

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

TABLE OF CONTENTS

ORGANISATIONAL CHART	Page 1	MANUAL HANDLING	Page 27
C.O.S.H.H.	Page 2	PERSONAL PROTECTIVE EQUIPMENT (PPE)	Page 30
DISPLAY SCREEN REGULATIONS	Page 5	PLANT AND MACHINERY	Page 31
ELECTRICITY	Page 7	PORTABLE APPLIANCE TESTING	Page 33
FIRE SAFETY	Page 8	PROTECTION OF THE PUBLIC	Page 34
FIRST AID	Page 13	RECORDING ACCIDENTS	Page 35
GENERAL REQUIREMENTS	Page 15	REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES (R.I.D.D.O.R)	Page 36
HEALTH HAZARDS	Page 18	RISK ASSESSMENTS	Page 39
HEALTH SURVEILLANCE	Page 22	SAFETY TRAINING	Page 42
LADDERS / WORKING FROM HEIGHT	Page 23	SIGNS AND NOTICES	Page 43
LONE WORKING	Page 25	VEHICLES & DRIVING	Page 44

=====

**LONG EATON
PLANT HIRE LTD**

Crompton Road Industrial Estate
Ilkeston
Derbyshire
DE7 4BG

0115 932 7121



**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

ORGANISATIONAL CHART

MANAGING DIRECTOR

Sean Denny

Long Eaton Plant Hire Limited

HEALTH & SAFETY CONSULTANCY

Magenta Moon LLP

0845 123 3883

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

C.O.S.H.H.

COSHH

COSHH stands for the **Control of Substances Hazardous to Health**. The Regulations set out how employers must control risks to health arising from substances used at work.

Substances hazardous to health include:

- Any chemicals that have to be labelled by law (*usually an orange block with black illustration*) as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive';

TYPICAL SYMBOLS DENOTING COSHH SUBSTANCES



CORROSIVE



HARMFUL



TOXIC



IRRITANT

- Any substance with a 'maximum exposure limit' (MEL) or 'occupational exposure standard' (OES);
- Substantial quantities of airborne dust of any kind;
- Harmful micro-organisms;
- Any other substance that creates a comparable health hazard.

Certain substances, such as asbestos and lead, are covered by specific Regulations.

UNDERSTANDING COSHH

Understanding COSHH helps you to understand what hazards are present and how to protect yourself and your colleagues from ill health. The co-operation of all employees is therefore essential.

COSHH ASSESSMENTS

By assessing the properties and use of substances, it is possible to determine:

- Which substances are employees exposed to regularly, and which substances are used infrequently?
- Who is exposed to the substance? Is it just employees, or could it also be contractors, visitors, or the general public?
- What are the normal practices and processes when using the substance, and how is it handled or stored?
- Could death, illness or injury be caused as a result of exposure to the substance (*whether short or long-term*)?
- Can the substance be swallowed, inhaled, absorbed into the skin, or injected through the skin?

>>>>

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

COSHH CONTROL MEASURES

Prevent exposure to potentially harmful substances by:

- Removing a substance, or limiting how much of the substance is used;
- Changing a work practice;
- Using a less hazardous substance;
- Using a less hazardous form of the same substance;
- Prohibiting smoking, eating or drinking in areas where substances are used.

Control exposure to potentially harmful substances by:

- Isolate or enclose the area of usage;
- Use ventilation or an fume extraction system;
- Reduce the length or level of exposure to the substance;
- Limit the number of people who might be exposed to the substance.

EMPLOYERS DUTY

- Review the assessment regularly;
- Maintain, examine and test control measures;
- Provide all employees with information regarding the substances used;
- Monitor and record exposure levels;
- Arrange health surveillance as required;
- Supply suitable personal protective equipment.

EMPLOYEES DUTY

- Take part in training programmes;
- Read and comply with container warning labels;
- Practice safe work habits;
- Report any hazard or defect;
- Use personal protective equipment provided;
- Store equipment and tools properly;
- Return all substances to their secure location after use;
- Use control measures properly.

>>>>

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

COSHH DO'S AND DON'TS

DO

- ✓ **Read** the product label and any other information provided, so that you understand the hazards of the job before you start work;
- ✓ **Wear** any personal protective clothing and equipment provided, until the job is completed;
- ✓ **Ensure** that the personal protective equipment is the well maintained and the clothing fits you properly;
- ✓ **Ensure** all containers are closed when you are not using them;
- ✓ **Keep** your work areas clean and tidy. Clean any spills in accordance with the instructions, as they occur;
- ✓ **Follow** all instructions on the storage and transportation of chemicals;
- ✓ **Report** all accidents, however minor, or dangerous incidents.

DO NOT

- X** **Do not** taste chemicals or touch them with your bare hands;
 - X** **Do not** try and identify chemicals by their smell;
 - X** **Do not** smoke, eat, or drink in the workplace;
 - X** **Do not** leave unmarked chemicals around (*label accurately*);
 - X** **Do not** be afraid to ask questions.
-

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

DISPLAY SCREEN REGULATIONS

INTRODUCTION

These Regulations are sometimes known as the VDU (Visual Display Unit) or DSE (Display Screen Equipment) Regulations.

The Regulations were brought into force to address the risks associated with the use of Display Screen Equipment (DSE), **especially:**

- Upper Limb Disorder, including neck, arms, elbows, wrists, hands and fingers;
- Temporary Eyestrain (but not eye damage) and headaches;
- Fatigue and stress.

The Regulations cover DSE used to display text, lines and graphics as their main function. Equipment that is used mainly as television, such as security monitors, is not covered by the Regulations; neither are laptops that are not used for prolonged periods. The Regulations do apply to non-electronic systems such as microfiche.

THE USER

A user is defined as a person who "habitually uses display screen equipment as a significant part of their normal work". Generally, this means an employee who uses DSE more or less continually during the working day (or for continuous spells of an hour or more at a time); and who has to transfer information quickly to or from the screen.

ASSESSMENT

Workstations within our offices will be assessed with a view to reducing the risks associated with DSE. **The assessment will be reviewed when:**

- Hardware/software is modified or changed;
- The workstation is modified;
- The time spent using equipment increases;
- Change in task, workstation relocated or the lighting modified.

THE SCREEN

The screen should meet minimum requirements for clarity, size of character, and flicker, and there should be a brightness and contrast control. The screen must be able to tilt and swivel and should be separate from other elements of the workstation. It is important to ensure the screen is free of glare at all times.

>>>>

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

THE KEYBOARD

The keyboard should tilt and be separate from the screen, with support at the front for supporting the hands and the arms of the operator. The keyboard should be matt finish and all the symbols should be legible.

THE WORKSTATION AND CHAIR

The workstation should be large enough, with a stable adjustable document holder and the chair should be stable with adjustable height and backrest controls. If requested, a footrest should be made available. The requirements of the workstation and chair are only necessary if the equipment is present.

THE ENVIRONMENT

Factors to be assessed include:

- *Space: There should be sufficient space for the operator to move or change position, and store documents;*
- *Lighting: This should be suitable and sufficient to reduce glare and reflections;*
- *Noise: Assess ancillary equipment to ensure no disturbance;*
- *Heat: Excess heat should not be produced by ancillary equipment;*
- *Humidity: A suitable and adequate level should be maintained.*

THE INTERFACE

The software should be suitable for the task, easy to use with no quantitative or qualitative checking without the operator's knowledge. The system should provide suitable feedback on performance to operators/users, with this information being in an acceptable format.

EYE TESTS

The provision of eyesight tests for present and future users of DSE is available. Present users shall be provided, on request, with appropriate eye tests. It is advised that future users are tested before they become users.

