H E A L T H & S A F E T Y

P O L I C Y

Approved by:

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1. INTRODUCTION

Lynx Networks plc is involved in the installation of data and communications systems to various industries across the UK.

This policy has been produced in the interest of the Health, Safety and Welfare at Work for employees, contractors and other persons associated with this Company's activities. Its primary objective is to prevent work-related accidents and property damage.

It consists of:

The Policy Statement

A declaration of the importance with which the Company views safety and the methods by which it will achieve these standards.

The Organisation

An outline of responsibilities, which will be required to be fulfilled if the aims of the Policy are to be achieved. Specific responsibilities are shown on the various arrangements to which they relate.

The Arrangements

The procedures which are in place to secure safety, these are split into 2 sections:

1. General (covering issues across all areas of the Company).
2. Site (covering specific issues relating to site working).

2. POLICY STATEMENT

LYNX NETWORKS plc

SAFETY POLICY STATEMENT

- The **Company** regards the promotion and implementation of Health and Safety measures as a mutual objective for management and employees at all levels and it is therefore the Company's policy to ensure so far as is reasonably practicable the health, safety and welfare of all its employees.

- The **Company** shall abide with statutory regulations and do all that is reasonably practicable to prevent injury or damage to any persons or property, including the public, so far as they come into contact with the Company or its products.

- In particular, the **Company** shall:

  - Provide and maintain safe plant and systems of work.
  - Provide and maintain safe and healthy working conditions.
  - Provide all necessary information, instruction, training and supervision to enable employees to perform their work safely and efficiently.
  - Provide health and safety arrangements for the safe use, handling and transport of articles and substances.
  - Make available all necessary safety devices and protective equipment (including instruction in its use).
  - Establish and document the precautions required for safe working.
  - Consult with employee representatives on all matters that affect their Health, Safety and Welfare and provide expert advice where necessary.
  - Review and develop the Policy on an annual basis.
  - Promote safe behaviour by encouraging management to lead by example.

- Additionally, all **"Employees"** must:

  - Co-operate by: reporting incidents, working safely and efficiently, following procedures, assisting investigations and using any equipment provided for their protection.
  - Ensure their own health and safety and that of any other persons who may be affected by their acts or omissions.

REMEMBER: SAFETY IS EVERYONE'S BUSINESS

Signed:

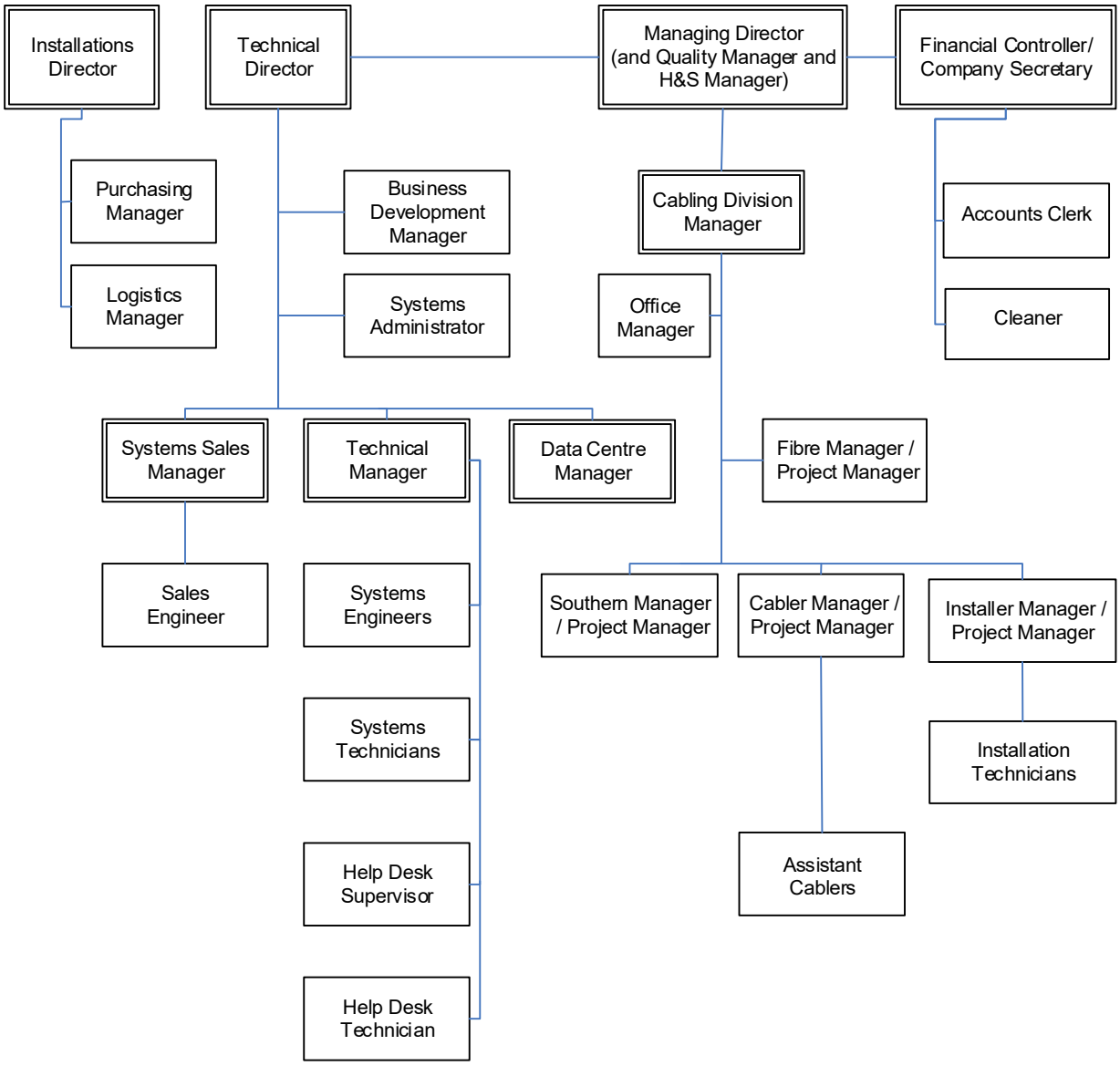
Date:

