing Director if they cannot effectively deal with it;
- ensuring that all persons under their control or direction are instructed concerning relevant safe systems of work, especially in the use of machinery;
- ensuring that all persons under their control or direction are adequately trained and instructed to perform all the tasks required of them and are aware of all known hazards which may exist within the operation of those tasks;
- ensuring that all accidents and/or dangerous occurrences which occur within the area under their control are investigated, reported and recorded;
- ensuring that all areas under their control are maintained in a condition that is safe and without risk to health, and that any defective plant, equipment or facilities reported to them are, where necessary, taken out of use until repaired, replaced or appropriate action taken;
- ensuring that all persons under their control or direction handle and store any hazardous substances safely and in accordance with established rules and procedures.

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- 3.2.3 The **Safety Officer** is responsible for monitoring work practices and ensuring the Company's Health and Safety Policy is being carried out. The main responsibilities in this respect are:
- conducting or commissioning hazard and risk assessment and routine safety audits on in-house and on-site work activities and presenting written reports to the Health and Safety Committee;
 - performing or commissioning routine safety checks on all portable electrical equipment;
 - ensuring adequate training and awareness of employees in health and safety and environmental matters;
 - ensuring all accidents, injuries and dangerous occurrences are recorded in the 'Accident Book' and reporting in writing to the Managing Director any which he considers require further action;
 - notifying HSE, by phone and in a written report (HSE forms F2508/A), of all major injuries, prescribed diseases and dangerous occurrences as specified in the RIDDOR Regulations;
 - accompanying H M Factory Inspectors during their visits and give a written report of visits to the Managing Director promptly;
 - maintaining suitable records of pertinent communications, meetings and relevant documentation and liaising with other members of management, employees and sub-contractors as required.
 - maintaining Materials Safety Data Sheets for materials and products;
- 3.2.4 **Safety Representatives** shall be elected to represent particular areas or activities. The appointed persons shall monitor work practices in their locality and advise the Safety Officer and the Health and Safety Committee of their observations. They may be allocated specific areas of responsibility. (e.g. display screen equipment).
- 3.2.5 The **Fire Officer** is responsible for ensuring the Company complies with all statutory requirements for fire protection. The main responsibilities in this respect are:
- establishing and maintaining adequate and suitable procedures in the event of a fire including, the action to take upon discovering a fire and the location of the assembly point;
 - ensuring safe means of escape are maintained for all areas of the premises;
 - ensuring escape routes are clearly indicated by means of 'FIRE EXIT' signs and direction arrows;
 - ensuring that all fire fighting equipment is examined and tested by a competent person at the prescribed intervals;
 - ensuring that all employees are instructed on the operation and use of fire fighting equipment;
 - organising a practice fire drill at least once every twelve months;
 - ensuring the Company's Fire Risk Assessment is maintained up-to-date and notifying the local Fire Authority and the Building Control of any proposed structural or material internal alteration to the premises, where such alterations may affect the validity of the Fire Risk Assessment;
 - maintaining records of fire instruction/training, practice evacuation drills, testing and examination of fire fighting equipment and inspections and visits by Fire Officers.
- 3.2.6 **First Aid - Appointed Persons** shall be nominated by management and be provided with the necessary training. Their main responsibilities are as follows:
- the treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;
 - in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and maintaining the consequences of an injury and illness until such help is obtained;
 - ensuring adequate and suitable first aid supplies and equipment are maintained and readily available for use;
 - ensuring details of all accidents, injuries and treatments are recorded in the Accident Book BI 510 Data Protection compliant
 - to familiarise themselves with the information contained in the Material Safety Data Sheets supplied with all hazardous chemicals and substances used within the Company.

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3.2.7 **A Health & Safety and Environmental Committee**, comprising the Managing Director, General Manager, (Safety Officer) and Technical Manager (Wellham Green), shall meet regularly at approximately three-monthly intervals.

3.2.7.1 The Safety Officer is responsible for convening these meetings, requesting submissions from Safety Representatives and preparing and distributing agendas in advance. A member of the committee shall be nominated to take the minutes, a copy of which shall be circulated to all committee members promptly after the meeting. A copy of the minutes shall also be posted on the Company notice boards.

3.2.7.2 Subjects for discussion by the Health & Safety and Environmental Committee shall include, but may not be confined to, the following:

- Review of the Accident Book.
- The Safety Officers Report.
- Review of outstanding actions.
- Matters submitted by Safety Representatives.
- Any other Business.

3.2.7.3 Any employee who has a subject they would like addressed by the Health and Safety and Environmental Committee should notify their Safety Representative or the Safety Officer. This may then be added to the agenda for the next meeting.

NOTE: Details of those personnel who have specific responsibilities associated with health and safety in the Company are shown in Appendix 3.

3.3 **Safety Guidelines**

3.3.1 A Safety Guideline will be raised for any process or activity undertaken by the Company where assessment of the hazards and risks associated with the process or activity have identified a significant hazard exists. The Safety Guideline will identify the hazards and provide instruction on safe working practice, the precautions to be taken and actions in the event of an accident or emergency. The Safety Officer shall ensure that personnel have read and understand the relevant Safety Guideline prior to commencing any such work for the first time.

