

Health and Safety Policy

This safety management system is intended as a reference guide to allow ready access to our health and safety policy. This document is retained at the head office and is not to be removed from the site.

Policy Statement

The health and safety at work act 1974 requires the licensee to produce a formal policy statement. The following statement outlines our licensee's safety policy, and the organisation and arrangements for the implementation of that policy.

"THE PROMOTION OF SAFETY AND HEALTH MEASURES IS REGARDED AS A MUTUAL OBJECTIVE FOR BOTH THE LICENSEE AND HIS OPERATORS AT ALL LEVELS. IT IS RECOGNISED THAT THE LICENSEE MUST CONTINUE TO TAKE THE INITIATIVE IN PROMOTING A SAFE WORKING ENVIRONMENT FOR THEIR OPERATORS"

Licensee Responsibilities

Specific responsibilities for the health and safety at all levels are clearly outlined in the organisation section. The site licensee will be responsible for providing each of the following:

- A workplace and environment that is safe, and without risk, to health and safety as far as is reasonably practicable.
- The provision of such information, instruction, training and supervision as is necessary to fulfil the responsibility for health and safety.
- The provision and maintenance of any plant, systems of work and procedures that is reasonably practicable, safe, and without risk to health.
- A workplace and environment that is safe and without risk to health and safety as far as is reasonably practicable.
- Arrangements for ensuring, so far as is reasonably practicable, the safe use, handling, storage and transport of substances without risk to health.
- The reporting of accidents, injuries, reportable illness, and dangerous occurrences as required by law.
- The investigations of all accidents, and provision of a first aid facility to all staff and visitors.

Operator Responsibilities

Operators are required to adhere to all Health & Safety procedures, in line with their start up training:

- Adhering to the licensee's arrangements and procedures for the securing a safe workplace, and ensuring safe working practices
- Reporting incidents to the licensee that have led, or may have led to injury
- The reporting of all accidents
- The full co-operation in the investigation of all accidents to prevent any recurrence
- Reporting any damages to the various plant and effects to the site licensee

Responsibilities to the General Public

Both the licensee and his operators have a responsibility to ensure that their actions do not, in any way, subject any other persons to unnecessary risk to matters of health and safety. Both the site licensee and his operators must implement the same professional standards and duty of care. They must extend this to all customers and third party visitors to the site.

Legislation

Introduction

This section details the legislation and the key requirements affecting the management of various procedures with regards to the health and safety policy of the site licensee.

Health and safety at work act 1974

The act is the primary legislation, which encourages high standards and secures the health, safety and welfare of people at work. The act enforces these standards. It also aims to protect people other than those at work, against the risk to their own personal health and safety, arising out of the working programs of the operated by the site licensee.

Requirements

- To ensure the health, safety, and welfare of all operators.
- To provide and maintain equipment and systems of work that are safe and without risk to health.
- To ensure safety and absence of risk to health with the use, handling and storage of all related plant and effects in connection with the provision of the service provided by the site licensee.
- To provide instruction, training and the supervision as is necessary to ensure the health and safety of all operators.

- To maintain the workplace in a safe condition, and to ensure safe entry and exit into the workplace, both pedestrian and for vehicles.
- To prepare and keep updated a written statement of general policy with regards to the implementation of any necessary health and safety procedures. To consistently review procedures.
- To ensure that all drain cleaning is carried out in a way that does not expose the site licensee or his operators, customers, or visitors to undue risk.
- To provide the site licensee and his operators with the correct information about any perceived risk that might present a risk to the health and safety of any individual.

The management of health and safety at work regulations 1999

The regulations are in addition to the requirements of the health and safety at work act 1974, and as such, they extend the site licensees general safety obligations by requiring additional specific actions, on the part of the site licensee, to enhance the control of appropriate safety measures

Requirements

- The site licensee is required to assess the risk to his operator's health and safety, and any other third party who may be affected by the activity or practices of the operation on site.
- To put into practice preventative and protective measures following risk assessment
- To give the operators the correct information with regards to any pertinent health and safety matter
- To ensure all operators have access to health and safety information, as and when required

The workplace (health and safety and welfare) regulations 1992

These regulations place obligations on the site licensee and any other third parties responsible for controls in the workplace, to reduce the risks associated with work in or near neighbouring buildings

Opportunity has also been taken to rationalize the different wide ranging and detailed requirements in pre 1993 UK health and safety law, and to combine them in on set of regulations.

Requirements

- Operators are to maintain within the workplace, all plant and effects, and any equipment that may be on site for the servicing of the plant and effects.
- Suitable sanitation and wash facilities to be available for all operators.

- Operators to be responsible for the organisation of the safe circulation of vehicles and pedestrians as and when required.
- Floor surfaces to be kept free of unnecessary spillages.

The manual handling operations regulations 1992

The regulations apply an ergonomic approach to the prevention of injury while carrying out manual handling tasks. The regulations take account of a range of relevant factors including repetitive lifting.

Requirements

- All potentially hazardous manual-handling procedures must be assessed.
- Hazardous manual handling procedures must be made safe or eliminated where reasonably practical.
- Following assessment, the risk of injury must be removed as far as is reasonably practical.

The health and safety (first aid) regulations 1981

The regulations are supported by an approved code of practice (ACOP) and provide a framework for first aid arrangements after making an assessment of the risks involved and the likely use of facilities. First aid card carried for immediate urgent medical assistance.

Requirements

- Adequate first aid equipment to be available on site/or carried on mobile.
- Adequate trained personnel to be on site and all operators advise who this person will be.
- Information on first aid provisions to be available to all operators.

The reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)

The main purpose of the regulations is to provide enforcing authorities with information on specific major injuries, diseases and dangerous occurrences arising from work activities covered by health and safety at work act 1974. The authorities are able to investigate only a proportion of the total, so the regulations aim to bring only the most serious incidents or occurrences to their attention quickly.

