MIDDLEBURY COLLEGE - CMRS
OXFORD HUMANITIES PROGRAM

HEALTH AND SAFETY POLICY

St. Michael’s Hall
Shoe Lane
Oxford
OX1 2DP

Tel: 01865 241071
## Health and Safety Policy Review

<table>
<thead>
<tr>
<th>Last Review Date</th>
<th>Subject Reviewed</th>
<th>Revision Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/08</td>
<td>Safety Policy compiled Sections 1.1-1.6, 2.1-2.10 and 3.1-3.20</td>
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<tr>
<td>10/09/08</td>
<td>Whole of policy reviewed, sections 1.4, 2.4, 2.5, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, 3.16, 3.17, 3.18, 3.19 and 3.20 amended</td>
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<tr>
<td>10/09/08</td>
<td>Sections 1.7 and 1.8 added</td>
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<tr>
<td>9/03/2010</td>
<td>Whole Policy reviewed</td>
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<td>Section 1.3 reviewed</td>
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<td>17/05/2011</td>
<td>Whole Policy Review.</td>
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</tr>
<tr>
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<td>Rev 01</td>
</tr>
<tr>
<td>01/07/2014</td>
<td>Sections 1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 1.8, 1.10, 2.1, 2.4, 2.6, 2.7, 2.9, 2.10, 3.3, 3.4, 3.5, 3.6, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, 3.17, 3.18 and 3.19 amended.</td>
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<td>04/08/2014</td>
<td>Sections 1.3, 1.4, 1.7, 1.8, 1.9, 1.10, 2.3, 2.4, 2.8 and 3.7 amended.</td>
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<td>17/11/2014</td>
<td>Company name changed on every section. Section 1.8 amended. Section 3.19 updated.</td>
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</tr>
<tr>
<td>09/11/2015</td>
<td>Whole Policy review. Sections 1.6, 2.9a, 3.3, 3.3a, 3.4 and 3.9 updated.</td>
<td>Rev 02</td>
</tr>
</tbody>
</table>
MAIN INDEX TO CONTENTS

SECTION 1: POLICY STATEMENT

<table>
<thead>
<tr>
<th>SECTION NO'S</th>
<th>SECTION TITLES</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Introduction</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.2</td>
<td>Policy Statement</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.3</td>
<td>Equality Statement</td>
<td>1 - 2</td>
</tr>
<tr>
<td>1.4</td>
<td>Smoking</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.5</td>
<td>Communication and Consultation Statement</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.6</td>
<td>Working Time Statement</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.7</td>
<td>Portable Heaters Policy</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.8</td>
<td>Harassment Policy</td>
<td>1 - 4</td>
</tr>
<tr>
<td>1.9</td>
<td>Accessibility Policy</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.10</td>
<td>Anti-Bribery and Corruption Statement</td>
<td>1 - 2</td>
</tr>
</tbody>
</table>

SECTION 2: ORGANISATION - RESPONSIBILITIES

| 2.1          | Organisation Chart                                | 1 - 2 |
| 2.2          | The Board of Directors                             | 1 - 1 |
| 2.3          | Principal                                          | 1 - 2 |
| 2.4          | Administrator                                      | 1 - 1 |
| 2.4a         | Administrator                                      | 1 - 2 |
| 2.5          | Duty Junior Dean                                   | 1 - 1 |
| 2.6          | Academic Staff                                     | 1 - 2 |
| 2.7          | First Aiders/Appointed Persons                     | 1 - 1 |
| 2.8          | Fire Marshals                                      | 1 - 2 |
| 2.9          | Contractors/Visitors                               | 1 - 1 |
| 2.9a         | Sub-Contractors Questionnaire                       | 1 - 2 |
| 2.10         | Safety Advisors                                    | 1 - 1 |
### SECTION 3: ARRANGEMENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Welfare/Accommodation Facilities</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.2</td>
<td>Risk Assessments</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.2a</td>
<td>Risk Assessments</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.3</td>
<td>Accident and Incident Report</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.3a</td>
<td>RIDDOR Procedures</td>
<td>1 - 1</td>
</tr>
<tr>
<td>3.4</td>
<td>Emergency Procedures</td>
<td>1 - 3</td>
</tr>
<tr>
<td></td>
<td>Fire Procedures</td>
<td>3 - 11</td>
</tr>
<tr>
<td></td>
<td>Log Book</td>
<td>12 - 27</td>
</tr>
<tr>
<td>3.5</td>
<td>Personal Protective Clothing and Equipment</td>
<td>1 - 4</td>
</tr>
<tr>
<td></td>
<td>Issue Certificates</td>
<td>5 - 11</td>
</tr>
<tr>
<td>3.6</td>
<td>Manual Handling</td>
<td>1 - 5</td>
</tr>
<tr>
<td></td>
<td>Manual Handling Assessments</td>
<td>6 - 8</td>
</tr>
<tr>
<td>3.7</td>
<td>Hazardous Substances</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.8</td>
<td>Young Persons</td>
<td>1 - 5</td>
</tr>
<tr>
<td>3.9</td>
<td>Display Screens</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.10</td>
<td>Safety Training</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.10a</td>
<td>Inductions</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.10b</td>
<td>Training Record</td>
<td>1 - 1</td>
</tr>
<tr>
<td>3.11</td>
<td>New Equipment</td>
<td>1 - 2</td>
</tr>
<tr>
<td>3.12</td>
<td>Permit to Work</td>
<td>1 - 11</td>
</tr>
<tr>
<td>3.13</td>
<td>Sharps</td>
<td>1 - 1</td>
</tr>
<tr>
<td>3.14</td>
<td>Drugs and Alcohol</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.15</td>
<td>Working at Height</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.16</td>
<td>Office Safety</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.17</td>
<td>Electrical</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.18</td>
<td>Noise Control</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.19</td>
<td>Vibration</td>
<td>1 - 10</td>
</tr>
<tr>
<td>3.20</td>
<td>Portable Appliance Testing</td>
<td>1 - 1</td>
</tr>
</tbody>
</table>
MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

SECTION ONE

POLICY STATEMENT
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<table>
<thead>
<tr>
<th>SECTION NO’S</th>
<th>SECTION TITLES</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Introduction</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.2</td>
<td>Policy Statement</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.3</td>
<td>Equality Statement</td>
<td>1 - 2</td>
</tr>
<tr>
<td>1.4</td>
<td>Smoking</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.5</td>
<td>Communication and Consultation Statement</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.6</td>
<td>Working Time Statement</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.7</td>
<td>Portable Heaters Policy</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.8</td>
<td>Harassment Policy</td>
<td>1 - 4</td>
</tr>
<tr>
<td>1.9</td>
<td>Accessibility Policy</td>
<td>1 - 1</td>
</tr>
<tr>
<td>1.10</td>
<td>Anti-Bribery and Corruption Statement</td>
<td>1 - 2</td>
</tr>
</tbody>
</table>
SECTION 1

1.1 INTRODUCTION

The policy of this Company is to provide and maintain plant and systems of work, that are so far as reasonably practical, safe and without risk. The Company will produce arrangements, for ensuring the absence of risk to health in connection with, working at height and the use, handling, storage and transportation of articles and substances used in its operations.

The Company will provide its workforce with such information, instruction, training supervision and health surveillance as is necessary, to ensure so far as is reasonably practical, their health and safety whilst at work.

All places of work under the Company's control will be maintained in a condition that is safe and without risk to health. A safe means of access to and egress from, any place of work under the Company's control will be preserved.

The Board of Directors of the Middlebury UK Trust accept their responsibilities to their employees, clients and others who are affected by the Company's operations.

They will do everything in their power to ensure facilities are provided to the Principal, who has been appointed in accordance with Regulation 7 of the Management of Health and Safety at Work 1999, that will ensure the requirements of the Health and Safety At Work Etc Act 1974, Regulations and Approved Codes of Practices, issued under the act and other laws which apply to the Company's operations are complied with.

The Company identifies that any advice provided in relation to Regulation 7 by the appointed person does not afford a defence in any criminal proceeding.
1.2 HEALTH AND SAFETY POLICY - GENERAL STATEMENT

Section 2.2 (3) of the Health and Safety at Work Etc Act 1974 states that, "It shall be the duty of every employer, to prepare and as often as maybe necessary, revise a written statement of it's general policy with respect to the health and safety at work of his employees".

Middlebury College - CMRS Oxford Humanities Program, hereinafter called the Company, believes that its most valuable asset is its workforce and therefore commits itself to ensuring the highest standards of health, safety and welfare, which are reasonably practical to obtain, are achieved in its activities.

The Directors of Middlebury UK Trust will also do everything within their power to ensure work undertaken by the Company does not adversely affect the Health and Safety of others.

To enable the Company's statutory and moral obligations to be carried out, it is the policy of the Company so far as is reasonably practical, to ensure that the responsibilities for Health and Safety are properly assigned, accepted and fulfilled, at all levels of its organisation, (see Part 2 Organisation) and that the Health and Safety policy is appraised continuously and updated as and when necessary, with a standard revision of the policy taking place each year.

The Principal has been appointed by the Directors to have particular responsibilities for health and safety and to provide internal advice on safety issues as required. To assist him in this respect all company employees have access to Sitesafe UK Ltd, external advisors on health, safety, welfare and training matters.

Section 7 of the Health & Safety At Work Etc Act 1974, requires all employees to co-operate with their employers so far as is necessary to enable their duties and requirements to be conform or complied with and ensuring that their own work is carried out in such a way, that the health and safety of themselves and others working with them are not adversely affected.

This statement of Company policy will be displayed at all premises under the Company's control. The organisation and arrangements forming part 2 and 3 of this policy will be brought to the attention of new employees on induction and made available for reference as required.

Signed.................................................. Date. 22/2/17.
SECTION 1

1.3 EQUALITY POLICY STATEMENT

The Equality Act for England, Scotland and Wales came into force in October 2010, bringing together over 100 laws on equality, with the aim of ensuring people are ALL treated fairly, whether male or female, disabled or non disabled, young or old, whatever their ethnic minority, religious beliefs, or sexual orientations.

Public Bodies have special responsibilities under the Act which include; an equality duty and Socio-economic duty, but most of the Act applies to all employers in England, Scotland and Wales, promoting the use of ‘Positive Action’ to ensure a diverse workforce with equal rights.

Middlebury College - CMRS Oxford Humanities Program considers it self to be an equal opportunities employer and will comply with the laws set out in the Equality Act 2010 by establishing a diverse workforce and considering equality at all levels of it’s business plan, acting on any imbalance in the make up of the workforce by the use of positive action when considered appropriate and lawful.

* Those employed by this Company to; recruit staff, manage staff, those carrying out staff appraisals, arranging or delivering training or responsible for promotions, will be made aware of the requirements of the Equality Act 2010 and will be responsible for implementing the Company policy on equality.

* The Directors have appointed the Principal of staff with the duty to monitor the effectiveness of this policy on an annual basis and ensure the policy is reviewed as necessary throughout the year to ensure compliance with the Act’s requirements, reporting to the Directors progress in the establishment of a diverse workforce and any positive action taken to achieve the aim of the policy.

* The Company considers any form of discrimination at any level of the organisation to be a serious offence and will take disciplinary action against any individual where there is evidence of direct, indirect or dual discrimination, abuse, harassment, bullying or victimisation.

* The Principal will communicate clearly to all staff the Company’s equality policy, the relevant disciplinary and grievance procedures and the name and role of any other person appointed within the Company with equality responsibilities.

* The Principal appointed will monitor all discrimination or inequality allegations, to ensure that they have been responded to adequately and fairly and in accordance with Company policy.
* The Company's wage structure will be set to ensure those carrying out the same jobs are equally paid for the work that they do.

* The Company will make reasonable adjustments at no cost to the individual to overcome physical and non physical barriers that make it difficult for the disabled employee to carry out their work and to ensure they feel fully integrated into the workplace.
SECTION 1

1.4 SMOKING POLICY STATEMENT

Purpose

This policy has been developed to protect everyone from exposure to secondhand smoke and to assist compliance with the Health Act 2006. Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of CMRS that the entire building is smokefree, and that everyone has the right to work and live in a smokefree environment. The policy is effective from on Sunday, 1 July 2007. Smoking is prohibited in all areas of the building. This policy applies to everyone.

Implementation

Overall responsibility for policy implementation and review rests with the Principal. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above will inform everyone of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Local disciplinary procedures will be followed if anyone does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the Smokefree National Helpline, free phone help line 0300 123 1044. Alternatively you can text ‘GIVE UP’ and your full postcode to 88088 to find your local NHS Stop Smoking Service.
SECTION 1

1.5 COMMUNICATION AND CONSULTATION POLICY STATEMENT

* Section 2 (4) of the Health and Safety at Work Act 1974 provides for the appointment of safety representatives from amongst employees who are members of recognised trade unions and whose responsibility it is to represent the employees in consultation with the Company and other functions as maybe prescribed.

* The Company identifies the right of all of its employees to be members of a recognised trade union and to appoint safety representatives in accordance with the requirements. Such representatives will be consulted with on a regular basis by a senior member of the management team, with a view to making and maintaining arrangements that will enable employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of all employees and in checking the effectiveness of such measures.

* If requested to by safety representatives, a committee for reviewing safety measures will be set up by the Company. However, it is policy to undertake regular meetings with members of the workforce to ensure matters that affect their safety in the workplace are regularly monitored.
SECTION 1

1.6 WORKING TIME STATEMENT

* The Policy of the Company is to implement the duties placed upon it under the Working Time Regulations 1998, as amended (last amendment 2003).

* The Company will use a reference period of 17 weeks to calculate a workers working time, to ensure an average of 48 hours or less is achieved for each seven days worked.

* Where appropriate the workforce will be offered an agreement to extend their working week beyond 48hrs. Any such agreement can be cancelled by the worker by giving 7 days notice to the Company in writing.

* Where an agreement is made to extend the working week beyond 48hrs in any 7 days, the Company will keep and maintain accurate records of all such time worked and make records available for inspection as required by the relevant body. The Principal will nominate persons within the Company who will be responsible for collating and maintaining working time records.

* All records relating to these Regulations will be retained for a period of 2 years.

* Each adult worker is entitled to a rest period of not less than eleven consecutive hours in each 24 hrs worked.

* Each worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7 days worked or one 48 hour uninterrupted rest period in a 14 day period.

* Young workers are entitled to a rest period of not less than twelve consecutive hours in each 24 hrs worked and are not permitted to work more than 40 hours per week including overtime.

* All adult workers with a daily working time of more than six hours are entitled to a rest period of not less than 20 minutes (30 minutes young workers) during the working day.

* Those required to work nights shall not be permitted to exceed 8 hrs normal work in each 24 Hr period.

* Periods of paid leave will be provided as a minimum in line with the Regulations, specific entitlement will be outlined in the individuals contract of employment, but will not be less than the required four weeks per annum, such leave must be taken in the year in which it is due.
SECTION 1

1.7 PORTABLE HEATERS POLICY

* Purpose

This policy has been developed in accordance with advice from the Fire Safety Officer to protect everyone from exposure to potential risk of fire due to the use of portable heaters. Following a Fire Risk Assessment Middlebury College-CMRS has been advised that portable heaters pose High Risk.

* Policy

The installation and use of portable heaters is strictly forbidden unless you have been authorised, under special circumstances, by Middlebury College-CMRS to use one.

* Implementation

Overall responsibility for policy implementation and review rests with the Principal. However, all staff and students are obliged to adhere to and support the implementation of the policy. Everyone will be informed of the policy and their role in the implementation and monitoring of the policy.

* Non-compliance

If an unauthorised portable heater is found in your room it will be removed and disciplinary action will be taken.

It is the responsibility of everyone to fully comply with this policy.
SECTION 1

1.8 HARASSMENT POLICY

Introduction

Middlebury-CMRS is committed to protecting its members and employees from any form of harassment as detailed below and in the Middlebury College Anti-Harassment/Discrimination Policy and in the Middlebury College-CMRS Oxford Humanities Program Staff Handbook.

1.8.1 What is Harassment?

* Harassment is defined as verbal, written, visual, or physical conduct based on or motivated by an individual’s actual or perceived sex, sexual orientation, gender identity or expression, race, creed, colour, place of birth, ancestry, ethnicity, religion, national origin, age, disability, marital status, or other characteristics as defined and protected by law in the location where particular program is operating, that has the purpose or effect, from the point of view of a reasonable person, of objectively and substantially:

a. undermining and detracting from or interfering with an individual’s educational or work performance or access to Middlebury resources; or

b. creating an intimidating, hostile, or offensive educational, work, or living environment.

* Harassment may include repeated slurs, or taunts in the guise of jokes, or disparaging references to others, use of epithets, stereotypes, comments, gestures, threats, graffiti, display or circulation of written or visual materials, taunts on manner of speech, and negative reference to customs when such conduct is based on or motivated by one or more of the protected characteristics identified above, or other characteristics as defined and protected by applicable law.

* Harassment may also include so called quid pro quo sexual harassment, meaning unwelcome sexual advances, requests for sexual favours and other verbal, written, visual or physical conduct of a sexual nature when:

a. submission to that conduct is made either explicitly or implicitly a term or condition of employment or educational status; or

b. submission to or rejection of such conduct is used as a component of or as the basis for employment decisions (such as wages, evaluation, advancement, assigned duties, or shifts) or educational/student life related decisions (such as grades, class assignments, or letters of recommendation, or residence-related decisions) affecting an individual.
Other examples of sexual harassment include, but are not limited to the following:
- touching or grabbing a sexual part of a student’s or employee’s body
- touching or grabbing any part of a student’s or employee’s body after that person has indicated, or it is known or reasonably should be known, that such physical contact was unwelcome
- continuing to ask a student or employee to socialize on or off duty when that person has indicated she/he is not interested
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or reasonably should be known that the behaviour is unwelcome
- continuing to write sexually suggestive notes or letters if it is known or
- referring to or calling a person a sexualised name if it is known or reasonably should be known that the person does not welcome such behaviour
- reasonably should be known that the person does not welcome such behaviour
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or reasonably should be known that the person does not welcome such behaviour
- derogatory or provoking remarks about or relating to a student’s or employee’s sex or sexual orientation
- harassing acts or behaviour directed against a person on the basis of his or her sex or sexual orientation.

1.8.2 How to deal with harassment

Harassment should be dealt with/reported as detailed in the Middlebury College Anti-Harassment/Discrimination Policy and in the Middlebury College-CMRS Oxford Humanities Program Staff Handbook.

Any Middlebury-CMRS student who has reasonable cause to believe that discrimination or harassment, including sexual harassment, has occurred or is occurring, or who believes that a student, faculty member or staff member has been subjected to retaliation for having brought or supported a complaint of discrimination or harassment, is encouraged to bring that in information to the immediate attention of the Principal.

Any Middlebury-CMRS staff member who learns of an incident of discrimination, harassment, or related retaliation involving a student must report this information to the Principal.

Like Middlebury College, both Oxfordshire University and Keble College have codes of practice relating to harassment. These codes of practice may apply should you be harassed on Oxford University or College premises.

If harassment is experienced in the Oxford City environment a list of addresses is provided at the end of this document that you may find helpful. You should also report
1.8.3 Sexual Assault

* If you or someone you know has been sexually assaulted, a variety of resources is available at Middlebury-CMRS and in the community to help you. You are encouraged to seek medical treatment because of immediate health risks, including sexually transmitted diseases or other bodily injury. You may decide to file a formal complaint or press charges, but you do not have to do this in order to receive medical treatment and emotional support.

* Call the police at 999 if you wish to press charges.

* Consult a medical professional by visiting the Beaumont Street Surgery. Address: 28 Beaumont Street. Telephone: 01865 311811

If you wish to be accompanied to the surgery, a Junior Dean or a member of the Middlebury-CMRS staff can go with you.

* Speak about what has happened to you with somebody in whom you can confide. This person might be a friend, a family member, a volunteer, a medical professional or a member of staff.

* You can contact:

  • Middlebury-CMRS Junior Dean: mobile no: 07753 280187 (overnight)
  • Middlebury-CMRS Office: 01865 241071
  • Oxford Rape Crisis: http://www.oxfordrapecrisis.net or support@osarcc.org.uk

Call 01865 726295 or freephone 0800 7836294. 24 hour answerphone: 01865 726295

• Rape Crisis England & Wales: http://www.rapecrisis.org.uk

Freephone helpline: 0808 8029999 (12 - 2.30 pm, 7 - 9.30 pm)

• If the assault takes place outside of Oxford, you can contact a Sexual Assault Referral Centre, where you can receive medical services and emotional support: http://www.rapecrisis.org.uk/Referralcentres2.php

• You can be referred to the nearest SARC by calling the Rape Crisis England & Wales helpline: 0808 8029999

* Other Oxford contact numbers

1. Nightline, 16 Wellington Square, Oxford. Tel: 01865 270270 - is open from 08.00pm - 08.00am every night during University term and during the week
immediately before and after each term. They are a sympathetic listening and information service, run by students for students, to share any problems no matter how large or small.

2. **Samaritans**, 60 Magdalen Street, Oxford. Tel: 01865 722122 - offer a 24 hour confidential listening service, especially for those who are despairing or suicidal. The office is also open from 08.00am - 10.00pm.

3. **OUSU Student Advice Service**, Tel: 01865 288466 - Provide support for undergraduates and graduates and will treat your enquiry with the strictest confidence. They have 1 full time and 4 part time advice officers on hand to help you.

4. **Thames Valley Police**, Oxford. Tel: 0845 8505505 for all enquiries/reports. (Tel: **999** Emergencies only)

5. **Victim Support Scheme**, Tel:0845 070 3002 Email: oxandbuck@victimsupport.org.uk offer support to victims of any crime. The office is served by an answer phone out of hours.
SECTION 1

1.9 ACCESSIBILITY POLICY

* Students with disabilities who have questions about study abroad should feel free to consult the Middlebury College ADA Office and International Programs and Off-Campus Study. Students with disabilities must remember the importance of asking for information early, and they should not hesitate to ask for advice or help. If students needs are not known they cannot be met.

* Mobility International is an organization dedicated to empowering people with disabilities around the world to achieve their human rights through international exchange and international development.

* Middlebury - CMRS will attempt to provide reasonable accommodation for students with disabilities. This may involve making suitable alternative arrangements for applicants with specific physical disabilities.

* If St. Michael’s Hall is inaccessible to an individual applicant, teaching facilities will be arranged off-site and appropriate accommodation found either in Keble College or elsewhere.

* Keble College has disabled access to almost every area including student accommodation, the Library, Dining Hall, Chapel and Junior Common Room.

* For Middlebury College's disability policy, see http://www.middlebury.edu/middlebury-google-custom-search/go/ADA.
SECTION 1

1.10 ANTI-BRIBERY AND CORRUPTION POLICY

This document sets the Company policy in relation to anti-bribery and corruption matters in the United Kingdom.

Compliance with the Company’s policy in relation to bribery and corruption is regarded as part of your contract of employment. If you fail for any reason to follow the rules set out in this document it may result in disciplinary action being taken against you which could result in your dismissal.

**Bribery** is the offer or receipt of any gift, loan payment, reward or other advantage to or from any person as an encouragement to do something which is dishonest, illegal or a breach of trust, in the conduct of the Company’s business.

**Corruption** is the misuse of entrusted power for private gain.

To place this in context, you should be aware that if you engage in activities which are contrary to UK anti-bribery and corruption legislation, you could face up to 10 years in prison and/or an unlimited fine, and the Company could also be liable to an unlimited fine and Government sanction.

This policy document is not regarded as exhaustive, but does give specific examples of situations, sets out the rules and procedures, which should be followed.

If you are at any time uncertain as to whether your actions will comply with this policy, you must seek guidance from the Principal.

**You should at all times act in accordance with the following provisions:-**

- Behave honestly, be trustworthy and set a good example.
- Use the resources of the Company in the best interests of the Company and do not misuse those resources.
- Make a clear distinction between the interests of the Company and your private interests to avoid any conflict of interest, and if such conflict does arise you should report it to the Principal immediately.
- Ensure that any community support, sponsorship and charitable donations do not constitute bribery, and if in doubt you should consult the Principal.
- Confidently report all incidents, risks and issues which are contrary to this policy document to the Principal.
• Raise any issues regarding anti-bribery and corruption laws and the Company’s policies with the Principal. Queries will be dealt with anonymously and a written response will be issued.

• Do not offer or accept bribes.

• Do not, without express prior written approval from the Directors, offer or accept any gifts or hospitality to or from clients, contractors, suppliers, other third parties or public officials.

Gifts are presents such as flowers, vouchers, food and drink. Event and travel tickets given to you as an individual are also gifts when they are not to be used in a hosted business context.

Hospitality includes invitations to hosted meals, receptions and events for business purposes.

• Do not offer money to any public officials in order to speed up service or gain improper advantage. This type of bribery is ‘facilitation payment’ and is illegal. If you are faced with a demand for a facilitation payment you must:

1. Actively resist the payment;

2. Inform the Principal.

The UK anti-bribery and corruption legislation applies to all activities of a UK-based business no matter where they are carried out in the world. This policy therefore applies to ALL activities worldwide, whatever the local law, practice or custom may be.

By complying with this policy document we aim to ensure that you and the Company will not at any time knowingly breach any relevant anti-bribery and corruption legislation and also that by adhering to the Policy the Company can demonstrate that it has adequate procedures in place to prevent such activity.