3.4 **Hazardous Material Information**

3.4.1 A file shall be maintained containing copies of suppliers/manufacturers Materials Safety Data Sheets for all hazardous substances used or stored in the Company. The file shall be kept in the General Managers office and employees may have access to the information for advice on treatment in the event of an accident. Should medical treatment be required, the relevant Materials Safety Data Sheets, must be taken to Hospital with the casualty.

3.5 **Hazard and Risk Assessments**

3.5.1 The Safety Officer shall carry out, or commission, a hazard and risk assessment of all areas and work activities to identify any areas or activities presenting a significant hazard or high level of risk. A hazard and risk assessment shall be performed whenever a new process or activity is to be undertaken or following changes in existing arrangements and shall be reviewed annually. A copy of the hazard and risk assessment shall be available for employee information.

3.5.2 Where necessary, the Company shall engage the services of suitably qualified external agencies to provide advice and assistance on matters beyond the expertise available within the Company. (e.g. environmental health matters and the assessment of exposure levels).

3.6 **Health and Safety Audits**

3.6.1 The Safety Officer shall perform a formal safety audit of the whole Company every three months and record his observations on a Safety Audit Check List. He shall report his observations to the Health & Safety and Environmental Committee and shall advise the relevant Manager/Supervisor and the Managing Director of any serious concern immediately.

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3.7 Employee Health Checks

3.7.1 The Company shall arrange for appropriate monitoring of workshop environmental conditions, employee health and eyesight checks, as and when the need arises.

3.7.2 Where deemed appropriate, or necessary to comply with the requirement for health surveillance, the Company will appoint a company doctor who is a specialist in occupational health. If considered necessary, employees may be required to have a medical examination (free) by our company doctor to determine if their health is being, or is likely to be, adversely affected by their work.

3.8 Visitors

3.8.1 The person receiving a visitor into the Company, shall assume responsibility for taking all necessary precautions regarding the health and safety of the visitor.

3.8.2 Where appropriate, visitors must be made aware of possible hazards which may be encountered, precautions to be taken or restrictions to observe.

3.9 Contractors

3.9.1 When engaging contractors, particularly where the work affects plant, equipment, or the fabric of the building, the person negotiating for the work to be done shall ensure that the contractors have the ability to carry out the work required without risk to the health and safety of themselves, the Company's employees, or anyone else. Contractors are to be questioned on their policy with regard to health and safety and should demonstrate a knowledgeable and responsible attitude.

3.9.2 Contractors shall be required to advise of any hazards which may be created by their activity and whether there are any precautions which should be taken by the Company or employees.

3.9.3 Contractors must be made aware of possible hazards which may be encountered whilst carrying out their work and of any precautions they must take or restrictions to observe. Where appropriate, they shall be asked to sign to the effect that they have been informed of any hazards and of the Company's rules and procedures and that they will abide by them.

3.10 Purchasing

3.10.1 When purchasing any articles or substances which may present a hazard to health, the manufacturer or supplier shall be requested (and is required by law) to supply a Materials Safety Data Sheet with the item. Hazardous articles or substances must not be used until the relevant Safety Data Sheet has been received and the hazards associated with its use have been identified and the risks assessed.

3.10.2 Copies of all Safety Data Sheets should be passed to the Safety Officer for review and filing.

3.11 Sales - Customer/User Safety

3.11.1 Every care shall be taken to ensure that customers, end users and carriers are made aware of any special precautions which must be taken when handling or using products manufactured or supplied by the Company.

3.11.2 The company shall take care to ensure all instructions and warnings are clear, concise and unambiguous.

3.11.3 The company shall develop a plan to enable products to be recalled in the event that they are subsequently found to present an actual or potential risk to health and/or safety.

- 4 HEALTH AND SAFETY RULES AND PROCEDURES - GENERAL**
- 4.1 General Behaviour**
- 4.1.1 You must not operate any machine, plant or equipment unless you have been trained and are authorised to do so.
- 4.1.2 You must make full and proper use of all machine guarding, wherever applicable.
- 4.1.3 You must report to your Supervisor and/or the Safety Officer immediately, any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
- 4.1.4 You must not clean any moving machinery, plant or equipment unless authorised and qualified to do so.
- 4.1.5 You must not leave any machinery, plant or equipment in motion whilst unattended unless part of an accepted process (e.g. CNC machining) or you are authorised/qualified to do so.
- 4.1.6 You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- 4.1.7 You must use hazardous substances, chemicals, liquids, etc. in accordance with written/verbal instructions.
- 4.1.8 You must return all hazardous substances, chemicals, liquids, etc. to their designated safe storage area when not in use.
- 4.1.9 You must observe all pedestrian and vehicle controls throughout the premises.
- 4.1.10 You must comply with all hazard/warning signs and notices displayed on the premises.
- 4.1.11 You are expected to read and observe any notices and instructions displayed in your work area.
- 4.1.12 You must make proper use of all safety equipment and facilities provided to control working conditions/environments.
- 4.1.13 You must keep work areas clear and in a clean and tidy condition.
- 4.1.14 You must dispose of all rubbish and waste materials within the working area, using the facilities provided.
- 4.1.15 You must clear up any spillage of liquids safely and as soon as is practicable.
- 4.1.16 You must deposit hazardous waste products, chemicals and oils at the correct disposal points and in accordance with your Supervisors instructions.
- 4.1.17 You must not pollute water courses, sewers or drains with chemicals, oils or other hazardous substances.

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4.2 Rules Covering Gross Misconduct.

