



HEALTH & SAFETY

BEST PRACTICE MANUAL

Health & Safety Best Practice Manual

Revision 4 JANUARY 2011 Syscom Building Management Ltd

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Health & Safety Best Practice Manual

INTRODUCTION

The Managing Director and the Management Team of Syscom Building Management Ltd, encourage and promote a strong safety culture within the company and see the implementation of health & safety best practice throughout as being fundamental to the conduct of the business.

This Best Practice document is for all employees of the company and should be used to develop safe working practices. It outlines the base legislation applicable to work activities, guidance on its application, particular needs for record keeping, and recommended material for further reading on various health and safety issues.

USING THIS DOCUMENT:

The document is arranged in seven sections:

Policy statements: The Health and Safety policy and the Hazardous Substances policy statements are found here. These outline the company's intent regarding these subjects.

Responsibilities: This section defines all responsibilities for Health and Safety within the company.

Information: This section covers general Health and Safety Information

Arrangements: These are the working practices to be adopted in order that the policy statement goals can be met. The arrangements contain some or all of the following sections:

Legislation: This outlines the main Acts and Regulations that apply to this activity / subject.

Guidance: These are the actions that must be taken when dealing with this activity / subject. Whilst the list is not exhaustive it gives good practice based on current experience. All readers are encouraged to give constructive feedback based on their experience of the current workplace.

Information: This is general Information that is relevant to this activity / subject.

Records: This highlights the records that must be kept of activities.

Further reading: This guides the reader to other sections of this document, legislation and codes of practice, that should be referred to for further information.

Forms: These are forms used during the activities to control risk, or in the case of the accident / incident report, to ensure that the relevant records of the accident / incident are recorded.

Records: These are records that the company must keep to show evidence of safety practices.

Health & Safety Best Practice Manual

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HEALTH & SAFETY POLICY STATEMENT

It is the policy of Syscom Building Management Ltd to promote standards of health, safety and welfare, which lead to the elimination or reduction to tolerable levels of risks to its employees and others who may be affected by its work activities. To this end, we will endeavour to apply best available practices to identify and control risks. This objective is communication to all employees.

As Managing Director Syscom Building Management I am committed to ensuring the health, safety and welfare of our employees and all others who may be affected by our work activities and regard this policy as an integral part of our business activities. To this end I shall, where appropriate, ensure that adequate resources and competent advice is made available to meet these objectives and ensure:-

- that policies and procedures are in place for managing health, safety and welfare at work
- that appropriate organisation is in place to plan, implement monitor, measure and review the effectiveness of these systems
- take ownership and be accountable for health, safety and welfare
- that all workplace incidents which cause injury or damage or have the potential to cause a loss are effectively investigated and measures are implemented to prevent a recurrence
- Put in place effective systems for communication on issues relating to health, safety and welfare

It is expected that all employees will co-operate and endeavour to comply with all statutory duties, as the successful implementation of this policy requires total commitment from all levels of the company. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of others who may be affected by his or her acts or omissions.



A Cruttenden
Managing Director
Syscom Building Management Ltd

January 2011

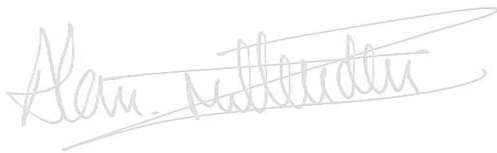
HAZARDOUS SUBSTANCES POLICY STATEMENT

The company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. The company undertakes to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensive Information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff.

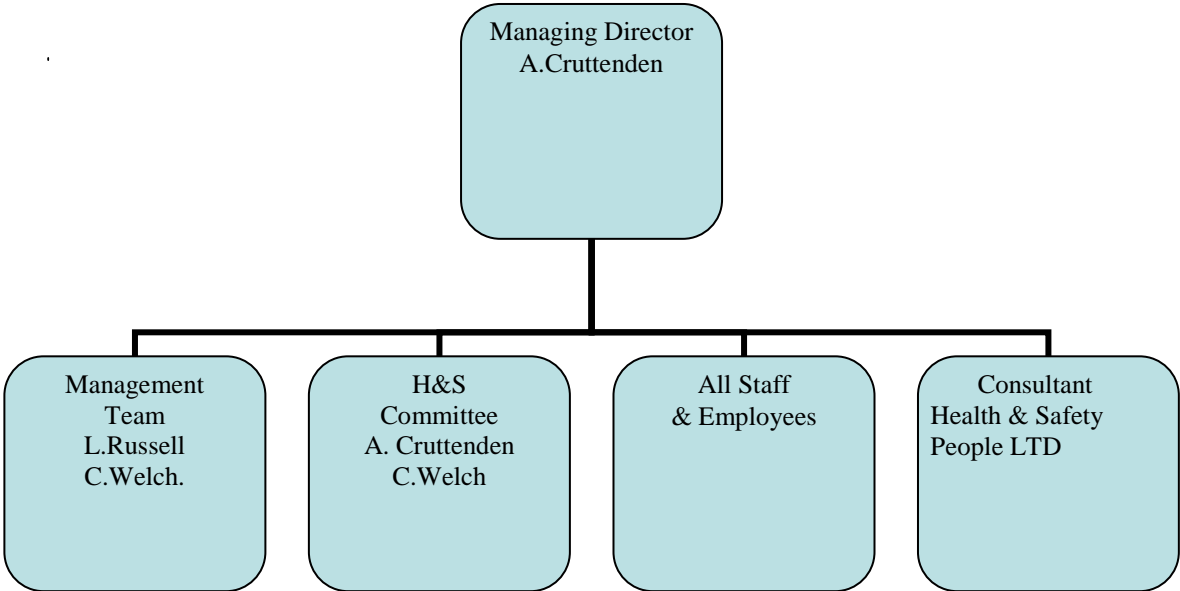


A Cruttenden
Managing Director
Syscom Building Management Ltd

January 2011

R1

RESPONSIBILITIES CHART



Responsibilities

R2

RESPONSIBILITIES

Duties of Employers and Employees under the Act may be briefly described as follows:-

1. EMPLOYERS DUTIES

- 1.1 *The Health & Safety at Work etc Act 1974* requires under *Section 2(1)* that every employer shall ensure, so far as reasonably practicable, the health, safety and welfare of all employees.
- 1.2 *Section 2(2)* requires the employer to pay particular attention to:-
 - 1.2.1 The provision and maintenance of plant and systems of work that are safe and without risks to health.
 - 1.2.2 Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - 1.2.3 The provision of such Information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
 - 1.2.4 The maintenance of any place of work under the employers control in a condition that is safe, without risks to health, and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
 - 1.2.5 The provision and maintenance of a working environment for the employee that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

2. EMPLOYEES DUTIES

- 2.1 Employees have a duty under *Section 7 of the Health & Safety at Work etc Act 1974*:-
 - 2.1.1 To take reasonable care for the health and safety of himself / herself and of other persons who may be affected by his / her acts or omissions at work.
 - 2.1.2 As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- 2.2 Employees likewise have a duty under *Section 8 of the Health & Safety at Work etc Act 1974*:-
 - 2.2.1 No one may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions.

R3

SAFETY COMMITTEE

1. The health and safety committee is made up of the following representatives:-

Managing Director - Chairman
Contracts Manager
Operations Manager
Field Service Manager
Commercial Service Manager

2. The committee will meet twice a year unless an incident occurs that requires discussion, there are changes in legislation that require modifications to the company health and safety systems, a major issue is raised within the company that requires investigation, or a major change in company structure occurs.
3. The minutes of the meeting will be kept in the Health & Safety file and on the company server.
4. The names of safety committee representatives will be listed on the company server and notice board.
5. All issues raised shall be reviewed at the next meeting.