You have an independent obligation to prevent bribery and corruption in the Company and to ensure that any interaction with public officials complies with this policy document and relevant laws.
SECTION TWO

ORGANISATION - RESPONSIBILITIES
## SECTION 2: ORGANISATION - RESPONSIBILITIES

| 2.1 | Organisation Chart | 1 - 2 |
| 2.2 | The Board of Directors | 1 - 1 |
| 2.3 | Principal | 1 - 2 |
| 2.4 | Administrator | 1 - 1 |
| 2.4a | Administrator | 1 - 2 |
| 2.5 | Duty Junior Dean | 1 - 1 |
| 2.6 | Academic Staff | 1 - 2 |
| 2.7 | First Aiders/Appointed Persons | 1 - 1 |
| 2.8 | Fire Marshals | 1 - 2 |
| 2.9 | Contractors/Visitors | 1 - 1 |
| 2.9a | Sub-Contractors Questionnaire | 1 - 2 |
| 2.10 | Safety Advisors | 1 - 1 |
This diagram indicates the structure set up within the company to ensure health and safety information is distributed as quickly and as accurately as possible both from the Directors to their workforce and from the workforce to the Directors.

Responsibilities allocated for each position mentioned and other health and safety positions are contained in section 2 of this document. The structure shown related directly to health and safety and not necessarily to other management functions.
2.2 THE BOARD OF DIRECTORS OF THE MIDDLEBURY UK TRUST

2.2.1

* Prepare and keep up to date a Statement of the Company's Policy for Health & Safety and ensure it is brought to the notice of all employees.

* Prepare or arrange for the preparation of instructions for the organisation on methods for carrying out the Company Policy, to make sure each person mentioned is aware of their responsibilities and given the means by which they can carry them out.

* Administer the Policy throughout the Company by appointing an individual responsible for health, safety and welfare matters.

* Know the appropriate statutory requirements affecting the Company's operations and insist on their implementation.

* Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment. Insist that health and safety factors are considered in the selection of sub-contractors.

* Instigate liaison with external accident prevention organisations, and encourage the distribution of safety literature throughout the Company.

* Arrange resources to meet the requirements of the Company's Health and Safety Policy.

* Set a personal example by wearing appropriate personal protective equipment and complying with site rules at all times.
2.3 PRINCIPAL

2.3.1 Advise management on the preparation, implementation and review of the Company Safety Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy.

* Give advice to management as requested on:
  
  (a) Legal requirements affecting health, safety and welfare.
  
  (b) Prevention of injury and damage.
  
  (c) Provision, selection and use of personal protective equipment.
  
  (d) New working methods, equipment or materials which could reduce health and safety risks.
  
  (e) Proposed changes in legislation.
  
  (f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of equipment etc.

* Carry out regular inspections of workplaces to determine whether work is being carried out in accordance with Company Policy, Risk Assessments and the relevant statutory provisions.

* Notify the Health & Safety Executive of dangerous occurrences, major injury accidents etc, in accordance with the RIDDOR Regulations.

* Liaise with the Health and Safety Executive on matters affecting the safety of the Company's workforce.

* Carry out investigations of serious accidents in accordance with Company Policy.

* Supply any necessary statutory literature for use or display at sites or workplaces under the Company's control.

* Liaise between The Board of Directors, Duty Junior Dean and Administrator on all health and safety issues.

* Endeavour to establish at all levels within the Company, an understanding that compliance with the law and prevention of injury and damage, is a profitable and essential part of business and operational efficiency.

* Liaise with others working on the premises, on health, safety and welfare matters.
* Provide written instructions in unusual situations not covered by Company Policy. Establish working methods and sequences, which outline potential hazards at each stage and identify control measures to be adopted.

* Ensure that risk assessments are carried out on any proposed work areas. Ensure information is brought to the attention of the Academic Staff.

* Ensure that appropriate training is given to all staff as is necessary, to ensure they undertake their duties in a safe and efficient manner.

* Insist that sound working practices are observed as laid down in Codes of Practice and that work is planned and carried out in accordance with statutory provisions.

* Promote the analysis of accidents, to discover trends which can be used to eliminate hazards. Instigate investigations and costing of injury, damage and loss. Report findings to the Board of Directors.

* Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.

* Arrange for regular meetings with staff and Sitesafe UK Ltd to discuss Company Accident Prevention, performance and possible improvements.

* Administer the Company’s health surveillance program.

* Set a personal example by wearing appropriate personal protective equipment.
2.4 ADMINISTRATOR

2.4.1

* Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.

* Ensure that the requirement of the Health and Safety at Work etc Act 1974 and any other relevant statutory requirements are complied with.

* Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.

* Ensure that staff required to use office machinery are trained in its safe use and are not permitted to carry out any repairs unless trained and authorised.

* Ensure that offices are laid out and maintained to ensure safety of staff and visitors.

* Ensure that first aid facilities are available for office staff.

* Ensure that all accidents are reported in accordance with Company Policy.

* Ensure that staff work safely and do not take unnecessary risks.

* Ensure all necessary welfare provisions are provided and maintained.

* Ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at regular intervals, date of drill and comments to be recorded.

* Ensure all fire extinguishers are provided in accordance with the latest British or European Standards and are serviced and maintained at regular intervals as recommended by the manufacturer.

* Ensure all access, stairways, fire exits etc. are kept clear of all materials and well lit.

* Ensure proper facilities are provided for office staff required to reach from high shelving.

* Ensure offices are planned to avoid trailing cables on floors to office equipment.

* Ensure all fire alarms are checked weekly and tests recorded.

* Ensure all fire exits are checked at the start of each day by a nominated person.
2.4.2.1

* Read and understand the Company's policy for Health and Safety and carry out your work in accordance with its requirements.

* Ensure that all visitors to the Company's premises are booked into the visitors book on arrival and requested to book out before leaving.

2.4.2.2 In the event of a fire you should:

a) On hearing the alarm, call emergency services by dialling 999

b) When the exchange operator answers ask for the Fire Service and give the telephone number 01865 241071.

c) When connected to the Fire Service, state slowly and distinctly:

The Middlebury College-CMRS Oxford Humanities Program
St. Michael’s Hall
Shoe Lane
Oxford
OX1 2DP

'Ve have a fire'.

d) Do not replace the receiver until this information has been correctly acknowledged, unless your safety is at risk.

e) Leave the building by the nearest available exist taking with you the ('Absence Book') and proceed to the designated assembly point.

f) Give Absence Book to the Fire Marshal to take the roll call immediately. Do not re-enter the building until told to do so by the Fire Service or the Fire Marshal.
2.4.2.3 Upon receiving a telephone bomb threat:

- Do not panic
- Obtain as much information as possible by using the bomb alarm checklist.
- Be friendly
- Inform the Principal as soon as possible.

* Action to be taken after The Principal acknowledgement

a) Dial 999 and give the operator the telephone number of the Company 01865 241071

b) Request the Police and on their reply say slowly and distinctly

We have a bomb threat at:

Middlebury College-CMRS Oxford Humanities Program,
St. Michael’s Hall
Shoe Lane
Oxford
OX1 2DP

c) Do not replace the receiver until this information has been correctly acknowledged.

d) Vacate the building by the nearest available exist after collecting your coats and any baggage you may have and proceed to the Company's fire assembly point.
2.5 DUTY JUNIOR DEAN

* Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.

* Ensure that the requirement of the Health and Safety at Work etc Act 1974 and any other relevant statutory requirements are complied with.

* Ensure that all equipment is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.

* Ensure that areas are laid out and maintained to ensure safety of students and visitors.

* Ensure that first aid facilities are available for students and visitors.

* Ensure that all accidents are reported in accordance with Company Policy.

* Ensure that staff work safely and do not take unnecessary risks.

* Ensure all necessary welfare provisions are provided and maintained.

* Ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at regular intervals, date of drill and comments to be recorded.

* Ensure all fire extinguishers are provided in accordance with the latest British or European Standards and are serviced and maintained at regular intervals as recommended by the manufacturer.

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* Ensure proper facilities are provided for students and visitors required to reach from high shelving.

* Ensure areas are planned to avoid trailing cables on floors.

* Ensure all fire alarms are checked weekly and tests recorded.

* Ensure all fire exits are checked at the start of each day by a nominated person.
2.6 ACADEMIC STAFF

2.6.1 As an employee you have legal duties under the Health and Safety at Work Act these include:

* Taking reasonable care for your own health and safety and that of others who may be effected by your acts or omissions at work.

* You must co-operate with your employer on health and safety matters.

* You must not interfere with or misuse anything provided for your health, safety or welfare.

* Your duties are extended by the Management of Health and Safety at Work Regulations 1999 to use any machinery, equipment, dangerous substances, transport equipment, means of production or safety device provided in accordance with both training and instruction given.

2.6.2 Read and understand the Company Health & Safety Policy and carry out your work in accordance with its requirements.

* Use the correct tools and equipment for the job.

* Report immediately to the Principal any defects in PPE, or equipment.

* Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove hazards yourself.

* Do not use equipment for work which it was not intended, or if your are not trained and authorised to use it by this Company.

* Warn other employees particularly new starters and young people of known hazards which may affect their safety.

* Do not play dangerous or practical jokes or indulge in "horseplay" on site.

* Report to the Principal any person seen abusing the welfare facilities.

* Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.

* Suggest new or different methods of working, if you think they are safer.

* Do not take alcohol or drugs into a work environment and never attend work whilst under the influence of alcohol or drugs.
* Should you need to take medication prescribed by your GP which may affect your ability to work safely you must report to the Principal before starting work.
2.7  FIRST AIDERS/APPOINTED PERSONS

2.7.1

* Know the requirements of the Company Health and Safety Policy and insist on its implementation.

* Ensure first aid boxes in your control are kept fully stocked as required by the First Aid At Work Regulations.

* Administer treatment in accordance with your training and ability. Do not issue drugs/tablets or apply lotions or creams etc. Remember your limitations.

* Ensure all accidents brought to your attention and injuries treated by you are entered into the accident book B1510.

* Such entries are subject to the Data Protection Act and must be securely stored.

* Report all serious accidents/injuries to the Principal as soon as possible.

* In the event of a serious injury ensure the emergency services have been called. Second staff to help as needed, give treatment to the injured party until help arrives.

* Arrange for the transportation of the seriously injured party to hospital, second company vehicle if necessary.

* Advise the Principal of any training needs you may have that will help you complete your first aid duties.
2.8 FIRE MARSHAL

2.8.1 Fire Marshal

For a fire routine to be effective staff must be familiar with the means of escape, their use and all other arrangements, equipment or installations designed to ensure their safe evacuation from the premises. It is the Fire Marshal's responsibility after appropriate training to ensure Company employees are made aware of fire precaution arrangements.

2.8.2 Duty Fire Marshal

* The Duty Fire Marshal or his deputy in the case of absence will be responsible for setting up, managing and running the Company's fire precaution plan.

* The fire plan should take account of the particular problems that might be associated with an out break of fire on the premises and lay down a specific set of procedures to be adhered to at all times. The Company's programme of fire procedures will include:

   (a) Raising the alarm

   (b) Calling the fire brigade

   (c) Evacuating the building

   (d) Use of portable fire fighting equipment and when it is safe to do so.

   (e) Assembly at a pre-selected assembly point.

   (f) Co-ordinating the roll call.

* The Duty Fire Marshal will be responsible for ensuring the evacuation routine is established through regular practice.

* The Duty Fire Marshal will be responsible for ensuring all staff have received appropriate instruction and training in what to do in the case of fire and to maintain training records of such activities.

* The Duty Fire Marshal will be responsible for ensuring fire alarm systems and emergency lighting systems are maintained in a state of good repair and that maintenance records of such equipment are preserved.

* The Duty Fire Marshal or his deputy will be responsible for alerting the fire brigade (this duty maybe delegated to the Receptionist/Switchboard operator).
2.8.3 Department Fire Marshal’s

The Company will appoint a Fire Marshal for each department who will be responsible for ensuring that all employees in their areas of responsibility leave the premises immediately the fire alarm sounds and in addition will:

* Take the roll call for their specific department/workshop, passing findings to the Duty Fire Marshal.

* Where the fire is in their place of work, meet the fire brigade at the premises and direct them to the fire.

* Identify specific training needs for any one under their control.

* Check fire exits in their area of control are kept clear on a day to day basis, reporting none compliance to the Duty Fire Marshal.

* Check first aid fire fighting equipment in their area of control on a weekly basis, reporting defects /anomaly's to the Duty Fire Marshal.

* Will ensure that all flammable materials in their area of work are stored and disposed of correctly.
2.9 VISITORS/CONTRACTORS

2.9.1

* All sub-contractors will be expected to complete a Health and Safety Evaluation Questionnaire and comply with the Company's Policy for health, safety and welfare and must ensure their own Company Policy is made available on site whilst work is carried out.

* All work must be carried out in accordance with the safety plan and relevant statutory provisions. Taking into account the health & safety of others on the site and the general public.

* All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for inspection.

* No power tools or electrical equipment of greater voltage than 110 volts may be bought onto the premises. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition, checked and tagged for use.

* Any injury sustained or damaged caused by sub-contractor's employees must be reported immediately to this Company's Administrator.

* Any material or substance brought on the premises which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations. Information must be provided to any other person who may be affected on the premises.

* Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc, cleared as work proceeds.

* A detailed Risk Assessment will be required from sub-contractors carrying out activities on the premises.

* The Risk Assessment must be agreed with our Principal before work begins and copies made available so that compliance with the agreed controls of risk can be maintained.

* COSHH Assessments and control methods must be provided for any hazardous substance or process to be used during a sub-contractor's activity.

* Control measures stipulated in COSHH and Risk Assessments produced by sub-contractors or this Company must be adhered to at all times.
Health & Safety Questionnaire for Selection of Subcontractors

This questionnaire must be completed by subcontractors wishing to work for Middlebury College – CMRS Oxford Humanities Program.

Name of Subcontractor..................................................................................................................

Address........................................................................................................................................

Name of Contact..........................................................................................................................

Telephone number........................................................................................................................

1. If you employ more than 5 persons, please attach a copy of your safety policy
   □ tick if less than 5 □ tick if policy attached.

2. Do you have access to a person who provides health & safety advice? yes/no. If yes please
give name and contact number.
   ..............................................................................................................................................

3. Do you provide health & safety training for your employees? If yes please describe.
   ..................................................................................................................................................
   ..................................................................................................................................................

4. Do all of your employees hold a current CSCS card or alternative compatible with the
   CSCS scheme, yes/no. If no what percentage do not have cards?
   % without cards......................................................................................................................

5. Who in your company has day to day responsibility for health and safety matters?
   Name: ................................................Tel no..............................................................

6. How do you monitor health and safety performance on site:
   ..................................................................................................................................................

7. Who will be responsible for health and safety at site level?
   Name: ................................................Qualification: .....................................................

8. Do you have a matrix for health and safety training received by your employees, if so
   please attach a copy.
   Attached, yes/no

9. Provide details of your health and safety systems for monitoring health, safety and
   environmental issues on site.
   ..................................................................................................................................................

10. How do you communicate health and safety matters to your workforce?
11. What is your company policy for consultation with employees on health and safety matters?

12. Please provide your company’s accident statistics for the last 3 years, if any reportable accidents recorded, please give a brief summary.

Attached, yes/no.

13. Please provide your companies records of any dangerous occurrences during the last 3 years.

Attached, yes/no.

14. Have any formal notices been served against your company by the enforcing authorities during the last 3 years?

If yes, please give full details.

15. If you sub-let any part of your work, how do you assess the competence of persons/companies that you sub-let to?

16. Are you aware of your responsibilities under CDM, yes/no

If yes/no, how do you fulfil your duties under CDM?

17. How are the contents of risk assessments and method statements communicated to your workforce?

18. Please give details of any safety organisation or trade group that you are a member of.

Completed by............................Signature....................................Date...............
2.10 SAFETY ADVISORS

* The Company employ the services of Sitesafe UK Ltd to assist the Principal to comply with his responsibilities for health, safety and welfare matters. It will be the responsibility of the allocated Safety Advisors, to provide as requested the following:

- Advice on legal requirements effecting health, safety, welfare and training matters.
- Advice on the prevention of injury and damage.
- Advice on the provision, selection and use of personal protective equipment.
- Identification of new working methods, equipment or materials which could reduce risk.
- Assistance in the compilation of Risk and COSHH assessments when requested.
- Assistance in the update and maintenance of the Company's Health and Safety Policy.
SECTION THREE

ARRANGEMENTS
## SECTION 3: ARRANGEMENTS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Welfare/Accommodation Facilities</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.2</td>
<td>Risk Assessments</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.2a</td>
<td>Risk Assessments</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.3</td>
<td>Accident and Incident Report</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.3a</td>
<td>RIDDOR Procedures</td>
<td>1 - 1</td>
</tr>
<tr>
<td>3.4</td>
<td>Emergency Procedures</td>
<td>1 - 3</td>
</tr>
<tr>
<td></td>
<td>Fire Procedures</td>
<td>3 - 11</td>
</tr>
<tr>
<td></td>
<td>Log Book</td>
<td>12 - 27</td>
</tr>
<tr>
<td>3.5</td>
<td>Personal Protective Clothing and Equipment</td>
<td>1 - 4</td>
</tr>
<tr>
<td></td>
<td>Issue Certificates</td>
<td>5 - 11</td>
</tr>
<tr>
<td>3.6</td>
<td>Manual Handling</td>
<td>1 - 5</td>
</tr>
<tr>
<td></td>
<td>Manual Handling Assessments</td>
<td>6 - 8</td>
</tr>
<tr>
<td>3.7</td>
<td>Hazardous Substances</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.8</td>
<td>Young Persons</td>
<td>1 - 5</td>
</tr>
<tr>
<td>3.9</td>
<td>Display Screens</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.10</td>
<td>Safety Training</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.10a</td>
<td>Inductions</td>
<td>1 - 4</td>
</tr>
<tr>
<td>3.10b</td>
<td>Training Record</td>
<td>1 - 1</td>
</tr>
<tr>
<td>3.11</td>
<td>New Equipment</td>
<td>1 - 2</td>
</tr>
<tr>
<td>3.12</td>
<td>Permit to Work</td>
<td>1 - 11</td>
</tr>
<tr>
<td>3.13</td>
<td>Sharps</td>
<td>1 - 1</td>
</tr>
<tr>
<td>3.14</td>
<td>Drugs and Alcohol</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.15</td>
<td>Working at Height</td>
<td>1 - 7</td>
</tr>
<tr>
<td>3.16</td>
<td>Office Safety</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.17</td>
<td>Electrical</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.18</td>
<td>Noise Control</td>
<td>1 - 3</td>
</tr>
<tr>
<td>3.19</td>
<td>Vibration</td>
<td>1 - 10</td>
</tr>
<tr>
<td>3.20</td>
<td>Portable Appliance Testing</td>
<td>1 - 1</td>
</tr>
</tbody>
</table>
3.1 WELFARE FACILITIES (HEAD OFFICE)

3.1.1 Legal obligation

* The Workplace (Health, Safety and Welfare) Regulations 1992 requires an employer to ensure that every workplace under his control complies with the requirements of these Regulations.

* And that any equipment, devices or systems to which these Regulations apply are maintained in an efficient state, working order and good repair.

3.1.2 Ventilation

* All workplaces must be sufficiently well ventilated, so that stale air can be replaced.

* Where necessary if natural ventilation is not sufficient mechanical ventilation should be provided.

* Any system used must consider the comfort of the worker avoiding uncomfortable draughts etc.

* Where the working process generates hot and or humid conditions a through draught by natural or mechanical means will be used to generate a air change ratio of between 5 and 10 air changes per hour.

3.1.3 Temperature in indoor workplaces.

* The temperature in the workplace must provide reasonable comfort without the need for special clothing.

* Unless much of the work involves physical effort the temperature should normally be at least 16 degrees Celsius.

* Where physical effort is involved the temperature should be at least 13 degrees Celsius.

3.1.4 Lighting

* Every workplace must have suitable and sufficient lighting which so far as is reasonably practical should be natural.

* Windows and skylights will kept clean to admit the maximum amount of light.

* Lights will not be obscured and will be kept clean and good in repair.
Dazzling lights and glare shall be avoided by the correct selection and positioning of lights and where sunlight is the cause by blinds.

Emergency lighting shall be installed where the sudden loss of light from the main light source would present serious risk. It will be immediately effective and sufficient to enable persons to take any necessary action to ensure their own and others safety.

### 3.1.5 Cleanliness

* Every workplace and its furniture, fixtures and fittings must be kept sufficiently clean and all waste material not allowed to accumulate unless in suitable receptacles.

* Regular cleaning will take place but additional cleaning will be done to clear up spills and leaks as soon as practical once they occur.

### 3.1.6 Room dimensions and space.

* Work rooms must have enough free space to allow people to get to and from workstations and move within the room with ease.

* The room available to each person in a room (empty) should be at least 11 cubic metres with exceptions for rooms used for meetings and lectures, machine control cabs and where space is limited by ergonomic necessity.

### 3.1.7 Sanitary conveniences and washing facilities.

* Suitable and sufficient sanitary conveniences and washing facilities including showers if required shall be provided at readily accessible places.

* Where accommodation is to be provided for groups of workers i.e. male, female, office workers, manual workers etc a calculation should be made for each group.

* Where necessary specific provision will be made for disabled persons to access washbasins and lavatories and if required by the nature of the work, showers.

#### Minimum facilities required.

Table one.

<table>
<thead>
<tr>
<th>No. of people at work</th>
<th>No. of water closets</th>
<th>No. of wash stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>6 - 25</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
Table two (Facilities used by men only).

<table>
<thead>
<tr>
<th>No. of men at work</th>
<th>No. of water closets</th>
<th>No. of wash stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 15</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>16 - 30</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>31 - 45</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>46 - 60</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>61 - 75</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>76 - 90</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>91 - 100</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

3.1.7 Drinking water

* An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace.

* Such supplies must be readily accessible and marked as ‘Drinking Water’, unless dispensed via a fountain a supply of cups/beakers should be made available.

3.1.8 Facilities for rest and to eat meals.

* Suitable and sufficient rest facilities shall be provided at readily accessible places.
3.2 RISK ASSESSMENTS

What is meant by risk assessment?

As an employer, the Management of Health and Safety at Work Regulations 1999 require the company to carry out a suitable and sufficient assessment of the risks arising out of its work activities, i.e. a risk assessment. This assessment should cover not only the risks to our own employees, but also anyone else who may be affected by our undertaking.

* Put simply, a risk assessment is finding out what in our work could cause harm to people and deciding if we have done enough, or need to do more to protect them.

* The purpose of risk assessments is to make sure that no-one gets hurt or becomes ill as a result of our work activities.

3.2.1 Risk assessments are basically a 5-stage process which consists of the following steps:

1. Divide the work into manageable categories
2. Look for the hazards
3. Evaluate the risks
4. Prepare a plan for controlling the risks
5. Review and revise the assessment

3.2.2 Where do we begin?

Before starting the assessment, it is a good idea to conduct a "walk round" survey of the area affected by the task to be carried out. This will give the person carrying out the assessment an idea of the size of the task ahead so that we can then plan our best approach for tackling it.

It is important that we involve employees and safety representatives in the process of risk assessments as early as possible. After all, if they are the persons actually doing the work, then they may well be aware of important health and safety issues which might not be obvious to the assessor.

Also, if they are involved right from the start, then they are more likely to accept any changes resulting from the risk assessment, as they will have contributed to the process and therefore should have a greater understanding of why the changes are necessary.

3.2.3 Stage One - Divide work into manageable categories
Firstly, for the majority of work places it is both sensible and practical to break the task of risk assessments up into manageable categories. Therefore we might divide our work up into either:

* Separate work areas, e.g. stores, sites, offices, yard etc; or

* Stages in the production process, e.g. handling raw materials, machining, assembling, finishing, etc; or

* Defined tasks, e.g. excavations, maintenance, work at height etc.

We simply choose whichever method we prefer to use here - whichever one we find the most manageable.

3.2.4 Stage Two - Look for the hazards

* A HAZARD is anything which can cause harm, e.g. chemicals, electricity, deep excavations, working at a height, poor lighting, etc.

For example, the blade of a circular sawing machine has the potential to cause severe cuts to a person, so the blade is therefore a ‘HAZARD’.

Looking for hazards is perhaps not as difficult as it first appears. An important thing to remember here is that we can ignore the trivial and concentrate only on the significant hazards which could result in genuine injury.

Sitesafe UK Ltd will be able to help us if any guidance specific to our industry is available and where to get it.

3.2.5 Stage Three - Evaluate the risk

* The risk is the chance or likelihood that someone will be harmed to some extent by the hazard we have identified.

Therefore, going back to the previous example, if the blade of the circular saw is well guarded and the operator properly trained to follow safe working practices, then the risk may be low, but if the blade is unguarded or the operator untrained then the risk will be high.

It is important to determine the hazards which are most likely to cause the greatest harm so that the risks from these can be controlled first.

If there are only a small number of hazards in the workplace then identifying the most important ones may be fairly obvious. But what if they are not obvious, or if the workplace has a large number of hazards.

It is therefore necessary to evaluate the risk associated with each hazard so that we can then
prioritise the risks and concentrate on the greatest first. In order to evaluate the risk associated with a hazard, we consider both the ‘SEVERITY’ of the harm and the ‘LIKELIHOOD’ of that harm actually occurring.