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

- 4.2.1 A serious breach of the Safety Rules as may be applicable at any time.
 - 4.2.2 Unauthorised removal or interference with any guard or protective device.
 - 4.2.3 Unauthorised operation of any item of machinery, plant or equipment.
 - 4.2.4 Unauthorised removal of any item of first aid equipment.
 - 4.2.5 Wilful damage to, misuse of, or interference with any item provided in the interests of Health and Safety or welfare at work.
 - 4.2.6 Unauthorised removal or defacing of any label, sign or warning device.
 - 4.2.7 Misuse of chemicals, flammable or hazardous substances or toxic materials.
 - 4.2.8 Smoking in any part of the building.
 - 4.2.9 Horseplay or practical jokes which could cause accidents.
 - 4.2.10 Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
 - 4.2.11 Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
 - 4.2.12 Dangerously overloading any item of lifting equipment.
- Note: This list is not exhaustive.

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- 4.3 **Dress Code**
- 4.3.1 You will be expected to dress in a manner suitable for the conditions and nature of the work for which you are employed.
- 4.3.2 The following is considered to be the minimum dress code for personnel working in the Workshop.
- Short sleeved shirt/blouse or 'T' shirt - not sleeveless.
 - Trousers/slacks - not shorts.
 - Suitable shoes with robust uppers - no sandals or other open-toed footwear.
- 4.3.3 You must wear an overall when using machinery, plant and equipment and whenever you are using or handling chemicals, oils, solvents. (See 4.4).
- 4.3.4 You must wear the appropriate glasses or goggles, ear defenders, dust mask or respirator, protective apron and gloves, as instructed and for all operations where the relevant hazard is present. (See 4.4).
- 4.4 **Protective Clothing and Equipment - Use and Care**
- 4.4.1 Employees working in the Workshop will be issued with the following protective clothing and equipment:
- protective aprons
 - protective gloves
 - safety glasses - prescription glasses will be supplied where applicable.
 - ear Defenders
 -
- 4.4.2 You will be expected to take reasonable care of the items issued to you. Any damage, loss, fault or unsuitability of protective clothing or equipment must be reported to your supervisor.
- 4.4.3 An item will be replaced free of charge if it becomes unsuitable for use due to damage or wear caused by work activities. A charge may be made where replacement is due to misuse or negligence.
- 4.4.4 Contractors/subcontractors shall only be allowed to carry out work on the premises if they are suitably kitted out.
- 4.5 **Smoking**
- 4.5.1 Smoking is **not** allowed anywhere within the building. If you wish to smoke, you may do so outside the building during normal break times. You should take care not to smoke in the vicinity of any container identified as containing flammable material or near ventilators or extractor outlets.
- 4.6 **Food and Drink**
- 4.6.1 Before consuming food or drink, remove contaminated overalls and ensure you have thoroughly cleaned your hands.
- 4.7 **Gangways, Corridors and Stairs**
- 4.7.1 Gangways, corridors and stairs are intended to provide a safe means of access and exit for all personnel and must therefore be kept clear of any obstruction. If for any reason a gangway becomes temporarily obstructed or otherwise unsafe, it must be physically closed off and/or warning signs posted. Gangways in the workshop are clearly marked with yellow tape.
- 4.8 **Awareness of Hazards**
- 4.8.1 You are expected to be aware of potential hazards both in your own department and in the departments which you may visit or pass through. You must take notice of any warning signs and notices and not do anything which may endanger yourself or others.
- 4.8.2 You must take particular care when carrying out infrequent or unusual tasks, such as when rearranging furniture, machinery or equipment or during cleaning and maintenance activities.

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4.9 First Aid and Reporting of Accidents

- 4.9.1 You must seek medical treatment from a nominated First-Aider for all injuries, no matter how slight and ensure that appropriate records are entered in the Accident Book. A list of nominated First- Aiders is shown in Appendix 3. You must not remove any supplies from a First Aid Box without authorisation. Where hospital treatment is required, you must report to your supervisor upon return and before starting work.
- 4.9.2 You must report all accidents and dangerous occurrences to your supervisor and the Safety Officer as soon as it is practicable. You should also report any potential causes of accidents.
- 4.9.3 Any incident in which damage is caused to machinery, plant, equipment or other property, whether owned by the Company, its customers' or a third party, shall also be reported.
- 4.9.4 Supervisors must record all accidents and dangerous occurrences which occur within their department and report them to the Safety Officer. The Supervisor and Safety Officer must investigate the cause of the incident and take appropriate action to avoid a recurrence.
- 4.9.5 The Safety Officer must notify the HSE, first by phone and subsequently in a written report (HSE forms F2508/A), of all major injuries, prescribed diseases and dangerous occurrences as specified in the RIDDOR Regulations.

4.10 Health

- 4.10.1 You must report to your supervisor any medical condition which could affect the safety of yourself or others.
- 4.10.2 You will be expected to co-operate on the implementation of any medical and occupational health provision.