3. ORGANISATION

The Company places the responsibility for the successful attainment of the objectives of the policy on all its employees.

The general responsibilities for implementing the policy are contained in this part of the policy document, whilst specific responsibilities are contained in the “Arrangements” section of this Policy.

SAFETY ORGANISATIONAL CHART



4. PERSONNEL RESPONSIBILITIES

4.1. Managing Director

The Managing Director of the Company, having overall responsibility for health and safety within the Company shall:

- Ensure that the objective of the policy is fully understood and observed at all levels.
- Provide adequate resources to meet all reasonably practicable requirements for health and safety.
- Delegate direct responsibility (where necessary) for the implementation of the policy to Management and Supervision.
- Periodically appraise the performance of Management and Supervision in the fulfilment of their responsibilities.
- Ensure that the Company's training programme is implemented and that this adequately covers health and safety for all levels of personnel.
- Ensure adequate insurance provision exists.

4.2. Company Secretary

In addition to their specific responsibilities under the health and safety policy, the Company Secretary shall:

- Advise and represent the company at any civil or criminal proceedings.

4.3. Directors/Managers

The Departmental Directors/Managers are responsible for the direct implementation of the health and safety policy in the areas within their control. In particular, they will ensure that:

- Members of their staff are aware of their individual responsibilities for health and safety.
- All employees who report to them are adequately trained in health and safety to enable them to fulfil their responsibilities and to work without risk to themselves or to others.
- So far as is reasonably practicable, the work under their control is carried out in accordance with statutory and Company requirements.
- They continually review and develop safe working practices to improve working conditions in their department.
- So far as is reasonably practicable, prompt action is taken on any representation about health and safety from any employee.
- All accidents are investigated and reported in accordance with Company/Statutory requirements.

4.4. Site Supervision

The Installation Technician responsible for a site shall:

- Organise work so it is carried out with the minimum risk to persons and property.
- Be responsible for the day-to-day safety of each site. This may involve strict discipline being enforced to ensure safety.
- Ensure any equipment is not used that does not possess an up-to-date certificate of test or examination.
- Not permit anyone to take unnecessary risks.
- Arrange for the safe storage of materials.
- Ensure that protective clothing or equipment is worn where necessary.
- Ensure that all plant and equipment is safe and maintained in good order and those persons using the equipment are competent.
- Always lead by their own example.
- Exercise control to ensure sub-contractors work safely.

4.5. Employees

Employees are required to comply with their statutory obligations and to:

- Work safely in the interest of both themselves and others.
- Report to their supervisor all accidents, dangerous occurrences and other unsafe conditions.
- Where appropriate, wear protective clothing and equipment provided by the Company and make proper use of any safety devices provided.
- Comply with any safe working procedures where they are in use.
- Co-operate with management in the review and development of safe working practices.
- Attend safety training in accordance with Company requirements.

Nominated employees will be responsible for safety in allocated areas; these will be detailed separately and displayed around the Company.