**Severity** - when considering a particular hazard, first ask "Realistically, what is the worse that could happen?" Is it a minor injury or ill-health, serious injury or ill-health, or could it even be death?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Negligible/no injury</td>
</tr>
<tr>
<td>2</td>
<td>Minor injury</td>
</tr>
<tr>
<td>3</td>
<td>Lost time injury (Less than 7 days)</td>
</tr>
<tr>
<td>4</td>
<td>Major injury (RIDDOR) Possible continuous treatment</td>
</tr>
<tr>
<td>5</td>
<td>Serious injury possible worker fatality</td>
</tr>
<tr>
<td>6</td>
<td>Fatality or general public injury</td>
</tr>
</tbody>
</table>

**Likelihood** - next we make a judgement about the chance or likelihood of that injury or ill-health actually happening. Is it very unlikely, an inevitable occurrence, or somewhere in between?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Very unlikely to occur</td>
</tr>
<tr>
<td>2</td>
<td>Feasible occurrence</td>
</tr>
<tr>
<td>3</td>
<td>Likely to occur</td>
</tr>
<tr>
<td>4</td>
<td>Fairly likely to occur</td>
</tr>
<tr>
<td>5</td>
<td>Very probable occurrence</td>
</tr>
<tr>
<td>6</td>
<td>An inevitable occurrence</td>
</tr>
</tbody>
</table>

When assessing the likelihood, we take any existing control measures, e.g. guards, training, etc., into account. However, it is equally important to examine the way in which work is actually carried out so that failures to follow procedures or use safety devices are identified and also taken into account.

So we do not simply rely on what we believe happens in our workplace - we check what really happens by observing the work activities and asking the people involved.

The number of people likely to be exposed to the hazard is also be taken into account when deciding upon the likelihood of any injury occurring. Remember that, in addition to our own employees, we must also consider others who may be affected such as members of the public, other contractors, visitors, etc.
When we have assessed the severity and the likelihood of injury for each hazard, we can then begin to prioritise the risks. The greater the severity of harm and the more likely the harm is to occur, then the greater the risk.

3.2.6 Simple numerical risk evaluation

Numbers have been assigned to describe the severity and the likelihood and these multiplied to give a risk rating for each hazard.

This does not necessarily make the evaluation any more accurate, but some people find that using numbers make the task of prioritising more straightforward.

For example, for each hazard identified the severity will be given a rating of 1 to 6 depending on whether we judge it to be minor, serious or major, and the likelihood also given a rating of 1 to 6 depending on whether we judge it to be unlikely, likely or highly likely.

The ratings for severity and likelihood are then multiplied together to give a numerical value for the residual risk ranging from 1 to 36.

On the following page you will see the risk matrix used by the company, this matrix will be attached to each risk assessment and the risk rating recorded in the following way;

Example

Hazard 1. Underground services. Hazards associated with accidental contact with underground services will primarily affect plant operators and workers in the immediate vicinity. However, such hazards can affect other contractors working in the area. This hazard has the potential to cause serious burns, explosion and electrocution.

Severity 5 x Likelihood  5  =  Risk 25

In this example we have made a judgment of severity and likelihood based on no specific controls being put in place to reduce the chance of accidental underground service contact.

We have assessed the severity to be 5 (Serious injury possible worker fatality) and the likelihood to be 5 (Very probable occurrence).

If this was the assessment, the risk 5 x 5 = 25 (Very High Risk) and must be considered unacceptable. Our aim in all such situations is to reduce the likelihood by introducing and managing control systems into our work procedure which effectively reduce the likelihood.
### Risk Assessment Matrix

<table>
<thead>
<tr>
<th>Severity of consequence ▼</th>
<th>6</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>36</td>
<td>30</td>
<td>24</td>
<td>18</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>30</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>24</td>
<td>20</td>
<td>16</td>
<td>12</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>18</td>
<td>15</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

▲ **Likelihood of Occurrence**

<table>
<thead>
<tr>
<th>Grading - Suggested definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Severity</strong></td>
</tr>
<tr>
<td>1 Negligible / no injury</td>
</tr>
<tr>
<td>2 Minor injury</td>
</tr>
<tr>
<td>3 Lost time injury (Less than 7 days)</td>
</tr>
<tr>
<td>4 Major injury (RIDDOR) Possible continuous treatment</td>
</tr>
<tr>
<td>5 Serious injury possible worker fatality</td>
</tr>
<tr>
<td>6 Fatality or general public injury</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Likelihood of Occurrence</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Very unlikely to occur</td>
</tr>
<tr>
<td>2 Feasible occurrence</td>
</tr>
<tr>
<td>3 Likely to occur</td>
</tr>
<tr>
<td>4 Fairy likely to occur</td>
</tr>
<tr>
<td>5 Very probable occurrence</td>
</tr>
<tr>
<td>6 An inevitable occurrence</td>
</tr>
</tbody>
</table>

It should be recognised that the risk estimated in this way is not an absolute value of risk but simply allows the relative risk associated with each hazard to be compared; the higher the numerical value the greater the risk.
3.2.7 Stage Four - Prepare a plan for controlling the risks

The outcome of a risk assessment will be a plan of action which sets out, in priority order, what additional controls are necessary. It will also specify who is responsible for taking action and if appropriate establish a reasonable timescale for completion.

So, starting with the most serious risks, we decide if we can avoid the risk altogether by changing the system of work, or provide controls in order to reduce the risk of injury to an acceptable level.

The Construction (Design and Management) Regulations 2015 and the Management of Health and Safety at Work Regulations 1999, provide us with the hierarchical systems of control which need to be applied to comply with relevant legal requirements.

Information which may assist us in making this decision can be found in a range of publications such as health and safety guidance on regulations, approved Codes of Practice, British and European Standards, industry specific guidance, etc.

Also, do not forget about information we might be able to obtain from suppliers, manufacturers, insurers, trade unions, consultants, trade associations, health and safety inspectors, Sitesafe UK Ltd etc.

3.2.8 Controlling the risks

If we decide that additional controls are required, the following list gives the hierarchy of options available to us under the Regulations.

a) avoiding risks;
b) evaluating the risks which cannot be avoided;
c) combating the risks at source;
d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
e) adapting to technical progress;
f) replacing the dangerous by the non-dangerous or the less dangerous;
g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
h) giving collective protective measures priority over individual protective measures; and
i) giving appropriate instructions to employees.

For each risk needing further controls, we start at the top of the list and consider if this option provides a reasonably practicable solution.

It is only if the option is not reasonably practicable, or if it alone does not reduce the risk to an acceptable level, that we consider the next option on the list. It will often be the case that
we will need to implement more than one of the control options in order to control the risk satisfactorily.

Once we have determined what additional precautions are necessary then we decide on who is to be responsible for taking the necessary action and set realistic dates for the earliest achievement of the required improvements.

**Example**

Working with the example given earlier i.e. ‘Underground services’, we may consider the following controls to be required;

Hazard 1. All excavation work to be undertaken in accordance with the Company’s health and safety policy, under a ‘Permit to Dig’ controlled by a competent person and work preceded with a survey using existing service plans and cable detection equipment. Services identified to be marked and isolated, before excavation work starts. Trial holes to be hand dug to identify true location, direction and depth of service. No mechanical digging devices to be used within 0.5 metres of a known underground live service.

A review of the risk of injury with the above controls in place may be recorded as follows;

Severity 5 x Likelihood 1 = Risk 5

By adding the safety controls to our work procedure we will have reduced the likelihood of injury, in this case the assessor know considers the likelihood of injury to be ‘Very unlikely to occur’.

**3.2.9 Recording the assessment**

If a company employ's five or more people then we are required by law to record the significant findings of the risk assessment. However, even if we employ less than five people, it is still a good idea to keep a written record of the assessment.

In many cases, employers will need to record sufficient details of the assessment itself, in addition to the significant findings, so that they can demonstrate that they have undertaken a suitable and sufficient assessment.

Ideally, information should be recorded about the following:

* Activities or work areas examined
* Hazards identified
* Persons exposed to the hazards
* Evaluation of risks and their prioritisation
* Existing control measures and their effectiveness
* Additional precautions needed

* Who is to take action and when

Specific assessments are also carried out in respect to new or expectant mothers and to ensure the protection of young persons in the employment of the Company.

3.2.10 Stage Five - Review and revise the assessment

Risk assessments are a continuing process. Review of the risk assessment is important to ensure that it is kept up to date and takes account of:

* Other activities and hazards

* Changes in processes

* New methods of work

* New employees

In addition to this the adequacy of implemented control measures need to be reviewed from time to time and revised if necessary. The objective here should always be to "learn, improve and develop". We therefore, record a review date on our risk assessment, to remind us of the importance of reviewing and revising the assessment.

That completes the final stage of the risk assessment. Hopefully, you'll now appreciate that risk assessments are not really all that complicated or difficult and that the Company needs your help and co-operation to ensure assessments are affective.
### 3.2.11 Example of a risk assessment

**Hazard Identification and Risk Evaluation:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazards</th>
<th>Persons Exposed</th>
<th>Severity 3 - major 1 - minor</th>
<th>Likelihood 3 - highly likely 1 - unlikely</th>
<th>Risk 9 - greatest 1 - lowest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with circular saw</td>
<td>Wood Dust (health hazard)</td>
<td>All workers in woodwork shop</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Moving blade (cutting)</td>
<td>Operator and assistant</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Noise (hearing damage)</td>
<td>All workers in woodwork shop</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Ejection of work - piece (being struck)</td>
<td>Operator and assistant</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Use of forklift truck (FLT)</td>
<td>Dangerous driving (overturning)</td>
<td>Driver and all pedestrians incl. visitors</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Blindspot at warehouse (collisions)</td>
<td>Driver and all pedestrians incl. visitors</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
</tbody>
</table>
## Action Plan:

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Existing Precautions</th>
<th>Additional Precautions Necessary</th>
<th>Actioned By</th>
<th>Actioned When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blindspot in yard</td>
<td>Drivers instructed to sound horn but not always done.</td>
<td>Mount mirror at corner.</td>
<td>G Black</td>
<td>30/06/98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reiterate instructions to drivers.</td>
<td>H White</td>
<td>12/06/98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Look at re-routing FLTs or pedestrians.</td>
<td>H White</td>
<td>31/07/98</td>
</tr>
<tr>
<td>Wood Dust</td>
<td>Dust masks provided but rarely worn.</td>
<td>Dust extraction required at this machine.</td>
<td>B Blonde</td>
<td>23/01/99</td>
</tr>
<tr>
<td>Dangerous driving</td>
<td>Drivers all trained and certified 7 years ago.</td>
<td>Refresher training for all drivers.</td>
<td>H White</td>
<td>30/08/98</td>
</tr>
<tr>
<td>Noise</td>
<td>Hearing protection available but not always worn - uncomfortable.</td>
<td>Find comfortable PPE and enforce wearing. Look at segregating other persons from noise e.g. acoustic screens.</td>
<td>D Green</td>
<td>31/07/98</td>
</tr>
<tr>
<td>Moving blade</td>
<td>Guard fitted and push stick available. Guard not always set at the correct height.</td>
<td>Remind operator of importance of keeping guard properly adjusted and monitor compliance.</td>
<td>D Green</td>
<td>12/06/97</td>
</tr>
<tr>
<td>Kickback of workpiece</td>
<td>Riving knife fitted but slightly damaged.</td>
<td>Repair riving knife.</td>
<td>B Blonde</td>
<td>22/06/98</td>
</tr>
</tbody>
</table>
3.2.12 Hazard Checklist

1. Mechanical
   - Entanglement
   - Friction/abrasion
   - Cutting
   - Shearing
   - Stabbing/puncturing
   - Impact
   - Crushing/trapping
   - Ejection

9. Radiation
   - Ionising
   - Non-ionising

10. Biological
    - Bacterial
    - Viral
    - Fungal

11. Workplace factors
    - Noise
    - Vibration
    - Light
    - Humidity
    - Ventilation
    - Temperature
    - Pressure/vacuum

12. Organisational
    - Poor maintenance
    - Lack of supervision
    - Lack of training
    - Lack of information
    - Unsafe systems
    - Provision of unsuitable equipment

13. The individual
    - Individual not suited to work
    - High work rate
    - Unsafe behaviour

The above list is not exhaustive, other hazards may exist depending on the nature of your work.
# RISK ASSESSMENT RECORD SHEET

<table>
<thead>
<tr>
<th>Division</th>
<th>Job Title</th>
<th>Activity Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middlebury College-CMRS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Main Hazards Identified

Matrix Risk Rating

- Severity x Likelihood = Risk
- Severity x Likelihood = Risk
- Severity x Likelihood = Risk
- Severity x Likelihood = Risk

### Overview:

Who is at risk?

Precautions and controls.

Risk Considered:

Additional controls required.

By When/Whom

### Assessor(s)

Date/s

Approved by

Safety Representative:

Manager

Review:
Acknowledgment:
3.3 ACCIDENT AND INCIDENT REPORTING

3.3.1 COMPANY POLICY

All accidents, dangerous occurrences and near miss incidents in the workplace, or which are related to your working situation, regardless of whether persons are injured or suffer ill-health must be reported as soon as possible after the event.

Employees are reminded of their duty to cooperate with the company to ensure that the duties exposed on the Company can be performed or complied with.

In the event of an accident causing injury (no matter how minor), or ill health which is considered work related, the incident should be reported immediately to your appointed first aider, in order that the injury/ill health can be assessed and treated and a record of the injury/ill health recorded on form B1510 (Accident book).

It is the company policy to investigate all accidents, cases of work related ill health and dangerous occurrence to establish cause and when appropriate make changes to work systems to prevent recurrence.

B1510 will comply with the requirements of the Data Protection Act. Personal details entered into the Accident Book will be kept confidential and secured following any entry to prevent unauthorised access.

In the event of a serious accident or dangerous occurrence, the following person should be notified by telephone at the earliest opportunity:

a) Principal (01865 241071)

The Principal is responsible for ensuring that such accidents and incidents are reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and that all accidents and dangerous occurrences are investigated and when necessary changes to the system of work made to prevent reoccurrence.

3.3.2 RIDDOR reporting

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain ‘dangerous occurrences’ (incidents with the potential to cause harm).
3.3.3 What must be reported?

* Work-related Accidents

For the purpose of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under ‘Types of reportable injuries’).

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required. See [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) for examples of incidents that do and do not have to be reported.

3.3.4 Types of reportable injury

* Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

* Specified injuries to workers

- The list of ‘specified injuries’ in RIDDOR 2013 (regulation 4) includes;
- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respirator system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to...
hypothermia, head-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

* **Over seven day injuries to workers**
This is where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

* **Injuries to non-workers**
Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury.

There is no requirement to establish what hospital treatment was actually provided and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’ (see above).

* **Reportable Occupational Diseases**
Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.
These diseases include:

  • carpal tunnel syndrome;
  • severe cramp of the hand or forearm;
  • occupational dermatitis;
  • hand-arm vibration syndrome;
  • tendonitis or tenosynovitis of the hand or forearm;
  • any occupational asthma;
  • any occupational cancer;
  • any disease attributed to an occupational exposure to a biological agent.

* **Reportable Dangerous Occurrences**
Dangerous occurrences are certain, specified events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

  • the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
  • plant or equipment coming into contact with overhead power lines;
  • explosions or fires causing work to be stopped for more than 24 hours.

* Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).
3.3.5 How to Report

* **Online**
  Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

* **Telephone**
  All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

* **Reporting Out of Hours**

* HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:
  
  - a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
  - a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
  - following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

* If you want to report less serious incidents out of normal working hours, you should complete an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online).
3.3.6 Accident/Near Miss - Initial Action Procedure

**Accident resulting in injury**
- Summon First Aider or Appointed Person
- Summon ambulance or emergency services if necessary
- Provide first aid treatment
- Advise casualty to seek medical advice from GP or at A and E
- Transfer casualty to hospital/medical facility
- Notify senior member of staff
- Refer to Accident and Incident Reporting Procedure

**Near Miss/non injury accident**
- Record incident and Notify Manager/Supervisor
- Investigate near miss/accident and review associated risk assessment
- Action improvements as necessary, brief workforce on any changes.
- Refer to Accident and Incident Reporting Procedure

3.3.7 Accident and Incident Reporting and Investigation Procedure

**An accident or incident has been recorded and/or reported**
- Contact Sitesafe UK Ltd to check if accident/incident is reportable
- Notify the Enforcing Authority if necessary - Keep copy of report form
- If appropriate Sitesafe UK Ltd to carry out investigation
- Where possible and appropriate, take photographs and assemble information relating to the accident/incident
- Identify witnesses and take statements
- Review risk assessment and determine true cause of accident/incident
- Identify new/improved controls to prevent reoccurrence and record
- Brief workforce and Implement new controls
3.4 EMERGENCY PROCEDURES

3.4.1 Where necessary in the interest of health and safety at any premises there shall be appropriate procedures for dealing with any event of serious and immanent danger which should include; for any necessary evacuation of the site or any part thereof.

* The Company will nominate sufficient numbers of competent persons to implement procedures set out.

* All emergency procedure arrangements will be bought to the attention of every person concerned during site induction training and must ensure that individuals are familiar with the arrangements made. Where necessary such arrangements will be tested by putting them into affect at suitable intervals.

3.4.2 First Aid

* Your attention is drawn to the Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Notes L74, third edition published 2013.

Company Policy is as follows:

(a) There will at all times at least one trained First Aider at all static places of work. Names of all first aiders will be prominently displayed at the work place and each first aider will have the means of contacting the emergency services.

(b) Where special or unusual hazards exist within a permanent environment help and guidance as to the appropriate facilities and first aid cover required will be obtained through Sitesafe UK Ltd.

(c) Where employees are widely dispersed (eg motorways) additional First Aiders/Appointed Persons will be provided to cover different sections.

(d) Where small detachments are working in isolated locations (eg maintenance gangs etc) and it is not practicable to provide a trained First Aider, personnel will be trained in the basic "save a life" techniques and instructed on the steps necessary to be taken in an emergency.

(e) There will be at least one first aid box at each workplace. Each First Aid box will be clearly marked with a white cross on a green background and be under the control of a First Aider or Appointed Person. Its location will be made known to all employees on induction and by approved signage.

(f) Small travelling aid kits will be provided for employees working singularly or in small groups and for drivers who must regularly travel long distances. Necessary instruction in their use will be given.
(g) The Principal will notify the local ambulance service of the location and nature of work being undertaken on all sites under the Company's control.

(h) The Accident Book (Form BI510) must be used for recording all accidents. In addition any treatment given by the First Aider should be briefly recorded.

(i) The following table lists the minimum requirements of items to be held in boxes for 1 - 50 employees:

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance Cards</td>
<td>1</td>
</tr>
<tr>
<td>Individually wrapped sterile adhesive dressings</td>
<td>40</td>
</tr>
<tr>
<td>Sterile eye pads with attachments</td>
<td>4</td>
</tr>
<tr>
<td>Triangular bandages</td>
<td>4</td>
</tr>
<tr>
<td>Sterile coverings for serious wounds (where applicable)</td>
<td>4</td>
</tr>
<tr>
<td>Safety pins</td>
<td>12</td>
</tr>
<tr>
<td>Medium sized sterile unmedicated pads</td>
<td>8</td>
</tr>
<tr>
<td>Large unmedicated sterile pads</td>
<td>4</td>
</tr>
<tr>
<td>Extra large sterile unmedicated dressings</td>
<td>4</td>
</tr>
<tr>
<td>Sterile water or saline in 300 ml disposal container</td>
<td>3</td>
</tr>
<tr>
<td>where tap water is unavailable</td>
<td></td>
</tr>
</tbody>
</table>

3.4.3 Occupational Health Hazards

* Below are some examples of health hazards we are likely to come across in a working situation;

(a) Inhalation - of dusts, fumes and vapours from materials in use on site and office premises. Some can be potentially hazardous. Time and care should be taken to read pack instructions and safety guidance such as COSHH Assessments.

(b) Skin contact - accidental skin contact with materials used that may cause a reaction. Even protective equipment and clothing such as plastic gloves can cause skin irritation if not used correctly.

(c) Ergonomics - the machines we use to work are generally designed to prevent injury. Unfortunately, injuries still occur i.e. lifting heavy objects, when a mechanical device is available or over reaching to operate machinery which has been badly designed or positioned can cause back pain.

Thought and care will be given to operator use and likely health hazards when purchasing and/or installing equipment.

(d) Ingestion - good personal hygiene is essential to prevent the ingestion of harmful
MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

substances and germs. The washing of hands (face if covered in dust or foreign substances) should be a routine procedure before any intake of food and drink.

(e) Physical injury - for example, we can help reduce the incidence of trips and falls by ensuring we do not take unnecessary risks. We should ensure that our general health and fitness does not put us or others at risk, this should be considered on a daily as well as long term basis.

3.4.4 Fire Safety Introduction

* The Company is committed to providing a safe working environment for its staff and visitors. For this reason the company has formulated this policy to facilitate compliance with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (`Fire Safety Order`).

3.4.5 Policy Objectives

• To provide a safe and healthy working environment for all staff and visitors.
• To minimise the risks to Company premises and any others that may be affected by fire.
• To manage fire risks in accordance with the requirements of the Fire Safety Order.
• To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at work Regulations 1999 and the Fire Safety Order.
• To address obligations under the Fire Safety Order that require the Company to:
  a) Develop a policy to minimise the risks associated with fire.
  b) Reduce the risk of an outbreak and subsequent spread of fire.
  c) Provide means of escape.
  d) Demonstrate preventative action.
  e) Maintain documentation and records in respect of fire safety management.

3.4.6 The Responsible Persons

* The Company has appointed the Principal as the `responsible person`. The responsible person’s duties are to ensure the safety of staff and visitors by:

• Carrying out (or ensuring that a competent person carries out) a Fire Safety Risk Assessment. The Fire Safety Risk Assessment will take into consideration everyone who may come onto the premises, whether they are employees or visitors and consideration will be given to people who may have a disability or anyone with special needs.

• Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
• Preparing a written Emergency Action/Evacuation Plan for the building to be
displayed at various locations about the premises.
• Preparing Personal Evacuation Plans for disabled persons (if relevant).

3.4.7 Fire Marshals

* The Company will appoint competent persons to act as Fire Marshals. The Fire Marshals’ duties will include:

• Carrying out regular checks on all fire safety equipment including emergency lights and alarms.
• Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
• Assisting in evacuations/fire drills.
• Making contact with the emergency services.
• Ensuring that the names and duties of all competent persons are displayed on the safety notice board.

3.4.8 Communication

* The Company will ensure that all persons employed either as direct employees or contractors are provided with all relevant information related to fire safety. The Management of the Company will consult with the employees (where relevant) on all relevant matters of fire safety policy and arrangements, and will ensure staff are kept informed of any changes that are made to fire safety procedures.

3.4.9 Training

• Upon commencement of employment all employees (where relevant) will be given training on fire safety at induction and will receive refresher training as appropriate.
• All employees will be instructed to report any defective or missing equipment to their Supervisor.
• All employees will receive instruction on their role in the case of an emergency.
• It shall be Company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
• Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

3.4.10 Equipment/Testing

• The Fire evacuation procedures will be practised every six months.
• Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the fire safety risk assessment.
• All fire safety equipment will be serviced by an external competent person and the service periods will be scheduled in accordance with the manufacturers’ instructions.
• An appropriate fire detection and alarm system will be installed. The type and extent of the alarm system provided will be based on the findings of the fire safety risk assessment. Alarm systems will be tested regularly. Staff and visitors will be informed when these tests are scheduled.
• Emergency lighting will be provided for escape routes where applicable. The location and type will be determined by the findings of the fire safety risk assessment.
• Operation of fire exit doors, including any automatic closers, will be tested and recorded in the fire log on a weekly basis.
• Any other safety systems installed, such as emergency lighting and fire doors, will be checked regularly to ensure correct operation.

3.4.11 Procedures

* The Company has introduced the following procedures in order to maintain high standards of fire safety:

• Emergency escape routes will be established and kept free from obstruction at all times;
• Fire exit doors will be kept in good working order and unlocked at all times the premises are occupied;
• The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors;
• Signs and notices will be displayed in prominent locations, giving appropriate instructions to employees and others of what to do in the event of a fire;
• Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes.

3.4.12 Records

* The Company will record its staff training including fire drills, and the finding of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The Company will keep the following records:

• Records of weekly tests of fire alarms, fire exits.
• Records of weekly flow tests of sprinkler systems (where fitted).
• Records of wet and dry tests of dry rising mains (where fitted).
• Record of annual inspection and test of all fire fighting equipment.
• Records of periodic tests of emergency lighting (where fitted).
• Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
• Records of the inspection, risk assessment and maintenance of workplace and electrical equipment, of storage of hazardous substances and of any other hazards identified with fire safety (where appropriate).
3.4.13 Fire Procedures Head Office

* These instructions are to be displayed near all extinguisher points:

**IN CASE OF FIRE**

**IF YOU DISCOVER A FIRE**

A) Raise the alarm by shouting **FIRE! FIRE! FIRE!** or activating the nearest alarm point

B) Proceed immediately to the assembly point at:

**18A New Inn Hall Street, Oxford**

C) Do not re-enter the premises until told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.

**ON HEARING THE ALARM**

D) Proceed immediately to the assembly point at:

**18A New Inn Hall Street, Oxford**

Where a roll call will be taken

E) Use the nearest available exit

F) Do not stop to collect personal belongings

G) Do not re-enter the building until you are told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.

* The **Fire Marshal** or his deputy will be responsible for calling the Fire Service and ensuring the offices are evacuated. He/she will liaise with the fire brigade on arrival and advise other workers when the emergency is over.

* The offices must not be re-entered until staff have been advised by the **Fire Marshal** or the Fire Service Officer.
3.4.14 Fire emergency Procedures On Sites

* All Company employees working on sites are required to be familiar with the specific site emergency procedures.

(a) The Company's representative on site will advise all operatives prior to the commencement of work of the fire emergency procedures established on specific sites.

(b) Where the Company is acting as sub-contractor or working in occupied premises the emergency procedure of the principal contractor, or occupier shall be ascertained and followed. The Company's representative will ensure the operatives are familiar with and understand these procedures, before work commences.