Requirements

- Notification of certain injuries (including violence in the workplace) diseases and dangerous occurrences as they may be defined.
- Record keeping of reports/notification to be sent to the enforcing authority.

The control of substances hazardous to health regulations 2002 (COSHH)

The regulations introduce a control framework by requiring an adequate assessment of the risks to health arising from work activities associated with hazardous substances, the introduction of adequate

control measures, maintenance of the measures and equipment associated with them, and monitoring the effectiveness of the measures and health of operators.

Requirements

- Operators are required to assess the health risks of using substances and select control measures.
- To introduce practical controls.
- To maintain controlled measures.
- To monitor the exposure of operators.
- To monitor the effectiveness of controls.
- The site licensee is to provide the operators of the service with proper information, instruction, and training of the workforce.

The electricity at work regulations 1989

This regulation introduced a control framework incorporating fundamental principles of electrical safety, applying to a wide range of plant and machinery, and other work activities.

Requirements

- All electrical systems must be maintained at all times to prevent danger, so far as is reasonably practicable. Where necessary PAT testing will be required.
- Every work activity, (including operation, use and maintenance of and work near electrical systems), shall be carried out so as not to give rise to danger, so far as is reasonably practicable.
- Adequate working space, means of access and lighting must be provided by all electrical equipment where appropriate.

The Health and safety information for operators regulations 1989

The regulations require information relating to health, safety and welfare to be communicated to operators of the service by means of posters or leaflets in the form approved and published by the health and safety executive. The operators must also observe any particular site restrictions and adhere to site regulations.

Requirements

- The site licensee must provide each operator with an approved health and safety leaflet, or ensure that the approved health and safety poster is kept displayed at a reasonably accessible place.
- The poster is required to contain the name and address of the appropriate enforcing authority.

RIDDOR – Reporting of injuries, diseases and dangerous occurrences regulations 1995

Introduction

The reporting of injuries, diseases and dangerous occurrences regulations 1995, came into force in April 1996. The regulations consolidated and simplified the law by applying a single set of reporting requirements to all work activities, and replaced any previous regulations with regards to the reporting of accidents

The main changes are as follows:

- The term accident is now defined to include acts of violence done to people at work. This means that a major injury or a three-day injury suffered by an operator as a result of an assault by a customer or another operator must be reported. However, this does not include injuries caused as a result of dispute of a personal or domestic nature
- Any injury to a person who is not at work, must be reported if it results from an accident arising out of or in connection with work, and results in them being taken to hospital, by whatever means, following the accident or if the customer dies
- When and how should you report an accident
- If there is an accident connected with work and,
- An operator or self-employed person working at the site is killed or suffers a major injury, including as a result of physical violence
- A customer is killed or taken to hospital as a result of any injury arising out of or in connection with the work activities of the operation

Over seven day injury

- If there is an accident connected with work, including an act of physical violence and:

An operator or self-employed person working at the site suffers an over seven-day injury

What to do

- Contact the site licensee to confirm the injury is reportable
- Notify the local authority without delay, for example, by telephone
- Within ten days you must send a letter or completed accident form to the local authority detailing the incident

Reportable event

Dangerous occurrence

- If something happens which does not result in a reportable injury, but which clearly could have been done, it may be a dangerous occurrence

Disease

- A doctor notifies you that a member of staff suffers from a reportable work related disease
- Due to the disease related issues, hepatitis injections are kept up to date.

What to do

- Contact the site licensee to confirm the occurrence is reportable.
- Once confirmation is received, notify the local authority immediately.
- Within ten days you must send a letter or completed accident form to the local authority detailing the incident.

What is a major injury?

Reportable major injury

- Any fracture other than to the fingers, thumbs and toes.
- Dislocation of the shoulder, hip, knee or spine.
- Any amputation.
- Loss of sight, whether temporary or permanent.
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring admittance to hospital for more than twenty-four hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation.
- Acute illness requiring medical treatment, where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

What is an over seven-day injury?

- An over seven day injury is one which is not major, but results in the injured person being away from work or unable to do their normal duties for more than seven consecutive days.
- The seven days does not include the day of the accident, but does include any days which would not have been working days.
- An over seven day injury only applies to injuries resulting from accidents, including and act of physical violence, to people who are at work. For example: the operators and any other self employed persons working at the site. This type of injury does not apply to customers.

Reportable diseases include:

- Certain poisoning
- Some skin diseases such as occupational dermatitis and skin cancer
- Lung diseases, including occupational asthma, pneumoconiosis, asbestosis
- Infections such as hepatitis, tuberculosis and tetanus
- Other conditions such as occupational cancer, certain muscular disorders and hand or arm vibration syndrome

What is a dangerous occurrence

- Collapse, overturning or failure of load bearing lifting equipment
- Explosion, collapse or bursting of any closed vessel, pressure system, or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- Explosion of fire causing suspension of normal work for over twenty-four hours
- Accidental release of any substance, which may damage health.

Public injury

- A member of the public is injured whilst passing by/through the area of work as a result of coming into contact with a hazard related to the work in progress

What to do

- Pause work in the area until the member of public is out of the area and site has been re-assessed
- Check the person and report the injury they have received and report the cause of injury
- If necessary apply first aid and ring for an ambulance to further administer first aid
- Re-assess the site for risks and consider changing the walk way for pedestrians

Fatality

If any person either working on site or member of the public is involved in a fatal incident, the correct authorities must be contacted immediately and all personnel must provide a witness report of the incident. All work is to be stopped and site closed with immediate effect until such time as the incident has been dealt with entirely.

Signed:



Printed: Charlie Swift

Title: Director