Repeat testing is to be at the discretion of the optometrist conducting the test. However, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer should provide eye/eyesight tests as soon as possible. Long Eaton Plant Hire Limited will meet the cost of providing these tests and any special corrective appliance necessary.

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

ELECTRICITY

ELECTRICITY (Guidance HSE Book HS (G) 141 Electrical Safety on Construction Sites)

Unlike most other hazards, which can be seen, felt or heard, there is no advance warning of the danger of electricity.

- Electricity and electrical installations on site shall be treated with the utmost care and be under the control and supervision of experienced competent persons;
- The Local Electricity Board or Site Generator shall supply electricity where public supply is not practicable or uneconomic;
- When a Generator is used, attention shall be given to positioning in order to minimise noise and fumes.

OVERHEAD POWER LINES

Generally electricity supplies above 33,000 volts are routed overhead, below this voltage they may be overhead or underground. Overhead lines are normally un-insulated and can be lethal if contact or near contact is made. Electric arcs may jump a considerable distance.

The Electricity Supply Regulations 1988 gives the minimum distances of conductors from ground level. Care shall be taken when dumping, tipping waste, regarding, or in unplanned storage areas etc., not to reduce these minimum clearance.

If work is required to be carried out near overhead power lines, the Area Electricity Board shall be consulted before work commences and a safe system of work devised and implemented.

PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst on site. Therefore, 110V systems, tools, temporary lighting and other equipment should be used at all times.

Where this is not practicable, Residual Current Devices shall be provided for use with 240v main supply.

Routine inspection and preventative maintenance are essential. Inspection results should be recorded.

All tools and equipment shall be inspected by a competent person for signs of damage or deterioration and removed from service if found to be unserviceable.

**LONG EATON
PLANT HIRE LTD**

Crompton Road Industrial Estate
Ilkeston
Derbyshire
DE7 4BG

0115 932 7121



**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

FIRE SAFETY

INTRODUCTION

Strict compliance with fire safety instructions is necessary to ensure the safety of all staff and visitors to the premises of Long Eaton Plant Hire Limited.

Senior management are responsible for ensuring that each member of staff is aware of these instructions and is also familiar with the procedures to be followed in the case of a fire or fire alarm

All staff should be briefed by a nominated and competent person on the Company's fire safety arrangements at least once a year. Such training should be recorded in writing and held on the premises. This training record will be signed by the employee, who should formally confirm their understanding of that training.

Long Eaton Plant Hire Limited will nominate a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible will be competent in fire safety and will arrange the necessary training by following the guidelines overleaf.



**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

DUTIES OF THE NOMINATED AND COMPETENT PERSON RESPONSIBLE FOR FIRE SAFETY

The person responsible for fire safety will:

- Maintain an up-to-date Register of Employees. This Register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation, for the purpose of ensuring that all staff are accounted for;
- Maintain a Visitors Book, in which the names and vehicle registration numbers of all visitors to the premises will be recorded. This Visitors Book will be taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for;
- Ensure employee training in Fire Safety;
- Maintain the Fire Safety Record Manual, detailing all relevant records regarding fire safety, and available for inspection by the local authority or Fire Service as required;
- Ensure that all fire alarm and associated equipment is tested regularly, with results being recorded in the Fire Safety Record Manual;
- Ensure that all fire fighting equipment is tested on a regular basis in accordance with the manufacturer's or supplier's guidelines;
- Ensure that a fire evacuation drill is carried out at least once every six months;
- Ensure that all automatic fire detection equipment is tested according to the manufacturers or supplier's guidelines;
- Ensure that all emergency lighting and emergency exit lights are tested according to the manufacturer's or supplier's current guidelines;
- Ensure that the local authority Fire Service is consulted for advice on all matters relating to changes in equipment or circumstances that might affect the validity of Fire Safety Records;
- Ensure that all hazardous substances or materials are recorded in the appropriate format, and that the information is readily available to the local Fire Service when needed or requested;
- Ensure that escape routes and doors are not obstructed; that Fire Exit doors are unlocked and available for use when the building is occupied; and that Fire doors are closed at all times and not wedged open.

>>>>

**LONG EATON
PLANT HIRE LTD**

Crompton Road Industrial Estate
Ilkeston
Derbyshire
DE7 4BG

0115 932 7121



**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

FIRE INSTRUCTION

Fire Instruction notices will be displayed in prominent positions, and will highlight the action to be taken by all staff in the event of a suspected fire situation occurring.

The Fire Instruction notice will contain the following details:

- Long Eaton Plant Hire Limited name and address;
- How to raise the alarm;
- How to call the Fire Service;
- How to act on hearing the alarm;
- Location of the assembly point.

Together with the following mandatory instructions:

- Raise the alarm if not already done;
- Evacuate the building (*and vicinity if necessary*);
- Ensure the relevant emergency services have been notified;
- Go to the pre-designated assembly point;
- Do not stop to collect personal belongings;
- Obey instructions from the Fire Safety Marshal and Fire service;
- Do not re-enter building until told it is safe to do so.

>>>>

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

FIRE TRAINING

All staff should receive instructions by a competent person on fire safety at the induction stage of their employment, and then at least once annually.

The training should include the following:

- Basic advice on fire prevention;
- Procedures in case of fire;
- Methods of raising the alarm;
- Location of fire alarm call points and alarm indicator panels;
- Action to be taken on hearing the alarm;
- Correct procedures in calling the Fire Service;
- Position and use of internal fire fighting equipment;
- Location of Fire exits and routes leading to them;
- The name of the designated Fire Safety Marshal;
- Evacuation procedures;
- Special arrangements for staff or visitors with disabilities;
- Arrangements for the assistance and guidance of visitors;
- Methods of isolating power supplies.

>>>>

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

FIRE PREVENTION - GOOD PRACTICE

Fire prevention depends upon the application of common sense based on good quality training and experience.

The following 'good practice' points should be included in fire safety training:

- Fire extinguishers, call points, fire detectors, and all other fire prevention equipment items must not be abused or misused;
- Fire Exits and escape routes should be well signed and available for use at all times when the building is occupied;
- Internal fire doors should be clearly labelled and fitted with closing devices;
- Adequate provision for the disposal of cigarette ends etc. should be provided;
- Waste materials should not be allowed to accumulate, and all waste disposal containers should be constructed of fire resistant material and fitted with lids;
- Portable heaters should be located well away from all any combustible materials and pedestrian routes, and their instructions for use strictly observed;
- Temporary fixtures and fittings used for special occasions should be located away from heat or flame sources, not attached to lights or heaters, or to any fire safety equipment provided for use in an emergency;
- Emergency signs and notices should not be obscured and fire exit routes should remain clear;
- Electrical apparatus should conform to British Standards and should only be installed by competent electrical contractor;

At the end of the day a check should be made of all rooms to ensure that:

- Fire doors are closed;
- Windows are closed;
- All potential seats of fire (*e.g. cigarette ends*) have been properly disposed of.

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

FIRST AID

FACILITIES AND EQUIPMENT

Long Eaton Plant Hire Limited will provide suitable and sufficient First Aid facilities and equipment as required by the relevant legislation.

FIRST AID PERSONNEL

The number of First Aid personnel ('Appointed Persons' and 'First Aiders') required in a workplace depends on the potential hazards identified therein.

APPOINTED PERSONS

An Appointed Person is an employee authorised by the employer to take charge if an injury or illness should occur. This person will act in the absence of a trained First Aider and have the responsibility of summoning help, calling for an ambulance, etc. Appointed Persons should be trained to such a level that they are competent in emergency situations.

FIRST AIDERS

A First Aider is a person who has undertaken training and obtained qualifications approved by the Health and Safety Executive. All First Aid certificates are valid for three years. It is important that qualified First Aiders undertake refresher training before their current certificate expires.