5. GENERAL ARRANGEMENTS

This section covers those areas that are applicable to all personnel.

5.1. COVID-19 PRECAUTIONS

Personnel responsible: MANAGING DIRECTOR

Introduction

The Company will ensure, so far as is reasonably practicable, that adequate and appropriate precautions are provided to avoid the spread of COVID-19 to and from Lynx staff whilst at work.

These following precautions will be taken whilst COVID-19 remains a serious threat.

Precautions

- Staff will work from home when it practical.
- Employees and visitors must sterilize their hands when entering the premises.
- Whilst in the Lynx premises everyone must wear a face covering when not at their desks and keep at least 2 metres from other people where possible.
- The temperature of all staff will be taken daily with an infrared thermometer.
- Staff will sterilize their hands before and after using the kitchen facilities.
- No more than two people will share a van and they will wear face coverings if there is more than one person in a van.
- Additional precautions will be taken whilst on site, as described in the Method Statement for the specific job.

5.2. FIRE PRECAUTIONS

Personnel responsible: MANAGING DIRECTOR

Introduction

The Company will ensure, so far as is reasonably practicable, that adequate and appropriate fire precautions are provided to meet statutory requirements and minimise the risk of injury to employees and damage to property.
The Company shall carry out a Fire Risk Assessment (FRA) and review (and amend if required) it annually. The MD shall ensure a FRA is carried out.

Fire-Fighting Equipment

Adequate and suitable fire-fighting equipment will be provided at all locations. The equipment will be examined and serviced annually. Should any appliance be used or be suspected of being defective, it should be replaced as soon as possible.

Means of Escape

All fire exits must be kept clear at all times to allow easy access and must not be locked, blocked or restricted whilst persons are on the premises.

Site Fire and Emergency

Site escape arrangements are usually determined by the occupier of the premises. If this is so, all persons on site must be made aware of these arrangements. If not, then arrangements specific for the site should be made and publicised to all on site.
The Site Supervisor shall be required to account for all site personnel.

SEE: FIRE RISK ASSESSMENT

5.3. FIRE ESCAPE PROCEDURE

In the event of the fire alarm being sounded, all persons on the premises will escape by the nearest safe exit.
The Chief Fire Marshall role shall be taken by the Managing Director who shall control the evacuation and report to the authorities. Drills will be carried out 6 monthly.
Nominated wardens (or their deputies, names displayed in the kitchen) will “sweep” the building to ensure all persons have left and report this to the Chief Fire Marshall.
All visitors will accompany their host to the host’s reporting point.

THE REPORTING POINTS FOR ALL PERSONS IS: THE FRONT CAR PARK

All persons will:

- Leave all lights on and not re-enter the premises for any reason until authorised to do so by the Managing Director or their Deputy.
- **NOT** attempt to fight a fire unless authorised by this Company to do so.
- Obey the instructions of the Managing Director or their Deputy.
- Not leave their reporting point unless directed to do so by the Managing Director their Deputy or an Officer of the Fire Brigade.

5.4. WELFARE (FACILITIES, NOISE, HYGIENE ETC)

Toilets and washing facilities shall be provided and kept in a clean working order; there will be provision for hanging wet clothes.
The building shall be routinely cleaned and waste removed on a daily basis.

Noise levels in the stores or offices and generally on sites rarely (if ever) exceeds 80db(A), however for those times it does suitable hearing protection will be available upon request to all persons working in those areas. If noise levels exceed 85dB(A), then the wearing of hearing protection will be mandatory. Disciplinary measures may be taken against employees not making full and proper use of this protection.

Adequate training will be given regarding the dangers of noise and the correct use of protection. And action will be taken so far, as is reasonably practicable to reduce noise levels at source.

Wherever new plant machinery is purchased, then the potential supplier may be required to provide information regarding noise to the Company.

The Safety Advisor will (if required) provide advice on choices of "suitable" hearing protection. These are the only types that will be stocked or worn.

5.5. FIRST AID

Personnel responsible: TRAINING CO-ORDINATOR

The Company will provide adequate first aid provision to meet the requirements of the First Aid at Work Regulations, Approved Code of Practice and Guidance Notes. The Training Co-ordinator shall be responsible for ensuring First Aiders names are displayed in the Company (kitchen area) and for checking and maintaining first aid supplies.

First Aiders
The Company will provide “First Aiders” to act in the event of injury or illness occurring at work and shall provide any specialised training relevant to specific hazards in addition to the required basic training and refresher courses.