(c) Where the site is under the control of this Company the Principal will ensure that a fire assessment has been completed and adequate fire precautions are taken and that emergency procedures are established before work commences. All full-time employees and sub-contract labour will be made familiar by the Administrator of these procedures.

* There shall be provided on every construction site under the Company's control suitable and sufficient fire fighting equipment and suitable and sufficient fire detection and alarm systems. These will be suitably located and bought to the attention of persons working on site during induction training sessions.

* Any fire fighting equipment, fire detection or alarm systems provided in accordance with the fire assessment shall be properly maintained by the Company and subject to examination and testing at such intervals to ensure they remain effective.

* All fire fighting equipment provided on site must remain easily accessible at all times, suitably signed and persons on site instructed in its correct use.
3.4.15 Site Instructions

* These instructions are to be displayed near all extinguisher points:

**IN CASE OF FIRE**

**IF YOU DISCOVER A FIRE**

A) Raise the alarm by shouting **FIRE! FIRE! FIRE!** or activating the nearest alarm point

B) Proceed immediately to the assembly point at:

**18A New Inn Hall Street, Oxford**

Where a roll call will be taken.

C) Do not re-enter the premises until told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.

**ON HEARING THE ALARM**

D) Proceed immediately to the assembly point at:

**18A New Inn Hall Street, Oxford**

Where a roll call will be taken.

E) Use the nearest available exit

F) Do not stop to collect personal belongings.

G) Do not re-enter the building until you are told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.
3.4.16 Checklist For Receptionist

Action to be taken on receipt of an incendiary or bomb threat:

- Do not put down the handset or cut off the call.
- Obtain as much information as you can.
- Try to keep the caller talking as long as possible.
- Complete the information below asking questions in sequence if necessary:

<table>
<thead>
<tr>
<th>* Identity or code word</th>
<th>* Message (exact words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Where is it ?</td>
<td>* What time will it go off ?</td>
</tr>
<tr>
<td>* What does it look like ?</td>
<td>* What kind of device is it ?</td>
</tr>
<tr>
<td>* Why are you doing this ?</td>
<td>* Who are you ?</td>
</tr>
</tbody>
</table>

- As soon as the call is complete, note the time and inform a member of staff in authority immediately.
- Complete the following details as soon as practical, adding anything further that you recall:

<table>
<thead>
<tr>
<th>* Details of caller:</th>
<th>* Distractions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>man</td>
<td>noise on line:</td>
</tr>
<tr>
<td>woman</td>
<td>call box pay tone or pips</td>
</tr>
<tr>
<td>child</td>
<td>operator interruptions</td>
</tr>
<tr>
<td>old/young</td>
<td></td>
</tr>
<tr>
<td>not known</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* Speech:</th>
<th>* Other noise:</th>
</tr>
</thead>
<tbody>
<tr>
<td>intoxicated</td>
<td>anyone in background</td>
</tr>
<tr>
<td>rambling</td>
<td>traffic</td>
</tr>
<tr>
<td>irrational</td>
<td>talking</td>
</tr>
<tr>
<td>impediment</td>
<td>typing</td>
</tr>
<tr>
<td>laughing</td>
<td>machinery</td>
</tr>
<tr>
<td>serious</td>
<td>aircraft</td>
</tr>
<tr>
<td></td>
<td>music</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* Message:</th>
<th>* Number on which call was received: .............................................</th>
</tr>
</thead>
</table>
| read: | *
| spontaneous | |

* Person receiving call: .................................................................
3.4.17 Provision Of Fire Safety Instruction To Individual Staff Member

The instruction shown below has been provided to staff member:

Name: ..............................................    Job title: ................................................

Date: ................................................   Duration: ................................................

Instruction was provided by (insert name): .................................................................

Subjects covered (tick box as necessary):

- [ ] (a) hazards and safe practices
- [ ] (b) what to do if discovering a fire and action to be taken on hearing the fire alarm
- [ ] (c) raising the alarm and calling the fire and rescue service
- [ ] (d) plant shutdown/power isolation
- [ ] (e) location and use (if safe to do so) of fire fighting equipment
- [ ] (f) escape routes (location, use and keeping clear) and designated assembly point
- [ ] (g) assisting evacuation of public and disabled (use and non-use of lifts)
- [ ] (h) security measures (daily and in the use of fires)
- [ ] (i) safety signs, their meaning and measures to be taken
- [ ] (j) function of and care with any active or passive fire protection systems
- [ ] (k) use and importance of fire doors, door closers and release devices
- [ ] (l) need to report hazard, faults, dangers etc.
- [ ] (m) particular instructions related to specific duties.

Comments by instructor and/or instructed:

__________________________________________________________________________

__________________________________________________________________________

I confirm that I received instruction on the topics ticked above on the date given.

Name: ..............................................    Signature: ......................................................

(A copy of this record should be placed on the employee's personal record file.)
3.4.18 An introduction to your log book

The following sheets have been prepared to assist duty holders, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system.

Whilst not expected to be comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

The log sheets should be kept up to date and readily accessible for inspection by the enforcing authority when required.

It is recommended that the fire log book should be kept in a loose leaf format with new record keeping pages photocopied when required.

It should be noted that it is an offence for a person to knowingly make a false entry onto these sheets.
Useful telephone contacts
Notes on test procedures and frequencies
Visits by fire service inspector/crew
Fire alarm break glass call points
Fire risk assessment details
Fire detection and alarm system - record of tests
Record of false alarms
Emergency lighting system - record of tests
Fire extinguishers - record of tests and inspections
Hose reels - record of tests
Fire resisting doors/means of escape - record of tests
Electrical and portable appliance testing - record of test
Fire instruction - record of when given
Fire evacuation drills - record of when undertaken

### USEFUL TELEPHONE NUMBERS

**IN AN EMERGENCY DIAL 999**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm Maintenance</td>
<td>Pyrotec 01865 390190</td>
<td>Building Maintenance Richard Ward 01865 379244</td>
</tr>
<tr>
<td>Emergency Lighting Maintenance</td>
<td>Algar 01865 880588</td>
<td>Building Control Officer</td>
</tr>
<tr>
<td>Fire Extinguisher Maintenance</td>
<td>Executive Fire 01865 435435</td>
<td>Environmental Health Oxford City Council 01865 249811</td>
</tr>
<tr>
<td>Fire Safety Officer</td>
<td>Oxford Fire &amp; Rescue 01865 855241</td>
<td></td>
</tr>
<tr>
<td>Responsible Person</td>
<td>Senior Tutor, Administrator, Junior Dean</td>
<td></td>
</tr>
<tr>
<td>Premises Details (Address)</td>
<td>Middlebury College - CMRS Oxford Humanities Program Shoe Lane, Oxford OX1 2DP</td>
<td></td>
</tr>
</tbody>
</table>
Fire instructions and training should be given to employees so that they are aware of the following:

- What to do if they discover a fire
- How to sound the fire alarm
- What to do if they hear the fire alarm
- Where the fire extinguishers are located and how to use them (if it is safe to do so)
- The escape routes from the building
- The whereabouts of the assembly points
- How to call the Fire and Rescue Service
- The arrangements for the evacuation of people with special needs
- The dangers associated with obstructing of fire exits and wedging open of fire resisting doors.

Instruction and training should be given:

- As soon as possible at the commencement of employment
- Annually thereafter

Fire Evacuation Drills should be carried out:

- At least twice a year
- All employees MUST evacuate the premises regardless of seniority or commitments
- The results should be recorded and remedial action taken as necessary
NOTES ON TEST PROCEDURES AND FREQUENCIES

*Indicates an entry should be made in the log book. A maintenance contract is to be taken out with a reputable company in respect of each of the installations below, if provided.

**FIRE EXTINGUISHERS** (for further information see BS 5306: Part 3) or equivalent EU standard.

* Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.
* Annual inspection. No guidance as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturers recommended procedures and using the tools etc, specified therein.
& at intervals not exceeding those given below test discharge the extinguishers.
(A) Every 4 years - Water (Stored pressure), foam (all types)
(b) Every 5 years - Water (Gas cartridge), Powder (Gas cartridge), Powder (stored pressure valve operated).

**FIRE ALARM** (for further information see BS EN 54 - 23:2010).

It is important that the operations of testing do not result in a false signal of fire.
Daily inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.
* Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely:
(a) Operate trigger device (Manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested at least quarterly monitored system and weekly for an un-monitored system. Each time zone is tested a different trigger device should be used.
(b) Examination of batteries and connections including electrolyte level.
* quarterly and annual inspection and test. No guidance is given as these should be done by the installer or by an employee who has received special training by the installer.

**AUTOMATIC DOOR RELEASES CONNECTED TO FIRE ALARM SYSTEM**

* Weekly, in conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.

**FIRE DETECTORS** (for further information see BS EN 54 - 23:2010).

Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.
* Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and
sensitivity in accordance with the manufacturers instruction.

**EMERGENCY LIGHTING** (for further information see BS 5266: Part 1), or equivalent EU standard.

Because of possible failure all tests should be undertaken at times of least risk. Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer’s instructions.

* Monthly test of self contained luminaires, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaires to be checked for proper function.
* Annual test of self contained and central battery systems by simulation of a failure of the normal lighting supply, for a continuous period, for its full duration. During the test, check all luminaires for proper function.

**Hose Reels** (for further information see BS 5306: Part 1)

Regular inspections for leaks and correct operation.

* Annual test when the hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight. A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved and produce a sustained jet of water at least 6 metres in distance.

**Fire Doors** (for further information see BS 476 Part 22 (1), or equivalent EU Standard)

* Monthly. The following should be checked:
  a. The heat-activated seals and smoke seals are undamaged;
  b. That door leaves are not structurally damaged or excessively bowed or deformed.
  c. That gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent fire and smoke sealing;

**Electrical Inspections**

* Five Yearly - Arrange for the electrical system of fire safety installations to be checked in accordance with the testing and inspection requirements of the current IEE Wiring Regulations; for any defects found to be found to be logged and the necessary action taken, and ensure that certificates of satisfactory testing are received.

**Portable Appliance Testing**

* Annually - Electrical testing should be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the test results obtained. This person must be capable of inspecting the equipment and, where necessary, dismantling it to check the cable connections.
**Fire Instructions**

* The legislation applicable to these premises requires that instructions should be given in respect of the action, purpose, etc. of the following: discovering a fire, hearing the fire alarm, the assembly point, calling the fire service, making safe power supplies, etc. use of fire alarms and fire extinguishers, and the means of escape routes.

**Fire Drills**

* The legislation applicable to these premises requires that drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management. Do not call the fire service for the purposes of a drill, it is an offence.
Visits By Fire Service Inspector/Crew

Fire and Rescue Service crews will periodically visit premises for familiarisation purposes in the event of them being called to a fire in the building. The fact that a Fire and Rescue Service visit has taken place should not be interpreted as an endorsement of fire safety measures and procedures in the premises.

<table>
<thead>
<tr>
<th>DATE</th>
<th>INSPECTOR/OLC CREW (print)</th>
<th>INSPECTOR/OLC CREW(signature)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
### Fire Risk Assessment

<table>
<thead>
<tr>
<th>Name and address of premises:</th>
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<td>Contact Details: (Tel/Fax/Email etc)</td>
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<td>Employer or other Responsible Person:</td>
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### Risk Assessment Undertaken By:
- Position: ___________________________
- Signature: ___________________________
- Date of Assessment: __________________

### Main Employer/Owner
- Main Employer Address/Contact Details

### Revision 03 - Section 3.4 - Emergency Procedures Page 18 of 27

The Fire Risk Assessment should be reviewed annually or on the introduction of new plant, materials, processes or alterations to the premises.
## FIRE ALARM BREAK GLASS POINT LOCATION

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<th>Break Glass Point No</th>
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# EMERGENCY LIGHTING
## RECORD OF TESTS
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## FIRE RESISTING DOORS/MEANS OF ESCAPE
### RECORD OF TESTS AND INSPECTIONS

### MONTHLY INSPECTION

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### ELECTRICAL AND PORTABLE APPLIANCE TESTING
### ELECTRICAL SYSTEM - 5 YEARLY

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### PORTABLE APPLIANCE TESTING - ANNUALLY
ONLY RECORD ITEMS WHICH FAIL

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# EMPLOYEE FIRE TRAINING INSTRUCTION

Staff training and instruction sessions should not be less than 30 minutes.

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FIRE EVACUATION DRILL

Note: Actual Fires/AFAs with full evacuation may also be included as Fire Drill

Should be carried out at the interval shown below and conducted to simulate fire conditions; i.e. one route obstructed. No advance warning should be given, other than to specific staff for purposes for safety and the avoidance of a false call being made to the Fire and Rescue Service.

SIX MONTHLY
In residential premises, places of entertainment, large shops and department stores.

YEARLY
In industrial and commercial premises.

<table>
<thead>
<tr>
<th>Date</th>
<th>Persons/Section taking part</th>
<th>Evacuation time</th>
<th>Details of Deficiencies and Action Taken</th>
<th>Name (print)</th>
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3.5 PROTECTIVE CLOTHING

3.5.1 The Personal Protective Equipment at Work Regulations 2002 requires every employer to ensure that suitable personal protective equipment (PPE) is provided to his employees that are exposed to a risk to their health or safety whilst at work.

* It will be the policy of this Company to reduce risks identified to such an extent that PPE is not required. However, as a last resort where the risks can not be adequately controlled PPE will be issued in accordance with the standards of the Personal Protective Equipment Regulations 2002.

3.5.2 Assessment

* Before choosing and issuing any PPE the Principal will ensure PPE to be provided has been assessed, to establish the equipment issued is suitable for the job it is required to do and complies with the regulations.

3.5.3 Information Instruction and Training

* Principal will be responsible for ensuring that any employee issued with PPE is provided with such information, instruction and training as is adequate and appropriate to enable the employee to use the equipment correctly and to its best effect.

3.5.4 Use of PPE

* All employees and sub-contractors will be responsible for using PPE as issued, in accordance with training given and information received. In addition, employees and sub-contractors will be responsible for reporting to the Principal loss or obvious defect to such equipment.

The Principal will be responsible for ensuring the re-issuing of PPE as required.

3.5.5 Safety Helmets

* The law which relates to the provision and wearing of safety helmets on construction sites "The Construction (Head Protection) Regulations 1989 has been revoked and the Personal Protective Equipment (PPE) Regulations amended so that they apply to the provision and use of head protection. These regulations apply to all "Building Operations of Engineering Construction".

(a) It requires every employer to provide each employee with suitable head protection. Self employed persons have a similar duty to provide themselves with suitable head protection. This head protection must be maintained and replaced whenever necessary.

Note: Sections 11 and 12 of the Employment Act exempt turban wearing Sikhs from the requirements to wear head protection on construction sites.
MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

(b) Persons in control of construction activities have a duty to ensure that suitable head protection is worn (unless there is no foreseeable risk of head injury) and may establish local rules regulating the wearing of head protection.

Every employee who has been provided with head protection, has a duty to wear it, take reasonable care of it, and report any loss or defect.

(c) Employees must sign a form of acknowledgement indicating that they have received head protection, and understand the local rules regarding requirements to wear it.

An employee who is unable to sign the acknowledgement form should have its requirements explained verbally and the acknowledgement signed by the issuer.

Acknowledgements forms should be sent for retention by the Administrator.

Employees who fail to wear head protection should be, initially reminded of their duties under the law. Thereafter, habitual offenders will be disciplined in accordance with Company procedures.

3.5.6 Sub-Contractors

* It is a contractual requirement that all sub-contractors shall provide suitable head protection for all their employees and persons under their control to include visitors.

Sub-contractors must ensure that those under their control wear head protection where there is risk of head injury or in designated areas.

Sub-contractors employees or visitors not wearing or refusing to wear suitable head protection will be refused entry, or required to leave the workplace until they do so.

3.5.7 Others

* The controller of the workplace has a responsibility to ensure that the requirements of the regulation are complied with by all who visit their site. Spare head protection must be available at the work place for visitors etc.

3.5.8 Designated Areas.

* Site management must ensure that where there is a foreseeable risk of head injury, that those areas are designated as areas where head protection, will be worn. Alternatively they may designate the entire site as a "Hard Hat Area". Designated areas should be clearly identified by approved safety signs and site notices.

Note: Signs must conform to the Safety Signs Regulations 1996.

* Offices, canteens and welfare accommodation are excluded from designated areas. The means of access to and from those areas, are not exempt as risk of head injury may exist.
3.5.9 Eye Protection

* The following processes are examples of activities which involve a risk of the face and eyes for which eye protection must be used. This list is not exhaustive and employees are expected to use common-sense at all times;

a) Handling or coming into contact with acids, alkalis and corrosives or irritant substances.

b) Working with power driven tools where chippings are likely to fly or abrasive materials be propelled.

c) Working with molten metal or other molten substances.

d) During any welding operation where intense light or other optical radiation is omitted at levels liable to cause risk or injury.

e) Working on any process using instruments that produce light amplifications or radiation.

f) Using any gas or vapour under pressure.

3.5.10 Hand and Arm Protection

* The following processes are activities which involve risk of injury to hands or arms for which hand protection maybe necessary. This list is not exhaustive and employees are required to use common-sense at all times;

a) Manual handling: hands maybe pierced by abrasive, sharp or pointed objects.

b) Vibration: gloves are essential to keep hands warm in cold weather when operating machines which cause vibration. Vibration white finger occurs more frequently when hands and fingers are cold.

c) Construction and outdoor work: keeping hands warm is important during cold weather when on building sites handling scaffolding, bricks and timber.

d) Hot and cold materials: gloves will protect against hazards from handling hot or cold materials and work involving contact with naked flame or welding.

e) Electricity: gloves can protect from the danger of electric shock.

f) Chemicals: there are numerous tasks in the construction industry where hands may come into contact with hazardous substances. Employees are reminded of the COSHH Regulations and the Safe Systems of Work outlined in COSHH Assessments produced by the Company.
3.5.11 Ear Protection

* The Company will do everything within its power to reduce noise levels omitted by work activities to such a degree that ear protection will not be required. However, where noise levels can not be reduced below 80 dB(A) the Company will issue appropriate ear plugs or muffs as required.

* Where noise levels are recorded above 80 dB(A) but below 85 dB(A) employees will be warned of the dangers associated with working in a noisy environment and provided with ear protection as requested.

* Where noise levels are recorded at 85 dB(A) or above, ear protection zones will be enforced and ear protection provided to remove the risk of hearing damage below an average daily/weekly exposure of 87 dB(A). Employees will be warned of the dangers associated with working in a noisy environment. Issued with appropriate ear protection and the wearing of such ear protection will be enforced by mandatory signs and monitored by the Principal.

3.5.12 Foot Protection

* A variety of activities in the construction world require safety footwear to be worn, to protect the feet against a number of hazards which include falling items or sharp objects such as nails. It is company policy that all employees who are involved in construction activities, manual handling tasks and working with chemicals wear appropriate foot protection.

* Suitable footwear will include; steel toe capped shoes or boots. Boots must be worn where there is a risk to ankles. Where there is a risk of soles being pierced by nails or similar objects, footwear with steel mid-soles should be used.

3.5.13 Respiratory Protection

* Many construction processes expose workers to harmful fumes, dust or vapour. Which if inhaled can cause serious ill health. Where such hazards can not be controlled adequately, suitable respiratory equipment will be provided by the company.

3.5.14 Standards

* All personal protective equipment issued by the Company will be approved by the HSE or CE marked. The Company will ensure any PPE issued is capable of coping with the levels of contamination expected and protect the employee against known hazards.
MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

PROTECTION OF EYES

Issue Certificate for Eye Protectors

1. I acknowledge receipt of Eye Protectors provided for my personal use on site.

2. Furthermore, I understand that:
   (a) I must, by law, use them working on processes specified.
   (b) I must take good care of them.
   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.......................................................................Grade:.................................

ITEMS COVERED DURING THEORETICAL TRAINING

- Explanations of risks, and why PPE needed
  YES/NO
- How equipment works and its limitations
  YES/NO
- How to select, use and store PPE
  YES/NO
- What factors can affect the level of protection
  YES/NO
- Other ..........................................................
  YES/NO

PRACTICAL TRAINING

- Practice in putting on, wearing and taking off equipment
  YES/NO
- How to inspect equipment and test it (if necessary)
  YES/NO
- Practice in doing so
  YES/NO
- Instruction and practice in carrying out any permitted user maintenance
  YES/NO
- Other ..........................................................
  YES/NO

Name:..........................................................Signature:.............................................

Date:..........................................................Person Issuing: ..............................................
Issue Certificate

HEAD PROTECTION

Issue Certificate for Head Protection

1. I acknowledge receipt of Head Protection provided for my personal use on site.

2. Furthermore, I understand that:
   (a) I must, by law, use them working on processes specified in the Regulations.
   (b) I must take good care of them.
   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.................................................................Grade:.................................

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed     YES/NO
How equipment works and its limitations       YES/NO
How to select, use and store PPE              YES/NO
What factors can affect the level of protection YES/NO
Other ...........................................................YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment YES/NO
How to inspect equipment and test it (if necessary)     YES/NO
Practice in doing so                                   YES/NO
Instruction and practice in carrying out any permitted user maintenance YES/NO
Other.................................................................YES/NO

Name:....................................................................Signature......................................................
Date:....................................................................Issuer:..........................................................

Revision 03 - Section 3.5 - Protective Clothing
Issue Certificate

FOOT PROTECTION

Issue Certificate for Foot Protection

1. I acknowledge receipt of Foot Protection provided for my personal use on site.

2. Furthermore, I understand that:
   (a) I must, by law, use them working on processes specified in the Regulations.
   (b) I must take good care of them.
   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.................................................................Grade:........................................

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed YES/NO
How equipment works and its limitations YES/NO
How to select, use and store PPE YES/NO
What factors can affect the level of protection YES/NO
Other ..........................................................

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment YES/NO
How to inspect equipment and test it (if necessary) YES/NO
Practice in doing so YES/NO
Instruction and practice in carrying out any permitted user maintenance YES/NO
Other..........................................................

Name:..........................................................Signature......................................................

Date:..........................................................Issuer:..........................................................
MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

HAND PROTECTION

Issue Certificate for Hand Protection

1. I acknowledge receipt of Hand Protection provided for my personal use on site.

2. Furthermore, I understand that:
   (a) I must, by law, use them working on processes specified in the Regulations.
   (b) I must take good care of them.
   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.................................................................Grade:........................................

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed YES/NO
How equipment works and its limitations YES/NO
How to select, use and store PPE YES/NO
What factors can affect the level of protection YES/NO
Other ..............................................................

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment YES/NO
How to inspect equipment and test it (if necessary) YES/NO
Practice in doing so YES/NO
Instruction and practice in carrying out any permitted user maintenance YES/NO
Other...........................................................

Name:.................................................................Signature...............................................

Date:.................................................................Issuer:...............................................
**Issue Certificate**

**RESPIRATORY PROTECTION**

Issue Certificate for Respiratory Protection

1. I acknowledge receipt of Respiratory Protection provided for my personal use on site.

2. Furthermore, I understand that:
   
   (a) I must, by law, use them working on processes specified in the Regulations.
   
   (b) I must take good care of them.
   
   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.................................................................Grade:.................................

**ITEMS COVERED DURING THEORETICAL TRAINING**

<table>
<thead>
<tr>
<th>Explanation</th>
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<td>How equipment works and its limitations</td>
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<tr>
<td>How to select, use and store PPE</td>
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<td>What factors can affect the level of protection</td>
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**PRACTICAL TRAINING**

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<tr>
<td>How to inspect equipment and test it (if necessary)</td>
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<td>Practice in doing so</td>
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<td>Instruction and practice in carrying out any permitted user maintenance</td>
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<td>Other</td>
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</table>

Name:.......................................................................Signature......................................................

Date:.......................................................................Issuer:..........................................................
Issue Certificate

BODY PROTECTION

Issue Certificate for Body Protection

1. I acknowledge receipt of Body Protection provided for my personal use on site.

2. Furthermore, I understand that:
   (a) I must, by law, use them working on processes specified in the Regulations.
   (b) I must take good care of them.
   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.................................................................Grade:........................................

ITEMS COVERED DURING THEORETICAL TRAINING

- Explanations of risks, and why PPE needed
- How equipment works and its limitations
- How to select, use and store PPE
- What factors can affect the level of protection
- Other ..........................................................
  ........................................................

PRACTICAL TRAINING

- Practice in putting on, wearing and taking off equipment
- How to inspect equipment and test it (if necessary)
- Practice in doing so
- Instruction and practice in carrying out any permitted user maintenance
- Other ..........................................................
  ........................................................

Name:.................................................................Signature:..............................................

Date:.................................................................Issuer:..................................................
Issue Certificate

FALL PROTECTION EQUIPMENT

Issue Certificate for Fall Protection Equipment

1. I acknowledge receipt of Fall Protection Equipment provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.................................................................Grade:.................................

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed YES/NO
How equipment works and its limitations YES/NO
How to select, use and store PPE YES/NO
What factors can affect the level of protection YES/NO
Other .......................................................... YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment YES/NO
How to inspect equipment and test it (if necessary) YES/NO
Practice in doing so YES/NO
Instruction and practice in carrying out any permitted user maintenance YES/NO
Other .......................................................... YES/NO

Name:.................................................................Signature:............................................

Date:.................................................................Issuer:..................................................
3.6 MANUAL HANDLING

The Manual Handling Operation Regulations 1992 (as Amended) have been introduced under the Health & Safety At Work Act 1974 to enable the UK to implement the requirements of European Directive 90/269/EEC on the Manual Handling of Loads. The Regulations seek to prevent injury from all manual handling operations and are concerned with the lifting and carrying of heavy weights.