R4

HEALTH & SAFETY OFFICER (If appointed)

(In the event of no Health & Safety officer then the duties shall be undertaken by the Health & Safety Committee)

1. The Health & Safety Officer shall:-
 - 1.1 maintain the company policy for Health & Safety in compliance with current statutory provisions;
 - 1.2 ensure that all members of staff have access to the company policy and arrangements for health and safety;
 - 1.3 keep appropriate records of any safety co-ordinators appointed .
 - 1.4 keep appropriate records of first aiders appointed as appropriate.
 - 1.5 ensure that all relevant personnel are kept informed of changes to statutory regulations and recommended codes of practice;
 - 1.6 report at agreed times to the management team on the safety performance of the company;
 - 1.7 co-ordinate training of company personnel in matters relating to safety by conducting in house seminars and on site training where appropriate and using outside specialist training agencies as necessary;
 - 1.8 carry out Health & Safety audits and spot checks of offices and sites at regular intervals. Keep audit report records and notify the manager responsible of any breaches or omissions;
 - 1.9 investigate accidents and dangerous occurrences and maintain appropriate records and advise senior management of all reported accidents / incidents;
 - 1.10 ensure reports of such accidents and occurrences are passed to the Health & Safety Executive / Enforcement Authority;
 - 1.11 maintain contact with outside safety bodies and authorities to keep abreast of current Health & Safety advice and practice;
 - 1.12 advise management on preventing injury to personnel and damage to plant and equipment;
 - 1.13 advise on the provision and use of Personal Protective Equipment;
 - 1.14 advise managers on continual improvement of safe working practices;
 - 1.15 assist and advise on risk assessment issues throughout the company;
 - 1.16 prepare and update company generic risk assessments for main activities.

Responsibilities

R5

MANAGEMENT TEAM

- 1 The Managing Director shall, in accordance with *Section 2(3) of the Health and Safety at Work etc Act 1974*, prepare and bring to the notice of employees a written statement of general policy with respect to the health and safety at work of the employees. The policy shall be signed, dated, reviewed and revised as necessary to encompass any changes in the operation.
2. The Management Team shall interpret the policy and ensure provision of the resources necessary to satisfactorily implement its intent.
3. The Management Team shall ensure:-
 - 3.1 the provision and maintenance of plant and systems of work are safe and without risks to health;
 - 3.2 arrangements are in force to ensure the safe use, handling, storage and transport of articles and substances which are inherently or potentially dangerous;
 - 3.3 the provision of comprehensive Information, instruction, training and supervision with the object of ensuring, so far as reasonably practicable, the health and safety at work of every employee;
 - 3.4 the maintenance of the workplace in a safe and risk free condition, and the provision of a safe means of access and egress from the workplace;
 - 3.5 the provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements;
 - 3.6 complicity with responsibilities outlined in subsequent sections of this document.

Responsibilities

R6

MANAGERS / SUPERVISORS

1. All managers and supervisors have general responsibilities as members of staff. They have additional responsibilities for persons and work environments under their control.
2. **Department managers shall:-**
 - 2.1 ensure that first aid cover is available at all times
 - 2.2 ensure that welfare facilities for staff and visitors are provided and maintained within the department such as toilets, hot and cold running water, drinking water etc;
 - 2.3 ensure that effective fire fighting appliances are provided, maintained and suitable for the department;
 - 2.4 ensure an accident book is maintained for the department
 - 2.5 ensure that induction training is carried out for all new personnel, particularly young persons, and warn of known hazards;
 - 2.6 promote a positive company safety culture;
 - 2.7 ensure that all works by their department are properly supervised;
 - 2.8 be responsible for all visitors within workplaces under their control;
 - 2.9 ensure departments are laid out and maintained to ensure the safety of staff and visitors;
 - 2.10 ensure that portable appliance testing for the branch / department is carried out on a regular basis;
 - 2.11 ensure that emergency procedures are established, including evacuation procedures, for workplaces under their control;

RESPONSIBILITIES

3. All Managers and Supervisors shall:-
 - 3.1 ensure the practical implementation of the policy and arrangements defined by the Management Team;
 - 3.2 ensure compliance with statutory regulations by all staff under their control;
 - 3.3 arrange for the necessary instruction on safe use of equipment or machinery where there is a potential risk to health within their area;
 - 3.4 ensure that all activities carried out by staff / contractors under their control have been subject to a risk assessment and that a safe systems of work is in place and observed.
 - 3.5 ensure that people are only assigned to tasks for which they are competent;
 - 3.6 monitor health and safety practices and propose improvements where applicable;
 - 3.7 ensure the provision of correct Personal Protective Equipment (PPE) where necessary .

Note: In ensuring the above, it is expected that tasks may be delegated. It must be remembered that although tasks and authority may be delegated, the responsibility for ensuring safety remains with the manager / supervisor

Responsibilities

R7

ALL STAFF

1. All employees have a legal duty under *Section 7 of the Health and Safety at Work etc Act 1974* to take reasonable care of their own safety, and the safety of others who may be affected by their acts or omissions.
2. Each Employee shall:-
 - 2.1 report immediately to their manager or supervisor, all accidents and dangerous occurrences whether involving personal injury or not;
 - 2.2 report to their manager, any defects with equipment and any other hazard that could cause injury or ill health;
 - 2.3 ensure that they develop a personal concern for safety for themselves and for others;
 - 2.4 ensure that all equipment provided for their work activity is used correctly;
 - 2.5 use appropriately all personal protective equipment (PPE) supplied;
 - 2.6 refrain from horseplay or abuse of facilities;
 - 2.7 co-operate with their manager or supervisor to ensure compliance with any duty or requirement imposed on them by any statutory provision;
 - 2.8 follow risk assessments, safe systems of work, and company procedures relating to their area of work;
 - 2.9 not interfere with any safety arrangements put in place by the company;
 - 2.10 maintain a tidy risk free work environment;
 - 2.11 adhere to all responsibilities applicable within the company's Health and Safety Best Practice Manual and policies;
 - 2.12 follow all company policies e.g. car, asbestos, alcohol and drugs etc.
 - 2.13 observe all site-specific instructions.

Note: Staff entering sites which are not under Syscom Building Management Ltd, control must take particular care and follow the Entering and Leaving site Arrangement I1

Responsibilities

I1

ENTERING AND LEAVING SITES

1. Legislation

- 1.1 Under the *Health and Safety at Work etc Act 1974* we all have a responsibility for our own safety. Whilst we are on our customer's premises, he also has a duty under the Act regarding our acts and omissions.

2. Guidance

- 2.1 When arriving at site always report to the reception point.
- 2.2 Ensure you are aware of the fire and any other relevant *local* procedures.
- 2.3 Ascertain any potential work hazards.
- 2.4 Review risk assessment of the workplace concerning your activities and advise client of any problems.
- 2.5 Observe all local site rules.
- 2.6 Wear appropriate personal protective equipment.
- 2.7 Observe lone working guidance.
- 2.8 Identify two routes of escape from the intended workplace. This is particularly important as the workplace and surroundings will be unfamiliar.
- 2.9 Whilst on site, a risk to personal safety and the safety of others increases due to unfamiliar surroundings and hazards. Staff must take special concern for the safety of themselves and others who may be affected by their acts or omissions. In many instances field engineers will be the only person in a position to assess changing situations. They must be aware at all times, and where circumstances change or they feel that they are moving out of their competence zone, they must liaise with the site controller and their manager / supervisor.
3. When leaving site advise any colleagues and the client of your departure.