Reporting injuries
The injured person shall record in the "Accident Book" (kept back at the office) all injuries sustained during activities conducted on this Company’s business.
The accident record shall be retained for at least 3 years. Employees are reminded that it is the injured person’s responsibility to ensure this record is made.

Site
When an employee is required to visit a site where no first aid facilities exist they shall carry a first aid kit with them. This is applicable only on visits of short duration.

Prior to commencement of work, on site arrangements shall normally be made with the occupier or the main contractor for the use of their first aid facility. A record of this should be displayed where employees may see it. This should be made available from the person providing the facility.

Where no facilities exist, work is not of a short duration, other facilities (i.e. a hospital) are not local, or the existing facility is a long way away, then a first aider may be required to be supplied by the Company.

5.6. SAFETY TRAINING

Personnel responsible: MANAGING DIRECTOR

The Managing Director will ensure sufficient training (including adequate and appropriate safety training) is supplied to all employees of the Company.

Specific training will be organised as required. Tasks as listed below will only be undertaken by persons suitably experienced and certified to do so:

1.	First Aid (standard or appointed persons)	every 3 years
2.	IPAF (for use of mobile elevating platforms)	every 3 years
3.	PASMA (for use of mobile scaffold towers)	every 3 years
4.	Forklift Truck	every 5 years
5.	Abrasive Wheels	N/A

Proof of competency and training will be required from new employees joining this Company before they may undertake any of the tasks listed above.

All new employees will undergo Induction Training as soon as possible upon starting with the Company. The provision and recording of induction training will be the responsibility of the employees immediate Supervisor.

SEE: TRAINING MATRIX

5.7. YOUNG PERSONS

Personnel responsible: IMMEDIATE SUPERVISOR

Young persons are those under the age of eighteen years.
Any young person employed by the Company shall be provided with adequate supervision and training.
Where appropriate, specific risk assessments shall be carried out for any tasks they perform.
They shall not be given any tasks that may put them at risk.

5.8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Personnel responsible: MANAGING DIRECTOR

A substance hazardous to health means any substance classified as Irritant, Flammable, Highly Flammable, Corrosive, Harmful, Toxic or Explosive.

An assessment shall be carried out on any substance used by the Company falling into any of the classifications above or having a WEL associated with it.
Environmental monitoring will be carried out (where required) at intervals determined by the COSHH Assessments, or when changes occur which may affect the original assessment.

The engineers shall be provided with copies of the assessments and they shall comply fully with the precautions specified. Training in the handling of hazardous substances shall (where required) be provided.

SEE: CoSHH ASSESSMENTS

5.9. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES (RIDDOR)

Personnel responsible: MANAGING DIRECTOR / DEPUTY

The RIDDOR Regulations 2013 requires an appointed person (*see above*) to be responsible for reporting any one or more of certain injuries or dangerous occurrences. In addition to these, there is also a requirement to report certain diseases, flammable gas incidents and injuries sustained at work that render a person unfit for their normal work for more than seven days (weekends and bank holidays are counted).

The "Specified Injuries" and relevant "Dangerous Occurrences" which require reporting are listed in the regulations and online.

There are 7 different online forms for reporting the different types of injuries/occurrences and these are easily accessed via the HSE website at:

http://www.hse.gov.uk/riddor/report.htm

All fatalities and specified injuries and incidents can also be reported directly by phone to the:

RIDDOR HOTLINE: 0845 3009923

A note of the report reference number should be made when reporting over the phone. All accidents should also be recorded in the Accident Book.

Other persons to be notified as soon as possible are:

- The Managing Director.
- **The Safety Adviser on: 07710 788046 (Mobile) 01933 666990 (Office)**

In the event of a specified injury the immediate area shall be cordoned off and left untouched pending an investigation (internal always, external possibly).

Specified Injuries

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation (inc a surgical amputation following an accident).
3. Any injury likely to lead to permanent loss of sight or a reduction of sight.
4. Any crush injury to the head or torso causing damage to the brain or internal organs.
5. Any burn injury (inc scalding, must be >10% of the body area or cause significant damage to the eyes, respiratory system or other vital organs).
6. Any degree of scalping requiring hospital treatment.
7. Any loss of consciousness caused by head injury or asphyxia.
8. Any other injury arising from working in an enclosed space which:
   - Leads to hypothermia, heat induced illness or to unconsciousness.
   - Requires resuscitation or admittance to hospital for more than 24 hours.

Dangerous Occurrences

1. Electrical short circuit (resulting in a fire or explosion).
2. Failure of lifting equipment or scaffold collapse.

Non-Reportable Accidents

These will be recorded, investigated (where necessary) internally and discussed with management. Where a trend develops then action will be taken to eliminate or minimise the cause.