The Regulations establish a clear hierarchy of measures for dealing with risk from manual handling. These are:

* Avoid hazardous manual handling operations so far as reasonably practicable;
* Assess any hazardous manual handling operations that cannot be avoided; and
* Reduce the risk of injury so far as reasonably practicable.

3.6.1 Definition of Terms

* "Manual Handling Operations" means any transporting or supporting of a load by hand or bodily force including lifting, putting down, pushing, pulling, carrying or moving. The pulling upon levers and handles or ropes does not fall within the definition, although the force applied to manipulate a load of any material supported on a spade, fork or similar implement are covered by the Regulations.

* "Load" means any item or object that is being supported or transported.

* "Injury" from manual handling operations does not include injury caused by the inherent properties of substances that spill from, or contaminate the surface of a load however, where the external properties of a load are changed through leakage for example where the load is made slippery the slipperiness would fall within the scope of the regulations.

3.6.2 Assessments

* The Principal is responsible for ensuring a suitable and sufficient assessment of all manual handling operations has been undertaken and anticipates all reasonably foreseeable factors. Where necessary the Principal will delegate this responsibility to a competent person who has the ability to:

(a) understand the regulations
(b) has a knowledge of the handling operation that has to be assessed.
(c) has an awareness of human (individual) capabilities and limitations.
(d) has an ability to recognise particular risks.
(e) has an ability to recommend reasonably practicable solutions.
(f) has the judgement of what constitutes a residual risk
* All assessments produced will be kept up to date and revised as necessary where sufficient change has taken place or in the light of past experience

* The significant findings of any assessment will be recorded in all instances unless:
  (a) the assessment is simple and obvious and easily repeatable
  (b) the risk can be shown to be insignificant
  (c) the handling operation is low risk and short lived.

* Each assessment will take into account the following factors:
  (a) the tasks
  (b) the loads
  (c) the working environment
  (d) individual capability
  (e) other factors

3.6.3 Following a Manual Handling assessment of the Company's activities the following procedures are to be used when handling items on a daily basis.

Kinetic Lifting

* The kinetic method of lifting enables the worker to make full use of the body's own weight and momentum to initiate the lift. The natural shape of the spine is maintained throughout (although the body maybe bent forward the spine should remain straight) and the lift is powered by the strong legs and thigh muscles. This method of lifting involves the minimum amount of muscular effort and this reduces stress and fatigue.

* The following six key factors should be practised until they become second nature, a single co-ordinated action;

1. Feet. All lifting and handling can only be successful if it is carried out on a firm base. The person lifting may work from the ground, or on a temporary platform and it is essential that the feet are placed so that a good balance is maintained throughout the lift.

   There is no correct or exact distance apart for the feet. Each individual has to consider their own weight, height and build. In general terms the feet should be at shoulder width and in line with the lift, with one foot slightly in front of the other. The rear foot should point forward when lifting, in the direction of movement. This position gives a good, adaptable balance and a wide enough base to perform the lift.

2. Legs. Having established a good base for the lift and recognised that it maybe necessary to make adjustments of balance, it naturally follows that the legs must be relaxed sufficiently to achieve flexibility. To obtain flexibility, both knees must be unlocked to allow the feet to adjust automatically. This is a requirement for all good movement.
Whilst it is important to unlock and bend the knees, they should not be placed into the complete squat position as this will place extreme pressure on the knee joints. The forward leg should be at a 90 degree angle, whilst the back leg will provide the thrust for the lift. Although the lifter is only using one hand, the weight will be taken through the centre line of the body, thus maximises the weight of the body.

3. Head. The head should be gently raised and the chin tucked firmly in. This will not only straighten the neck; but the whole spine and it will bring about many other corrections in body movement, automatically lifting the chest and preparing the arms for a more efficient action. This head action should be carried out at the initial stage of all lifting movements.

4. Straight Back. A bent back is a weak back. It will lead to excessive muscular tension and damage to the spine. It will also undermine shoulder and arm efficiency. Generally, if the correct head position is adopted the back can be kept straight even if it is not vertical.

The back should straighten automatically, if the lifter breaths in just before the load is lifted the muscles around the back are locked providing additional protection to the spine.

5. Arms. Arms should be kept as close to the body as possible. The further the arms are extended the greater the strain. The elbows should be kept into the body.

6. Grip. A good grip is essential for all manual handling operations. Whenever possible, one hand should be below the load, with most of the weight being taken by the palm and roots of the fingers. The other hand will then pull the load towards your body and help balance and control it.

To re-cap

- Stand close to the load
- Feet slightly apart and stable
- Bend at the knees, keeping the back straight
- Grip the load firmly
- Breathe in before lifting
- Lift with the legs
- Keep the load close to the body.

Remember

Always test the load before attempting to lift it to ensure it is in your capability.
Always lift slowly and smoothly avoiding sharp or jerking motions.

If mechanical aids are available use them.

3.6.4 Manual Handling Assessment Chart (MAC)

* The HSE manual handling assessment system should be completed to start an assessment process. The Assessment Chart (MAC) is a tool designed to help Health and Safety Inspectors assess the most common risk factors in lifting, lowering, carrying and team handling.

* The MAC assessment provides a colour coded system to establish the level of risk presented by each operation.

<table>
<thead>
<tr>
<th>Code</th>
<th>Colour</th>
<th>Risk Level</th>
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</thead>
<tbody>
<tr>
<td>G</td>
<td>GREEN</td>
<td>Low</td>
</tr>
<tr>
<td>A</td>
<td>AMBER</td>
<td>Medium</td>
</tr>
<tr>
<td>R</td>
<td>RED</td>
<td>High</td>
</tr>
<tr>
<td>P</td>
<td>PURPLE</td>
<td>Very high</td>
</tr>
</tbody>
</table>

* Using the colour coding and its associated numerical scoring system will help us to prioritise tasks that need most urgent attention and then reduce the overall level of risk for the task.

Further information on the MAC, including online training can be found at: [www.hse.gov.uk/msd/mac](http://www.hse.gov.uk/msd/mac)

3.6.5 Health surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations 1999 requires ‘Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment’.

* The Company will establish a tiered approach to the health surveillance of it’s workforce, which will start (Tier 1) with all new employees being required to complete a questionnaire asking whether they have existing associated symptoms and to establish a health baseline for the individual. If any such symptoms are identified they will be referred to an occupational health professional to establish they are fit to work.

* All working tasks will be risk assessed by a competent person and controls established to remove or significantly reduce the risk of exposure. The employees will be required to sign the risk assessments to acknowledge the controls required and that they will follow the safe systems of work established. The Principal will be responsible for ensuring controls are applied on a day to day basis.
* The Company will carry out annual screening program (Tier 2) using the questionnaire principal, which will ask workers if they experience certain symptoms which could be associated with the work they carry out for the Company. If any symptoms are identified the Company will not interpret them but, will remove the worker from further exposure and refer the worker to an occupational health professional for formal assessment and diagnosis.

* Tier 3 of the Health surveillance program is the clinical assessment carried out by an appointed occupational health professional. A qualified person will conduct an interview and examination on the worker to establish and interpret the symptoms, which will lead to a formal diagnosis (Tier 4).

* The Company health screening program will cover; general health to include muscular and skeletal problems, audiometry, lung function, HAV and skin checks.
Task Description

Are there indications that the task is high risk? (Tick appropriate boxes)

- Task has history of manual handling incidents (e.g. company accident records, RIDDOR reports)
- □

- Task is known to be hard work or high risk
- □

- Employees doing work show signs that they are finding it hard work (e.g. breathing heavily, red faced, sweating).
- □

Other indications, if so what?

Insert the colour band and numerical score for each of the risk factors in the boxes below, referring to the assessment using the tool.

<table>
<thead>
<tr>
<th>Risk factors</th>
<th>Colour band G,A,R or P</th>
<th>Numerical score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load weight and frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand distance from the lower back</td>
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<tr>
<td>Vertical lift region</td>
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<td></td>
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<tr>
<td>Trunk twisting/sideways bending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postural constraints</td>
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<td></td>
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<tr>
<td>Grip on the load</td>
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<tr>
<td>Floor surface</td>
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<tr>
<td>Other environmental factors</td>
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<tr>
<td>Communication and co-ordination</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessor Name .......................................................... Signature ................................................ Date .....................................................
Manual Handling Assessment Sheet - Lifting

Task Description

Are there indications that the task is high risk? (Tick appropriate boxes)

- Task has history of manual handling incidents
  (e.g. company accident records, RIDDOR reports)

- Task is known to be hard work or high risk

- Employees doing work show signs that they are finding it hard work (e.g. breathing heavily, red faced, sweating).

Other indications, if so what?

Insert the colour band and numerical score for each of the risk factors in the boxes below, referring to the assessment using the tool.

<table>
<thead>
<tr>
<th>Risk factors</th>
<th>Colour band G,A,R or P</th>
<th>Numerical score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load weight and frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand distance from the lower back</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vertical lift region</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trunk twisting/sideways bending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postural constraints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grip on the load</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other environmental factors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SCORE

Assessor Name   Signature   Date
## Task Description

Are there indications that the task is high risk? (Tick appropriate boxes)

- Task has history of manual handling incidents (e.g. company accident records, RIDDOR reports)
- Task is known to be hard work or high risk
- Employees doing work show signs that they are finding it hard work (e.g. breathing heavily, red faced, sweating).

Other indications, if so what?

Insert the colour band and numerical score for each of the risk factors in the boxes below, referring to the assessment using the tool.

<table>
<thead>
<tr>
<th>Risk factors</th>
<th>Colour band G,A,R or P</th>
<th>Numerical score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load weight and frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand distance from the lower back</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asymmetrical Trunk/Load</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postural constraints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grip on the load</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other environmental factors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carry distance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obstacles en route</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessor Name: ___________________________  Signature: ___________________________  Date: ____________

Revision 03 - Section 3.6 - Manual Handling
### THE TASK

<table>
<thead>
<tr>
<th>Hazard Present</th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>Does the task involve</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(S)</td>
</tr>
</tbody>
</table>

- Stooping over
- Twisting the waist
- Bending the body sideways
- Long periods of static effort
- Reaching above shoulder height
- Reaching below knee height
- Excessive lifting or lowering distances
- Generally having to make awkward movements
- Team handling
- Frequent physical effort
- Prolonged physical effort

Is the load handled, or the force applied at a distance from the body
IS THE LOAD HANDLED IN SUCH A WAY THAT IT IS NECESSARY TO:

<table>
<thead>
<tr>
<th>Hazard Present</th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>2 of 5</td>
<td>3</td>
</tr>
</tbody>
</table>

(S) (L) (S) (L) (S) (L)

| Change grip |         |         |         |         |         |
| Use jerky actions |         |         |         |         |         |
| Apply high force levels |         |         |         |         |         |
| Use one hand only |         |         |         |         |         |
| Position the hands more than a shoulder width apart |         |         |         |         |         |

| Could the load suddenly move |         |         |         |         |         |
| Could the feet slip |         |         |         |         |         |

IF PUSHING OR PULLING

| Are the hands positioned on the item being handled above shoulder height or below the waist |         |         |         |         |         |
| Is the distance of push or pull excessive |         |         |         |         |         |

(S) (L) (S) (L) (S) (L)

IF CARRYING

<p>| Is the distance excessive |         |         |         |         |         |
| Handled up steps or slopes |         |         |         |         |         |</p>
<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>Risk Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 of 5</td>
<td>YES  NO</td>
</tr>
<tr>
<td></td>
<td>HIGH MED LOW</td>
</tr>
<tr>
<td></td>
<td>3  2  1</td>
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</table>

**DOES THE HANDLING FREQUENCY:**

<table>
<thead>
<tr>
<th></th>
<th>(S) (L) (S) (L)</th>
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<tbody>
<tr>
<td>Require in excess of 12</td>
<td>(S)</td>
</tr>
<tr>
<td>handling actions per</td>
<td>(L)</td>
</tr>
<tr>
<td>minute</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
<tr>
<td>Require handling heavy</td>
<td>(S)</td>
</tr>
<tr>
<td>loads in excess of once</td>
<td>(L)</td>
</tr>
<tr>
<td>per minute</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>(S) (L) (S) (L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there insufficient</td>
<td>(S)</td>
</tr>
<tr>
<td>rest/recovery periods or</td>
<td>(L)</td>
</tr>
<tr>
<td>change of activity.</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>(S) (L) (S) (L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the person(s) working</td>
<td>(S)</td>
</tr>
<tr>
<td>under time constraints</td>
<td>(L)</td>
</tr>
<tr>
<td>i.e. production targets,</td>
<td>(S)</td>
</tr>
<tr>
<td>machine pacing.</td>
<td>(L)</td>
</tr>
</tbody>
</table>

**IS THE LOAD:**

<table>
<thead>
<tr>
<th></th>
<th>(S) (L) (S) (L)</th>
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<tbody>
<tr>
<td>Bulky and unwieldy</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
<tr>
<td>Difficult to grip firmly</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
<tr>
<td>Unstable</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
<tr>
<td>Likely to shift its c/g</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
<tr>
<td>Too hot</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
<tr>
<td>Too cold</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>(L)</td>
</tr>
<tr>
<td>Likely to resist</td>
<td>(S)</td>
</tr>
<tr>
<td>movement</td>
<td>(L)</td>
</tr>
<tr>
<td></td>
<td>(S)</td>
</tr>
<tr>
<td>Likely to obscure vision</td>
<td>(L)</td>
</tr>
<tr>
<td>Hazard Present</td>
<td>Risk Assessment</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>4 of 5</td>
<td>3</td>
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**DOES IT HAVE:**

<table>
<thead>
<tr>
<th></th>
<th>(S)</th>
<th>(L)</th>
<th>(S)</th>
<th>(L)</th>
<th>(S)</th>
<th>(L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharp edges etc.</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Any other potential</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>damaging factors</td>
<td></td>
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<tr>
<td>An offset centre of</td>
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<td></td>
</tr>
<tr>
<td>gravity</td>
<td></td>
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<tr>
<td>Is the load moving</td>
<td></td>
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<tr>
<td>Are handling</td>
<td></td>
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<tr>
<td>instructions unclear in</td>
<td></td>
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<tr>
<td>any way</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Are there space</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>constraints preventing</td>
<td></td>
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<tr>
<td>good posture</td>
<td></td>
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<td></td>
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<tr>
<td>Is it necessary to reach</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>over or around obstacles</td>
<td></td>
<td></td>
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</tbody>
</table>

**ARE THERE:**

<table>
<thead>
<tr>
<th></th>
<th>(S)</th>
<th>(L)</th>
<th>(S)</th>
<th>(L)</th>
<th>(S)</th>
<th>(L)</th>
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<tbody>
<tr>
<td>Steps, slopes or uneven</td>
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</tr>
<tr>
<td>surfaces</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spillages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubbish and clutter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects to bump into,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>trip over or snag against</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>
### Hazards Present Risk Assessments

<table>
<thead>
<tr>
<th>5 of 5</th>
<th>YES</th>
<th>NO</th>
<th>HIGH</th>
<th>MED</th>
<th>LOW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>

### IS THE WORKING ENVIRONMENT:

<table>
<thead>
<tr>
<th></th>
<th>(S)</th>
<th>(L)</th>
<th>(S)</th>
<th>(L)</th>
<th>(S)</th>
<th>(L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Too hot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Too cold</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Too humid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poorly lit</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Dusty or otherwise so as to obscure visibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Too noisy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vibrating</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Dirty</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Odorous</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windy</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

### Risk rating system

<table>
<thead>
<tr>
<th>Severity</th>
<th>Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - major</td>
<td>3 - highly likely</td>
</tr>
<tr>
<td>2 - serious</td>
<td>2 - likely</td>
</tr>
<tr>
<td>1 - minor</td>
<td>1 - unlikely</td>
</tr>
</tbody>
</table>

#### Assessment conclusion

\[
\text{Severity} \times \text{Likelihood} = \text{Risk factor.}
\]

- Factor: Low 3136 to 5000
- Medium: 5001 to 16000
- High: 16001 to 28224

### Remedial action recommendations:

- 
- 
- 
-
3.7 HAZARDOUS SUBSTANCES

3.7.1 The Control of Substances Hazardous to Health (COSHH) Regulations, provides a legal framework for controlling the exposure of employees to hazardous substances used in and arising from work activities.

* The essential requirement of the COSHH Regulations is for employers to make an assessment of the risk to employees health, arising from work processes and take measures to protect the health of employees and others.

* Hazardous substances to which the regulations apply are defined as follows. Any substance including any preparation containing the substance which is:

(a) A substance classified as being; toxic, very toxic, harmful, corrosive, irritant or sensitising under the Chemicals (Hazard Information and Packaging For Supply) Regulations (as amended).

(b) A substance which has a maximum exposure limit or which has an Occupational exposure standard set by the Health & Safety Commission (These substances are defined in HSE Guidance Note EH40).

(c) Any substances that have a chronic or delayed effect.

(d) Biological agents

(e) Dust, of any kind, when present in substantial concentration in air.

(f) A substance not contained in the definitions given in (a) to (d) above, which creates a hazard to the health of any person which is comparable with the hazards mentioned in substance exposure.

IT IS IMPORTANT TO NOTE:

(i) Reduction in exposure must be obtained so far as is practicable by means other than personal protective equipment. (Personal protective equipment is a last resort).

(ii) Exposure to Hazardous Substances must be reduced so far as is practicable. The workplace exposure limits (WEL) should be regarded as a minimum standard which should be bettered if practicable.

3.7.2 The Company must ensure that it's sub-contractors comply with the regulations by:

(a) Providing a list of substances that they intend to use on site.
(b) Providing assessment of risk arising from their activities which may affect their own employees and others working in the vicinity.

(c) Detailing control measures required to minimise the risk from hazards identified in the assessment.

The sub-contractor should then be monitored by the Administrator to ensure that his assessments are adequate and that control measures used are, effective and properly maintained.

3.7.3 An Action Plan as follows has been adopted by this company:

1. Assessments should only be carried out by persons who are competent and have received sufficient instruction and training.

2. Prepare an inventory of all substances used within the Company.

3. Obtain information such as Hazard Data Sheets from manufacturer or suppliers for each substance identified and establish which substance are hazardous as defined.

4. Identify the process/activity association with each hazardous substance.

5. Commence the assessment programme starting with the more hazardous substance/activities identifying the control strategies needed in each case.

6. Implement control measures, monitor their effectiveness and ensure they are maintained.

7. Instigate a health surveillance programme if needed

8. Records are to be kept of all inventories, assessments and results of monitoring that is undertaken in the workplace.

The following checklist which describes the procedures to achieve the action plan.

3.7.4 ASSESSMENT

* What substances are present and in what form?
  - Check inventory list, identify substances and review Data Sheet.
  - If no information available, request immediately from supplier.

* What harmful effects are possible?
  - Check information on Data Sheets.
* Where and how are the substances actually used, stored or disposed of?
- Check Data Sheets, additional information from in-Company resources, Sitesafe UK Ltd.

* What harmful substances are given off? (dust, fumes etc).
- Check existing data resources and previous experience of use.

* Who could be effected, to what extent and how long for?
- Check out actual operations. Monitor to produce and identify answers if previous experience is not available.

* Under what circumstances?
- Check on location of operation and existing environmental conditions (eg, confined space, poor ventilation).

* How likely is it that exposure will happen?
- Check how frequently the operation is carried out and for what duration.
- Assess the probability of risk of exposure to the operative or other persons.

NOTE: Substances can be inhaled, ingested, absorbed, injected through skin or mucous membrane.

* What precautions need to be taken?
- Can the substance be eliminated.
- Can the substance be substituted.
- Can engineering controls be used (eg extraction, forced ventilation dilution etc).
- Do personal protective measures need to be taken.

The above information should be recorded in a systematic way and conclusions reached should be retained until replaced by a new assessment.

On completion of the project or activity the COSHH records should be returned to the Company Administrator.

* At the conclusion of the assessment the following action should have been taken:

The information should have been gathered in a systematic way, questioning, reviewing technical/trade literature, HSE guidance etc. The hazards and associated risks should have been identified. From an analysis of the information, conclusions on control measures should have been made.

A record should have been made in order to inform and/or train employees and a copy maintained on file for future records.
NOTE: If at any time during the assessment the substance and/or operation is not likely to be a hazard to the employee health the assessment can be terminated but a record of the assessment must be retained.

3.7.5 Control

* On the basis of the assessment, appropriate control measures will be established following the key points listed below:

Remove the hazardous substance by changing the process.
Substitute with safer substances.
Totally enclose process.
Partially enclose and extraction equipment.
General ventilation.
Using safe systems of work and handling procedures.

NOTE: The provision of control measures is not sufficient in itself, they must be properly applied and supervised by the Administrator/Principal.

* Where the control measure is an engineering control eg. exhaust ventilation, it must be kept in efficient working order and good repair. They must be examined and tested at regular intervals. Personal protective equipment including respirators and breathing apparatus must be examined frequently. The Administrator/Principal will be responsible for ensuring these examinations are carried out.

3.7.6 Monitoring Exposure

* Working exposure should be monitored in certain cases, eg:
- Where there could be a serious risk to health should the control measures fail.
- Where there is doubt that the exposure limits are being achieved.
- Where there is any doubt that the control measures are working.

NOTE: Check with Sitesafe UK Ltd
Results should be kept along with the assessment record.

3.7.7 Health Surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations 1999 requires ‘Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment’.

* The Company will establish a tiered approach to the health surveillance of its workforce, which will start (Tier 1) with all new employees being required to complete a questionnaire asking whether they have existing associated symptoms and to establish a
health baseline for the individual. If any such symptoms are identified they will be referred to an occupational health professional to establish they are fit to work.

* All substances and processes will be assessed by a competent person and controls established to remove or significantly reduce the risk of exposure. The employees will be required to sign the assessments to acknowledge the controls required and that they will follow the safe systems of work established. The **Principal** will be responsible for ensuring controls are applied on a day to day basis.

* The Company will carry out annual screening program (Tier 2) using the questionnaire principal, which will ask workers if they experience certain symptoms which could be associated with the work they carry out for the company. If any symptoms are identified the company will not interpret them but, will remove the worker from further exposure and refer the worker to an occupational health professional for formal assessment and diagnosis.

* Tier 3 of the Health surveillance program is the clinical assessment carried out by an appointed occupational health professional. A qualified person will conduct an interview and examination on the worker to establish and interpret the symptoms, which will lead to a formal diagnosis (Tier 4).

* The Company will establish a health screening policy for its workforce who regularly work with substances or processes which are hazardous to their health. The program will cover; skin condition checks, lung function, general health, HAV and audiometry tests.

* Workers required to wear respiratory protection to protect them against substances hazardous to health will be subject to ‘Face Fit Testing’ which will ensure the equipment issued provides the required protection. The workforce are reminded that most respiratory protection requires the user to be clean shaven in order that an effective fit can be achieved.

### 3.7.8 Informing Employees

* The key requirements to meet the need to inform employees and/or others should cover the following:

  - The risks arising from their work or contact with work activities.
  - The precautions to be taken and control measures established.

  In addition if monitoring or health surveillance is undertaken.
  - The results of any monitoring
  - The collective - non personal - results of health surveillance.

* This information will be provided during company induction and specific project inductions.
3.7.9 General Guidance

* Suppliers of substances for use in the workplace have a legal duty to provide information on their products. This may be in a number of forms eg. data sheets, labels etc. If it is not provided it MUST be obtained before the substance is used.

Additional information on substances can be obtained from the following publications.

The Control of Substances Hazardous to Health Regulations 2002.
HSE Guidance Note EH/40 (substances in this listing have been given Workplace Exposure Limits (WEL)).

3.7.10 Assessment Review

* A review of the original assessment may be required when:

(a) There is reason to suppose that the original assessment is no longer valid.

(b) If the circumstances of the work change significantly - eg:

- Volume of production
- Plant
- Materials
- Process
- Control measures.

(c) Where any of the following is reported or becomes known:

- Ill health is reported
- New evidence in substances.
- Monitoring shows loss of control.
- New or improved techniques of control becomes known.

* However, in addition it is this Company's policy to review assessments annually and update as necessary.

3.7.11 Dust

* Dust of any kind when present is substantial concentration in air is considered to be hazardous to health, as defined by the Control of Substances Hazardous to Health Regulations 2002 as amended.

Workers exposed to dust concentrations must be protected either by reducing the concentrations which may be dangerously high in the immediate breathing zone unless it is extracted away at source. Forced draught ventilation may need to be provided in
confined spaces. Accumulation of dust behind false ceilings, plaster work and under floor boards disturbed during refurbishment work and dust behind false-work created in demolition work and from waste sorting or crushing operations is a major problem.

Dust measurement by either environmental monitoring or personal sampler is the only reliable way of assessing a safe working environment. A dust cloud cannot always be seen. The smallest particles visible to the naked eye are 50-100 microns and particles that can penetrate the smallest air passage of the lungs are those below 5 microns. It is therefore, unwise to rely on the naked eye in judging if there is a dust cloud or not.

* Certain dusts are "hazardous" even in low concentrations and their presence necessitates C.O.S.H.H. assessments to be carried out. These include:

(a) Certain wood dusts which can be irritant to the membranes of the respiratory passages, in particular, hardwood dust has a control limit of 5 milligrams per cubic metre, 8 hour time weighted average.

(b) Man made mineral fibres which are the subject to HSE Guidance Note EH46 "Man made mineral fibres".
3.8 YOUNG PERSONS

3.8.1 Introduction

This section provides information on the specific provisions of the Management of Health and Safety at Work Regulations 1999 (Management Regulations) Relating to Young Persons and highlights the key issues for inspection and enforcement.