I2

GENERAL DEFINITIONS AND INFORMATION

1 Safety Objective

- 1.1 To promote and achieve a level of awareness among all staff in safety matters such that, irrespective of the task, the development and implementation of a safe system to carry out the task is always considered and put into effect.

2. Health & Safety

- 2.1 A condition free from risk of injury or threat to our health and well being. It is an objective to be achieved, not a natural state of affairs.

3. Hazard

- 3.1 Something with the potential to cause harm (substances or machines, methods of work and other aspects of work organisation).

4. Risk

- 4.1 The likelihood that the harm from a particular hazard is realised. The extent of the risk covers the number of people affected and the consequences for them, therefore risk reflects both the likelihood and severity of the harm.

5. Safe

- 5.1 A condition where risks have been controlled to the level required by specific regulations or so far as is reasonably practicable.

6. Accident

- 6.1 An unplanned and undesired event that leads to injury, damage or other loss.

7. Competence

- 7.1 Competence does not necessarily require particular qualifications or skills. To be competent the person must have sufficient training, and experience or knowledge, to be able to properly assist in meeting the requirements of the task. Competent persons must have an awareness of their own limitations.

7.2 If it is felt that the person's level of competency to undertake a particular task is being exceeded, the assessor must either implement the necessary training, or assign a person to the task who has the necessary level of competence.

7.3 Either way the person should stop work and advise the person who has assigned them to the task. (The assessor could be the person undertaking the task.)

8. Reasonably Practicable

8.1 The risk should be set against the effort required to remove it. If the cost of removal of the risk is disproportionately high, it is not reasonably practicable. It is reasonably practicable if the risk can be removed at minimal cost and effort.

9. Enforcement Notices

9.1 Improvement and prohibition notices are instituted under *ss21-22 of the Health and Safety at Work etc Act 1974* and can only be served by an inspector appointed under the Act.

10. Improvement Notices

10.1 Improvement Notices are issued when an inspector is of the opinion that a person has contravened a relevant statutory provision and will continue to do so, or will repeat the offence. The notice must specify the provisions, and the reasons, which lead the inspection to hold that opinion.

10.2 The person served with the notice is required to remedy the contravention within a specified time (ending not earlier than 21 days, the period within which an appeal can be brought against the notice). The inspector may, and normally would, attach a schedule setting out the action which needs to be taken in order to remedy the contravention.

11. Prohibition Notices

11.1 If the inspector is of the opinion that the activities being carried out, or likely to be carried out, at the premises being visited involve, or will involve, a risk of serious personal injury, then the inspector may issue a prohibition notice. It is not necessary to relate the risk to any particular statutory provision. The prohibition notice must specify the reasons for the inspector's opinion and details of any statutory provision which may be contravened. The notice directs that the activity to which it relates must not be carried out until remedial actions have been taken. The inspector may provide a schedule setting out the remedial steps, which should be taken. The notice can be immediate or deferred to allow time (within a specified time limit) for remedial action to be taken.

12. Penalties

- 12.1 The maximum fine in a Magistrates Court is £20,000 for breaches of *ss2-6 of the Health and Safety at Work etc Act 1974* and £5,000 in other cases. There is no limit on the fines which may be imposed by a Crown Court and a two year prison sentence may also be imposed for certain offences. The Health and Safety Executive (HSE) arrange for police presence at the scene of any sudden death at work to consider whether a charge of manslaughter may be brought.

Further reading

The Health and Safety at Work etc Act 1974

I3

HEALTH AND SAFETY TRAINING

1. Legislation

- 1.1 Section 2 of *the Health and Safety at Work etc Act 1974* imposes a general duty on every employer to provide as much Information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of the employees.

2. Information

- 2.1 Training for both office and site based personnel will be provided on a planned ongoing basis. Training needs analysis from performance appraisals and skills requirements will identify specific training needs. This together with training identified by the Health and Safety Committee shall be used to formulate training throughout the company.
- 2.2 The company will utilise both in house and external specialist trainers to fulfil its training plans.
- 2.3 All personnel will receive induction training from their Manager on joining the company.
- 2.4 All training will be recorded on personnel records.
- 2.5 Where a task requires specific health and safety training, the manager / supervisor shall ensure that the training is carried out before the task is undertaken.

I4

THE 1992 HEALTH AND SAFETY LEGISLATION - (The 6 Pack)

1. The harmonisation of Health and Safety Law throughout the European Community led to six new Codes of Regulations which operate alongside *the Health and Safety at Work etc Act 1974*, and Regulations made under the Act.
2. Much old legislation was replaced, in full or in part, by the new regulations and precise details are given in the individual Codes.
3. The six 1992 Codes are:-
 - i. *Management of Health and Safety at Work Regulations 1999*
 - ii. *Provision and Use of Work Equipment Regulations 1998*
 - iii. *Personal Protective Equipment at Work Regulations 1992*
 - iv. *Workplace (Health, Safety and Welfare) Regulations 1992*
 - v. *Manual Handling Operations Regulations 1992*
 - vi. *Health and Safety (Display Screen Equipment) Regulations 1992*

4. Information

- 4.1 There are limiting areas of overlap between the six Codes, particularly in the area of risk assessment and the guiding principle is that where duties overlap compliance with the more specific Regulation will normally be sufficient to comply with a general requirement.
- 4.2 A raft of further health and safety legislation covers other activities under the Act.

Further reading

It is recommended that study be made of the full Regulations, Codes of Practice and Guidance notes applicable to your work activities.

I5

THE HEALTH AND SAFETY AT WORK ETC ACT 1974

- 1 The Act is the major piece of health and safety legislation in Great Britain and provides the legal framework to promote, stimulate and encourage high standards. The Act introduced for the first time a comprehensive and integrated system dealing with workplace health and safety and the protection of the public from work activities.
 - 2 By placing duties of a general character on employers, employees, the self employed, manufacturers, designers and importers of work equipment and materials, the protection of the law, and rights and responsibilities, are given to all at work.
 - 3 An enabling Act, much of the text is devoted to the legal machinery for creating administrative bodies and dealing with powers of inspection and enforcement. The Health and Safety Commission carry responsibility for policy making and proposing legislation, answerable primarily to the Secretary of State for Employment. Its executive arm is the Health and Safety Executive whose functions range from enforcement to research and European liaison on standards.
 - 4 Enforcement of the Act and associated Regulations is carried out by the HSE on high risk sites and by the Local Authority for lower risk sites such as offices and shops.
- 5.4 The Act consists of four parts:-
- 5.4.1 Part 1 contains provision on:-
 - 5.4.1 i Health and safety of people at work.
 - 5.4.1.ii Protection of others against health and safety risks from work activities.
 - 5.4.1 iii Control of danger from articles and substances used at work.
 - 5.4.1.iv Control of certain atmospheric emissions.
 - 5.4.2 Part 2 establishes the Employment Medical Advisory Service (EMAS).
 - 5.4.3 Part 3 amends previous laws relating to safety aspects of building regulations.
 - 5.4.4 Part 4 contains a number of general and miscellaneous provisions.