REGISTER OF FIRST AID PERSONNEL

A Register of First Aid Personnel will be maintained.

FIRST AID INFORMATION

Notices detailing the arrangements that have been made in connection with First Aid, including the location of First Aid facilities and personnel will be displayed.

FIRST AID RESOURCES

The First Aid box will be adequately stocked with resources that the First Aider has been trained to use, but it will not contain any form of medication. Notices are prominently displayed giving the location of the First Aid resources.

>>>>>

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

>>>>

As a general guide (there is no mandatory list) the First Aid Box will typically contain:

- A First Aid General Guidance card, or a First Aid at Work booklet;
- Approx twenty (20) individually-wrapped sterile adhesive dressings of assorted sizes;
- Approx two (2) Sterile Eye Pads, with holding attachments;
- Approx four (4) individually-wrapped sterile triangular bandages;
- A suitable number of safety pins;
- Approx six (6) *medium* individually-wrapped sterile wound dressing, unmedicated;
- Approx two (2) *large* individually-wrapped wound dressings, unmedicated;
- One (1) pair of disposable gloves.

Under *no* circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in First Aid Box.

These contents must be examined regularly and restocked when necessary
(including the replacement of items that have reached their expiry date).

PROCEDURES FOR STAFF WORKING ON SITES

The person responsible for any work by employees away from our own premises will ensure that there are adequate stocks of first aid resources and suitable facilities or, where necessary, will arrange for them to be shared with clients or other contractors. The Company's aim is to ensure that trained first aiders are available close to the work areas of employees, either by ensuring that sufficient employees are trained in accordance with the legislation, or by making appropriate arrangements with clients or contractors where necessary.

**HEALTH & SAFETY POLICY
WORKPLACE RULES AND PROCEDURES**

GENERAL REQUIREMENTS

MAINTENANCE OF EQUIPMENT AND FIXTURES

A maintenance record system will ensure the efficiency (*with regard to health, safety and welfare*) of our premises.

Any defect discovered should either be rectified without delay or access prevented until such times as it can be rectified.

Examples of equipment that would fall into this category include emergency lighting, fencing, stairs etc.

It may be necessary to appoint competent persons to ensure compliance with this duty.

VENTILATION

There is a requirement for offices to be well ventilated, with fresh or purified air. Opening windows, or ventilation systems, or both, will satisfy this duty.

Automated ventilation systems must be maintained to ensure they work efficiently and safely in relation to airborne pollutants etc.

INDOOR TEMPERATURE

A reasonable temperature (*normally 16 degrees Celsius at least*) will be provided during work hours in our offices. This temperature may be achieved by local heating, and a thermometer will be available to enable temperatures to be measured.

LIGHTING

As far as is reasonably practicable, our premises will benefit from natural lighting. However, lighting must be sufficient to enable staff to work, use facilities, and move around the building, without experiencing eyestrain.

If the lighting fails and employees are exposed to danger, then emergency lighting will be provided.

Wherever possible, workstations will be sited where they will benefit from natural light.

CLEANLINESS AND WASTE

All work areas must be kept clean; the standard of cleanliness required will be directly relevant to the use to which the workplace is put.

All floors and indoor traffic routes should be cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.

Interior walls, ceiling and work surfaces should be cleaned at regular intervals.

>>>>

HEALTH & SAFETY POLICY

>>>>

SPACE

All personnel shall have sufficient space to work safely.

WORKSTATIONS AND SEATING

Each workstation and chair shall be suitable for the job function and the person utilizing them. Workstations should be arranged so that each task can be carried out safely and comfortably and the worker should be able to work at a suitable height in relation to the work surface.

Those members of staff who use computer equipment on a regular basis will be asked to complete a VDU / workstation assessment form.

FLOORS

All floors shall be well maintained, and kept clear of obstructions at all times. Defects in the condition of floors should be barriered until repaired.

FALLS

All practical and reasonable steps will be taken to prevent anybody falling a distance that might cause him or her injury.

All practical and reasonable steps will be taken to prevent items falling onto any person in the work environment.

WINDOWS, TRANSPARENT OR GLASS DOORS, SKYLIGHTS

All windows shall be made of safety material or protected against breakage, and be appropriately marked when necessary to make them apparent.

Windows should have a safe means of opening and people should be prevented from falling out of a window by ensuring that the lowest edge of the window is at least 800mm from the floor or a barrier of that height is provided.

All windows will conform to the current British Standard, and be designed or constructed in such a way that they may be easily cleaned.

TRAFFIC ROUTES

Car parking outside our offices is organised to allow pedestrians and vehicular traffic to circulate safely.

DOORS AND GATES

There must always be a clear view on both sides of doors that are capable of opening from both directions; this should be made possible by viewing panels in the door.

Outdoor gates are of suitable construction and conform to British Standards.

>>>>

HEALTH & SAFETY POLICY

>>>>

DRINKING WATER

An adequate supply of drinking water is readily accessible and appropriately marked.

WASHING AND SANITARY FACILITIES

Our offices comply with the regulatory requirements with regard to the number of WCs provided in relation to the number of staff employed on the premises.

In the case of female WCs, suitable means is provided for the disposal of sanitary dressings.

In both male and female WCs, washing facilities are suitable and sufficient, with hot and cold running water, soap, and suitable drying facilities.

Washing and sanitary facilities are regularly checked to ensure standards of cleanliness and tidiness are maintained. All WCs are adequately ventilated and lit.

FACILITIES FOR OUTDOOR CLOTHING

A facility for the storage of outdoor and personal clothing whilst at work is provided. This facility should be clean and well ventilated to enable wet clothes to dry.

HEALTH & SAFETY POLICY

HEALTH HAZARDS

HEALTH HAZARDS

The following are hazards to health. Long Eaton Plant Hire Limited will do all that is reasonably practicable to ensure (*by the provision of adequate welfare facilities*) that these hazards do not cause a health problem.

TETANUS

When breaking new ground, construction workers are at risk from organisms infecting wounds. Workers are to be encouraged to arrange an appropriate course of immunisation with Tetanus Toxoid through their doctor.

LEPTOSPIROSIS (Weils Disease)

Work in any situation where there is likely to be contamination by rat urine, notably in rivers, sewers or in rat infested premises, present a particular risk of infection. Workers involved in this type of work should be aware of the symptoms and carry the leptospirosis information card, available from the company safety adviser.

AIDS / HEPATITIS (*from contact with sharps*)

Where work is carried out in high drug abuse areas, there is a risk of infection from discarded needles or razor blades. In such cases, site/service personnel are instructed not to touch them, leave the site or property and inform the Supervisor who will contact the local authority to arrange for removal.

A needle stick injury can be a distressing and traumatic event. In order to minimise such concerns, it is important that the following procedure is followed in such incidents. ***This procedure has been devised to help you and fellow employees:***

- Encourage bleeding from the puncture wound (***DO NOT UNDER ANY CIRCUMSTANCES SUCK THE WOUND***);
- Wash area thoroughly with soap and water;
- Cover with a waterproof dressing;
- Notify your manager/supervisor and complete a company accident report form;
- Refer to Hospital A & E unit;
- Do take needle/syringe to hospital if possible, (*however only take it if a safe carrying container is available. Also ensure that location of the sharp is reported if not being taken to hospital.*);
- Counselling (*both pre-test and post-test*) is available at the A & E unit. Do not, be afraid to ask.

>>>>

>>>>

HEALTH & SAFETY POLICY

VIBRATION WHITE FINGER

Persons working with vibrating tools should be aware of the risks from this condition, and all efforts will be made to reduce vibration exposure.

It is the responsibility of the Directors to ensure the correct type of work equipment is purchased or hired.