3.8.2 Background

* The former Health and Safety (Young Persons) Regulations 1997 which came into force on 3 March 1997 are now subsumed within the Management Regulations. They implement the health and safety provisions of the Young Workers Directive (94/33/EC).

3.8.3 Guidance

* Practical guidance on the regulations is given in HSE’s guidance booklet HSG165 ‘Young people at work - a guide for employers’. The guide concentrates on the regulations and does not cover every aspect of the employment of young persons (Yps), although it contains brief information on some more specific issues e.g. the provision and use of work equipment.

* HSE has also produced joint guidance for work experience organisers, HSG199 ‘Managing Health and Safety on Work Experience - A guide for organisers in collaboration with the Department of Education and Employment (now the Department for Education and Skills (DfES), the Scottish Executive and the National Assembly for Wales.

* This guidance is aimed specifically at organisers of work experience placement i.e. schools, education business partnerships etc. It explains how they might assist employers (i.e placement providers) to comply with the Management Regulations. It also builds on the references to health and safety in the existing DfES booklets, Work experience - a guide for employers, and Work experience.

3.8.4 Summary requirements

* The Management Regulations place particular duties on employers of young persons. Young persons are defined as being persons who have not attained 18 years. There are extra duties if the young person is a child, i.e under minimum school leaving age (SMLA).

In essence, the Regulations introduce:

(1) a requirement to take particular account of certain specified factors when carrying out or reviewing risk assessments.
(2) a requirement that the risk assessment be carried out before the young person starts work;

(3) a requirement to prohibit young person from certain work if risk assessment identifies a significant risk which cannot be eliminated;

and in cases where the young person is a child:

(4) a requirement to provide specified information to parents/guardians.

* The requirement above may give rise to situations where the employer should prohibit young persons from certain work even though the risks involved would be considered acceptable for adults.

* Students and schoolchildren under 18 years, including those undergoing work experience, are covered by the Management Regulations. This is because persons undertaking ‘relevant training’ are considered as employees for the purposes of health and safety law, by virtue of the Health and Safety (Training for Employment) Regulations 1990.

SPECIFIC DUTIES

3.8.5 Risk assessment

Regulation 3(4) and 3(5) define requirements for risk assessment in situations where young persons are employed or are about to be employed.

* The effect of reg 3(4) is that before an employer employs a young person they should carry out a risk assessment which takes particular account of risks to the young person. Employers who already employ young persons are also required by reg 3(4) to review their existing assessments ‘forthwith’.

* Regulation 3(5) requires that the risk assessment takes into account certain specified factors. In so doing, it more closely defines the existing requirement to ‘make a suitable and sufficient assessment’ (the Management Regulations reg 3(1)). It has the effect of clarifying the nature of the employers duty but it does not introduce a higher standard of compliance.

* Where employers are already complying with existing regulations (e.g the Management Regulations reg 3(1)(a)), all that may be necessary to comply with regs 3(4) and 3(5) is to review the factors taken into account in the assessment to ensure the measures taken are appropriate to young persons. However, employers will need to be alert to the fact that in some situations the appropriate measure arising from this review may be to prohibit young persons from carrying out the work.
In many cases there will be scope for using generic assessments which reflect core hazards and risks associated with the employment of young persons in particular types of work. Such generic assessments will be subject to the same limitations as ‘model’ assessments (Management Regulations ACoP para 17) and should be treated in a similar fashion.

The factors specified in reg 3(5) cover both the psychological and physiological characteristics of young persons. These are considered separately in the following paragraphs.

3.8.6 Psychological factors

The assessment should take into account the inexperience and immaturity of the young persons and also their possible lack of awareness of existing or potential risks. There may be situations where these factors are of sufficient importance that the young persons should be prohibited from the work.

In other cases provision of additional supervision and information may be necessary. The table in HSG 165 Section 4 gives some pointers to situations where this is likely to be the case and where sector specific guidance has been produced this may also be relevant.

3.8.7 Physiological factors

Particular physiological factors which should be considered in relation to the immaturity of young persons (reg3(5)(a)) include:

1. availability of PPE which is suitable for young persons (e.g appropriate fit);
2. stature, strength and reach of young persons in relation to their ability to operate controls (this is likely to be particularly relevant to the operation of vehicles and power tools) and

Regulations 3(5)(g) requires that employers take into account risks arising from a number of agents, processes and work detailed in the Annex to the Young Workers Directive. These are listed in the first column of the table in Section 4 in HSG165, together with guidance intended to assist the assessment process.

In many cases the physiological risks to adults and young persons are the same. However, there are some areas where young workers may require greater protection because of physiological differences. The table indicates that these are:

1. work where pace is determined by machinery (muscle strength not fully
developed);

(2) work in high pressure atmospheres (bones not fully developed and may be at greater risk of long term harm);

(3) ionising radiation (slightly greater risk of developing cancer and hereditary effects) and

(4) whole body vibration (WBV) (greater risk of spinal damage as bones not fully matured and muscle strength not fully developed).

* Column 3 of the table gives some guidance on the measures which might be appropriate to take account of machinery paced work, high pressure atmospheres and ionising radiation.

### 3.8.8 Provision of information

* Regulation 10(2) requires employers who employ children (i.e young persons below the MSLA) to provide information to the parents on the risks identified in the risk assessment and also on the associated control measures which are provided. This requirement is additional to requirements under other legislation to provide information to employees.

* Regulations 10(2) states that the information provided to parents, relating to the findings of the risk assessment and to the preventative and protective measures, shall be ‘comprehensible and relevant’. HSG165 makes it clear that HSE will be satisfied if the information covers the key finding of the risk assessment. Similarly the information needs only cover those preventative and protective measures which arise from the key findings of the risk assessment.

* Legal definition of MSLA and the term ‘a parent’ are given in the regulations, referenced to other legislation. The definition of ‘parent’ includes a legal guardian.

* HSG165 makes it clear that HSE will not require the information to parents to be in writing and accepts that the employer may arrange for it to be transmitted to the parent by the child or (in the case of children on work experience placements) by intermediaries. Legal advice is that this will be sufficient to meet the requirements of the regulations provided the employer is satisfied that the information will be passed on.

### 3.8.9 Protection from risk

* Regulation 19 requires employers to take measures to ensure young persons are not exposed to significant risk. These measures should be based on the outcome of the risk assessment and in some cases may include the employer prohibiting the young person from certain types of work.
This type of prohibition is most likely to arise in situations where the experience, maturity and awareness of a young person would be insufficient to allow the work to be carried out without significant risk.

* The requirement in Regulation 19 to prohibit young persons from certain types of work does not apply to those who are over the MSLA and who are doing work

(1) necessary for their training;

(2) under the supervision of a competent person; and

(3) where any risk is reduced to the lowest level that is reasonably practicable.

* This is likely to be the case in many vocational training situations, e.g. government-funded training, modern apprenticeships, in-house training, and the work qualifying for NVQ/SVQ assessment. Children below the MSLA may not do work involving the stated risks in regulation 19(2) under any circumstances including for training or work experience.

* The requirement for employers to prohibit young persons from certain work and also the relaxation of this requirement are both subject to the provision that there are no other conflicting legal requirements.
3.9 DISPLAY SCREENS

The Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) sets out broad general duties which apply to all visual display units used in the working environment. The Regulations require an analysis of work stations to assess and reduce risks.

3.9.1 Assessments

* The Administrator will be responsible for ensuring all existing and new work stations have been suitably assessed. Such assessments will be reviewed where there is a reason to suspect that it is no longer valid or there has been sufficient change in the matters to which it relates.

* The Administrator will be responsible for ensuring that risk factors identified in such assessments are reduced to the lowest extent practical.

3.9.2 Work Routines

* Daily work on display unit equipment shall be planned to ensure there are adequate periodical interruptions.

3.9.3 Eyes and Eyesight

* Where a person is already a user of display screen equipment prior to the implementation of the Display Screen Regulations the company will provide at their request an appropriate eyesight test which will be carried out by a competent person.

* Where necessary, those working with visual display units, will be provided with special corrective appliances appropriate to the work they are undertaking.

3.9.4 Work Stations

* The company will ensure that all new and existing work stations meet the requirements of the EEC Directive 90/270/EEC(A) with a view to securing the health, safety and welfare of persons at work.

3.9.5 Hazards

* Display screen equipment has been associated with a range of symptoms related to visual systems and working posture. These often reflect body fatigue. To eliminate these hazards work stations will be designed applying ergonomic principles. Further reference and guidance can be found in the Display Work Equipment, Guidance on Regulations.
3.9.6 Equipment

* General comment;

The use as such of the equipment must not be a source of risk for operators or users.

* Display screen

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

It should be possible to use a separate base for the screen or an adjustable table.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

* Keyboard

The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

* Work desk or work surface

The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable and shall be positioned so as to
minimise the need for uncomfortable head and eye movements.

There shall be adequate space for operators or users to find a comfortable position.

* Work chair

The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

The seat shall be adjustable in height.

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to any operator or user who wishes one.

3.9.7 Environment

* Space requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

* Lighting

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

* Reflections and glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucid walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

* Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped with a view in particular to ensuring that attention is not distracted and speech is not disturbed.
* Heat

Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

* Radiation

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators or users health and safety.
3.10 SAFETY TRAINING

3.10.1 Training

* Under Section 2(2)(c) HASAWA, it is the duty of every employer to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employee.

* The Management of Health and Safety at Work Regulations 1999 states that employers must take into account employees capabilities as regard health and safety to any tasks they are required to undertake.

* The Work at Height Regulations 2005 requires those who are engaged in work at height including it’s organisation, planning and supervision must be trained and competent.

* The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to ensure employees are provided with adequate safety training.

The above is a small sample of legislation lead obligations to train employees to be able to work and be at work safely, the Company identifies their duty to ensure employees are adequately trained and considers such training to be a corner stone to health and safety within the organisation.

3.10.2 In order to fulfill the Company's legal obligation towards the training of its employees pre work and on-site induction sessions will be held, the aim of which will be to introduce them to the Company's Safety Policy and procedures for implementing that policy. Any hazards particular to the work place together with action required to prevent accidents will be explained.

* Sessions will be carried out as required by the Principal, assisted as and when necessary by safety instructors. A record of attendance must be maintained at their place of work, and later returned to the Company H/Q for the individuals training records.

* This training arrangement will be extended to any Sub-Contractor on sites under the control of this Company, particularly where their operations are likely to put company employees at risk. In addition to induction training the Principal will deliver regular toolbox talks on relevant health and safety subjects associated with the project. Again, training records of such talks will be maintained in the construction safety plan.

3.10.3 Routine Training

Operatives:

* Operatives will be instructed and trained as and when the situation arises to ensure that they are made aware of any hazards associated with operations to be undertaken and of steps to be taken to work safely.
Staff:

* Safety awareness training sessions and legislation updates for staff should be arranged by management pre-contract or on an annual basis. All site staff will attend a basic Safety Course prior to starting work with the Company for the first time.

Site Safety Supervisors (SSSTS)

* This Company identifies the importance of a supervisory team who have a sound safety knowledge and has committed to training all of it’s supervisory staff as a minimum to the SSSTS standard.

3.10.4 Induction Session (on site).

Checklist:

The following is a list of points to be covered during each induction session on site:

* The Company Health & Safety Policy, Procedures and responsibilities.

* Specific hazards likely to be encountered and steps to be taken to minimize risk (job specific).

* General hazards likely to be found at the work place and their control (noise, dust, fumes, falls from height, falling objects, excavations etc.).

* Site Rules - (e.g., speed limits, riding on plant, operating plant, mounting abrasive wheels, permits to dig etc.)

* Accident prevention, control and reporting. First aid facilities and emergency procedures.

* Welfare facilities.

* Details of people with special responsibilities for safety, (e.g., The Board of Directors, Principal, Administrator, Duty Junior Dean) including how to get advice on safety matters (e.g Company Health & Safety Policy Manual, Sitesafe UK Ltd help line).

* Protective clothing and equipment (availability and use), harmful substances and their correct use;

* The duties of employees and the self-employed

 Employees Duties:-  
(a) Take care of self and others  
(b) Co-operate with employer on safety matters,  
(c) Not to interfere or misuse anything provided for Health & Safety.

 Fines:  
(d) Unlimited (Crown Court)  
(e) Or up to 2 years prison sentence
3.10.5 Employees joining the Company under an Employment Training Scheme will be treated as employees in respect of Health and Safety Legislation and are therefore, protected by the Health and Safety at Work Act in the same way as direct employees.

* Employment trainees will attend a basic Safety Introduction Course, before they start work at site/office.

* They will, thereafter be visited regularly by Sitesafe UK Ltd who will monitor and report on their safety training.

3.10.6 It is essential that during their training at the workplace management ensure the following:

(a) Induction training has been given.

(b) The necessary information, instruction and training is given in respect of work to be carried out foreseeable hazards should be pointed out together with the precautions to be taken to establish safe systems of work.

(c) Adequate supervision is provided.

3.10.7 Work in Member States

* The systems of work in this Health and Safety Procedures manual are applicable to overseas contracts and where necessary may need to be used in conjunction with local rules and regulations of member governments and/or clients.

3.10.8 Fire safety training

* If you are given specific duties in relation to fire safety you will be trained to carry out the tasks allocated as part of those duties.

* All employees will be given instruction relating to the company fire action plan, which will include but may not be limited to; What to do in the event of discovering a fire, how to raise the alarm, what to do on hearing the alarm, location and use of fire extinguishers, escape routes and assembly points, how to call the emergency services, arrangements for helping those with special needs in an emergency situation and general fire safety awareness.
3.10.9 Inductions (office)

All new employees will be inducted to the Company. As a minimum this induction will include;

a) An introduction to the Company safety policy
b) Safety reporting structure
c) Employee responsibilities
d) General risk assessments
e) HQ office fire procedure and arrangements
f) HQ office first aid procedure and arrangements
g) Welfare arrangements
h) Manual handling
i) VDU work stations
j) Substances hazardous to health
k) Company smoking policy.
l) Company alcohol and drugs policy
m) Working with electrical equipment
n) Safety signage
o) Personal protective equipment
p) General office safety
q) Getting additional health and safety advice and assistance

Those attending the above session will be required to sign an attendance sheet which will be held on the employee records at HQ.

3.10.10 Inductions (office) aide memoir

* The Principal/Administrator will ensure the following items are covered during induction training sessions and that a record of training is kept of such training periods.

A) Introduction to the Company’s safety policy, ensure delegates are aware that the policy exists, where it can be viewed, the policy make-up i.e. statement, responsibilities and arrangements. Sections specific to their working environment and duties. How they will be informed of any changes to the policy.

B) Advise delegates of the need for an effective safety reporting system drawing their attention to Section 2.1 of the safety policy, identifying the appropriate reporting route should a safety issue occur.

C) Identify the employees health and safety responsibilities (Section 7 and 8 of the Health and Safety At Work Etc Act).

D) Identify the main hazards associated with the general working environment by showing general risk assessment. Section 3.2 of the Company’s safety policy will be
showing general risk assessment. Section 3.2 of the Company’s safety policy will be viewed during this period which identifies the Company risk assessment procedure.

E + F) Using Section 3.4 of the Company’s health and safety policy, provide delegates with information of the fire and first aid arrangements. This session should identify the emergency assembly point, fire evacuation routine, what to do in the event of discovering a fire or hearing the fire alarm, what to do in the event of injury, who the first aider is and how to contact them, and how to record an accident in the accident book.

G) Using Section 3.1 of the Company’s health and safety policy identify the welfare facilities provided at the head office i.e. toilets, rest rooms, washing facilities and location of drinking water, advise delegates of how to report defect in these facilities.

H) Using section 3.6 of the Company’s safety policy identify the need for safe manual handling techniques, using the kinetic lifting system demonstrate correct lifting using a box of photocopying paper or similar. Identify any aids provided by the company to reduce manual handling operation and instruct delegates to seek assistance if they believe a load is beyond their capabilities.

I) Using section 3.9 of the Company’s safety policy identify the hazards associated with working with Visual Display Screens explain the requirement for workstation assessments and the importance of correct operator set-up. Identify items provided by the company to reduce the hazard of repetitive strain etc, i.e. adjustable tables and chairs, wrist rest, foot rest etc.

J) Using section 3.7 of the Company’s safety policy identify the items within the office environment that are covered by the COSHH Regulations, the need for assessment, safe systems of work and appropriate PPE. Identify location of COSHH assessments and how to obtain and change PPE.

K) Using section 1.4 of the safety manual, identify the Company’s smoking policy. Identify smoking and non smoking areas and systems provided for the disposal of cigarette butts.

L) Using section 3.14 of the Company’s safety manual identify the company’s policy on drugs and drink in the workplace. Identify the system for reporting problems and the action that will be taken should an employee be suspected of being under the influence of either drink or drugs.

M) Identify the types of electrical equipment used within the office environment, their hazards and the requirement to test and mark equipment with its test result. The need for each user to visually inspect equipment before each period of use. Identify the types of defect visual inspections are aimed to identify, how to report problems when discovered.
N) Identify the types of safety signage used within the working environment and their legal status i.e. red = prohibitory, blue = mandatory, yellow = warning and green = safety. Advise delegates that such signage must be observed and must not be obstructed.

O) Using section 3.5 of the Company’s safety policy identify types of PPE available, their use and how to obtain them should the task being carried out require them. Identify the need to provide a system of work so far as is reasonably practical that eliminates the need for PPE.

P) Using section 3.16 of the Company’s safety policy, identify the main hazards associated with working in the office environment and the systems of work utilised that reduce the risk of injury.

Q) Using the law poster ‘What you should know’, identifies who in and outside of the Company can provide extra health and safety information if it is required.

3.10.11 Inductions (site) aide memoir.

All employees and sub-contractors will attend a pre-start induction, where they will be informed of known risks that exist to their health and safety, arising from the environment in which the project is to be carried out and the construction work to be undertaken. As a minimum this induction will include:

- Information on the management structure and reporting system on the project.
- Emergency procedures i.e. first aid and fire etc.
- Personal protective equipment and harmful substances.
- The duties of the employed and the self employed.
- Known hazard that exist on site and control measures provided to eliminate or reduce the risk level identified.
- Accident prevention, control and reporting.
- Site rules and general safety legislation.

Those attending the above session will be required to sign an attendance sheet which will be held within the construction file.
# STAFF SAFETY INDUCTION SHEET

**EMPLOYEE NAME:** 

**DATE EMPLOYMENT COMMMENCED:** 

<table>
<thead>
<tr>
<th>Ref</th>
<th>Subject</th>
<th>Date</th>
<th>*Employee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Introduction to the Company Safety Policy</td>
<td></td>
<td></td>
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<tr>
<td>02</td>
<td>Safety reporting structure</td>
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<tr>
<td>03</td>
<td>Employee H &amp; S responsibilities</td>
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<tr>
<td>04</td>
<td>General risk assessment</td>
<td></td>
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<tr>
<td>05</td>
<td>Head Office fire procedure and arrangements</td>
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<td>06</td>
<td>Head Office first aid procedure and arrangements</td>
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<td>07</td>
<td>Welfare arrangements</td>
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<tr>
<td>08</td>
<td>Manual handling</td>
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<td>09</td>
<td>Working with VDUs</td>
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<tr>
<td>10</td>
<td>Substances hazardous to health</td>
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<td>11</td>
<td>Company smoking policy</td>
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<td>12</td>
<td>Company alcohol and drugs policy</td>
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<td>13</td>
<td>Working with electrical equipment</td>
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<tr>
<td>14</td>
<td>Safety signage</td>
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<tr>
<td>15</td>
<td>Personal protective equipment (PPE)</td>
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<tr>
<td>16</td>
<td>General office safety</td>
<td></td>
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<td></td>
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<tr>
<td>17</td>
<td>Additional H &amp; S advice and assistance</td>
<td></td>
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</tr>
</tbody>
</table>

* to be signed by the employee following the period of instruction.
PPE TRAINING RECORD

SURNAME...................................... INITIALS....................................................

WORKS NUMBER..........................DEPARTMENT...........................................

PERIOD OF TRAINING: FROM......................TO.................................

ITEM OF PPE....................................................................................................

TASK....................................................................................................................

ITEMS COVERED

THEORY TRAINING

Explanations of risks, and why PPE needed YES/NO
How equipment works and its limitations YES/NO
How to select, use and store PPE YES/NO
What factors can affect the level of protection YES/NO
Other .......................................................... YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment YES/NO
How to inspect equipment and test it (if necessary) YES/NO
Practice in doing so YES/NO
Instruction and practice in carrying out any permitted user maintenance YES/NO
Other .......................................................... YES/NO

NAME OF EMPLOYEE...............................Signature......................................

NAME OF INSTRUCTOR...............................Signature......................................

On behalf of Middlebury College - CMRS Oxford Humanities Program

Date......................................................
3.11 NEW EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998 has been implemented under the Health & Safety at Work Act 1974 to conform to the EEC Directive 89/655/EEC and lays down general requirements applicable to all work equipment. The Principal is responsible for ensuring that new and existing work equipment is suitable for its intended purpose.

3.11.1 Maintenance

* All work equipment will be maintained in an efficient state and efficient working order and maintenance logs will be kept up to date as required. All maintenance will be undertaken by a competent person.

3.11.2 Specific Risks

* Where the Company identifies that work equipment poses a specific risk to health and safety, the use and maintenance of such equipment will be restricted to designated personnel who will be given adequate training in the operations they have been designated to carry out. No unauthorised personnel are permitted to use company equipment.

3.11.3 Conformity to EEC Requirements

* The Principal will be responsible for ensuring that all work equipment provided for use complies with relevant UK legislation.

3.11.4 Dangerous Parts of Machinery

* The Company will take measures to prevent access to dangerous parts of machinery or any rotating or moving part thereof, before any person can enter a danger zone.

* The Company will provide fixed guards so far as is reasonably practical followed by other guards or protection devices, jigs, holders, push sticks or similar protective appliances.

* In addition adequate information, instruction, training and supervision will be given to all staff.

3.11.5 Specified Hazards

* Where the Company identifies specified hazards arising from the use of work equipment appropriate measures will be taken to prevent or control the hazard adequately. Such measures may include the issue of personal protective equipment, information, instruction and training.
3.11.6 High or Low Temperatures

* The Company will ensure that work equipment, components or any articles or substances which have high or very low temperatures are protected so as to prevent burns, scolds or sear injuries through contact with the offending surface.

3.11.7 Controls and Control Systems

* The Company will where appropriate ensure that start and operating controls are fitted to work equipment and that where these controls are fitted they can only be operated by a deliberate action.

* All equipment will be fitted with readily available stop controls. Emergency stop controls will also be fitted unless these controls are unnecessary.

3.11.8 General

* All work equipment will be stabilised where necessary to protect health and safety. A suitable supply of light will be provided which takes into account the operations carried out on a particular piece of equipment.

* Appropriate and clearly visible health and safety markings, and any health and safety warning signs or warning devices will be displayed on each piece of equipment, these markings will be unambiguous and easily perceived and understood.

* All new work equipment will be inspected by a competent person prior to its use and any new processes will be documented and undergo pre-use testing.
3.12 PERMIT TO WORK

3.12.1 The permit to work is an operational document prepared by a competent person who is familiar with the work procedures, hazards and all necessary precautions and who has carried out a thorough assessment of the situation.

* The permit gives written authority for persons to commence work and lays down the time it must stop. It sets out the correct sequence of work, the precise way in which the work is to be done, the responsibilities of all persons involved and the safety checks made and all precautions taken.

* The site safety supervisor responsible for carrying out the works detailed on the ‘Permit To Work ‘ should sign the permit prior to work starting, confirming that he is aware of the conditions laid down within it and agreeing to abide by them.

* On completion of the works or expiry of the permit the Contractor should either:
  
  (a) Sign the permit off as work completion and all personnel materials and equipment withdrawn.

  or

  (b) Request an extension from the "Competent Person".

3.12.2 Permits may be required for:

(a) Cold work in hazardous areas.
(b) Hot work in hazardous areas.
(c) Erection of structures, false work, scaffolding etc.
(d) Excavations
(e) Electric work (this may include and Electrical Isolation Certificate where work is to be carried out on high voltage equipment etc).
(f) Work on pipelines
(g) Entry into confined spaces.
(h) Chemical cleaning
(i) Vehicle/plant movement and maintenance.
(j) Demolition.
(k) Concrete pumping
(l) Work at height

This list is not exhaustive and all operations should be examined in detail and permits initiated if necessary.
3.12.3 In the event of an emergency occurring wherever a permit to work is in operation, the permit should be cancelled immediately and work should only commence when all procedures have again been checked and the permit has been re-issued and duly signed by the competent person.

References: There are a numerous HSE Guidance Notes and British Standards Codes of Practice of varied work procedures where permits to work may be recommended. This information can be provided through Sitesafe UK Ltd.

See Also: Health and Safety Construction Summary Sheet HSS.13 Confined Spaces
3.12.4 Notice of Permit to Work System

Project/Contract No.................................................................

AS FROM...........................................hrs  ON.............................................................(date)

THE FOLLOWING POTENTIALLY HAZARDOUS WORK WILL BE IN THE COURSE OF
BEING PERFORMED AT THE LOCATION GIVEN BELOW:

BEFORE ANY WORK IS COMMENCED IN THE ABOVE LOCATION A PERMIT-TO-
WORK CERTIFICATE IS TO BE OBTAINED FROM:

Name and Initials.....................................................................................................................

Title........................................................................................................................................

Location......................................................................   Tel No..............................................

ENTRY INTO THE ABOVE LOCATION IS FORBIDDEN UNLESS PERSONNEL ARE
COVERED BY A VALID PERMIT-TO-WORK CERTIFICATE

Signed....................................................................................................................................