A1

ACTIONS IN THE EVENT OF AN ACCIDENT / INCIDENT

1. Legislation

- 1.1 Responsible persons are required to report certain specified accidents that occur at work under *the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*. These regulations require reportable accidents to be notified to the enforcing authority for the workplace usually by the quickest means i.e. telephone, with a follow up written report in 10 days.

2. Initial actions

- 2.1 Attend to the welfare of any injured persons. Comfort them and try to eliminate any residual dangers. At all times ensure your own safety.
- 2.2 Raise the alarm.
- 2.3 Assist emergency teams and enforcement authorities where appropriate

3. Objectives for investigating accidents / incidents:

- 3.1 to determine the cause(s) with a view to preventing recurrence.
- 3.2 to gather Information for use in any criminal or civil proceedings.
- 3.3 to confirm or refute a claim for industrial benefit.
- 3.4 to prepare Information for notifications under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

4. The Investigation

- 4.1 The investigation must establish what caused the accident and why, how it could have been prevented, and how a recurrence can be prevented.
- 4.2 Accidents / incidents must be investigated as soon as possible after the event.
- 4.3 The Managing Director must be notified of all accidents / incidents
- 4.4 Investigations shall be undertaken by the nominated manager.
- 4.5 In the case of serious accidents permission may be required from the Health & Safety Executive (HSE). In these instances avoid disturbing the scene of the accident.
- 4.6 Whilst investigating accidents and incidents:-
- 4.6.1 Do not prejudge events under investigation.

- 4.6.2 Establish when, where, to whom and the outcome of the accident.
- 4.6.3 establish how and why the accident occurred considering systems of work employed, any instructions or training given, whether plant and equipment in use was suitable, personal protective equipment (PPE) used was correct and any environmental conditions which may have influenced the occurrence.
- 4.6.4 Arrange for a photographic record of the scene.
- 4.6.5 Interview injured person as soon as, and if, possible.
- 4.6.6 Interview witnesses as soon as possible, using appropriate discretion. Remember they have been involved in an accident and may be in shock.

5. Report

- 5.1 A report must be completed and sent to the Managing Director.
- 5.2 The report must be as short as possible and as long as necessary.
- 5.3 The report must contain a summary of what happened, a summary of events prior to the accident, Information gained during the investigation, Information about injury or loss sustained, details of witnesses, conclusions and recommendations.
- 5.4 The report must be accompanied by supporting material such as photographs and should be signed and dated by the person carrying out the investigation.

6. Information

- 6.1 Following an accident / incident the enforcing authority may require the following records for review:
 - 6.1.1 The accident / incident report.
 - 6.1.2 Safe system Information (method statements, work instructions etc.).
 - 6.1.3 Training / skills records.
 - 6.1.4 Responsibility charts.
 - 6.1.5 Risk assessment records.
 - 6.1.6 Any other pertinent records.

Further reading

Reporting of injuries arrangement A16

A2

CONSTRUCTION

1. Legislation

- 1.1 Employers in the construction industry must comply not only with the general provisions laid down in the *Health and Safety at Work etc Act 1974* but also with particular legislation made with a view to the special hazards of the work. Four major pieces of legislation exist to ensure the health and safety of construction workers. These are *the Lifting Operations and Lifting Equipment Regulations 1998*, *the Construction (Design and Management) Regulations 1994*, *the Construction (Health, Safety and Welfare) Regulations 1996* and *the Construction (Head Protection) Regulations 1989*

2. Guidance

- 2.1 Familiarise yourself with all site regulations.

Further reading

Construction Management & Design arrangements A3
Lifting Operation arrangements A11
The Workplace arrangements A20
Personal Protective Equipment arrangements A15
Working with Electricity arrangements A26
Work Equipment arrangements A21
Working with Noise arrangements A27
Working with Dust arrangements A25
Working with Asbestos arrangements A24

A3

CONSTRUCTION DESIGN & MANAGEMENT

1. Legislation

- 1.1 *The Construction (Design and Management) Regulations 1994* apply to construction work, including the conversion, alteration, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of a structure and intended structures. The Regulations apply to construction work that involves demolition of any structure regardless of the duration of the work and the number of persons working on site, and to non notifiable construction work where five or more people are on site at any one time. In addition, notifiable construction work that will last in excess of 30 days or that will involve more than 500 person days of work. Construction work on domestic premises is excluded unless used for business purposes. Occupied offices, shops, restaurants etc (i.e. premises where the local authority is the enforcing authority for health and safety where only minor construction work is being carried out) are also exempt.

2. Guidance

- 2.1 The role of Syscom Building Management Ltd, under a Construction (Design and Management) Regulations 1994 (CDM) contract is normally that of either Designer or Contractor.
- 2.2 As a designer Syscom Building Management Ltd, must ensure that Health and Safety considerations are built into designs with regard to the construction and use of the building.
- 2.3 In performing the Design Risk Assessment all risks must be evaluated.
- 2.4 A generic risk assessment on the design should be passed to the Planning Supervisor for inclusion in the health and safety plan.
- 2.5 Risks must be designed out of the project wherever possible. Where residual risks exist, all affected persons must be advised of the risks so that appropriate control measures can be instigated.
- 2.6 As part of the design team it is important to liaise with all other parties at all stages.
- 2.7 The health and safety plans and files will contain valuable Information relating to the overall design risks. Ensure that Information is understood and acted upon.
- 2.8 Information must be passed to the Planning Supervisor for inclusion in the health and safety plan.

ARRANGEMENTS

3. Information

3.1 Five key parties have specific duties:

- i) The Client
- ii) The Planning Supervisor
- iii) The Designer
- iv) The Principal Contractor
- v) Contractors and Self Employed

4. The Client

4.1 Selects and appoints a competent planning supervisor and principal contractor.

4.2 Ensures that the planning supervisor and principal contractor will allocate sufficient resources for health and safety.

4.3 Must be satisfied that designers and contractors are competent.

4.4 Must provide the planning supervisor with Information relevant to health and safety on the project.

4.5 Must ensure construction work does not start until the principal contractor has prepared a satisfactory health and safety plan.

4.6 Must ensure the health and safety file is available for inspection after the project is completed.

5. The Planning Supervisor

5.1 The Planning Supervisor co-ordinates the health and safety aspects of the project design and the initial planning and throughout the project to ensure that:-

5.1.1 Designers comply with their duties, in particular, the avoidance and reduction of risk;

5.1.2 Designers co-operate with each other for the purposes of health and safety.

5.1.3 A pre-tender health and safety plan is prepared before arrangements are made for a principal contractor to be appointed;

5.1.4 advice is given to the client on the competence and allocation of resources for designers and all contractors, advise contractors appointing designers, advise the client on the health and safety plan before the construction phase starts;

5.1.5 The project is notified to the Health and Safety Executive (HSE);

5.1.6 That the health and safety file is prepared and delivered to the client at the end of the project.

6. The Designer

6.1 Designers carry out the following:-

6.1.1 Alert clients to their duties;

6.1.2 Consider, during the development of designs the hazards and risks which may arise to those constructing and maintaining the structure;

6.1.3 **Design to avoid risks as far as reasonably practicable;**

6.1.4 Reduce risks at source if avoidance is not possible;

6.1.5 consider measures, which will protect all workers, at all stages of construction and building use before turning to measures that only protect individuals, if neither avoidance or reduction to a safe level is possible;

6.1.6 Ensure that the design includes adequate Information on health and safety;

6.1.7 Pass Information to the Planning Supervisor for inclusion in the health and safety plan and ensure that it is included on drawings and specifications;

6.1.8 co-operates with the planning supervisor and other designers involved in the project.