5.10. ELECTRICAL WORK

Personnel responsible: MANAGING DIRECTOR

It is the policy of this Company that no working will be permitted on electrical equipment whilst it is still live.

All electrical work shall be contracted out to competent third parties.

5.11. INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT

Personnel responsible: DIRECTOR

All electrical equipment will be tested at regular intervals.
Portable appliances are defined as those with a plug.
The frequency and methods of test will be determined by a number of factors:

(i) Reference to the I.E.E. Regulations

(ii) The type of equipment

(iii) The conditions of use

A competent person using the correct equipment for the job will carry out the testing.
Testing periods will be:

Office Equipment (computers etc)	3 yearly
Kitchen Equipment (kettles, microwaves etc)	12 monthly
Workshop Equipment (tools, leads etc)	12 monthly
Site Equipment (drills, chargers etc)	12 monthly
Fixed Installation (distribution boards and sockets)	5 yearly

In addition, all users will carry out visual inspections of any equipment prior to use (i.e. damage to casing, cuts/splits in leads, pulled wires from plugs).
Faulty equipment MUST NOT be used under any circumstances and management informed.

NO ONE WILL USE ANY ELECTRICAL EQUIPMENT THAT HAS NOT RECEIVED ITS PERIODIC TEST.

5.12. COMPANY VEHICLES AND MOBILE PHONES

Personnel responsible: USER

Anyone supplied with or using a Company vehicle MUST ensure that it is in a roadworthy condition at all times. If the tax or mot have expired, or if any tyre is illegal then the vehicle MUST not be used and its condition immediately reported to the Managing Director.
All vehicles shall be regularly serviced.
Anyone using their own vehicle for Company business MUST ensure it is maintained in a roadworthy condition and that they have business cover on their insurance.

Under **NO** circumstances should a mobile phone be used whilst driving unless it is connected to an approved hands-free device.

5.13. LONE WORKING

Personnel responsible: MANAGING DIRECTOR

The Company does not currently allow any Lone Working at any time, however if this should change in the future then the following precautions shall be adhered to:

- Only qualified, experienced and healthy personnel shall be allowed to work alone.
- The lone worker shall have the final authority to determine whether they carry out the work.
- When working alone and out of normal hours the employee shall notify their employer when they arrive and when they depart. The employer shall routinely check in with the employee.
- A first aid kit suitable for treating minor injuries shall be carried.
- The employer shall consider and assess the particular risks associated with lone working.
- NO lone working shall be carried out on or near to live conductors.

5.14. DISPLAY SCREEN EQUIPMENT (DSE)

All DSE shall be assessed for suitability and the assessments retained. Where the assessment identifies issues to be addressed action shall be taken to correct these.

The Company shall pay for any employee who uses DSE as part of their job to have an eyesight test. Where this test identifies corrective lenses are required for this work, the Company shall provide them or contribute towards a different pair.

All DSE users shall be trained in how to set up a workstation.

SEE: DSE ASSESSMENTS

5.15. CONSULTATION AND HEALTH AND SAFETY ADVICE AND ASSISTANCE

Where changes to the working arrangements of the employees (affecting their health, safety or welfare) then the Managing Director shall bring this to the attention of the employees and seek their agreement prior to implementing these changes.

The Company currently only has English speaking employees, if this should change in the future then arrangements (i.e. translated documents, ESOL courses at the local College etc) shall be made to accommodate them.

Advice and assistance will be available to the Company through the following organisation:

- Rialto Health and Safety (tel. 01933 666990)
  Director - R. Alton CMIOSH MIIRSM Chartered Safety & Health Practitioner

SEE: H&S COMMITTEE MEETING MINUTES

5.16. PERMITS TO WORK

Personnel responsible: SITE SUPERVISOR

These will be rigidly adhered to under the strict control of a person nominated to oversee the task. No work of a nature listed below will be undertaken without a permit, unless the work is on a client's site and the clients systems are being followed.

Live Electrical Work
To be used where it is **IMPOSSIBLE** to carry out work that is adequately isolated from the electrical supply.

Confined Space Work
To be used whenever entry and working in a confined space is necessary (site only).

5.17. RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK

The Company shall carry out assessments of significant risks and record what control measures are required to be followed to reduce the risk to an acceptable level.
Certain higher risk operations shall be detailed in safe systems of work and displayed by those tasks, these shall include:

1. Use of access equipment.

The requirements of these documents shall be communicated to the persons carrying out the work.