Title............................................................................    Date.................................................

Location.....................................................................    Tel No..............................................
3.12.5 Request for Permit-to-Work Certificate

Request Serial No..........................
Date.............................................

1. Request to:

Name and Initials........................................................

Title............................................................................

Company....................................................................

2. Description and location of potentially hazardous work to be carried out:

3. Timing

Work required to start at......................... hrs on.........................(date)

4. Request from:

Name and initials....................................................

Title...........................................................................

Company..................................................................

Telephone Extension No...........................................

Signature...................................................................

Date........................................ Time..........................

Copy to be handed to permit issuing authority.
Copy to be retained by party making the request for record purposes
3.12.6 Certificate of Appointment of an Authorised Person

COMPANY NAME (PRINT) ..............................................................................................................

ADDRESS ....................................................................................................................................
......................................................................................................................................................

This certificate is issued in compliance with the requirements of the Company's Health and
Safety Policy.

Copy of this certificate is to be held at Company H.Q as a record of appointment.
Copy to be issued to authorised person

...........................................................................................................................................................

APPOINTMENT

This is to certify that Mr...................................................(PRINT NAME, INITIALS & TITLE)
is fully conversant with the provisions of ................................ Site Operating Policy on Health,
Safety and Security in respect of Permit-to-Work Systems and is hereby appointed an Authorized
Person for purposes of (State Permit Type and Form No(s)
...........................................................................................................................................................

LIMIT OF RESPONSIBILITY IF ANY...................................................................................................
...........................................................................................................................................................
...........................................................................................................................................................

Signed....................................................NAME AND INITIALS (PRINT)..............................

TITLE......................................LOCATION..................................DATE...............................
3.12.7 ENTRY PERMIT (CONFINED SPACE)

Permit No...........................................

Contract.................................................................................................

............................................................................................................

This permit is VALID ONLY from.................hours to...............hours  Date............

This permit covers ENTRY ONLY to a confined space. All work entailed in
effecting entry and after entry shall be covered by the appropriate WORK PERMIT -
See Part 3A Below.

Location of enclosed space...........................................................................

Permit request No.................... .

<table>
<thead>
<tr>
<th>CONDITION OF PLANT</th>
<th>Yes/No</th>
<th>Non applic</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The plant/equipment *IS isolated from all sources of danger..........................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>2. The main valves ARE closed and locked ..........................................................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>3. The equipment HAS been drained/vented* .......................................................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>4. Dangerous sludge and other deposits HAVE been removed ...................................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>5. Mechanical drives have been disconnected......................................................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>6. Electrical circuits HAVE been locked off.......................................................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>7. The atmosphere HAS been tested and IS free from toxic and flammable substances</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>8. There IS an adequate supply of fresh air to the work location .......................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>9. ......................................................................................................................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
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<tr>
<td>10. .....................................................................................................................</td>
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<td>11. ....................................................................................................................</td>
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<tr>
<td>12. .....................................................................................................................</td>
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<td>...........</td>
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<tr>
<td>13. .....................................................................................................................</td>
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<td>............</td>
<td>...........</td>
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<tr>
<td>14. .....................................................................................................................</td>
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<td>...........</td>
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<tr>
<td>15. .....................................................................................................................</td>
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<td>...........</td>
</tr>
<tr>
<td>16. .....................................................................................................................</td>
<td>......</td>
<td>............</td>
<td>...........</td>
</tr>
<tr>
<td>PART</td>
<td>SPECIAL PRECAUTIONS TO BE TAKEN</td>
<td>Yes/No</td>
<td>N/A</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------</td>
<td>--------</td>
<td>-----</td>
</tr>
<tr>
<td>A</td>
<td>Additional permit for hot work/cold work *is required........</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>B</td>
<td>Protective clothing <strong>SHALL</strong> be worn, specify type...........</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>C</td>
<td>Safety harnesses and lifeline shall be worn..................</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>D</td>
<td>Force ventilation <strong>SHALL</strong> be provided........................</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>E</td>
<td>Fresh air/self contained *breathing apparatus <strong>SHALL</strong> be worn........................................</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>F</td>
<td>Watcher(s) <strong>SHALL</strong> be posted..................................</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>G</td>
<td>Flameproof/intrinsically safe *lighting <strong>SHALL</strong> be used....</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>H</td>
<td>Any other precautions ............................................</td>
<td>......</td>
<td>......</td>
</tr>
</tbody>
</table>

* delete as appropriate
4. AUTHORISATION

Signature of issuing authority........................Time..............Date...............  

RECEIPT

I have read this form and understand the special precautions to be taken prior to and during entry.

Signed.......................................(person in charge of work) Time..............Date...............  

CLEARANCE

Work in the above enclosed space has been completed (or stopped) and the men in my charge withdrawn.

Signed.......................................(person in charge of work) Time..............Date...............  

CANCELLATION

All copies of this permit are hereby cancelled.

Signed .....................................(issuing authority) Time.............. Date...............  

3.12.8 Equipment to be Provided during entry into Confined Spaces

* Special atmosphere testing device.

3.12.9 Rescue Equipment to be Provided

* This should include:

  (a) Two safety harnesses with adequate length of rope taking into account the location of the workplace;

  (b) Intrinsically safe hand torches or car lamps;

  (c) At least one set of suitable breathing apparatus and emergency breathing pack;

  (d) First aid equipment;
(e) Fire fighting apparatus (dry powder or foam)
(f) Audible alarm for summoning help;
(g) Resuscitation equipment;
(h) Means of communicating with surface observer
### Hot work permit

<table>
<thead>
<tr>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Ref No:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task or work operation:</th>
<th>Duration of permit:</th>
</tr>
</thead>
</table>

This permit to work is issued for the following work. No work other than that detailed must be carried out:

<table>
<thead>
<tr>
<th>Is work to be carried out when plant, equipment or systems are in operation?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of work:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of work:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Method of isolation/making safe:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Precautions</th>
<th>In order</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Ensure hot work equipment is suitable for use and in good order</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Check location and means of raising alarm</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Ensure location extinguishers/hose reels</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Inspect nearby areas</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Remove any combustible material from work area</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Remove any flammable liquid containers from work area (whether full or empty)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Provide suitable and adequate projections against sparks and hot particles</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Follow-up inspection (................hours .................mins later)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>* Area correctly vented</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Extra precautions to be taken if plant, machinery or systems are in operation:

<table>
<thead>
<tr>
<th>Authorisation is given to:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of person issuing permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Time:</th>
<th>Date:</th>
</tr>
</thead>
</table>
### Receipt

I hereby declare that no work other than that stated will be carried out and all precautionary measures will be adhered to:

<table>
<thead>
<tr>
<th>Name (person i/c work):</th>
<th>Designation:</th>
</tr>
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<tbody>
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<table>
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<tr>
<th>Signature:</th>
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<table>
<thead>
<tr>
<th>Company:</th>
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</table>

### Clearance

I hereby declare that the work stated above has/has not been completed. Details if not completed:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
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</tbody>
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<table>
<thead>
<tr>
<th>Position:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Signature:</th>
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<table>
<thead>
<tr>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Cancellation

All copies of this permit to work are hereby cancelled.

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Position:</th>
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<th>Signature:</th>
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<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.13 SHARPS

3.13.1 When working on sites which have previously been standing empty for a period of time, or which have been used by squatters, more caution must be given to the possible risk of infection from blood transmitted diseases.

* Hepatitis and the H.I.V. virus can be contacted by a puncture wound from a blood contaminated 'Sharp'. Needles are the greater risk, but broken glass and contaminated razors must also be considered to a lesser degree.

* Should you be required to work in any area where a possible risk exists a risk assessment will have been carried out by the Principal before work starts. You will be given instructions on the manner in which you are to carry out the work and what personal protective equipment you will need to wear.

* If work is carried out in a common sense manner and you carry out all instructions given to you by the Principal then the risk factor will be minimal.

3.13.2 Handling and disposal of sharps.

1) When clearing debris which is possibly contaminated, heavy duty gloves must be worn at all times. Shovels should be used as far as possible to clear debris.

2) 'Do not' sort through piles of debris by hand.

3) 'Do not' put possibly contaminated debris in plastic bags and then carry them over your shoulder.

4) If needles, syringes, razors etc are found, report them to the Principal immediately. 'Do not' touch them unless you have been trained and re instructed to do so.

5) Any open wounds you may have, should be covered with a suitable waterproof dressing when working in possibly contaminated areas.

3.13.3 Action to be taken in the event of injury

1) If a cut or puncture wound is received, encourage free bleeding immediately, you can do this by squeezing the area around the wound to force out the flow of blood.

2) Wash the area thoroughly with soap and water.

3) Report immediately to the Principal who will ensure that you attend the casualty unit of the local hospital or your GP.

4) Any injury of this type must be recorded in the Company Accident Book.
3.14 DRUGS AND ALCOHOL

3.14.1 Introduction

The use of drugs and alcohol can be a serious workplace safety and health issue. Not only can their use lead to significant health problems but anyone under the influence of drugs or alcohol can be a hazard to themselves and others.

The Company is however, aware that many people have conditions that require drugs to help them live a normal life and that they could not work without them.

It is not only illegal drugs that cause problems at work. Legal ones purchased over the counter and prescribed by a doctor, can be misused. All will come with clear instructions identifying how they will affect the user (see side affects) and in many cases restricting what the user can and can’t do whilst taking the drug. Driving and the use of plant and equipment are regularly identified as things to be avoided, this is often the case with strong pain killers and cold/flu remedies.

This is not however, just a problem for drivers, construction workers and machine operators. It can be an issue for all groups of workers. Many drugs can also have psychological effects that can affect performance or mental well being, especially after long-term use or if a dependency develops.

The use of alcohol and drugs socially may have no direct effect on the person’s ability to work safely, but if a person comes to work under the influence of either of these it will impair their performance and can lead to them taking risks or putting others at risk, neither of which are acceptable.

The Company believes that alcohol and drugs have no place in the work environment, unless the drug is required for a medical condition and even in such situations need to be carefully managed. This requires the drug to be taken by the user only as prescribed and when necessary for the user’s work activities to be adjusted by the Company to address any potential side affect problems.

3.14.2 What is drug Mis-use?

* Drug mis-use refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvent. Drug misuse can harm the mis-user both physically and mentally and through the mis-user's actions, other people and the environment.

* Successfully tackling drug misuse can benefit both our business and our employees. For example by:

* Saving on the cost of recruiting and training new employees to replace those whose employment might be terminated because of untreated drug misuse.
* Reducing the cost of absenteeism or impaired productivity.
* Creating a more productive environment by offering support to those employees who declare a drug related problem.
* Reducing the risk of accidents caused by impaired judgement.
* Enhancing the public perception of our organisation as a responsible employer.
* Contributing to society's efforts to combat drug abuse.

3.14.3 Who is at risk

* All kinds of people are involved in drug misuse - they do not conform to any stereotype. A lot of people who are involved in drug misuse are in work.

* Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels and this can lead to either impaired judgement or concentration.

* Drug misuse can also bring about the neglect of general health and well being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

3.14.4 Table one

Signs of misuse which we look for include;

- Sudden mood changes
- Unusual irritability or aggression
- A tendency to become confused
- Abnormal fluctuations in concentration and energy
- Impaired job performance
- Poor time-keeping
- Increased short-term sickness absence
- A deterioration in relationships with colleagues, customers or management
- Dishonesty and theft (arising from the need to maintain an expensive habit)
Remember all the signs shown above may be caused by other factors, such as stress and should be regarded only as indications that an employee may be misusing drugs.

### 3.14.5 The legal position

* We have a general duty under the Health and Safety at Work etc Act 1974 (HASAW Act) to ensure as far as is reasonably practicable the health, safety and welfare at work of our employees.

* We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of our employees. If we knowingly allow an employee under the influence of drug misuse to continue working and his or her behaviour places the employee or others at risk, we could be prosecuted.

* Our employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.

* The Road Traffic Act 1988 states that any person who when driving or attempting to drive a motor vehicle on a road or other public place is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

* The principle legislation in the UK for controlling the misuse of drugs is the Misuse of Drugs Act 1971 (Amendment) Order 2015. Nearly all drugs with misuse and/or dependence liability are covered by it.

* The Act makes the production supply and possession of these controlled drugs unlawful, except in certain specified circumstances (for example, when they have been prescribed by a doctor). If we knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on our premises we could be committing an offence.

* The Act lists the drugs that are subject to control and classifies them in three categories according to their relative harmfulness when misused.

**CLASS A**
- Includes but are not limited to; ecstasy, cocaine, heroine, LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drug.

**CLASS B**
- Includes but are not limited to oral preparations of amphetamines, barbiturates, cannabis, cannabis resin, codeine and methaqualone (Mandrax).

**CLASS C**
- Includes but are not limited to most benzodiazepines (eg Temazepam, Valium), other less harmful drugs of the amphetamine group and anabolic steroids.
* The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs which in turn are more severe than the penalties for Class C drugs. The Act also distinguishes in terms of the penalties that may be imposed between the offences of possession and drug trafficking or supplying with the latter attracting higher penalties.

* It is possible that in certain circumstances charges may be brought against an employer or an employee under either this Act or the Health and Safety at Work Act or both. It would be up to the courts to decide on the circumstances of each case.

3.14.6 Policy on drug misuse

* **Aim** - This policy is aimed at all Company employees including Management and staff regardless of their status and exists to ensure drug misuse can be identified and dealt with at the earliest point to safeguard the mis-user and other company employees.

* **Responsibility** - All Supervisory Staff will be responsible for ensuring the policy is carried out on a day to day basis. The Company's Principal will have overall responsibility for making the policy effective.

* **Definition** - The Company defines drug misuse as any drug/substance taken in excess of that prescribed by the individuals General Practitioner or specialist. Incorrect use of items such as solvents glue or aerosols, use of non prescribed Class A, B or C substances.

**Company Rules**

1) Employees must not attend any place of work under the influence of a drug unless the Administrator has been made aware of the drug effect and is safe given the task to be carried out.

Note:- This may include prescribed drugs or those brought as cold/flu remedy from a pharmacist.

2) The Company will do everything in its power to help those who identify they have a drug problem. Periods of absence for treatment and rehabilitation will be regarded as normal sickness.

3) The Company identify the addictive nature of many drugs and substances which are commonly misused and recognise the chance of relapses during periods of treatment and rehabilitation.

4) This policy will be reviewed regularly by the Company to ensure it is effective and will be monitored by the Principal and our independent safety advisors Sitesafe UK Ltd.
Confidentiality

* The Company identifies the right of employees who have a drug problem and will treat all cases in the strictest of confidence subject to the provisions of the law.

Help

* The Company encourages any member of its workforce with a drug problem to seek help voluntarily. The Principal will provide advice and support so far as their knowledge and experience is able and will arrange after consultation with the individual help via local advisory services.

* Any employee who requires general information on the effects of drugs on health and safety should contact the Company's safety advisors who will provide material on behalf of the Company.

Disciplinary action

* The misuse of drugs or substances are known to impair performance and places both the user and those working around them at serious risk. For this reason any employee identified as having a drug problem who refuses to seek help or treatment is subject to the Company's disciplinary rules.

* Cases of gross misconduct may result in dismissal from the Company.

* Possession or dealing in illegal drugs identified by the Company will be reported immediately to the police. Employees should be aware that there is no alternative to this procedure.

3.14.7 Alcohol

* The Company policy aims to;
  
  • Promote awareness of alcohol related problems and addiction
  • Encourage a sensible approach to drinking alcohol
  • Ensure that the Company complies with its legal obligations
  • Indicate restrictions on drinking alcohol at work
  • Protect employees from the dangers of alcohol abuse and
  • Support employees with an alcohol related problem.

* Health and Safety

In a social environment the consumption of alcohol in moderations is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, can place both the individual and those around them in danger, as well as
affect health because of this the Company have a zero tolerance to alcohol in the workplace.

* In the workplace alcohol abuse can take different forms;

  • Attendance to work whilst still under the influence of alcohol
  • Occasional inappropriate drinking and
  • Consistently inappropriate drinking.

* Problems arising from the first and second category are more likely to be cases of misconduct whilst the third will be more likely to involve long term health and performance issues. In all cases the health of the individual employee will be affected and quite possibly the health and safety of those around them.

* While it will be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol abuse may be less obvious. Symptoms of alcohol abuse may include:

  • Frequent absences on Mondays and Fridays;
  • Unusually high rates of absenteeism;
  • Unkempt appearance/Lack of hygiene;
  • Spasmodic work patterns and lower productivity; or
  • Poor relations with others.

* Restrictions on Drinking Alcohol at Work

  • Employees may not consume alcohol during normal working hours nor should they be incapable of work through the consumption of alcohol whilst not at work.
  • Alcohol must not be consumed in any situation where as a consequence the safety of the individual, colleagues or visitors is put at risk.
  • Alcohol must not be consumed in excess (or in sufficient quantities to impinge on the exercise of any individual’s duties) when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.
  • Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to the Principal.
  • Employees who are incapable of working through the consumption of alcohol will be immediately removed from duty and the matter reported to the Principal.
  • Employees will be held to be contributorily negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee’s consumption of alcohol.

* Disciplinary Action

Employees who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.
Procedure

• In the event that an employee is diagnosed with an alcohol related problem the Company will treat it as a health matter. However this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.

• All alcohol related issues will be dealt with in a constructive and sympathetic manner. The individual responsible for all such issues is the Principal who will also provide any interested employees in confidence with details of where to seek more information or help.

• All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with Data Protection Act 1988.

• After receiving any appropriate medical reports the Company will provide support to any affected employees. Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.

• The Company reserves the right to require them to take paid leave if it is deemed appropriate.

• Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee (and where this is not possible to a suitable alternative).

• In the event that an employee following successful treatment for an alcohol related problem suffers a relapse the Company is under no obligation to make provision for any further treatment and the employee in question may face summary dismissal.
3.15 THE WORK AT HEIGHT REGULATIONS 2005

Falls from height account for many fatal accidents at work each year. They remain the single biggest cause of workplace deaths and one of the main causes of major injury.

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

3.15.1 Why are such regulations important?

* These Regulations have been made to prevent the deaths and injuries caused each year by falls at work.

* They replace all the earlier regulations about working at height. The Work at Height Regulations 2005 consolidate previous legislation on working at height and implement European Council Directive 2001/45/EC concerning minimum safety and health requirements for the use of equipment for work at height.

3.15.2 What is “work at height”?

* A place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level.

* ‘Work’ includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

3.15.3 What do the Schedules to the Regulations cover?

<table>
<thead>
<tr>
<th>*</th>
<th>They cover the detailed requirements for:</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>1.</td>
<td>Existing places of work and means of access for work at height.</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Collective fall prevention (eg guard rails and toe boards).</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Working platforms.</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Collective fall arrest systems (eg nets, air bags etc).</td>
<td>4</td>
</tr>
<tr>
<td>5.</td>
<td>Personal fall protection (eg work restraints, work positioning, fall arrest and rope access.</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>Ladders and step ladders.</td>
<td>6</td>
</tr>
<tr>
<td>7.</td>
<td>Inspection reports (for working platforms in construction only).</td>
<td>7</td>
</tr>
</tbody>
</table>
3.15.4 Do the rules apply to us?

Regulations 3 and 14

* The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed and any person who controls the work of others (e.g. facilities managers, principal contractors or building owners who may contract others to work at height) to the extent they control the work.

* If we are working under someone else’s control, regulation 14 says we must:
  
a) report any safety hazard to them;

b) use the equipment supplied (including safety devices) properly, following any training and instructions given (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

3.15.5 Special cases

Regulation 3, 15 and 16 and Schedule 2

* In certain cases the regulations can apply outside of Great Britain.

* There are some exemptions for shipping, offshore installations and docks. People and organizations acting in the interests of national security may be made exempt by the Secretary of State for Defense.

* We may ask the Health and Safety Executive (HSE) to exempt certain people, premises, equipment, or activity from some of the regulations relating to guard rails and the like, but we will have to show that there is no risk to anyone’s health or safety if we do so.

3.15.6 What we must do as your employer

Overriding principle

Regulation 6(3)

* We must do all that is reasonably practicable to prevent anyone falling.

3.15.7 The Regulations hierarchy

* The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.
Duty holders must:

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

3.15.8 Duty holders’ responsibilities

The Regulations require duty holders to ensure:

a) all work at height is properly planned and organized;

b) all work at height takes account of weather conditions that could endanger health and safety;

c) those involved in work at height are trained and competent;

d) the place where work at height is done is safe;

e) equipment for work at height is appropriately inspected;

f) the risks from fragile surfaces are properly controlled; and

g) the risks from falling objects are properly controlled.

3.15.9 Planning

Regulations 4 and 6(1, 2)

* We must:

a) ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;

b) ensure that the work is properly planned, appropriately supervised and carried out in as safe a ways as is reasonably practicable;

c) plan for emergencies and rescue;

d) take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations.
3.15.10 Weather

Regulation 4(3, 4)

* We must ensure that the work is postponed while weather conditions endanger health and safety.

3.15.11 Staff training

Regulation 5 and 6(5)(b)

* We must ensure that everyone involved in the work is competent (or, if being trained, are supervised by a competent person). This includes involvement in organization, planning, supervision and the supply and maintenance of equipment.

* Where other precautions do not entirely eliminate the risk of a fall occurring, we must (as far as it is reasonably practicable to do so) train those who will be working at height, how to avoid falling and how to avoid or minimize injury to themselves should they fall.

3.15.12 The place where work is done

Regulation 6(4)

* We must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment). Detailed safety requirements about where work is done at height are set out in Schedule 1 of the Regulations.

3.15.13 Equipment, temporary structures and safety features

Regulations 6(4)(b), 6(5)(a, b), 7, 8 and 12

* If we rely on the exception detailed above, we must provide equipment for preventing (as far as is reasonably practicable) a fall occurring.

* If the precautions detailed above do not entirely eliminate the risk of a fall occurring, we must do all that is reasonably practicable to minimize the distance and effect of a fall.

* When selecting equipment for work at height we must:

a) use the most suitable equipment;

b) give collective protection measures (eg guard rails) priority over personal protection measures (eg safety harnesses);
c) take account of:

- the working conditions; and

- risks to the safety of all those at the place where the work equipment is to be used.

* We must ensure that all equipment, temporary structures (e.g. scaffolding) and safety features comply with the detailed requirements of Schedules 2 to 6 of the Regulations.

3.15.14 Inspections

Regulations 12 and 13

a) ‘Inspection’ is defined by regulation 12(10) as ‘such visual or more rigorous inspection by a competent person as is appropriate for safety purposes (including) any testing appropriate for those purposes’.

b) We must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

c) We must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:

after it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;

as often as is necessary to ensure safety and in particular to make sure that any deterioration can be detected and remedied in good time.

d) We must ensure that before we use any equipment which has come from another business and before any equipment leaves our business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

Note: This does not apply to lifting equipment governed by regulation 9(4) of the Lifting Equipment and Lifting Operations Regulations 1998, but since that rule is similar to this one there is little practical difference.

e) We must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2 m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

‘Platform’ is widely defined to include areas like gangways and stairways.
f) We must ensure that the person inspecting a platform;
prepares a report before going off duty, giving the details listed in Schedule 7;
gives the report (or a copy) within 24 hours of completing the inspection to the person
for whom the inspection was done.
g) We must keep the report of a platform inspection made under the instructions given,
at the construction site until the work is completed;
then at an office of ours for another three months.
h) ‘Keeping’ a report means keeping it (or a copy) safe from loss and unauthorized
interference and so that a printed copy can be supplied when required.
i) We must keep all other records of inspection until the next inspection has been carried
out.

3.15.15 Fragile surfaces

Regulation 9

* We must ensure that no one working under our control goes onto or near a fragile
surface unless that is the only reasonably practicable way for the worker to carry out
the work safely, having regard to the demands of the task, equipment, or working
environment.

* If anyone does work on or near a fragile surface we must:

a) ensure (as far as it is reasonably practicable to do so) that suitable platforms,
coverings, guard rails and the like are provided (and used) to minimize the risk;
b) do all that is reasonably practicable, if any risk of a fall remains, to minimize the
distance and effect of a fall.

* If anyone working under our control may go onto or near a fragile surface, we must do
all that is reasonably practicable to make them aware of the danger, preferably by
prominent warning notices fixed at the approaches to the danger zone.

3.15.16 Falling objects

Regulations 10 and 11

* Where it is necessary to prevent injury, we must do all that is reasonably practicable to
prevent anything falling.
If it is not reasonably practicable, we must ensure that no one is injured by anything falling.

We must ensure that nothing is:

a) thrown or tipped from height if it is likely to injure anyone;

b) stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, we must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorized people are unable to reach it.

3.15.17 Responsibilities

The Principal will be responsible for ensuring any work carried out by this Company’s employees or sub contractors, avoid work at height where it can be avoided.

If work at height is necessary the Principal in conjunction with the Administrator will ensure work is correctly assessed and planned to prevent falls from height as far as is reasonably practicable to do so.

The Administrator will be responsible for ensuring on a day by day basis that controls implemented to comply with The Work at Height Regulations 2005 are managed and enforced.

Those employed to work at height will be adequately trained by this Company and must follow the instruction given for their safety whilst carrying out work at height.
3.16 OFFICE SAFETY

3.16.1 The office environment

* Good house-keeping in any environment will improve safety. General untidiness can cause accidents, many of which will result in personal injury. Avoid producing tripping hazards by keeping all floors, passages, stairways and doors clear of obstructions at all times.