7. The Principal Contractor

7.1 The Principal Contractor:-

7.1.1 Develops and implements the construction phase health and safety plan;

7.1.2 arranges for competent and adequately resourced contractors to carry out the work where it is sub contracted;

7.1.3 ensures the co-ordination and co-operation of contractors;

7.1.4 obtains from contractors the main findings of their risk assessments and details of how they intend to carry out high-risk operations;

7.1.5 Ensures that contractors have Information about risks on site.

7.1.6 ensures that site operatives have been given sufficient training;

7.1.7 Ensures compliance with site rules that may have been set out in the construction phase health and safety plan;

7.1.8 monitors health and safety performance;

7.1.9 ensures that all workers are properly informed and consulted;

ARRANGEMENTS

- 7.1.10 ensures that only authorised persons are allowed onto the site;
- 7.1.11 displays the notification of the project to the Health and Safety Executive;
- 7.1.12 passes Information to the planning supervisor for the health and safety file.

8. Contractors and Self Employed

- 8.1 Contractors and the self employed have a duty to:-
 - 8.1.1 Provide Information for the health and safety plan about risks to health and safety arising from their work and the steps they will take to control and manage the risks.
 - 8.1.2 Manage the work so that they comply with rules in the health and safety plan and directions from the principal contractor.
 - 8.1.3 Provide Information for the health and safety file, and about injuries, dangerous occurrences and ill health.
 - 8.1.4 Provide Information to their employees.

9. Design Consideration Statement

- 9.1 Syscom Building Management Ltd provides systems and equipment for environmental controls. Design work is carried out by experienced engineers and is normally based upon the client's specification or communicated requirements and the characteristics of the Syscom Building Management Ltd. The Engineer will select the products suitable for the operation and apply the design for a variety of solutions to suit the specified design requirements.
- 9.2 Design is carried out in accordance with the Syscom Building Management Ltd, quality system. Syscom Building Management Ltd, engineers will, in the normal course of their work, take into account the safe operation of the plant and the installations will be built in accordance with, or may exceed, the standards and codes of practice legally required.
- 9.3 Health and safety matters will continue to be examined during design reviews and risk assessments will be carried out to cover installation, operation and maintenance. These assessments will cover specific site features and will be used to propose control measures. Generic risk assessments are available for standard conditions, notification of any risks anticipated by specific site conditions will be given.

ARRANGEMENTS

- 9.4.1 Where Syscom Building Management Ltd design must be coordinated with the works of others, the Engineer will communicate with other parties to recommend a suitable continuity of safe design across the project.
- 9.5 Instructions prepared by Syscom Building Management Ltd, will be directed to the safe operation of the plant and will include adequate Information regarding foreseeable and unavoidable risks that may arise during the operation of the plant.
- 9.6 Careful consideration of the health and safety requirements will be given at the tender stage and recommendations will be within the Information made available from the Planning Supervisor at that time. Requirements arising subsequent to the award of a contract will be the subject of separate arrangements.
- 10. Records (to be forwarded to Health & Safety Officer as amended)**
- 10.1 Design risk assessment
- 10.2 Generic risk assessment
- 10.3 Detailed site risk assessment

Further reading

The Construction (Design and Management) Regulations 1994 Approved Code of Practice. CDM 224

Guide to Site Activities relating to the Construction (Design and Management) Regulations 1994

Guide on Design Risk Assessment Including Generic Assessment

Guide to Working with and Setting- up Safe Systems of Work when Working with General Site Access Equipment

A4

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. Legislation

- 1.1 *The Control of Substances Hazardous to Health Regulations 2002* covers all substances, including preparations capable of causing adverse health effects or disease arising from work activities. A substance may be natural or artificial and in a solid, liquid, gaseous or vapour form. Micro-organisms are included. Lead and Asbestos are specifically excepted and have their own Regulations. The Regulations deal with the use, transport, storage etc of such substances.

2. Guidance

- 2.1 All locations under Syscom Building Management Ltd, control shall hold a list of substances under their control that are hazardous to health (SYS-01-D10).
- 2.2 Information supplied with any substance shall be held on file.
- 2.3 Where hazardous substances are used, competent persons must be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- 2.4 All operations that involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
- 2.5 Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. Planned preventive maintenance and annual performance monitoring will achieve this.
- 2.6 All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls. (This is particularly applicable on certain customer sites).
- 2.7 Personal protective equipment will be used only as a last resort or as a back up measure during testing or modification of other controls.
- 2.8 The type and use of personal protective equipment will be carefully assessed and maintained according to manufacturer's instructions.
- 2.9 Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every three years.
- 2.10 Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified professionals and recorded on Personnel files see Health Surveillance Record (SYS-01-D3).

ARRANGEMENTS

2.11 Employee health records will be kept of all exposures to substances hazardous to health for a minimum of forty years.

2.12 The manager / supervisor shall ensure that:-

2.12.1 All employees will be provided with comprehensive Information and appropriate training on the nature of the hazardous substances with which they are working and they will be informed of any monitoring and health surveillance results.

2.12.2 All changes of control measures and changes of personal protective equipment will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

2.13 Whilst at work:-

2.13.1 due care must be taken when visiting sites under the control of others.

2.13.2 all instructions given by a manufacturer on any substance must be followed at all times.

2.13.3 clearance must be obtained before taking any substances onto sites.

2.13.4 clearance must be obtained before removing substances from site.

2.13.5 if in any doubt seek Information / advice before commencing any work.

2.13.6 under no circumstances must any substance be inhaled, ingested or absorbed whose effects on the body are known or controlled.

2.13.7 any exposure to a hazardous substance must be reported. In the event of any accident involving a hazardous substance the appropriate first aid must be sought.

2.13.8 close liaison with the client is fundamental when work is undertaken on sites involving fume cupboards, biohazards etc.

3. Records (to be forwarded to Health & Safety Officer as amended)

3.1 Records must be kept of assessments (SYS-01-D10)

3.2 Maintenance and checking of control measures (for 5 years)

3.3 Employee training, including training for competency in carrying out the COSHH activities

3.4 Exposure monitoring results (for 40 years)

3.5 Health surveillance reports (for 40 years)

Further reading

Control of Substances Hazardous to Health Regulations 2002 Approved Code of Practice
Guide to Working with Substances Hazardous to Health, Biological and Physical Agents
Hazardous Substances Policy Statements.

A5

CROWN IMMUNITIES AND LIABILITIES

1. Legislation

- 1.1 With one exception, *the Health and Safety at Work etc Act 1974* does not apply to the Crown to the same extent that it applies to other employers. In particular, the Crown cannot be prosecuted for an offence under the Act, nor can a prohibition or improvement notice be served on it. However, this section provides that Crown immunity does not extend to individuals employed by the Crown.
- 1.2 One exception to the above is an important development. *The National Health Service (Amendment) Act 1986* has effectively removed Crown immunity from NSYS hospital premises with regard to *the Health and Safety at Work etc Act 1974* and food hygiene legislation.

2. Guidance

- 2.1 Syscom Building Management Ltd, ' employees will, where engaged on work on Crown premises, implement all safety practices and guidelines outlined in the health and safety arrangements.
- 2.2 Should circumstances arise which give cause for concern on safety it is recommended that work should stop, the client should be informed and the manager consulted. The manager will then make a decision on what action is necessary to establish a safe system for continuation of the work.