4.11 Safe Handling - Lifting and Carrying

- 4.11.1 Always try to organise your work so that you minimise the risks associated with handling or moving materials or equipment - particularly when it is a heavy or awkward load.
- 4.11.2 Do not take any risks if you are pregnant, elderly or if you have a history of back or leg problems. If mechanical aids are available, use them. Don't try to move too much at once.
- 4.11.3 Wear suitable protective clothing. Safety shoes should always be worn when lifting heavy loads to avoid possible injury to your feet should the load be dropped. Wear appropriate protective gloves when handling hot, cold or abrasive objects or anything that may have sharp or jagged edges. Wear overalls or other suitable protective clothing when handling chemicals, solvents and other hazardous substances, especially if there is a risk of splashing exposed skin. Wear appropriate goggles or glasses where there is a risk of chemicals, abrasives or other injurious items entering the eyes.
- 4.11.4 When lifting, observe the following rules:-
- Bend the legs - not the back - to reach the load. The back should be kept straight - but not necessarily vertical.
 - Get a good grip. Grasp with the roots of fingers and palm of hand - not finger-tips.
 - Hold the load close to your body.
 - Test the load. If it is too heavy for you to lift comfortably get help.
 - Lift in easy stages - from floor to knee to carrying position. Reverse this sequence when putting down the load.
 - Make sure that you have a clear and unobstructed view before you start moving.
 - Lift then turn. Don't twist your spine when carrying a load.
 - Move in a smooth controlled manner. Do not jerk or snatch the load.

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- 4.11.5 When carrying a load, observe the following rules:-
- Keep the load close to your body.
 - Ensure you always have a clear view over the load.
 - Avoid twisting your body.
 - Don't change your grip - put the load down first.
 - Face the spot your load is to rest on before putting it down.
- 4.11.6 If your job involves manual handling, you should be trained as to how to carry this out safely. The extent of the training will depend on the nature of the work involved.

5 FIRE SAFETY**5.1 Extinguishers - Locations and Uses**

- 5.1.1 In accordance with fire safety legislation, appropriate types of fire extinguishers are located at suitable points in the building. You should make yourself aware of the type and location of extinguishers nearest to where you are working.
- 5.1.2 Instruction in the use of extinguisher will be given where considered necessary. However, you should bear in mind that portable fire extinguishers are classed as being for first aid fire fighting only. Only attempt to attack a fire **after raising the alarm** and only then if you are confident you can do so without taking personal risks and with a clear escape route available at all times.

5.2 Exits and Routes

- 5.2.1 You should make yourself familiar with the various routes by which you may exit the building. Throughout the building there are FIRE EXIT signs with arrows adjacent to them indicating the route to the nearest exit.

5.3 Evacuation Procedure

- 5.3.1 In the event of a fire, leave the building by the nearest available exit and assemble in the front car park. Do not stop to collect personal belongings. Do not re-enter the building. The Managing Director and Works Manager shall ensure that everyone has evacuated the building and that the fire brigade has been called.

6 OFFICE SAFETY**6.1 General**

- 6.1.1 Slips, trips and falls account for most of the accidents in offices, many of them when staff are moving or carrying heavy loads. The rules and procedures contained in Sections 4 and 5 are as relevant to employees working in offices as to those working on production - please ensure you have read and understood them.
- 6.1.2 You should take particular care not to obstruct doors or passageways, to clear up any spillages quickly and to report damaged or dangerous flooring to your supervisor.

6.2 Display Screen Equipment

- 6.2.1 The main problems which can occur with the use of VDUs are related to the design of the job or workstation and not from the VDU itself.
- 6.2.2 If you are involved in intensive or continuous use of a VDU, the work routine and workstation should be arranged so as to provide adequate breaks - frequent short breaks are best - and to avoid awkward movements, reflections, aches and pains.
- 6.2.3 You will also receive training and information about the risks associated with VDU use and how to avoid or minimise them. Where considered necessary you will be requested to have an initial and annual eye test and, if needed solely for VDU work, corrective spectacles will be provided.

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6.3 Electrical Equipment

6.3.1 The proliferation of computers and other electrical and communications equipment has brought with it some associated hazards, with defective plugs, sockets and leads cause more accidents than the appliances themselves. The Company ensures that all portable electrical equipment is checked by a competent person every 12 months.

6.3.2 Whenever you are setting up or using electrical equipment always observe the following rules:

- Avoid or minimise the use of multi-way adapters. Overloaded sockets can lead to fire hazards.
- Ensure the lead is long enough not to put undue strain on plugs or connectors.
- Ensure extension leads are suitable for the intended use and avoid stringing several leads together.
- If a lead has to be run within an area of open floor or passageway, ensure it is suitably protected from damage and does not present a trip hazard. Do not run leads under carpets - use proper cable protectors.
- Do not use taped joints. Use proper connectors. Have damaged cables replaced or repaired properly.
- Switch off equipment before unplugging and before cleaning.

7 WORKSHOP SAFETY**7.1 Safety Guidelines**

7.1.1 A Safety Guideline will be raised to cover any process or activity undertaken by the Company where assessment of the hazards and risks associated with the process or activity have identified a significant hazard exists. The Safety Guideline will identify the hazards and provide instruction on safe working practice, the precautions to be taken and actions in the event of an accident or emergency.

7.1.2 Before commencing an operation, familiarise yourself with the relevant health and safety instructions relating to the specific process or activity concerned.

7.2 Training

7.2.1 New employees will be given induction training covering the Company's rules and procedures, its quality policy, applicable Statutory Regulations and Health and Safety Requirements. They will be given, and sign for, copies of the necessary literature.

7.2.2 Training needs shall be identified with respect to each activity and suitable training plans established and maintained.

7.2.3 Initial training, whether "on the job" or external, shall be provided as required and records maintained of training given. Where appropriate, employees will be accredited to perform specific assigned tasks.