DERMATITIS

Dermatitis is caused when there is a reaction of the skin coming into contact with harmful or irritant substances. Prevention is simple; ensure that contact with the harmful substance is avoided by using alternative substances or protective clothing. Good hygiene practice and barrier creams are also an effective means of prevention.

NOISE (The Noise at Work Regulations 2005)

High levels of noise can cause hearing damage when the worker is subjected to it over the working day and a period of time.

The regulations lay down three action levels, all action levels are based on average noise levels to which the employee is exposed to over an 8-hour working day.

- First action level is an exposure of 85 dB(A)
- Second action level is an exposure of 90 dB(A)
- Peak action level of 200 Pascal's (137 dB)

Where noise levels are thought to be excessive, the Company will carry out an assessment to highlight where any excesses or breaches of the action levels are occurring, and to determine what actions need to be carried out in order to protect the employees and other persons.

LEAD

Lead can enter the body in many forms, dust fumes or vapours. **Exposure to:**

- Headache;
- Fatigue;
- Severe constipation;
- Abdominal pain;
- Anaemia;
- Weakness of extremities due to damage to the peripheral nerves (*wrist drop*);
- Possible brain damage at high concentrations;
- Lead line of the gums.

>>>>

>>>>

HEALTH & SAFETY POLICY

The level of exposure is the deciding factor. Wherever lead is encountered in the workplace, the Company will assess the possible exposure level and take the necessary precautions to protect its workers.

The lead in air standard is normally averaged over an eight-hour time weighted period.

The current lead in air standards are:

- Lead (*except tetraethyl lead*) 0.15mg/m³
- Tetraethyl lead 0.10mg/m³

Exposure should be considered significant where:

- Persons at work are exposed to levels of airborne lead which are liable to be in excess of half the lead in air standard;
- There is significant risk of ingesting lead;
- There is a risk of skin contact with concentrated lead alkyls.

The possibility of lead in the workplace and its risk will be assessed as part of the pre-construction phase of any project.

ASBESTOS

The Company recognises that work with Asbestos and certain materials containing Asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected.

A dangerous environment can be prevented if the correct precautions are carried out.

When being cut or shaped, Asbestos products and Asbestos cement products will give off considerable dust and it is in the air borne Asbestos fibres within the dust that present a health hazard.

The amount of air borne asbestos fibre is dependent on the type of material, its age, how it is handled and whether or not the work is undertaken inside or outside a building.

Many buildings more than ten year old may contain varying amounts and types of Asbestos, so it is important that during such work as refurbishment, that the following precautions will be taken.

- Before any work is carried out where Asbestos is present, Owners or managers of premises must have an asbestos survey undertaken and a record of the location and condition of the Asbestos recorded. This information must be made available to ensure employees and contractors are not exposed to Asbestos;
- The survey results should be in writing and held on the premises;
- All operatives who are to work near or in the vicinity of Asbestos or Asbestos based materials must follow laid down procedures.

If it is required that respirators are to be used, operatives will be trained to use and maintain them. Above all, they will be informed precisely why they are required.

>>>>

>>>>

HEALTH & SAFETY POLICY

ASBESTOS CEMENT

Concentrations of respirable Asbestos fibres will not be produced in excess if the following procedures are adhered to:

- Asbestos cement roof sheets and wall cladding will probably be the most common product found. The risk from falling through a sheet could be greater than the risk of Asbestosis from it;
- However, where the removal of Asbestos cement sheet is to take place a specialist Asbestos Removal Contractor will be used.

VACANT PROPERTIES / VOIDS

Before work is carried out in a vacant property a risk assessment should be carried out. Ask the client to appraise the property file to establish if any known hazards have been noted on the file on previous occasions.

Ensure that the correct personal protective equipment is worn before entering the premises. Before entering make a noise into the property, as the property may be occupied by either squatters or other persons having unauthorised access. Wait and listen for any sound of movement within the property before proceeding into the building.

Entry into the building should be made with extreme caution, to avoid sudden encounters with vagrants, trespassers, and vandals or persons under the influence of drink or drugs.

There is always a potential for contact with vermin in unoccupied premises; rats, fleas, lice and pigeons are the most likely source of injury and infection. Ensure that protective gloves, facemasks and overalls are worn in such circumstances and regularly cleaned.

Pigeons present a host of risks to health in particular bronchial infections:

WEAR YOUR FACE MASK

Rats urine can transmit 'Weils Disease' which can be fatal if untreated:

WEAR YOUR GLOVES

Minimise the risk of needle stick injury by wearing substantial footwear with ankle protection. Always be vigilant in vacant premises and when walking through overgrown vegetation.

HEALTH & SAFETY POLICY

HEALTH SURVEILLANCE

STATEMENT

Long Eaton Plant Hire Limited recognises that some staff are at risk of developing ill health given the nature of their work. This risk is very low as Long Eaton Plant Hire Limited implements all reasonable measures to prevent ill health.

However, in some work situations it is recognised that health surveillance plays an essential role in risk management through the early detection of symptoms. In other work situations it is difficult to assess the magnitude of remaining risk precisely, and so for this reason health surveillance is undertaken whenever there is a non-invasive and valid technique to detect the onset and progression of symptoms, and it satisfies ethical considerations.

In both situations the Company's aim is to protect the health of the employees.

ARRANGEMENTS

- Long Eaton Plant Hire Limited will organise suitable health surveillance for all members of staff;
- The management team will always be available for employees to discuss any concerns they hold;
- Spot checks will be carried out on a regular basis to check noise levels and dust levels. These will be carried out at different times of the day;
- An audit will be carried out on a quarterly basis to check noise and dust levels;
- All accidents and ill health will be thoroughly investigated by the management team and corrective action undertaken;
- Long Eaton Plant Hire Limited will inform Supervisors and Managers of possible symptoms attributable to work so that the risk assessment can be reviewed where applicable;
- All members of staff must report symptoms of possible work-related ill health immediately to the Company's management team.

HEALTH & SAFETY POLICY

LADDERS / WORKING AT HEIGHT

SAFE USE OF LADDERS

Work which cannot be comfortably reached from a ladder shall not be undertaken from a ladder. The risk involved calls for a better method (*mobile scaffold tower etc.*).

- Ladders are a means of access/egress; not a work platform;
- The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height;
- The top of the ladder shall be securely fixed to the structure, fixed so that it cannot slip. While lashings etc. are being secured the ladder shall be footed;
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met;
- Fitted with Non-slip feet, and based on a firm level surface, which is not slippery;
- Erected at a safe angle (1:4);
- Where it is not practicable to lash the ladder a person should foot the ladder until the user has returned to the bottom. However, Footing is not considered effective for ladders longer than 5m;
- Different grades of ladder are available. Make sure that the ladder in use is the correct strength for the work to be carried out;

Class 1	The heaviest duty ladder is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light (<i>e.g. domestic</i>) use.	BS 2037

- **Before** using a ladder, inspect the ladder to insure it is in good condition. Do **not** use a damage ladder (*cracked stiles and rungs*);
- The ladder shall be of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing;
- **Never** rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface;
- **Never** carry heavy items (*e.g. propane cylinders*) up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (*gin wheel etc.*).

STEPLADDERS

Stepladders and folding trestles shall not be used for any degree of side loading. The top platform shall **not** be used for work (*unless it is designed with special handholds*).

>>>>

HEALTH & SAFETY POLICY

>>>>

WORKING AT HEIGHT

The risks associated with working at height will be assessed taking the following factors into consideration:

- The time and duration of the work;
- The height at which work is to be undertaken;
- Hazards associated with falling objects and fragile materials;
- Local restrictions (*related to structures, overhead lines, etc.*);
- Choice of access equipment;
- Ground conditions, weather and other environmental considerations;
- Training and experience;
- Requirements for additional safety equipment;
- Other work being undertaken in the vicinity.