ARRANGEMENTS

A6

DISPLAY SCREEN EQUIPMENT

1. Legislation

1.1 *The Health and Safety (Display Screen Equipment) Regulations 1992 were introduced under the provisions of the Health and Safety at Work etc Act 1974 to enable the U.K. to implement the requirements of European Directive 90/270/EEC. The Regulations lay down minimum health and safety requirements for work with display screen equipment. As a result of these regulations, employers have begun to recognise the importance of providing suitable furniture, equipment and job design and begun to adopt an ergonomic approach to these issues.*

2. Guidance

2.1 The branch / department manager shall ensure that initial workstation assessments (SYS-01-D8) are conducted.

2.2 For personnel who regularly use visual display unit (VDU) equipment, the manager / supervisor shall ensure that the employee is provided, at his / her request, an appropriate eye and eyesight test, any such test to be carried out by a competent person in accordance with Regulation 3.

2.3 Whilst using display screen equipment staff should:-

2.3.1 Ensure your chair is adjustable, arrange desktop layout to suit your workload;

2.3.2 Adopt a correct ergonomic position before and during work with display screen equipment;

2.3.3 Prevent screen glare on the monitor;

2.3.4 Allow enough breaks away from the display screen equipment to prevent eyestrain;

2.3.5 Ensure correct positioning and use of display screen equipment including monitors, keyboard and mouse;

2.3.6 Take regular short breaks away from the visual display unit (VDU) and allow your eyes to focus on long distance objects.

3. Information

3.1 Assessment procedures are described in *Guidance on Regulation L26*.

4. Records (to be forwarded to Health & Safety Officer as amended)

4.1 Display Screen Equipment Workstation Assessment (SYS-01-D8)

4.2 Eyesight test records

Further reading

Health and Safety (Display Screen Equipment) Regulations 1992 - *Guidance on Regulations L26*
Display Screen Equipment Workstation Assessment Form (SYS-01-D8) + guidance

A7

FIRE

1. Legislation

- 1.1 *Regulatory reform Fire Safety order 2005* define certain fire safety measures such as ensuring means for detecting and fighting fire, escaping from workplaces in the event of fire, and requiring employers to include fire hazards in their risk assessments.

2. Guidance

- 2.1 It is the responsibility of every employee to be aware of, and to be prepared to act on, whatever fire emergency evacuation procedures obtain in his or her particular workplace.
- 2.2 Whilst at work:-
- 2.2.1 Always ensure that fire escape routes are kept clear at all times;
 - 2.2.2 be aware of how to raise the alarm in the event of fire;
 - 2.2.3 on hearing the fire alarm leave the building by the most appropriate route and do not return until the Fire Officer advises it is safe to do so;
 - 2.2.4 Never use lifts in a fire situation;
 - 2.2.5 Do not re-enter the building for any reason until advised it is safe to do so;
 - 2.2.6 Maintain good housekeeping to minimise risks of fire;
 - 2.2.7 Know where fire extinguishers are positioned and be aware of the limitations of their use;
 - 2.2.8 Know where to assemble in the event of having to vacate the building.
- 2.10 Branch / department managers will appoint fire wardens and deputies as appropriate.
- 2.11 Fire wardens shall conduct inspections as necessary and record the findings (SYS-01-D9).

ARRANGEMENTS

- 2.12 Where fire protection systems or fire fighting equipment is under the control of Syscom Building Management Ltd, ' control the person responsible (Department Manager, Facilities Manager, or appointed person) shall ensure:-
- 2.12.1 that a specialist contractor, preferably the manufacturer, is appointed to ensure compliance with all statutory inspections and requirements of applicable legislation;
- 2.12.2 that all remedial works identified in reports is carried out;
- 2.12.3 that records are kept of all works, incidents and inspections associated with the fire protection systems and associated equipment.
- 2.13 All bell tests and evacuations must be recorded in the Department's Fire Logbook.

3. Information

- 3.1 All factory, office, shop and railway premises in which more than 20 people are employed to work (or with more than 10 people employed elsewhere than on the ground floor) must obtain a fire certificate. The fire certificate may impose requirements "for securing that persons employed to work in the premises receive appropriate instruction or training in what to do in case of fire, and that records are kept of instruction or training given for the purpose".

4. Records (to be held in Egham office)

- 4.1 Fire Log Book
- 4.2 Fire risk assessment
- 4.3 Records associated with compliance with 2.12 above

ARRANGEMENTS

A8

FIRST AID

1. Legislation

- 1.1 *The Health and Safety at Work etc Act 1974* places on the employer the duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. This is a wide-ranging duty, which extends, in itself, to the duty to provide first aid. However, the duty to provide adequate first aid is specifically dealt with by *the Health and Safety (First Aid) Regulations 1981. Section 3(1)* of the Regulation requires that an employer shall provide, or ensure that there is provided, such equipment and facilities as are adequate and appropriate to the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work.

2. Guidance

- 2.1 The General manager shall appoint a trained First Aider.
- 2.2 Training will be undertaken using an approved external provider, such as St John Ambulance or British Red Cross, to obtain the certificate for the four day First Aid at Work course that has a three year validity.
- 2.3 Refresher training within the three-year period to extend the certificate may be achieved by undertaking the two-day refresher course.
- 2.4 The first aider should keep the original of the certificate and lodge a copy with the Personnel department at Syscoms Egham office.
- 2.5 A copy of the certificate will be displayed on the branch / department notice board.
- 2.6 The trained first aider will maintain the branch / department first aid kit as necessary.
- 2.7 First aid training for site based staff will be provided as required. This will be assessed by the branch manager who will arrange for the appropriate training. It is recommended that Personnel department be consulted on course providers.
- 2.8 Where site first aid facilities are not under Syscom Building Management Ltd, control, the Manager / Supervisor shall ensure that they are adequate and agreed with the controller of the work area. All site staff must be made aware of the arrangements.
- 2.9 Where first aid is administered by a qualified first aider they shall complete a First Aid Record (SYS-01-D11). The record will be held in the Branch / Department and a copy forwarded to the Personnel Department.

3. Records

- 3.1 First aid certificate (copy to be forwarded to the Managing Director on completion of course)
- 3.2 First aid kit contents
- 3.3 First Aid Record (SYS-01-D11)

Further Reading

Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance L74

A9

GENERIC RISK ASSESSMENT

1. Syscom Building Management Ltd, have produced generic risk assessments as a guide, showing the likely risks that we may be exposed to, or expose others to, in carrying out our normal business activities.
2. A *Generic Risk Assessment* is a useful tool in guiding someone through the company activities and it produces a good starting point for specific assessments. It is not intended to be used as a substitute for carrying out a specific risk assessment. Every site will contain different hazards that must be considered before any work is carried out.
3. *Generic assessments* may be found in specific guidance documents:-

Site activities
Hazardous substances
Women in the
workplace Office
activities Warehouse
activities

A10

RISK ASSESSMENT

1. Legislation

- 1.1 *The Management of Health and Safety at Work Regulations 1999* impose a specific duty upon employers to carry out a suitable and sufficient assessment of all risks to the health and safety of employees, and others, arising at, or from, a work activity. *Regulation 3* states that a risk assessment must be carried out by a competent person for the purpose of identifying the measures that employers must take, in order to comply with their duties under all applicable health and safety legislation. It is the employer's responsibility to ensure that those carrying out assessments are competent to do so. The assessor should have an understanding of the workplace, an ability to make sound judgements, and knowledge of the best practicable means to reduce those risks identified.