7.2.4 Managers and supervisors shall establish and maintain Training Records identifying the specific product, process and activity-related training elements applicable to the work carried out in each department under their supervision.

7.2.5 Additional training shall be provided for established personnel as needs arise, such as when taking on new responsibilities, or when new equipment or methods are introduced.

7.2.6 Training and development programmes shall be established for all personnel. They shall be monitored and adjusted to enable personnel to realise their full potential.

7.3 Hand Tools

- 7.3.1 This guidance is intended to apply to non-powered hand tools which typically includes hammers, punches, files, chisels, knives, spanners, screwdrivers etc.
- 7.3.2 Whilst hand tools and implements do not cause a large proportion of accidents resulting in death or permanent disablement, they do cause a considerable number of accidents resulting in temporary injury, many quite serious. The main hazards are eye injuries through flying splinters, (usually where tools are not used or maintained correctly), and cuts and bruises from slipping, defective tools or bad practices. When purchasing or selecting hand tools, only choose reliable and suitable tools for the work to be done.
- 7.3.3 The following precautions must be observed when using hand tools:
- Do not use tools which have broken handles, loose heads, dull edges or which are in any way defective.
 - Report defective tools to your Supervisor.
 - Ensure tools are used and handled correctly and in a safe manner.
 - Never throw any tool or implement to another person.
 - Maintain good housekeeping - don't leave tools lying around. Ensure they are put back in their correct place after use.
 - Do not carry sharp or pointed tools in pockets or tucked in belts unless properly sheathed or suitably protected.
 - Wear goggles or safety glasses if there is any risk of flying particles.

7.4 Machine Tools - Cutting Machines and Presses

- 7.4.1 Only those people trained and authorised to do so shall be allowed to operate machine tools. This includes pillar drills, power saws and presses of any description.

7.5 Compressed Air

- 7.5.1 Compressed air is an everyday feature of working life and can be used in many ways with perfect safety. Unfortunately it is often misused and compressed air used incorrectly can be highly dangerous and can lead to serious permanent injury or even death.
- 7.5.2 The following precautions must be observed when using compressed air:
- Never use compressed air to clean machinery. The pressure can cause particles to be blown into the eyes, ears or skin of people nearby.
 - Never engage in horseplay with compressed air. If the air enters a puncture in the skin, however small, it can cause the limb or affected part to swell alarmingly, accompanied by severe pain. If forced into the bloodstream it can make its way into the small blood vessels of the brain, burst the vessels and cause death.
 - Never use compressed air to dust yourself down. A pressure strong enough to dust or clean is strong enough to reach the skin and penetrate the body. Even a pressure as low as 10 to 15 lb. per square inch has been known to cause serious injury.
 - Always wear goggles when using an air line and ensure others in the vicinity are safe.
 - Check weekly that all hose lines and fittings are in good condition. Never make up or extend an air line unless trained and authorised to do so.

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7.6 Abrasive Wheels

- 7.6.1 An abrasive wheel, as defined means not only a wheel consisting of bonded abrasive particles, with which there is a recognised risk of bursting, but also disks and wheels made of wood, metal and rubber with a surface of abrasive material. With abrasive wheels of these kinds, there is little bursting risk, but a guard is required to protect the operator against the risk of contact or entanglement.
- 7.6.2 Due to the dangers involved with abrasive wheels, The Provision and Use of Workplace Equipment Regulations 1998 Insert requires that **only** people who have been given adequate training may be permitted to mount abrasive wheels and maintain grinding machines. The Company is required to appoint a '**competent person**' to mount abrasive wheels and the identity of the 'appointed person' is posted in the canteen. No other person may mount abrasive wheels or adjust grinding machines.
- 7.6.3 No employee may use a grinding machine unless trained and authorised to do so. When using a grinding machine you must take the following precautions:
- Always wear suitable eye protection. Goggles are provided.
 - Ensure the guard is in position and properly adjusted. {If not, contact the
 - Ensure the rest is as close as possible to the wheel. {'competent person'.
 - Avoid grinding on the sides of straight-sided wheels.
 - Refrain from stopping wheels by applying pressure to them.
 - Report any concerns to the person appointed to mount abrasive wheels.

7.7 Portable Electrical Appliances - Power Tools

- 7.7.1 Portable electrical appliances are those items of electrical equipment not permanently electrically installed. They are connected to socket outlets by flexible cables and plugs. This includes such items as portable drills, saws, extension leads, kettles, fans, lamps, microwave ovens, hotplates and fridges.
- 7.7.2 All these items of equipment require to be registered and checked for defects prior to use and at regular intervals. This also applies to equipment brought onto the premises by others and which is not owned by the Company.
- 7.7.3 Before any item is used for the first time it must be passed to the Safety Officer for registration and checking. It will be identified with a sticker showing its identification number and the date it was checked. Any item which appears defective will not be released until a thorough check has been carried out.
- 7.7.4 Before using this type of equipment:
- Check that the lead is not cut or frayed and that it is effectively clamped at entry to the equipment and the plug.
 - Check that there are no cracks or pieces missing from the equipment casing.
 - Check that all visible screws are in place and secure.
 - Check, where appropriate, that the extension lead is suitably rated for the electrical current of the equipment to be used.
 - If you are in any doubt as to the safety of equipment, have it checked by the Safety Officer. Items found to be unsafe for use will be segregated and not used until made serviceable by an authorised person.