After access equipment choices have been substantiated, all those required to work at heights will be informed of their Health and Safety duties and requirements.

Where required, a specific Risk Assessment and Method Statement for the operations will be produced.

HEALTH & SAFETY POLICY

LONE WORKING PROCEDURE

Within Long Eaton Plant Hire Limited, there are a number of situations where it is possible that an employee may be called upon to work on their own. Employers have a duty under health and safety legislation to ensure that all their staff, including those working alone, are protected at all times. An employee working alone should never be at greater risk than any other employee at any other time.

Although instances may differ, the following guidelines are to be followed in the case of employees called upon to work alone.

Director's responsibilities:

- To assess tasks in any lone worker situations;
- To put in place safe working practices and arrangements with a view to eliminating or minimising any risk;
- To ensure that staff working alone are aware of what to do in the event of an accident or emergency;
- To ensure that appropriate first aid resources are available to any lone workers.

Lone Workers' responsibilities:

- To ensure that whilst working alone, their whereabouts and the work they are doing is known to others;
- To ensure that the guidelines for working alone are followed.

Assessing the Risk

Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment. ***The following should issues should therefore be considered:***

- Is the work a one-person job?
- Is the location of the work remote, or isolated?
- Is there any problem with communication?
- Is there any security risk, or the possibility of violence towards the lone worker?
- Are Emergency exit routes still available (*remember that some may be locked out-of-hours for security reasons*)?

Limitations

No member of staff will be required to work alone on behalf of Long Eaton Plant Hire Limited ***in circumstances where:***

- His or her location is unknown;
- He or she does not feel confident in carrying out lone work;
- He or she has no means of summoning assistance or indicating their location in an emergency (*including being taken ill*);
- He or she has received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

>>>>

HEALTH & SAFETY POLICY

>>>>

Emergency Services Contact

In an emergency, always dial **999**

Otherwise:

Derbyshire Police **0845 123 33 33**

Derbyshire Fire **01332 771 221**

NHS Direct **0845 46 47**

When working away from our Long Eaton premises, and beyond the Derbyshire area, the corresponding information for that region should be made available to the lone worker.

Long Eaton Plant Hire Limited Staff Contact

Any employee likely to be in a lone working situation should ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (*e.g. stored in the employees mobile phone memory*).

HEALTH & SAFETY POLICY

MANUAL HANDLING

More than a quarter of all reportable accidents annually are associated with manual handling. Although fatalities accidents are rare, a vast majority of reported accidents result 'over three day' injuries.

There are three fundamental principles:

- As far as is reasonable practicable, hazardous manual handling activities should be avoided;
- If unavoidable, then an risk assessment of the hazardous manual handling activity must be undertaken;
- Following the assessment, the risk of injury should be reduced to as low as is reasonably practicable.

SAFETY CHECKLIST MANUAL HANDLING AND LIFTING

Preparation

- What is being lifted?
- Where to and how far?
- How many people will be needed to move the load safely?
- Are they all trained in kinetic lifting and handling?
- What methods and equipment will be required?
- Is the required equipment available?
- Would mechanical means be more practical or appropriate?
- Is the lifting and handling area clear of hazards?
- Is the operation part of a routine? If so, could it be more effectively planned and executed?

Lifting and handling

- Is the proper clothing in use?
- Are proper (*kinetic*) lifting methods being employed?
- Is co-ordination satisfactory in dual and team lifting?
- Is the necessary equipment in use or to hand?
- Are excessively heavy weights being lifted?
- Are loads being deposited or stacked safely and securely?
- Is adequate supervision employed where necessary?

After lifting and handling

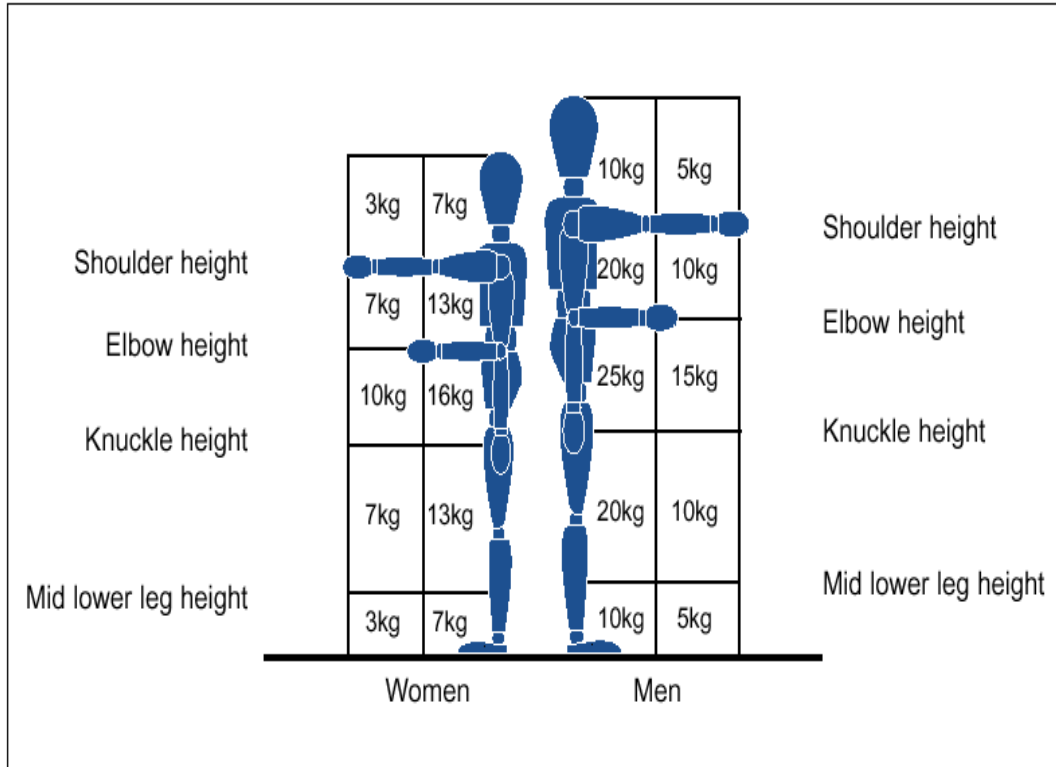
- Are any incidents or accidents reported and recorded?
- Where injuries have been sustained, has medical attention been sought?
- Is the damage or loss of equipment etc. recorded?

>>>>

HEALTH & SAFETY POLICY

>>>>

GUIDELINE WEIGHTS FOR MANUAL HANDLING OPERATIONS



Each box in the diagram above shows guideline weights for lifting and lowering.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

>>>>

HEALTH & SAFETY POLICY

>>>>

EMPLOYERS DUTY

- Record and review assessments;
- Avoid the need for employees to undertake unnecessary manual handling activities that involve risks;
- Provide all employees with information and guidance with regard to correct handling and lifting techniques;
- Provide appropriate training and suitable personal protective equipment;
- If a task has to be undertaken in the knowledge of the risk, then the employer must inform the employee of the weight of the load and the centre of gravity (*if not central*).

EMPLOYEES DUTY

- To follow and comply with any system developed to ensure safe manual handling techniques;
- To use any personal protective equipment provided;
- To practice safe work habits;
- Report any hazard or defect.

EMERGENCIES

Well-intentioned improvisation in an emergency, for example to rescue a casualty, does not amount to a breach of these Regulations.

HEALTH & SAFETY POLICY

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Regulations regarding Personal Protective Equipment (PPE) deal with clothing and equipment designed to protect employees from external influence (*but does not include equipment or clothing required by other legislation such as COSHH or Food Hygiene*).

Long Eaton Plant Hire Limited will provide Personal Protective Equipment (PPE) to employees if they are exposed to any risks that cannot be controlled by other means.