2. Guidance

- 2.1 Prior to commencement of any works a valid risk assessment must have been undertaken. These may be, risk assessments using the process detailed on Risk Assessment form (SYS-01-F02) or verification of an applicable risk assessment.
- 2.2 Risk assessments must be conducted by a competent person. The competent person shall understand the tasks and all aspects of associated processes and environments to such a level so as to allow them to identify hazards, evaluate the risk and determine appropriate control measures required to ensure that risk is kept to the lowest level that is reasonably practicable.
- 2.2 Risk assessment records must record significant risks. They must take account of processes, those at risk (especially young persons), the workplace, materials being used, emergency procedures and any other specific requirements. They must identify controls that are needed before work can be carried out safely.
- 2.4 Design risk assessments must be made to prevent risks being designed into the project (see *Construction (Design and Management) Regulations 1994*).
- 2.5 Where site specific risk assessments are carried out, they must be returned with the job report forms.
- 2.6 All risk assessments must be held in the safety section of the Contract / Service file with a copy in the site file.
- 2.7 On receipt of the risk assessment form, the manager / supervisor will identify and investigate risks not normally encountered; ensuring correct control measures have been used.
- 2.8 Under no circumstances must any work begin where controls identified are not in place and communicated to all who may be affected.

ARRANGEMENTS

- 2.9 In carrying out risk assessments care should be taken to take young people, and other vulnerable persons, into account and ensure that specific control measures are put in place to protect such persons.
- 2.10 Whilst working continual review of the work environment and tasks must be carried out. This will be done by general observation. If circumstances change a re-assessment must be made, the extent of the re-assessment will be based on the significance of the change. Minor changes may be within the scope of the initial assessment; more significant changes will require a new assessment to be carried out, recorded and the Information distributed to all persons who may be affected by the findings. Should anyone at work feel unsafe, then the likelihood is that an unsafe situation exists which must be assessed and controlled appropriately.
- 2.11 Company generic risk assessments provide an assessment of expected risks associated with the scope of work covered by the assessment.
- 2.12 In the case of site and warehouse activities, **all young persons, without exception, must be supervised at all times.**

3. Records

- 3.1 Risk assessment form (SYS-01-F02) **(to be held in job file, copy to be kept by operations manager)**

Further reading

Management of Health and Safety at Work - Management of Health and Safety at Work Regulations 1999 Approved Code of Practice L21
Company Generic Site Activities Risk Assessment
Generic Risk Assessment Arrangement A10

A11

LIFTING OPERATIONS

1. Legislation

1.1 *The Lifting Operations and Lifting Equipment Regulations 1998* cover any work equipment used to attach loads to the lifting machinery:-

- i) Work equipment used for lifting or lowering loads, attachments used for anchoring, fixing or supporting the lifting equipment are included in the definition.
- ii) Any activity involving the lifting or lowering of a load. The item being lifted or lowered includes people.
- iii) Any machinery, appliances, apparatus, tools or installations used at work.

2. Guidance

2.1 Where lifting operations are required to be employed it is essential that only specialist professional companies, who are aware of, and work to, the requirements of *The Lifting Operations and Lifting Equipment Regulations 1998* be utilised. No attempts should be made to raise or lower equipment without the direct involvement and specialist knowledge of professional lifting operations.

2.3 Special consideration must be given to the ability of the receiving site to handle heavy consignments. Suitable arrangements must be made for loading, offloading and manoeuvring of the items **before** items are shipped.

2.4 When selecting a lifting specialist, the following must be considered:-

2.4.1 Checks must be made of the lifting specialists' records;

2.4.2 All equipment must have a safe working load indicated;

2.4.2 All staff performing the lifting activities must be competent,;

2.4.3 Check that insurance covers the work to be carried out;

2.4.4 If in doubt check references. If still in doubt select another specialist.

3. Information

3.1 This Regulation applies to the loading and off-loading, manoeuvring and positioning of heavy items such as control panels, plant and machinery.

ARRANGEMENTS

- 3.2 Where a lift is under the control of Syscom Building Management Ltd control the person responsible shall ensure (Operations Manager or appointed person):-
- 3.2.1 That a specialist contractor, preferably the manufacturer, is appointed to ensure compliance with all statutory inspections and requirements of applicable legislation;
 - 3.2.2 That all remedial works identified in reports is carried out;
 - 3.2.3 That records are kept of all works; incidents and inspections associated with the lift and associated equipment.

4. Records

- 4.1 Evidence that specialist operations have been employed. **(To be held in job file)**
- 4.2 Records of compliance with 3.2 above.

Further reading

Safe use of lifting equipment, Lifting Operations and Lifting Equipment Regulations 1998 L113

A12

LONE WORKING

1. Legislation

- 1.1 Working alone presents a unique health and safety problem since the worker has to ensure his / her own safety. As far as *the Health and Safety at Work etc Act 1974* is concerned, the responsibility of the employer to ensure the safety of the lone worker does not differ much from the responsibility to ensure the safety of employees working in a group or under close supervision. It is required that the employee is diligent in planning and carrying out his work tasks to ensure his own safety.

2. Guidance

- 2.1 Lone working is a specific risk to anyone who works in unoccupied buildings, on roofs, out of hours in offices and in departments such as Teleservices.
- 2.2 Managers and supervisors must ensure that those workers under their control have adequately backup and that procedures are set up to ensure that the risk associated with the lone working activity is reduced, so far as is reasonably practicable. In many instances a simple call in procedure will give adequate coverage, however high risk activities may require two man working.
- 2.3 If lone working:-
- 2.3.1 Develop and employ a safe system of work;
- 2.3.2 Do not undertake any high-risk activities and under no circumstances work when you feel exposed to unacceptable risk.
- 2.3.3 Ensure that others in authority know a person's whereabouts and that regular check are made regarding the person's welfare.
- 2.3.4 Try to avoid lone working. If it is necessary to work alone safeguards must be employed to ensure personal safety.
- 2.3.5 Always make your presence known on arrival and departure from the workplace.
- 2.3.6 Ensure people are aware of your location at all times, particularly any site based emergency services.

3. Records. N/A

Note: Many customer sites forbid lone working. This should be carefully checked at tender stage as the client will expect costs to be allowed for two man working.

A13

MANUAL HANDLING

1. Legislation

1.1 *The Manual Handling Operations Regulations 1992* have been introduced under the provisions of *the Health and Safety at Work etc Act 1974* to enable the United Kingdom to implement the requirements of *European Directive 90/269/EEC* on manual handling of loads. Manual Handling Operations relate to moving loads by bodily force rather than by mechanical means.

2. Guidance

2.1 Where an activity involving significant risks associated with manual handling operations is undertaken, managers / supervisors must:-

2.1.1 Ensure that a risk assessment has been performed on the work processes, and recorded on Manual Handling Assessment Checklist (SYS-01-D1).