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7.8 Fork Lift Trucks

7.8.1 Fork lift trucks are commonly used in factory and warehouse situations to carry, lift, stack and tier materials. Our fork lift is powered by electricity in the form of a battery. It is important to operate a safe practice for the operation, maintenance and inspection of these powered industrial trucks. Our fork lift truck is routinely serviced by an approved service contractor.

7.8.2 No employee must drive the Company's fork lift truck unless he/she is:

- Eighteen years or older.
- Medically fit.
- Authorised to do so by the Company.
- Formally trained and having passed a recognised examination.
- Under constant supervision of an authorised and trained driver, whilst obtaining experience to enable him to take formal training modules.
- Able to determine the weights of loads expected to be handled.

7.8.3 Fork lift drivers must obey the following rules:

- Always check that the brakes, lifting and tilting systems are working properly before using the truck.
- Never attempt to lift or move a load known to be beyond the trucks rated capacity.
- Never operate a truck known to be faulty.
- Never stack loads on an incline.
- Never carry a load which is insecure or unstable.
- Never carry passengers, except in the cage.
- Never leave a truck parked with the forks raised.
- Never move a truck with the forks raised whether loaded or unloaded. (The forks may be raised a few inches to avoid grounding).
- Never move a loaded truck with the mast in a forward tilted position. The mast should be tilted slightly back.
- Never look away from the direction of travel for more than a few seconds at a time.
- Never run over cables or flexible pipes etc. unless they are suitably protected.
- Never allow anyone to walk under the forks when raised, whether loaded or unloaded.
- Ensure you are familiar with the ground being travelled on, ensuring it is capable of taking the load.
- Always sound your horn at potential danger spots. But don't assume right of way.
- Always stop before passing through doorways - sound your horn and go through slowly.
- Always take care when braking. Violent braking when loaded may cause the load to fall off or the truck to tip.
- When a high load restricts forward vision, drive in reverse, except when going up an incline.
- When loading/unloading, always travel down or up slopes with the forks facing uphill. When loaded, travel with the forks facing uphill. When unloaded, travel down slopes with the forks facing downhill. At the bottom of slopes the forks may have to be raised.
- When descending slopes always travel slowly.
- Always remove the keys after use to prevent unauthorised use. Hang keys in appointed place.

7.8.4 When charging the battery, ensure both the mains and charger switches are in the OFF position prior to handling the charger leads. The battery must only be charged in a well ventilated area.

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7.9 Noise

- 7.9.1 Levels of noise in excess of 80dB(A) can cause irreversible hearing damage. It accelerates the normal hearing loss which occurs as we grow older and can cause other problems such as tinnitus (troublesome noises in the ear), interference with communication, increased stress, blood pressure and tiredness. The Company will operate to current legislation to control noise at work and thereby reduce the resultant hearing damage.
- 7.9.2 Noise is produced by a wide variety of activities, plant and equipment. It is measured in decibels - usually written as dB(A) and noise levels (loudness) are measured on a scale from silence at 0 dB(A) to 137 dB(A) in the noisiest situations. In most jobs, the risk of hearing damage depends not just on the noise levels but how long people are exposed to them. The total amount of noise exposure over the whole working day is called the 'daily personal noise exposure' (usually shortened to $L_{EP,d}$).
- 7.9.3 The Noise at Work Regulations require the Company to identify noisy activities and areas where employees are likely to be exposed to levels of noise above 80dB(A). Where such a situation exists, the Company must take measurements, make assessments and take specific actions depending on the level of exposure or 'action level' specified in the regulations. Three action levels are specified;
- the First Action Level - where noise levels reach 80 dB(A);
 - the Second Action Level - where noise levels exceed 137 dB(A);
 - the Peak Action Level - where a 'peak' level of 137 dB (A) may be reached.
- 7.9.4 As a rough guide, in an area where it is difficult to hold a conversation without raising voices, or where it is necessary to shout to someone at a distance of about 2 metres, the noise level is likely to be around 80 dB(A). 'Peak' noise levels are most likely to be encountered where exploding sources (e.g. cartridge tools) are used. Where these conditions exist, the noise level must be accurately measured and the risks assessed by a competent person.
- 7.9.5 Where noise levels are between 80 and 85 dB(A) it is not compulsory for employees to wear hearing protection. However, the Company is required to take the following actions;
- make hearing protection freely available for all those who request it;
 - inform all employees of the risks and of the precautions they should take;
 - suggest employees take medical advice if they feel their hearing is being affected.
- 7.9.6 Where noise levels exceed 80 dB(A), or where a peak level of 137 dB(A) may be reached, the provision and wearing of hearing protection is compulsory and in addition the Company is required to take the following actions;
- reduce noise levels, so far as reasonably practical, by other means than providing hearing protection (e.g. engineering controls, acoustic enclosures);
 - identify and mark areas designated as ear protection zones using signs complying with the Current Health and Safety (Safety Signs and Signals) Regulations;
 - ensure the hearing protection provided achieves sufficient attenuation to keep the risk of hearing damage to one that would be below the second or peak action levels.
 - provide all employees with sufficient information, instruction and training on the level of exposure they are subjected to including the resultant risk of damage to their hearing and the measures they should take to minimise the risk;
 - ensure all employees entering ear protection zones use the ear protection provided and report any defects in this equipment.