The equipment provided should be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it, and does not induce any unnecessary stress when in use.

PPE will be provided free of charge if an assessment has indicated that PPE is required to be worn, as well as suitable training in how and when to use it.

ASSESSMENT

Assessment of the need for PPE should address the following points:

- What PPE is required?
- Is the PPE compatible with other equipment that has to be worn?
- Does the PPE create any additional risks itself?

MAINTENANCE AND REPLACEMENT OF PPE

The employee should ensure that his or her PPE is kept in good repair and is cleaned and/or replaced as and when appropriate. PPE should be checked before it is put on, and should not be worn if it is found to be defective or dirty.

HEALTH & SAFETY POLICY

PLANT AND MACHINERY

INSPECTION OF PLANT AND EQUIPMENT

Before you use any plant or equipment it is vital that it is inspected and that any faults found are reported. Operators of plant should have access to the machine's Manual / Handbook for information on how to maintain the vehicle.

Inspections should cover the following:

- The condition of the plant must be satisfactory (*doors, guards, windows, mirrors*);
- Wheels and tyres must be inspected to ensure that they are not damaged and that tyres are inflated to the correct pressure;
- Any electrical equipment must be in working order (*e.g. lights, indicators, wipers, horns, reversing warning bleeper, etc.*);
- Brakes must be in good working order. The hand brake must work and can be tested by trying to pull away or on an incline. Should brakes fail in any way the machine must be taken out of service until repaired;
- Hydraulics must be tested to ensure that they are working correctly. Check for oil leaks by inspection of the system and pipes. If there is any damage or fault, the machine must be taken out of service.

WORKING WITH MOBILE PLANT

- Never attempt to operate mobile plant, a crane, excavator, dragline, forklift or other type of lifting machine unless you are qualified and authorised to do so;
- Walk around the machine before starting it, to check for defects and obstructions;
- Defects must be reported;
- Know the safe working load of the machine, and the weight of any load you are required to lift. Try the load by lifting it slightly and halting, to see if the machine can take the load. Never leave the cab whilst a load is suspended;
- Ensure the operating manual for the machine is available;
- Never stand under a load whilst it is suspended;
- Check for potential hazards, such as overhead cables, other site workers;
- Wear seat belts if fitted;
- Never carry passengers in the cab, unless seating is provided. Never allow any unauthorised persons to ride in or on the machine;
- Keep to public road and site speed limits;
- Never leave the machine unattended with its ignition key;
- Never travel with raised booms, blades or bodies;
- On completion of the day's duties, park the machine on firm level ground. Remove the ignition key, lock the cab, windows and any covers.

>>>>

>>>>

HEALTH & SAFETY POLICY

TOWING AND HANDLING MOBILE PLANT AND EQUIPMENT

- Check plant at time of delivery; do not accept unsuitable or defective plant;
- When towing, always use a properly constructed towing hitch, which should be securely and permanently attached to the towing vehicle;
- When attaching plant to a tow hitch ensure that the tow ball and pin are fully connected and engaged;
- A jockey wheel, if fitted, must not be raised until the plant is securely attached and must be lowered again before removing plant from the tow hitch;
- The towing vehicle must be hand-braked before the plant is lifted on to the tow hitch;
- Care should be taken when locating equipment on the tow hitch not to trap fingers between the plant and tow hitch. Always wear gloves;
- Where mobile plant is fitted with stabilisers, these should be part-lowered before removing the plant from the tow hitch in order to prevent the towing frame from rising too quickly on detachment;
- Responsibility for the safe towing of plant is with the driver of the towing vehicle, who must ensure that a safe system of towing is properly implemented and followed;
- Winches should be used if possible to draw the equipment up vehicle ramps. Mobile plant should be tied down and the wheels chocked before moving off;
- When using lorry loaders, always extend the outriggers prior to loading or unloading operations and also do not exceed the safe working load of the loader or lifting gear;
- Do not use lorry loaders for any other purpose than to place equipment on or off the bed of the lorry.

WORKING WITH MACHINERY

- Gears, chain drives, v-belt drives, fans and even perfectly smooth revolving shafts and spindles, (*such as those for starting handles*) are dangerous;
- Guards are fitted to plant and machinery to prevent contact with moving parts. You must always ensure that these guards are properly in place and secured before starting up plant and machinery;
- Never remove or adjust guards whilst the machinery is in motion;
- Do not interfere with any switches or safety precaution devices;
- On machinery fitted with interlocks, make sure that the interlocks work correctly. Any defects must be reported immediately;
- When using a starting handle, always use gloves, and keep your fingers and thumb on the same side of the handle;
- Operating unguarded or badly guarded plant and machinery could result in serious injury or even death, so use the guards properly.

PORTABLE APPLIANCE TESTING

HEALTH & SAFETY POLICY

PROCEDURES FOR THE INSPECTION AND TESTING OF PORTABLE ELECTRICAL EQUIPMENT

Records of all portable electrical appliance testing will be kept on the premises, and will at all times be available for inspection when required.

Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

INSPECTION

In most cases, inspection is a simple visual technique that does not need to be carried out by a trained electrical expert.

Before using any item of electrical equipment, the operator should carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug. At the first sign of damage or excessive wear, the equipment should be clearly marked as defective and withdrawn from use. The item should be repaired and tested by a competent electrician before being used again.

TESTING

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests.

Individuals who carry out the testing should possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

Testing involves removing covers of plugs to ensure wiring is connected correctly and may involve accessing electrical terminals within the equipment. It may also include checking fuses, polarity and termination of cables to ensure that the equipment is suitable for use within its intended working environment.

COMBINED INSPECTION AND TESTING

A combination of inspection and testing should be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty or damaged.

FREQUENCY OF EQUIPMENT TESTING

The suggested frequency of testing is annually, with more frequent checks for higher-risk equipment, and visual checks on an ongoing weekly minimum basis.

PROTECTION OF THE PUBLIC

HEALTH & SAFETY POLICY

PROTECTION OF THE PUBLIC

To protect the public, when required, a fence will be provided to enclose the site. The fence will be at least 2m high and difficult to climb. **Where this is not possible, special precautions, particularly in the case of children, need to be considered to:**

- Protect them from the dangers of excavations, including shallow excavations filled with water, holes or openings and badly stacked materials;
- Prevent them tampering with vehicles and plant, electricity supplies, gas cylinders and hazardous chemicals;
- Prevent access to higher levels, by removing all access ladders to scaffolding.

The security of neighbouring property should also be considered. Care should be taken not to leave scaffolding and ladders or any conditions, which facilitate access to neighbouring property.

Long Eaton Plant Hire Limited will follow a "good housekeeping" policy at all times. This will include, but not necessarily be limited to, **the following requirements:**

- Rubbish will be removed at frequent intervals and the site kept clean and tidy (*The Duty Of Care under The Environmental Protection Act 1990 requires that all reasonable steps be taken to look after any waste and prevent its illegal disposal by others*);
- Toilet facilities will be kept clean;
- Food waste will be removed frequently.

RECORDING ACCIDENTS

HEALTH & SAFETY POLICY

PROCEDURE FOR RECORDING ACCIDENTS

All accidents/incidents, no matter how small, need to be recorded. ***It is important that the following procedure is followed:***

- ***Seek*** medical attention from a First Aider or appointed person;
- ***Ensure*** the details are recorded in the accident book;
- All accidents and incidents should be recorded by the First Aider or appointed person.