SEE: SAFE SYSTEMS OF WORK
SEE: RISK ASSESSMENTS

5.18. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personnel responsible: SAFETY ADVISOR / MANAGERS / SUPERVISORS

All protective clothing and equipment required by statute will be provided free of charge. It is a statutory requirement that all employees will make full and proper use of the equipment and report any loss or damage immediately to their Supervisor. They are warned that they may be subject to disciplinary proceedings if this is not done.
All clothing and equipment will be purchased according to the relevant Standard and will be suitable. Advice on suitability is available from the Safety Advisor.

To ensure continuing suitability the user should routinely check the equipment.
Information regarding areas where protective equipment is to be used will be displayed around the Company.
Safety harnesses shall be routinely checked and a record of issue and condition maintained.
When on site, protective clothing shall be supplied to protect against inclement weather.

5.19. WORK EQUIPMENT

Personnel responsible: SUPERVISORS/EMPLOYEES

No person may undertake the operation of any electrical, mechanical or other equipment unless they have been trained and authorised to do so.
The manufacturers, suppliers and company's instructions MUST be followed when using equipment. Machinery must never be left running unattended.

Portable electric tools must always be checked to ensure they are in good condition. Visual examinations of plugs and leads should always be conducted before use. Eye protection shall be required when using power tools.
Only persons suitably trained should use power tools.

All tools shall be kept in a reasonable condition and any broken or damaged ones removed from service.

Any specialist equipment required shall be hired from a reputable supplier (access equipment etc).

SEE: WORK EQUIPMENT INSPECTION RECORD

5.20. MANAGEMENT REVIEW

Personnel responsible: DIRECTORS

Management shall formally review the H&S systems and procedures in use through the Company on an annual basis. This review shall include:

The Policy (inc The Emergency Procedures and Risk Assessments)
Accident Reports
Training Requirements
Insurance Provision
Customer Complaints (relating to H&S).

Where changes are needed following the review then the Policy and any associated documentation shall be modified to incorporate the changes.

SEE: MANAGEMENT REVIEW

5.21. MONITORING, AUDIT & REVIEW

The Company shall regularly review its systems and arrangements through a system of monitoring, audit and inspection. This shall be in the form of:

- Weekly walk through inspections by management (any issues are discussed with the employees then posted on the notice board).
- Quarterly reviews of working practices (discussed at the H&S committee meetings).
- Annual third party audits of the system (to determine if further improvements are possible).

SEE: AUDIT REPORTS

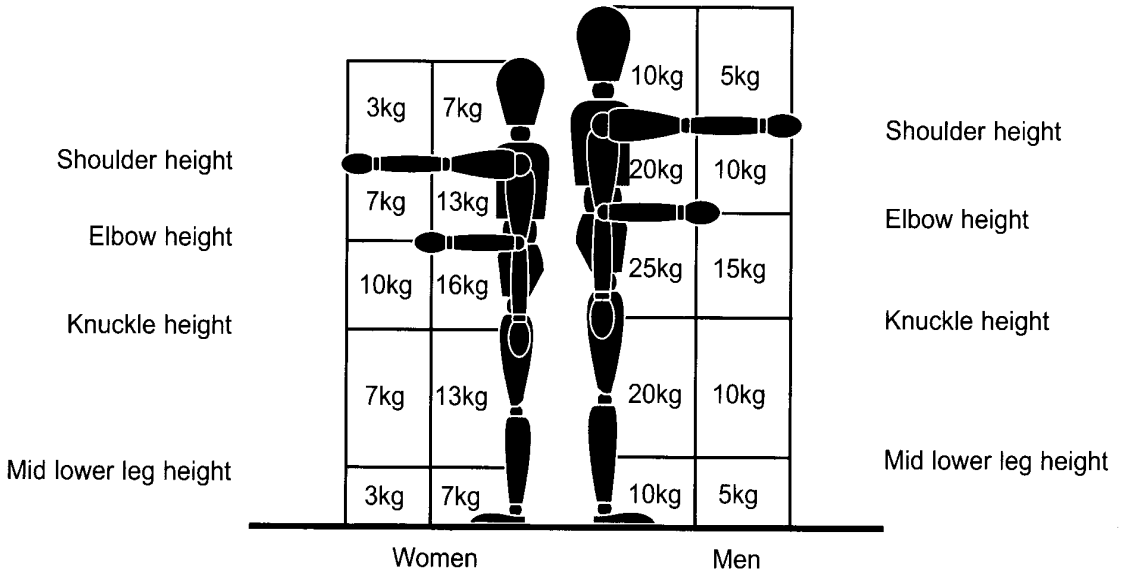
5.22. MANUAL HANDLING

Manual handling operations consist of operations involving the manual movement of loads by human effort (i.e. not by mechanical means) and also the supporting of static loads.