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7.10 New Processes and Equipment

7.10.1 Prior to commissioning any new process or equipment, the Company shall take the necessary steps to identify the hazards associated with it, assess the level of risks involved and institute appropriate measures to eliminate or minimise the risks and ensure its safe operation.

7.11 Repair and Servicing of Plant and Equipment

7.11.1 It is forbidden for any employee to carry out any repair, servicing or maintenance of any plant and equipment unless they are competent and authorised to do so. All servicing and maintenance operations must be carried out in accordance with the manufacturers written instructions, where available.

7.11.2 Where appropriate, process equipment and machinery shall be subject to a planned maintenance programme, established and maintained by the General Manager.

7.11.3 When carrying out any repair or servicing operation, including the cleaning down of equipment, consideration must be given to the particular hazards involved and appropriate measures taken to ensure the safety of yourself and others prior to starting the work.

8 HAZARDOUS SUBSTANCES**8.1 Labels and Symbols**

8.1.1 The legal definition of a dangerous substance is very broad and most people at work come into contact with at least one potentially dangerous substance - even if it is only Tippex or bleach. Under The Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 (CHIP 2), all substances classified as dangerous for supply must be identified with a label containing the following information:

- The trade name or other designation of the substance.
- The indication(s) of danger (wording) and the corresponding symbol(s).
- The risk phrases (set out in full).
- The safety phrases (set out in full).
- Identification of the constituents of the substance which result in the substance being classified as dangerous for supply.

8.1.2 The symbols used on the label comprise a pictorial indication of the nature of the hazard (in black) within a bright orange square. You should familiarise yourself with the range of symbols used which indicate the nature of the danger(s) as follows:

- Explosive.
- Oxidising.
- Flammable.
- Toxic.
- Harmful.
- Corrosive.
- Dangerous for the environment.

8.2 Risk and Safety Phrases

8.2.1 Substances classified as dangerous for supply will have been assigned appropriate risk and safety phrases.

8.2.2 The risk phrases, each of which has been allocated an 'R' number, provide an indication of the main dangers and health effects associated with the use of a substance.

8.2.3 Safety phrases, which have been allocated 'S' numbers, advise on the precautions to observe when using or storing a substance and in the event of an accident.

8.2.4 A substance may have been assigned several risk and safety phrases and where short phrases are combined, the individual phrase numbers are shown concurrently.

8.3 Those Used in the Company

8.3.1 As with any commercial enterprise, there are substances used in the Company that are classified as potentially dangerous. However, in most cases the quantities involved are small and serious abuse of the substance would be needed to create a serious risk. All employees whose work may involve exposure to potentially dangerous substances will be fully and carefully instructed as to the nature of the hazards and the precautions to be observed.

8.3.2 Solvents and cleaning agents are used to clean and de-grease components and tooling in preparation for use and to clean products after production. Solvents are inevitably aggressive substances and are often volatile and flammable. They must only be used in well ventilated areas and extreme care must be taken when using any solvent to avoid inhalation of fumes and contact with the skin and eyes.

8.4 Storage, Decanting and Identification

8.4.1 Dangerous substances must always be stored in accordance with the instruction given on the manufacturers Safety Data Sheet.

8.4.2 Whenever a dangerous substance is to be decanted, suitable precautions must be taken to prevent spillage or to contain it. Suitable overalls, goggles and gloves must be worn and the operation must be carried out in a well ventilated area.

8.4.3 The container into which a substance has been decanted must be clearly marked with the identification of the substance and, where applicable, the lot number and shelf life expiry date.

8.5 Spills

8.5.1 In the event that a dangerous substance is spilt, the following general rules should be observed: avoid contact and breathing the vapours; ventilate the area; wear suitable protective clothing, including breathing apparatus if there is inadequate ventilation; prevent the substance entering into drains and watercourses; absorb with sand, vermiculite or similar inert material, collect the mixture in open top containers, remove containers to a well ventilated area and allow to react/evaporate prior to disposal.

8.5.2 Thoroughly clean and ventilate the affected area before re-entry.

8.6 Disposal - Waste Material and Containers

8.6.1 The disposal of waste material and empty containers must be in accordance with the instructions relevant to the process or operation concerned. A container which has held a dangerous substance must always have any residue cleaned out or neutralised before disposal.

8.6.2 Hazardous waste material and spillages must be disposed of in accordance with local regulations via a licensed contractor.

APPENDIX 1

HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work etc. Act 1974, imposes statutory duties on employers and employees. The Company recognises and accepts its responsibility as an employer and wishes to pursue a policy to promote health and safety at work. In this the Company seeks the co-operation of all employees. We also accept our responsibility for the health and safety of visitors to the premises and other people who may be affected by our activities.

1. It is the intention of the Company, as far as is reasonably practicable, to ensure:-
 - a. The provision and maintenance of working conditions which comply with relevant statutory requirements and officially approved codes of practice that are designed to ensure good standards of health and safety.
 - b. The provision and maintenance of plant, equipment and systems of work which are safe, not only to employees and subcontractors, but to any person who may be affected with regard to any premises or operations under our control.
 - c. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
 - d. Adequate information is available with respect to articles and substances for use at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - e. Employees are provided with such information, training and supervision as is necessary to secure their health and safety.
 - f. The working environment of all employees is safe and without risk to health, and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - g. Appropriate preventative measures are, and will continue to be, implemented following the identification of work-related hazards and assessment of the risks related to them.
 - h. The responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels of the Company.
 - i. The Health and Safety Policy is reviewed and updated as and when necessary.
2. The Company will nominate a Safety Officer who shall be responsible for ensuring the implementation of the Company's health and safety policy and who shall have direct access to the Managing Director. It will also establish a Health and Safety Committee as a forum to review and amend the Company's health and safety policy and procedures.
3. It shall be the duty of all employees whilst at work:-
 - a. To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - b. To conform to the Company's health and safety rules, procedures and codes of practice, and those with specific responsibilities for health and safety to delegate such responsibilities when absent.