The records should include:

- the name of the casualty;
 - the date and time of the accident or incident;
 - the circumstances of the accident or incident;
 - the details of any injuries sustained;
 - the details of any treatment given.
- Records will be kept secure, *(in a suitable location for ease of inspection)*.
-

R.I.D.D.O.R

HEALTH & SAFETY POLICY

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

Long Eaton Plant Hire Limited has a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (R.I.D.D.O.R.) requires certain accidents and incidents at work to be reported, **either immediately or within ten days (10)**, to the relevant enforcing authority.

If an accident or dangerous occurrence does occur, the following procedure must be followed:

- **Ensure** that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate;
- **Ensure** that an investigation is undertaken to prevent the accident recurring;
- **Ensure** the incident is reported to the correct authority as required.

Long Eaton Plant Hire Limited is responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation.

Details of all reportable accidents and injuries must be kept for at least three years and must record the following:

- Date and time of the accident or dangerous occurrence;
- Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered;
- Where the accident/dangerous occurrence happened;
- Description of the circumstances surrounding the accident or occurrence.

HOW TO REPORT

To report an incident to the HSE you need to complete the appropriate online report form on the HSE website. The form will then be submitted directly to the RIDDOR database and a copy will be sent to the persons who reported it via email.

All incidents can be reported online, however a telephone service remains for **reporting fatal and major injuries only** - call the Incident Contact Centre on 0845 300 9923 (*opening hours Monday to Friday 8.30 am to 5 pm*).

>>>>

>>>>

HEALTH & SAFETY POLICY

REPORTABLE ACCIDENTS AND OCCURRENCES

Determining whether a particular incident or accident should be reported can be confusing.

The following must be reported:

- Deaths;
- Reportable major injuries;
- Accidents resulting in **over seven (7) day** injury to an employee;
- Reportable diseases;
- Reportable dangerous occurrences;
- Gas incidents.

DEATH OR MAJOR INJURY

If there is an accident connected with work and:

- an employee, or a self-employed person working on our premises is killed or suffers a major injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital;

the HSE Incident Contact Centre must be informed without delay. You can either telephone or complete the appropriate form on this website.

REPORTABLE MAJOR INJURIES ARE:

- bone fractures (*except fingers, thumbs or toes*);
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (*temporary or permanent*);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- electric shock or electrical burn leading to unconsciousness or requiring resuscitation or hospitalisation for **more than twenty-four (24) hours**;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring hospitalisation for **more than twenty-four (24) 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, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

>>>>

>>>>

HEALTH & SAFETY POLICY

OVER SEVEN DAY INJURY

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (*not counting the day of the accident but including weekends and rest days*). **The report must be made within fifteen (15) days of the accident.**

Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work.

You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days.**

REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported.

Reportable diseases include:

- certain poisonings;
- some skin diseases;
- lung diseases, including occupational asthma, pneumoconiosis, asbestosis;
- infections such as hepatitis; tuberculosis; legionellosis and tetanus;
- other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

REPORTABLE DANGEROUS OCCURRENCES

If something happens which, although it may not have resulted in a reportable injury, it clearly could have done, it may be a dangerous occurrence, which must be reported to the HSE Incident Contact Centre immediately.

Reportable dangerous occurrences include:

- Explosion, collapse or bursting of any closed vessel or associated pipe work;
- Electrical short circuit or overload causing fire or explosion;
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health;
- Collapse or partial collapse of a scaffold over five (5) metres high;
- Unintended collapse of any building or structure under construction;
- Explosion or fire causing suspension of normal work for over 24 hours.

REGISTER OF REPORTABLE INCIDENTS

A Record of all Reportable Incidents will be maintained.

RISK ASSESSMENTS

HEALTH & SAFETY POLICY

GENERAL PRINCIPLES

Where five or more persons are employed, health and safety legislation requires written risk assessments of hazards and risks to be undertaken, and the findings to be brought to the attention of those who might be affected by the associated hazard or risk.

Assessments are to be undertaken by a trained and competent person, being "*a person having the necessary training, qualifications, and relevant practical experience concerning the task being assessed*".

Completed assessments should be made available to all employees. They should also be incorporated into all health and safety training programmes.

Risk Assessments must be periodically monitored, to ensure their continued relevance and suitability.

FIVE STEPS TO RISK ASSESSMENTS

There is no such thing as a risk-free workplace but you can minimise threats to health and safety through risk assessment.

The following five steps are the key:

- | | | |
|-----------------------|---------------|---|
| <u>Step 1:</u> | WHAT? | Identify the hazards, then..... |
| <u>Step 2:</u> | WHO? | Decide who is at risk, then..... |
| <u>Step 3:</u> | HOW? | Evaluate precautions that are in place, or need to be put in place, then..... |
| <u>Step 4:</u> | RECORD | Keep a record of your assessment, then..... |
| <u>Step 5:</u> | REVIEW | Make sure your assessment is reviewed regularly. |

>>>>

>>>>

HEALTH & SAFETY POLICY

Five Steps to Risk Assessments (*continued*)

Step 1: WHAT?

Hazards, which could cause harm to your work colleagues or other persons. **Key hazards include:**

- Slipping or tripping hazards, e.g. uneven or wet floors, cabling;
- Fire risks;
- Chemicals, fumes, dust;
- Machinery, portable appliances;
- Working at height, e.g. from mezzanine floors, scaffolding.
- Vehicles, forklift trucks;
- Electricity;
- Manual handling, lifting, carrying;
- Noise pollution;
- Poor lighting;
- Low (*or high*) temperature.

Step 2: WHO?

Consider who are the people, or groups of people, that might be affected by the hazard, **for instance:**

- Office staff;
- Maintenance staff and operatives;
- Contractors and Cleaners;
- Visitors or members of the public.

Remember to consider those people or groups that might be more vulnerable, and therefore at greater risk, such as disabled persons, young persons, visitors, inexperienced staff, lone workers.

Step 3: HOW?

How can you eliminate, reduce or minimise the risk?

- By complying with recognised industry quality standards?
- By removing the source of the hazard completely?
- By introducing and maintaining good housekeeping?
- Accepting the risk, but reducing it as far as possible?

Have you ensured that you

- have provided adequate information?
- have arranged sufficient relevant training?
- have effective systems or procedures?
- have clear organisational responsibilities?

>>>>

>>>>

HEALTH & SAFETY POLICY

Five Steps to Risk Assessments (*continued*)

Step 4: RECORD

Keep a record of your assessment

- Record when the assessment was done;
- Record what risks were identified;
- Indicate what precautions are in place;
- Indicate what additional precautions are needed;
- Create an Action Plan, together with a timescale or schedule, to work to;
- Keep the Record of Assessment easily to hand, so that it can be amended as changes occur.

Step 5: REVIEW

Ensure effective monitoring

- Remove complacency;
 - Regularly review and update your hazard precautions;
 - Identify those areas that remain a problem, and take steps to amend and improve;
 - Be aware of changes in the workplace that may reduce the effectiveness of your assessment (*e.g. new machinery, change of use of a room, etc.*);
 - Be prepared to adjust and reappraise.
-

SAFETY TRAINING

HEALTH & SAFETY POLICY

TRAINING

Safety training is cost effective and is proven to reduce accidents at work. Long Eaton Plant Hire Limited has a duty to provide information, instruction, and training to all employees to ensure their health, safety and welfare whilst they are at work.

Training will be provided:

- As part of the induction programme when first commencing employment with Long Eaton Plant Hire Limited;
- When transferred to a different function or task, or when promoted;
- When the equipment being used, or the system of work, has changed.

All levels of employees will receive training; including directors, management, and supervisors.

All training requirements will be monitored, and reviewed on a regular basis to take into account any new or changed risks.

In usual circumstances, training will be conducted during working hours.

EMPLOYERS DUTY

It is the policy of Long Eaton Plant Hire Limited to ensure all employees are suitably trained to implement and comply with its general Health and Safety policy, as well as being trained to undertake specific tasks in relation to their job function, regardless of the location where they work is being undertaken.