* Trailing electric cables from equipment such as visual display units, typewriters, telephones and duplicating machines etc. must be kept to a minimum and positioned to prevent tripping hazards.

* Where this is unavoidable, cable protectors will be placed over the trailing cables. Trailing cables not only produce a tripping hazard, but on electrical appliances can cause or create other problems such as fire hazards, where cables become broken or frayed.

3.16.2 Filing and Storage

* When working from filing cabinets, only open one drawer at a time. If used incorrectly, cabinets can overturn. Never leave cabinet drawers open when not attended.

* Filing cabinets should always be loaded bottom drawer first and then work up.

* Never reach above face height for items from shelves etc. use a 'hop up' or steps where provided.

3.16.3 Lighting

* The Company will provide adequate lighting throughout the work area. A light level of 150 lux or above will be maintained in all access ways and 500 lux in general office areas.

* Employees should report lighting that is non operative, flickering or thought to be below the above standard.

* The Company will check lighting levels on a regular basis to ensure the required standard is maintained.

3.16.4 Machinery Hazards

* All office machines will be located in accordance with manufacturers recommendations and must always be operated as per the manufacturers operating instructions. In the event of a break down do not tamper with the machine. Report the matter to the Administrator immediately so that appropriate remedial action can be taken.
* Care must always be taken when using items such as staplers, knifes, scissors and guillotines etc. All have the ability to inflict serious injury. Additional care should be taken when storing these items. Avoid placing uncovered blades in drawers.

* Only those trained and authorised are permitted to use Company equipment. Do not bring personal equipment into the working environment.

3.16.5 Hazardous Substances

* Although chemical hazards may not be obvious in the office environment, chemicals used in photocopiers and printers etc can be toxic, irritant or harmful and as such care must be taken when using them. The COSHH Regulations will apply. (See Section 3.7 Hazardous Substances).

3.16.6 Manual handling

* Organise the work to minimise the amount of lifting necessary, using mechanical means or other aids if available. When help is needed for lifting heavy or awkward loads, get everyone to work together but make sure only one person gives, clear unhurried instructions. Provide protection for hands and feet, and protective clothing where necessary.

Make sure that everyone knows the correct lifting techniques:
See Section 3.6 manual handling).

- Don’t jerk and shove - twisting the body may cause injury
- Lift in easy stages - floor to knee then from knee to carrying position. Reverse this lifting method when setting the load down.
- Hold weights close to the body. Lift with the legs and keep the back straight.
- Grip loads with palms, not fingertips. Don’t change your grip while carrying.
- Don’t let the load obstruct your view. Make sure the route is clear before you start moving.

3.16.7 Visual display units (VDUs)

* Long periods of use may result in headaches, eye strain and back problems. Well designed work areas, comfortable seating and a properly adjusted screen should minimise these symptoms. There is no evidence at present that users of VDU’s need to take special precautions to protect against radiation emissions.
3.16.8 Upper limb disorders.

* Keyboard operators maybe affected by upper limb disorders at some point in their working lives.

The term covers a number of related medical conditions including: tenosynovitis, carpal tunnel syndrome, tennis elbow and heat conditions which affect the arms, particularly the hands and forearms. The symptoms of upper limb disorders include pain of affected parts. Typical causes are incorrect posture, too great a workload, over forceful movements and inadequate rest periods.

Injury can be prevented by improved design of working areas (position of keyboard and VDU screens, heights of workbenches and chairs, lighting), adjustments of workloads and rest periods along with the provision of special tools.
3.17  ELECTRICAL

3.17.1 Temporary Electrical Installations

* Many accidents are caused on site each year through failure to ensure that all electrical installations are carried out by a competent persons. The great majority of accidents result in shock and/or burns and about one in every thirty is fatal. The main statutory factor preventing electrical accidents is the Electricity At Work Regulations 1989.

NOTE: Attention is also drawn to IEE Code of Practice "Temporary Electrical Installations on Construction and Building sites" and maintaining portable and transportable electrical equipment produced by the HSE. Copies of which are available through Sitesafe UK Ltd.

* As a matter of Company policy, 110 volts should whenever possible be used for all site work. If it is necessary to use a higher voltage and this should only be in exceptional circumstances, cables should have continuous metal armour or sheath which has been effectively earthed. To avoid damage, such cables should either be suspended and clearly marked to indicate their presence or be buried at least 600mm below ground level and be protected by tiles or warning tape. When the trench is filled in, surface markers should indicate the cable route. Voltage in excess of 110 should not be in use without first consulting the Principal.

Other points to note are as follows:

(a) Careful plans should be made to ensure that incoming cables from the Electricity Supply Authority are routed so that they need not be removed until the contract is finished. They should be so laid that they are protected from all construction operations and traffic.

(b) Control gear should be portable and its siting carefully planned.

(c) Plugs, socket outlets and couplers for AC and DC supplies must comply with B.S. 4343.

(d) Joints in cables should be avoided wherever possible. Where avoidable, they should only be made in purpose built housings. Special care should be taken to ensure that the earth continuity conductor remains in tact because, if it is broken the supply will not be interrupted but the whole system will no longer be safe.

(e) All electrically operated tools should be maintained in good condition and connections and earthing should be checked at least at weekly intervals, such checks should be recorded.

(f) Employees should be instructed in the correct use of tools and advised on procedure to be followed in the case of breakdown.
(g) Cables and trailing leads should not be allowed to lie in pools of water.

(h) Fuses in each circuit should be checked for correct size by a competent person, prior to equipment's use.

(i) Festoon lighting - must comply with Code of Practice CP 1017. The lamp holder should be shrouded in an insulating material and permanently moulded or bonded to form an integral part of the cable sheath. Voltage must not exceed 110 volt and each lamp bulb holder should be supplied fitted with a simple metal guard, not only to protect the lamp bulb from damage but also to prevent persons coming into contact with the exposed filament supports of a broken bulb glass.

Note

It should be noted that all electrical installation work must be carried out by a competent persons. It is also important that in the interest of both safety and efficient operations, installations are regularly inspected and tested at intervals of 3 months or such shorter periods as the particular nature of the installations necessitates. Inspection certificates as provided for in the IEE Regulations should be obtained by the site user and the register kept of 3 monthly inspections.

* No person shall be permitted to work on or so near any live cable or equipment where danger may arise (unless it is suitably covered with insulating material as to prevent danger). Unless:

(a) It is unreasonable in all the circumstances for that cable and equipment to be dead; and

(b) It is unreasonable for a person in all circumstances to be at work or near the cable or equipment while it is live; and

(c) Suitable precautions are taken to prevent injury (including provision of suitable protective equipment).

NOTE: ALL THREE CONDITION MUST BE MET BEFORE "LIVE WORKING" IS ALLOWED.

* Sites requiring any advice or assistance on electrical installations should contact Sitesafe UK Ltd.

* See also "The Electricity at Work Regulations 1989", and HE Guidance Notes GS 27 - Protection against electric shock.
PM 38 - Selection and use of electric hand lamps
GS 24 - Electricity on Construction Sites
PM 32 - Safe Use of Portable Electric Apparatus
GS 37 - Flexible leads, plugs, sockets etc.
PM 29 - Electrical hazard from steam/water pressure cleaners.
GS 38 - Electrical test equipment for Electricians.
3.18 NOISE CONTROL

3.18.1 General

* Noise generated from work activities must be considered from two separate viewpoints;
  * Protection from the noise hazard which may cause noise induced hearing loss (noise at work).
  * Nuisance noise, where noise caused by work activity causes a nuisance to those who live/work in the vicinity of our work activities (environmental noise).

3.18.2 Noise at work

* The protection of persons at work from noise is covered by "The Noise at Work Regulations 2005". The purpose of these regulations is to prevent damage to the hearing of persons at work from noise produced in the work place.

* It is the responsibility of the employer to ensure that the risk from exposure of his employees to noise, is either eliminated at source or, where this is not reasonably practicable, reduced to as low as is reasonably practicable.

* The key requirements of the regulations can be summarised as follows:

  (a) Identify if there is a noise problem (eg. if people have to shout or have difficulty being understood by someone about 2 m away).

  (b) Assess the risk and compare with the exposure limit values and action values established in the regulations.

  (c) If the noise levels measured exceed the values, then reduce noise output, as far as is reasonably practicable, at source.

NOTE: The law requires that employers reduce the noise exposure of employees, so far as is reasonably practicable, by means other than by provision of personal ear protection.

  (d) Where noise levels cannot be reduced below the values, a hearing protection program will be required.

  (e) Monitor any measures taken to establish control procedures remain active and maintained.

  (f) Consult with the workforce or their representatives at all stages of the assessment.

* The Principal will assess or arrange for the assessment by a competent person of noise generated by the Company’s activities in line with the Control of Noise at Work
Regulations 2005 and where possible, the noise levels will be reduced by the careful selection of machines/equipment or adjustment to the work process.

* All workers whose daily or weekly exposure to noise exceeds 80 dB(A) or a peak pressure reading of 135 dB will be warned by the Principal of the dangers of working in a noisy environment, advised of the systems being used by the company to reduce noise levels and be issued with and trained in the use of ear protection.

* Those employees who are exposed to daily or weekly noise levels of 85 dB(A) or above, or a peak sound pressure reading of 137 dB will be placed under health surveillance by the company and the wearing of ear protection enforced by the Principal whilst working in such conditions, these areas will be designated 'Hearing Protection Zones and demarcated and identified by means of signs indicating that ear protection must be worn.

* Signs used will comply with the Health and Safety (Safety, Signs and Signals) Regulations 1996. The Principal will be responsible for ensuring any person entering such areas is wearing appropriate personal hearing protection.

* Ear protection will be selected and assessed to ensure the daily or weekly exposure limit values of 87 dB(A) and peak sound pressure value of 140 dB are not exceeded.

* Noise levels will be monitored by the Principal to ensure that unacceptable and dangerous levels are avoided.

* All plant and machinery will be maintained in good working order with tight fitting panels. Loose items such as chains and shackles should be stored outside of machine cabs.

* Cab windows and doors should remain shut when possible during vehicle operation. Where necessary acoustic barriers or bunds will be positioned to reduce/remove environmental noise problems.

* Visitors to premises will be informed by the Administrator that they should take adequate precautions where exposure may be above the prescribed values.

3.18.3 Maintenance and use of equipment

* The Principal will be responsible for ensuring that all workers under their control have received adequate training in noise control and PPE maintenance, storage and use, to ensure such equipment can be used properly and effectively by the workforce.

* Employees are responsible for making full and proper use of PPE issued by the Company and reporting any defects in the equipment or control measures provided immediately to the Principal.
3.18.4 Health Surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations 1999 requires ‘Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment’.

• The Company will implement a health screening policy for those workers who are subject to noise at work.
• The policy will require a worker to complete a health questionnaire at the start of employment and subsequently on an annual basis.
• The questionnaire asks for any existing hearing related conditions or associated symptoms in order that the Company can establish a health base line for the individual.
• The worker will be placed on the Company’s screening program which will cover; Audiometry checks, HAV, lung function, skin checks and general health.

3.18.5 Information, instruction and training

* The Company is responsible for ensuring those members of its workforce that are exposed to noise levels at, or above the lower exposure action value are provided with sufficient information, instruction and training on the subject to maintain their health and safety.

* As a minimum such information, instruction and training will include;

a) the nature of risk from exposure,

b) the measures taken by the Company to comply with the regulations,

c) exposure limit values and upper and lower exposure action values set by the regulations

d) noise assessment information with explanation of the findings

e) provision and correct use of personal hearing protectors

f) why and how to detect and report signs of hearing damage

g) health surveillance and its purpose along with collective data of surveillance carried out and,

h) safe working practices to minimise exposure to noise.
3.19 CONTROL OF VIBRATION AT WORK REGULATIONS 2005

Vibration is a widespread hazard for employees in a range of industries and occupations. Hand-arm vibration (HAV) can arise from the use of hand held power tools such as abrasive wheels, hammer drills etc. and hand guided equipment such as lawn mowers, leaf blowers and compaction plates.

In addition employees are at risk when operating some pieces of plant such as excavators, dumpers and fork lift trucks, where whole body vibration (WBV) is the hazard transmitted into the body through the machines seat or operator’s legs.

This set of regulations places a duty on the employer to make a suitable and sufficient assessment of the level of risk created by the hazard of vibration which affects his employees.

3.19.1 Assessments

* The Company’s risk assessment procedure (see section 3.2) incorporates the five steps system, which will be utilised when assessing the hazards of vibration. Specific assessments will be carried out by a trained and experienced person employed directly by the Company or when instructed to do so, by our safety consultants Sitesafe UK Ltd.

* Where an assessment is required it will;

a) Identify whether HAV or WBV is likely to be a significant hazard

b) Which worker or group of workers are at risk

c) Evaluate the risk arising from the vibration hazard, to include the workers estimated daily exposures and identify any action required to control the risk and comply with the regulations.

d) The findings of these assessments will be recorded and made known to the workforce during site induction, training session or tool box talks.

e) Such assessments will be reviewed and revised as required to ensure the controls remain affective.

3.19.2 Information, instruction and training

* All workers likely to be exposed to HAV or WBV hazards will receive suitable and sufficient information, instruction and training from the Company. Such training will take the form of general health and safety awareness courses, specific plant and equipment training programs, tool box talks on the subject and health surveillance as necessary.
3.19.3 Exposure control

* To estimate a worker’s daily exposure to vibration (HAV) and subsequently ensure adequate controls are in place, two pieces of information are required;

  a) the average magnitude (level) of the vibration at the surface in contact with the hands; and

  b) the time for which the worker’s hand is actually in contact with the vibrating item (daily exposure time).

* The average magnitude is expressed as an acceleration value in metres per second squared (m/s²), it should be noted that this level can be extremely variable and can be changed (worsened) for example by items such as the condition of the drill bit or chisel blade and general maintenance of the tool or equipment being used.

* The assessment will normally look to obtain the average vibration magnitude and when both hands are affected the assessment will be based on the hand with the greater exposure level.

* The manufacturers of tools and equipment have a legal obligation to provide safety information about their equipment and this source, along with information from trade associations, government bodies and our safety consultant, will be used by the Company to establish the vibration emission values of each tool currently being used by the workforce, the vibration values of tools hired before they are used and the values of new equipment before it is purchased.

* It will be the **Principal** responsibility to ensure that all tools owned by the Company have been listed and that vibration values for each piece of equipment have been established and given a vibration points value.

* When purchasing new equipment the **Principal** will insist that new tools of a similar type to those already owned by the Company have a lower vibration rating if available and that when hired tools are used by the Company we give preference to the lowest rated equipment available.

* The **Principal** will be responsible for ensuring that daily exposure times for workers on sites under their control are recorded, for each piece of equipment used, such records will be used as part of the Company’s Health Surveillance program and risk assessment system.

3.19.4 Action Levels

* The **Principal** will use the ready-reckoner chart (Section 3.19.7), which is based on a points system to identify if an individual is likely to exceed the values set during a working day;
a) Exposure action value \((2.5 \text{ m/s}^2 A(8))\) is equal to 100 points

b) Exposure limit value \((5 \text{ m/s}^2 A(8))\) is equal to 400 points

* Risk assessments produced by the Company that identify vibration as a hazard will record single tool assessments, identifying when a worker is likely to exceed the Exposure Action Value (EAV) and Exposure Limit Value (ELV) for each tool used.

* The exposure times for all employees will be recorded whether the EAV is likely to be exceeded or not.

* When the EAV or 100 points value is likely to be exceeded the Principal will ensure that the work activity is closely monitored, the worker has been made aware of the hazards associated with vibrating equipment, basic health surveillance checks are carried out on the individual and that job rotation is introduced to reduce exposure to the lowest levels possible. The Company will aim to keep workers exposure below the EAV.

* If the initial assessment using the ready-reckoner chart shows the ELV or 400 point value is likely to be exceeded the Principal will change the system of work or tools to be used to lower the potential exposure below the ELV and then reassess using the ready-reckoner. Under no circumstances must we plan to exceed the ELV during a working period.

3.19.5 Multi Tool Use

* The Principal will also use the ready-reckoner system to assess partial exposure levels for each tool used during the same working day, adding values together to identify the total vibration exposure for an individual.

* When combined vibration values exceed the EAV or 100 points value the Principal will ensure that the work activity is closely monitored, the worker has been made aware of the hazards associated with vibrating equipment, basic health surveillance checks are carried out on the individual and that job rotation is introduced to reduce exposure to the lowest levels possible.

* If the initial assessment using the combined points from the ready-reckoner chart shows the ELV or 400 point value is likely to be exceeded the Principal will change the system of work or tools to be used to lower the potential exposure below the ELV and re-evaluate.

* The Principal will regularly check the daily exposure records produced on site to ensure the EAV is not regularly being exceeded.
3.19.6 Action Plan

* The Principal will ensure the Company establishes an action plan for the management of the risk associated with vibration this will include;

a) Identification of significant sources of vibration in the Company’s undertakings

b) Setting priorities based on the risk of exposure

c) Identifying and evaluating solutions in terms of practicalities and cost

d) Plan the introduction of reasonably practicable controls with set time scales

e) Plan the introduction of health surveillance if exposures are likely to exceed the action value

f) Define management responsibilities and ensure adequate resources are available to implement controls.

g) Evaluate the plan and monitor progress.

3.19.7 Exposure Points System and Ready-Reckoner

* The table (Fig 1) is a ‘ready reckoner’ for calculating daily vibration exposures. All you need is the vibration magnitude (level), which will be available from the tool manufacturer/supplier and the individuals maximum planned exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40m/s² and a range of exposures times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s² A (8). You may find the exposure points easier to work with than the A (8) values:

• exposure points change simply with time: twice the exposure time, twice the number of points;
• exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
• the Exposure Action Value (EAV) 2.5 m/s8 A(8) is equal to 100 points
• the Exposure Limit Value (ELV) 5 m/s2 A (8) is equal to 400 points;

3.19.8 Health surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations 1999 requires ‘Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment’.
* The Company will establish a tiered approach to the health surveillance of its workforce, which will start (Tier 1) with all new employees being required to complete a questionnaire asking whether they have existing associated symptoms and to establish a health baseline for the individual. If any such symptoms are identified they will be referred to an occupational health professional to establish they are fit to work.

* All working tasks will be risk assessed by a competent person and controls established to remove or significantly reduce the risk of exposure. Employees will be required to sign the risk assessments to acknowledge the controls required and that they will follow the safe systems of work established. The Principal will be responsible for ensuring controls are applied on a day to day basis.

* The Company will carry out an annual screening program (Tier 2) using the questionnaire principal, which will ask workers if they experience certain symptoms which could be associated with the work they carry out for the company. If any symptoms are identified the Company will not interpret them but, will remove the worker from further exposure and refer the worker to an occupational health professional for formal assessment and diagnosis.

* Tier 3 of the Health surveillance program is the clinical assessment carried out by an appointed occupational health professional. A qualified person will conduct an interview and examination on the worker to establish and interpret the symptoms, which will lead to a formal diagnosis (Tier 4).

### 3.19.9 Health Screening

* The Company will implement a health screening policy for those workers who are subject to medium or high levels of vibration, or have been identified as being at special risk following the Tier 1 or Tier 2 process, the program will;
  
  - HAV, audio hearing, lung function, skin checks and general health.
## Vibration Ready-Reckoner Matrix

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<th>15 min’s</th>
<th>30 min’s</th>
<th>1h</th>
<th>2h</th>
<th>3h</th>
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</table>
3.19.10 Using the Ready Reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.

2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.

3. Find the value in the table that lines up with the magnitude and time i.e. for a magnitude of 5 m/s² and an exposure time of 3 hours; the exposure corresponds to 150 points.

4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the Exposure Action Value, identifying our need to closely monitor the operation taking place.

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

```
<table>
<thead>
<tr>
<th>Colour</th>
<th>Meaning</th>
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</thead>
<tbody>
<tr>
<td>Above Exposure Limit Value</td>
<td>Likely to be above Exposure Limit Value</td>
</tr>
<tr>
<td>Above Exposure Action Value</td>
<td>Likely to be above Exposure Action Value</td>
</tr>
<tr>
<td>Below Exposure Action Value</td>
<td></td>
</tr>
</tbody>
</table>
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5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 - 3 for each one, add the points and compare the total with the exposure action value (100) and the exposure limit value (400), i.e. in example one the worker is exposed to 150 points, they then go on to work with another tool with a vibration magnitude of 3.5 m/s² for a period of 3 hrs a ready reckoner points value of 74.

The workers daily exposure to vibration in this instance has been 224 points above the Exposure Action Level, but has been managed below the Exposure Limit Value of 400 points.

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Under no circumstance must the workers daily exposure to HAV exceed the 400 ELV
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3.19.11 Hand-Arm Vibration Exposure Calculator

* The Principal will also have access to the HSE Hand-Arm Vibration Exposure Calculator.

[www.hse.gov.uk/vibration/hav/vibrationcalc.htm](http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm)
The calculator allows various tools/processes to be added and will provide a hand-arm vibration log sheet with the workers' cumulative values. This system will be used to produce the Company's points register - SAF-23.01.

Completed forms are to be returned to the Health & Safety department at the end of each week. These documents will be reviewed by the Principal to ensure the original assessment controls have been suitable and sufficient.

3.19.12 Minimise The Risks

• Seek alternatives to using equipment which vibrate.
• Do not exert too much grip pressure when holding tools.
• Ensure the equipment is maintained and in good order with a valid certificate.
• Ensure the tool selected is suitable for the task it is used for.
• Select low vibration equipment.
• Keep all cutting/breaking attachments, sharp including drill bits, points & chisels.
• Use protective clothing, especially on the hands to keep them warm.
• Ensure employees exercise their fingers and take regular breaks.

3.19.13 Examples of Vibration Magnitude Levels

• The Company will provide the Principal with a list of tools from various manufacturers providing model numbers and vibration magnitude/HSE points per hour as general reference documents.

• As guidance to distinguish low, medium and high risk equipment;

• Low Risks 0-5m/s² tools can be used for up to 2 hours without exceeding the EAV (100 points). 8 hrs to reach the ELV (400 points).
• Medium Risk 5-10m/s² can be used for 30 minutes without exceeding the EAV (100 points). 2 hours to reach the ELV
• High Risk ->10m/s² this type of exposure must only be authorised with specific assessment. A tool with a vibration magnitude of 16 m/s² will reach 100 points exposure in less than 12 minutes exposure time and 400 points in less than 47 minutes.

3.19.14 Whole body vibration (WBV)

• Whole-body vibration (WBV) is transmitted through the seat or feet of employees who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back-pain.

• Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain.
The Company will aim to introduce working methods which eliminate or reduce exposure to WBV, e.g. replacing manned with unmanned machines/equipment such as remotely controlled compaction equipment;

Choosing new work equipment of appropriate ergonomic design, i.e. the choice of machine can be an important means of reducing exposure to vibration, through, the difference in vibration emissions of the vehicle itself, although this will always need to be considered alongside choosing the most appropriate equipment for the task.

Machine cabs and seating positions designed so that visibility is such that the machine can be operated without stretching and twisting, it should be easy to get in and out of the machine by using handholds and footholds so that the temptation to climb or jump is minimised.

If the machine cab is the sole workplace of the machine operator, including break time, it should have sufficient space and facilities for rest periods.

Considering the choice of seat (including suspension seats) and the choice of tyres, and establishing regular maintenance of vehicles (including their seats and suspension).

The on site maintenance of haul roads and general ground conditions throughout sites to suit the machines that use them greatly reduce shocks and jolts.

A recommended precautionary measure is to take a short break between operating mobile machinery and manual handling of materials, to give tired muscles time to recover before handling heavy loads.

Protecting employees from cold and damp - cold exposure may accelerate the onset or worsen the severity of back pain. It is good practice to ensure that those working in the cold are provided with warm, and (if necessary) waterproof clothing.

Reducing exposure below the exposure limit value

We must not permit an employee to be exposed above the exposure limit value. Our control measures (risk assessment) must be designed to prevent this level of exposure.

If we find the exposure limit value is being exceeded, we must immediately take action to reduce exposure and to identify the reason for overexposure.

We must reduce exposure to as low as we reasonably can. This may mean applying controls such as reducing the time for which the employee uses the machine each day, e.g. spreading that particular task over several days or sharing it between two or more employees.

Extra care will be needed to ensure that the exposure of those who are particularly sensitive to WBV is kept to a minimum, that they are given and take account of adequate information, instruction and training, and that symptoms of back pain are
monitored. The Company health screening program will help identify those at greatest risk.

* The regulations introduce an;

* Exposure action value (EAL) of 0.5 m/s² A(8) at which level employers should introduce technical and organisational measures to reduce exposure.

* Exposure limit value (ELV) of 1.15 m/s² A(8) which should not be exceeded.
3.20 PORTABLE APPLIANCE TESTING

3.20.1 General

* The Inspection and testing of in-service electrical equipment (usually referred to as Portable appliance testing or PAT) was introduced to enable companies and organisation comply with the Electricity at Work Regulations. To meet these regulations it is necessary to have in place a program of inspection and electrical safety testing of portable appliances.


3.20.2 Portable electrical equipment is defined as any electrical equipment that is powered between 25 and 240 volts and which is connected to the electrical mains via a plug and socket.

* It is this company’s policy that all electrical equipment other than hired equipment (which must come with a current PAT record) is issued from Head office stores at St Michaels Hall, Shoe Lane, Oxford. The equipment is logged and inspected before issue, and to comply with the Electricity at Work Regulations is tested using a portable appliance tester and results noted. Any faults are corrected by external repairers before testing and reissue.

* Operatives of portable electrical equipment are instructed to visually inspect equipment before use, checking flexible cables, plugs and controls for damage or wear.