Signed: Date:
(Managing Director)

Detailed information on Health and Safety is contained in the Policies and Procedures Manual for Health and Safety, Welfare and Environmental Management.

APPENDIX 2

ENVIRONMENTAL POLICY STATEMENT

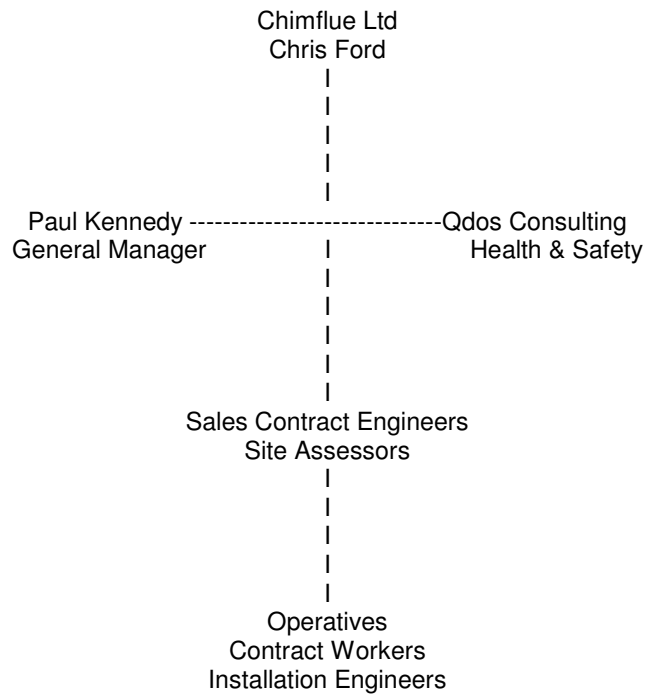
The Company recognises and accepts that concern for the environment is an integral and fundamental part of the Company's business strategy. The Company will seek to reduce its impact on the environment, to the lowest practicable minimum, by recognising its responsibilities through a positive policy on safety at the work place, control of pollution and care for the local environment. Any threat of pollution from its activities and products will be identified and either eliminated or effectively controlled.

1. Implementation of the Company's environmental policy shall be achieved by the following actions:-
 - a. Managers at all levels in the Company shall take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when planning and controlling work.
 - b. All employees will be made aware of their individual responsibilities for acting in accordance with the environmental policy. Accountabilities will be clearly defined within the management structure and appropriate training and instruction will be provided.
 - c. Plant and systems of work shall be provided and maintained to the highest possible standard in order to minimise accidents and unforeseen occurrences.
 - d. The reduction of pollution and the more efficient use of energy will come from research and development aimed at product reformulation, process modification and equipment redesign.
 - f. The Company will endeavour to work closely with the relevant statutory bodies to meet all applicable legislation and improve operating procedures. Systems will be developed to provide the appropriate response to deal with any incident which might have off site significance.
 - g. Careful consideration will be given to the elimination or minimisation of waste at source and the recycling or reuse of materials.
 - h. Arrangements for the disposal and transport of wastes off site will be carried out in a responsible manner with due regard to all environmental considerations. Discharge of our trade effluent to sewer will be as required by legislation, through consents and controls. The Company will endeavour to minimise spillages and maintain good housekeeping as part of our system of compliance.
 - i. Noise, odour, atmospheric emissions, traffic and other aspects of the Company's activities which can affect the local community will be controlled to the lowest practicable level. The Company will seek to be a good neighbour and maintain the aesthetic appearance of the site.
 - j. The Company will develop a system for handling complaints from individuals or local organisations and make every effort to provide an efficient and friendly channel of communication.
2. This statement will be brought to the attention of all employees and copies are freely available to customers, suppliers, subcontractors, regulatory authorities and the general public.
3. This policy has been reviewed, formalised and endorsed by the Managing Director, who takes responsibility for its execution and require that it be a prime concern of employees at all levels.

Signed: Date:
(Managing Director)

APPENDIX 3

HEALTH AND SAFETY ORGANISATION MAY 2008



APPENDIX 4**REFERENCE INFORMATION**

The Health and Safety at Work etc. Act 1974
The Environmental Protection Act 1990
The Environment Act 1995
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1996
The Provision and Use of Work Equipment Regulations 1998
The Manual Handling Operations Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992
The Personal Protective Equipment at Work Regulations 1992
The Health and Safety Information for Employees Regulations 1989
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
EH40/XX Occupational Exposure Limits (For use with COSHH)
The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP3)
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
The Electricity at Work Regulations 1989
The Control of Asbestos at Work Regulations 1987
The Construction (Design and Management) Regulations 2007
The Gas Safety (Installation and Use) Regulations 1998
The Health and Safety (First Aid) Regulations 1981
The Special Waste Regulations 1996
The Work at Height Regulations 2005
The Regulatory Reform (Fire Safety) Order 2005