EMPLOYEES DUTY

All employees have a legal responsibility to take reasonable care of themselves, and others who may be affected by their acts or omissions. Employees must cooperate in relation to training programmes, and will be expected to attend any training courses that are provided.

HEALTH & SAFETY POLICY

SIGNS AND NOTICES

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises. Those signs that convey a safety message must do so pictorially as well as in writing, to ensure that the information can be understood by all those within the premises.

NOTICES AND CERTIFICATES DISPLAYED

Certificate	Location
Employers Liability Insurance	Reception

Notice	Location
Health And Safety Law Information Poster	Reception
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notices	Prominent
Health and Safety Statement of Intent	<i>Integral to</i> Long Eaton Plant Hire Limited Health & Safety Policy Document and also displayed separately.

HEALTH & SAFETY POLICY

VEHICLES AND DRIVING

AUTHORISED DRIVERS AND USE

Our vehicles must only be driven by those authorised to do so. Unauthorised drivers are not insured and commit a criminal offence.

Permission must be obtained before our vehicle is used for social, domestic or pleasure purposes.

Our vehicles must not, under any circumstances, be used for any business purpose other than the business of Long Eaton Plant Hire Limited. Using our vehicles for carrying passengers for hire or reward, or for sporting or racing purposes, is strictly forbidden.

Our vehicles must not be taken out of the United Kingdom without the prior written permission from a manager or supervisor.

Whenever you drive our vehicles, you must be physically and mentally capable of doing so in a safe and secure manner. If you are too tired, physically or mentally, or suffering from sickness or illness, you must not drive the vehicle, but should notify your manager or supervisor immediately.

DRIVING LICENCES

You must possess a full and valid Driving Licence before we will authorise you to drive our vehicles. Employees must produce their Driving Licence for inspection upon demand, as and when required.

CHANGES TO YOUR DRIVING LICENCE, ENDORSEMENTS AND DISQUALIFICATION

You must inform us without delay of any changes to the particulars of your Driving Licence, including endorsements.

If you become disqualified from driving, your authorisation to drive company vehicles is immediately and automatically revoked. We cannot guarantee to find alternative employment for a disqualified driver and, if the disqualification renders you incapable of doing your job, this could result in your dismissal, or discharge from your employment.

MOTORING OFFENCES, FIXED PENALTIES, AND PARKING FINES

Drivers of our vehicles are personally responsible for any fines or penalties incurred as the result of motoring offences, including fixed penalties and parking or speeding fines. We are required by law to disclose details of a presumed driver if requested by the relevant authorities.

RULES OF THE ROAD

As an authorised driver, you are required to comply with all current road traffic legislation. We expect you to convey a high standard of driving etiquette, and to be courteous to other road users at all times.

Seat belts (*both front and, when occupied, rear*) are required by law to be worn at all times where provided, Long Eaton Plant Hire Limited accepts no responsibility for fines imposed for breach of this legislation.

>>>>

HEALTH & SAFETY POLICY

>>>>

VEHICLE CARE

As an authorised driver, you are expected to assist in the care and upkeep of any vehicle allocated to you. We expect you to help in keeping our vehicles clean and tidy, and to enhance our business image both in the appearance of our vehicles and also in your driving standards. You must ensure that your vehicle is kept legal, safe, and secure. All faults or suspected faults must be reported immediately, and you should help in ensuring that all service schedules are met.

As an authorised driver you agree that we may seek recompense for any damage incurred to a company vehicle as a result of your own negligence or lack of care. This may be the cost of repair at your own expense, or the repayment of any excess charge in relation to an insurance claim.

We reserve the right to conduct random checks to ensure compliance with our vehicle care policies, and to repossess a vehicle in the case of non-compliance.

MOBILE PHONES

Phones in vehicles have many benefits. They provide security and help in an emergency. However, they are distracting if used when driving, and this greatly increases the risk of an accident. ***To drive safely you must concentrate on the road.***

It is against the law to drive whilst using a hand-held mobile phone, whether speaking, dialling, texting, or accessing other services such as the internet.

An offence is committed if the phone is being 'held' whilst in use. 'Cradling' a phone, for instance between ear and shoulder, is considered as being 'held'. Penalty upon conviction can range from a fixed penalty, or up to £1000 on conviction at court (*more for drivers of vans, goods vehicles, buses and coaches*). Drive carelessly or dangerously while using a phone, and the penalties increase to include disqualification, a larger fine, and up to two years in prison.

Employees must adhere to the following policy in relation to the use of mobile phones whilst driving:

- A driver should avoid making or accepting calls or text services whilst driving;
- If another employee is in the vehicle, he or she should make or accept any calls;
- If the driver is the sole occupant of the vehicle, he or she should find a safe place to stop the vehicle before making, accepting or returning calls;
- If it is essential for drivers to make or accept calls whilst driving, then a hands-free system must be used. Even when a hands-free system is available, drivers should not make or accept calls unless it is legal and safe to do so;
- Whenever possible, allow calls to go to a voicemail or messaging service, and return the calls on occasions when you are not driving;
- 'Not driving' means out of traffic and engine off. Your vehicle may be stationary, e.g. in a traffic hold-up or at traffic lights, but this still amounts to 'driving'.

>>>>

HEALTH & SAFETY POLICY

>>>>

OTHER DISTRACTIONS

Do not forget the advice in the Highway Code regarding other distractions that might affect your concentration when driving. **To drive safely, avoid:**

- Loud music that could mask other sounds, inserting CDs etc. or tuning the radio;
- Trying to read a map, adjust satellite navigation, or follow written instructions;
- Eating or drinking whilst driving.

PROPERTY IN VEHICLES

Please ensure that no property is left unattended or on view in our vehicles. All removable items should be either locked away out of view or, ideally, taken with you when you leave the vehicle. Always ensure the vehicle is secure overnight, and is not left unattended in potentially vulnerable locations.

We cannot be held responsible for personal belongings left in our vehicles.

INSURANCE

Whilst we appreciate that accidents and /or incidents may happen, in some circumstances we may require you to repay, through deduction of wages, any costs incurred by Long Eaton Plant Hire Limited.

Where you are held responsible for any accident, incident or damage you may be liable for the cost of any damage and insurance excess.

ACCIDENTS / INCIDENTS

If you are unfortunately involved in an accident or incident whilst driving on business, you should **not under any circumstances** express any opinion (*one way or the other*) on the degree of responsibility or the cause. Exchange particulars and nothing more.

If you are asked to give a statement to the police, remember that you may want to be legally represented before you give any statement. You are not obliged to make any comment.

It is a condition of our insurance policy that the insurers are notified of all accidents/incidents, even if apparently of no consequence. You must therefore act quickly and provide us with a written report **within twenty-four (24) hours**.

Whenever possible the following points should appear on the report:

- Names and addresses of the third party driver and details of their insurers;
- Names and addresses of anyone else involved in the accident/incident;
- Names and addresses of all passengers in both your vehicle and any third party's vehicle;
- Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time;
- Particulars of the attending emergency services.

>>>>

HEALTH & SAFETY POLICY

>>>>

RECALL OF VEHICLES

The allocation of company vehicles remains under the control of Long Eaton Plant Hire Limited at all times, and we reserve the right to recall or reallocate company vehicles for any reason, at any time.

USING YOUR OWN VEHICLE FOR BUSINESS PURPOSES

If you use your own vehicle for our business purposes, you may be entitled to a vehicle allowance. The relevant allowances and mileage rates vary from time to time. If you are using your own vehicle, it must be suitable for our business use, and you personally must ensure that valid insurance cover is in place. Our requirements regarding driving standards, cleanliness, and rules of the road are the same as those for our company vehicle users.