No employee should attempt to lift or move items over 25kg. The Company shall provide suitable and sufficient mechanical handling aids to assist or shall arrange for additional assistance.

The Company shall provide all employees with Manual Handling training.

The figure below details the acceptable “safe” handling limits, however loads should still be assessed for suitability to the person moving them.



SEE: MANUAL HANDLING ASSESSMENTS

5.23. HEALTH MONITORING

Personnel responsible: DIRECTORS

Due to the potential (especially on sites) of contact with harmful substances the following checks are to be made:

Contact with:	**Monitoring required:**
Oils, Greases	N/A, none used.
Paint Fume	N/A, no painting carried out.
Dust	None, respiratory protection issued
Noise	None, hearing protection issued
Vibration	N/A, exposure restricted to < ELV due to infrequent use
Asbestos / Lead	N/A, Company does not work with either.

5.24. ASBESTOS

Personnel responsible: DIRECTORS

The Company shall maintain a register of the location and type of any asbestos believed to be on the site; this shall be made available to any contractors prior to them carrying out any work where they may become exposed to it.

Additionally, whenever a person finds any substance that may be any type of asbestos, work shall **instantly** cease until the suspect material has been analysed by an organisation approved for the task. Then, where necessary, the asbestos removed and the area made safe before work commences again.
A “clean air” certificate shall be required before work may begin. Only a licensed contractor may disturb or remove asbestos.

All engineers shall undergo Asbestos Awareness Training and shall commit to refresher training every 2 years.

5.25. THE WORKPLACE

Personnel responsible: DIRECTORS

The Company shall ensure that the workplace is maintained in efficient working order and in an acceptable state of repair.
Waste shall be removed on a regular basis.
Temperature and lighting levels shall be maintained at suitable levels.
Suitable welfare facilities shall be provided.

5.26. SAFETY RECOMMENDATIONS

Personnel responsible: ALL MANAGEMENT

Any safety issues should be brought to the attention of the Management who (where possible) should address the issue promptly. Advice of any issues can be obtained from the Safety Advisor.
Where the issue could result in personal injury, then immediate remedial action should be taken until a long-term solution is found.

6. SITE ARRANGEMENTS

This section specifically addresses arrangements for working on Clients sites.

6.1. SITE FACILITIES

Personnel responsible: SITE SUPERVISORS

In brief, the supply of the following is a statutory requirement.

- Trained First Aider(s) and First Aid Equipment
- Shelters and Accommodation for Clothing and Taking Meals
- Washing and Sanitary Facilities

Generally the occupier of the site or the main contractor will provide these.

Where these facilities are not provided, then the Company shall make alternate arrangements to ensure these facilities are available.
Safety signs shall be provided and displayed for any site areas requiring them.

All sites must have a copy of the current certificate of Employers Liability Insurance on display in a prominent place where it may be easily seen and read by employees.

6.2. METHOD STATEMENTS AND RISK ASSESSMENTS

Personnel responsible: ALL MANAGEMENT

Method statements and risk assessments will be provided for all site work being carried out. The method statements will be explained to the workforce and they will be required to sign acceptance of them.

Risk assessments for the general site risks and the project specific risks will be produced prior to commencing work on site.

6.3. CDM

Personnel responsible: MANAGING DIRECTOR

Any site projects falling under the “notifiable” classification under CDM shall follow the requirements of the regulations.
Where the Company accepts a specified role (Principal Contractor) then sufficient resources shall be allocated to ensure the role can be suitably addressed.
Short duration work directly connected to the Client shall entail the use of a Non-notifiable Construction Phase Plan.

6.4. SERVICES BELOW GROUND LEVEL

Personnel responsible: SITE SUPERVISORS

No groundwork is currently carried out by the Company, if that changes in the future then a safe system will be developed.

6.5. WORKING AT HEIGHTS

Personnel responsible: ALL MANAGEMENT/EMPLOYEES

The Company shall wherever possible avoid any work at height, however where that is not possible then suitable control measures shall be implemented.
These measures would include:

- Use of mobile elevating platforms where practical (harnesses to worn in booms)
- Use of mobile tower scaffolds
- Fixed scaffolds
- Podium steps.
- Ladders or steps.
- Low level trestles.

Ladders and steps may be used (but only if it is not practical to use a guarded platform) and only for work of short duration (<30mins).
With ladders three points of contact with the equipment should be maintained at all times, a restraint leash or harness attached to a suitable anchor point allows the use of both hands.
Stepladders should preferably be of the platform type, failing that no part of the body below the waist should be above the top step.
When using ladders or steps, they must be suitable, stable and secured (where possible).

Mobile Working Elevating Platforms are normally used for external work wherever possible and mobile towers are normally used for internal work wherever possible.

Risk assessments are produced to show how the work is suitably controlled.

6.6. CONTROL OF CONTRACTORS

Personnel responsible: DIRECTORS

The Company uses contractors on an ad-hoc basis depending on work load. When Contractors are required then the Directors assesses their suitability based initially on their previous work for the Company.
Where new contractors are required then they shall be assessed using the Contractor H&S Assessment Form

SEE: CONTRACTOR ASSESSMENT FORM

6.7. CONFINED SPACES

Personnel responsible: SITE SUPERVISORS

Only those persons trained in confined space working will be permitted to carry out any work in them.
Where this is necessary a rescue plan shall be produced and all relevant engineers instructed.

6.8. SITE WORKING & SUPERVISION

Personnel responsible: ALL SUPERVISORS

All Site Supervisors will hold a minimum of 5 years experience in relevant site work and have (or be working towards) a qualification in Supervisory Management.

When working on a Customer's site all employees are expected to be presentable and courteous at all times. Work should not be conducted above the Customer's employees at any time.
All persons should be aware that any person committing an unsafe act or not in compliance with this policy might be removed from site. Adequate supervision will be provided to ensure that all persons comply with this policy.

6.9. SITE ACCIDENT BOOK

Personnel responsible: SITE SUPERVISOR

Employees are required to notify their employer of injuries sustained at work. By recording the injury on the Accident Report Forms, they have fulfilled this duty. Someone acting on behalf of the injured person may do this.

This Company shall investigate all injuries reportable under RIDDOR and record the findings of the investigation.

6.10. ASBESTOS

Personnel responsible: SITE SUPERVISOR

Whenever a person finds any substance that may be any type of asbestos, work shall **instantly** cease until the suspect material has been analysed by an organisation approved for the task.
The Company SHALL NOT remove any Asbestos and will report its discovery to the Client.

All engineers shall undergo Asbestos Awareness Training (from a UKATA approved provider) and shall commit to refresher training every 2 years.

6.11. VIBRATION

Personnel responsible: SITE SUPERVISOR

Due to the infrequent and short duration work with drills, vibration is not considered an issue as the equipment in use is rated at a vibration magnitude of 6m/s2 (which allows for an ELV of around 5hours/day).

In practice personal exposure rarely exceeds 10mins/day.

6.12. END OF WORK PRECAUTIONS

Personnel responsible: SITE SUPERVISOR

At the end of the working day or when site is left unmanned, then the following precautions must be taken:

- Check windows and doors are closed and locked.
- Scaffolds, gantries, MEWPS etc. are inaccessible.
- All electrical supplies are switched off at the mains. This includes rooms where clothing may be kept.
- Naked lights extinguished.
- Check that all persons are off site and (where necessary) return the keys.

6.13. SITE SAFETY RULES

The following rules apply at all times to all employees:

- Not commence work on any site until Induction Training has been completed.
- Take reasonable care of themselves and any others.
- Familiarise themselves with the working environment.
- Keep your working area clean and tidy at all times.
- Be aware of any fire escape procedure and alarm procedure and know the routes out of the building / around the site and the location of the assembly point.
- Do not obstruct roadways or footpaths and ensure escape routes are always left clear.
- Ensure safety barriers are erected around areas of danger to prevent unauthorised access.
- Store materials and equipment safely and securely. Keep hazardous materials away from others.
- Be aware of noise issues and avoid noisy operations early in the morning.
- No one must intentionally interfere with or misuse any equipment provided in the interest of safety.
- Any accident or near miss should be reported to management immediately and must be recorded. **Horseplay is strictly forbidden.**
- Any injury incurred at work should be dealt with by a trained first aider.
- Suitable protective equipment must be worn at all times and replaced if damaged.
- Never tamper with electrical equipment or attempt to repair electrical equipment. Report any faults to management.
- Check any steps, ladders or towers before use for damage and that they are sound under load.
- Smoking is not permitted on any Client premises.
- Being under the influence of alcohol or non-prescription drugs whilst on company time will be considered gross misconduct and be subject to disciplinary action.
- Do not use any machinery which they have not been trained and authorised to use.
- Always check that the guarding is in place and functioning before using any machine. Report any defects immediately.