2.1.2 Only assign competent and able persons to manual handling tasks.

2.1.2 Ensure that appropriate training / guidance is given to staff who perform manual handling tasks.

2.4 All personnel associated with manual handling tasks must:-

2.4.1 Before lifting any object, determine whether the task can be better achieved using suitable mechanical means;

2.3.2 Avoid lifting heavy loads or handling any awkwardly placed object;

2.3.3 look at hazards in the workplace relating to manual handling and consider the task, the load, the individuals own capabilities, and the environment surrounding the operation;

2.3.4 Never carry more than can be easily managed;

2.3.5 Always keep a firm grip on the object being carried;

2.3.6 Never carry a load on one arm;

2.3.7 Always distribute the weight of the load evenly;

2.3.8 Always bend using the legs, never the back;

2.3.9 Not attempt to manually lift any loads if they are suffering back pains or problems.

ARRANGEMENT

3. Records

- 3.1 Manual Handling Assessment Checklist (SYS-01-D1) (to be held in job file, copy to be forwarded to Operations Manager)

Further reading

Manual Handling Operations Regulations 1992 Guidance on Regulations L23
Guide to Manual Handling

A14

PERMIT TO WORK

1. Legislation

1.1 Wherever there is a special need to co-ordinate hazardous processes, employers should, in compliance with their obligations under *Section 2 of the Health and Safety at Work etc Act 1974*, consider whether an operative permit to work system would reduce those hazards. This system is an effective control measure enabling responsible persons to effectively control situations such as restricted access to a particular area by certain or all trades.

2. Guidance

2.1 When working on activities controlled by a Permit to Work Instruction:-

2.1.1 All requirements of the Permit must be understood and followed (ask if unsure).

2.1.2 All relevant documentation must be completed.

2.1.3 Cancellation of a permit must be effected correctly on completion of the task.

2.2 Controlling a Permit to Work

2.2.1 Controlling a permit to work should not be undertaken lightly. It requires a competent person in attendance at all times while the work is carried out and the permit controller must have a thorough knowledge of the working processes involved and associated hazards.

2.2.2 The person issuing the Permit to Work must have absolute authority and control over the area / plant / systems in question.

2.2.3 Do not carry out any work on a permit to work system unless you are competent and fully understand the working system.

2.2.4 The person issuing the permit must have knowledge of how other trades working in the area could affect overall safety, control the works in the area, and be competent in assessing how works performed under the permit may affect other areas of the site.

2.2.5 Before issuing the permit, all relevant risk assessments and method statements must be reviewed and only when it is established that the works can be effected safely shall the permit be issued.

2.2.6 Ensure that the instructions under the permit are adequate and understood by the recipient.

2.2.7 For so long as a Permit to Work is in force, the issuing authority must be in attendance. Permits to Work must, on completion of the works, be correctly signed off and the area returned to its former keeper in a recorded condition.

ARRANGEMENTS

- 2.2.8 Before controlling a permit to work system ensure that the system is safe, you are competent and in attendance, and you fully understand the risks associated with any work for which you are going to issue a permit.
- 2.2.9 If you have any doubts regarding running a permit to work system contact the HSE Department.

3. Information

- 3.1 A request for a Permit to Work will normally be authorised by the Principal Contractor following consideration of associated risk assessments and method statements relating to the intended works. It must be established that the authority to exercise the permit is granted before the permit system is put into action.
- 3.2 Commissioning and service works involving prescribed procedures should consider the Permit to Work as a control mechanism preventing dangers associated with remote starting of plant and equipment.

4. Records

- 4.1 Permit to Work certificate (SYS-01-F03) **(to be held in job file, copy to be forwarded to Operations Manager)**
- 4.2 Risk assessment form (SYS-01-F02) **(to be held in contract file, copy to be forwarded to Operations Manager)**
- 4.3 Method Statements **(to be held in contract file)**

Further reading

See Safe System of Work arrangements A17

Guidance on Permit to Work Systems in the Petroleum Industry 1997

A15 PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Legislation

1.1 *The Personal Protective Equipment at Work Regulations 1992* were introduced under the provisions of *the Health and Safety at Work etc Act 1974* to enable Great Britain to implement the requirements of *European Directive 89/656/EEC*, which obliged member states to introduce minimum health and safety requirements for the use by workers of personal protective equipment at the workplace. Personal protective equipment means all equipment and clothing which is intended to be worn, or held, by a person at work and which affords protection against one or more risks to health and safety. This includes clothing designed to protect against adverse weather conditions. Protective clothing includes aprons, gloves, safety footwear, safety helmets and high visibility jackets. Protective equipment includes eye protection, safety harnesses, respiration and life jackets.

2. Guidance

2.1 All in-house and site / client requirements on the use of personal protective equipment must be strictly observed.

2.2 Personal protective equipment will be provided by the local branch / department at no cost to the employee.

2.3 The Operations Manager will oversee the provision of personal protective equipment.

2.4 Personal protective equipment (PPE) must be examined, by the user prior to use, to ensure it is fit for the purpose.

2.5 Any defective personal protective equipment must be repaired or replaced before work restarts.

2.6 All personal protective equipment (PPE) must be compatible with all other PPE to be used and any other equipment that it may affect or be influenced by e.g. all ear protection must be compatible with the safety helmet.

2.7 When not in use personal protective equipment should be stored in a safe place where it is protected from contamination and damage.

2.8 A register will be kept at each branch / department detailing the issue of personal protective equipment.

2.9 Recommended safety equipment includes safety helmet, safety shoes, high visibility jacket, eye protection, ear protection, hand protection, dust face mask.
(See Paragraph 4 for minimum specification).

ARRANGEMENTS

- 2.10 Job specific personal protective equipment shall only be issued after a risk assessment of the task has been completed.
- 2.11 The manager / supervisor shall be responsible for ensuring that both the use and condition of personal protective equipment is checked and recorded. A recorded check must be performed by a supervisor / manager at regular intervals relevant to the type of personal protective equipment, and within a six month time period.

3. Records

- 3.1 Personal protective equipment register (SYS-01-D2) **(to be held in The office by Operations Manager)**
- 3.2 The engineer must hold all data on eye and ear protection equipment used

4. Guide Lines for Minimum Specification of Personal Protective Equipment

Item	Specific Notes	Minimum Specification	Arco catalogue P/No
Safety Footwear		S1(200 Joule toecap) + P (Steel Midsole protection)	N/A
Head Protection	White hardhat	(EN397)	04061
Ear Protection	Datasheet must be held by Engineer whilst at work	(EN352 Part 3)	02274
Eye Protection	Where prescription lenses are required attention must be given to issues raised on pages 20/21 of the Arco catalogue (1/9/2000 - 31/8/2001)		
Eye shield	Only suitable for short term wear when used over spectacles Datasheet must be held by Engineer whilst at work	(EN166 1FK)	Select from P12 - P15. Prescription requirements should be addressed against P20/21 of the Arco catalogue (1/9/2000 - 31/8/2001)
Safety Goggles	Datasheet must be held by Engineer whilst at work	(EN166 349KN) (EN166 349B)	03214(Safety spectacle wearers) 03234 (General)

ARRANGEMENTS

Item	Specific Notes	Minimum Spec	Arco catalogue P/No
Respiration Protection	This affords low levels of protection (Dust). Risk assessments may identify more specific requirements. In this case the correct protection must be provided. Face pieces must not be re-used	(EN 149)	01A83
Hand Protection	A general glove for site manual handling operations Specific tasks will require reassessment of protection		12215
Visible Protection (Waistcoat)	To bear the company logo	(EN 471)	18648
Lock Out System, Padlocks and Signs	Essential where services are to be worked on.	Examples can be seen on pages 367 - 369 of the Arco catalogue (1/9/2000 - 31/8/2001) Sign to identify that apparatus which has been locked off and by whom. The sign must be of the prohibition type (red on white background). See page 369 of the Arco catalogue (1/9/2000 - 31/8/2001)	
First Aid Kit	Basic travel kit for all company vehicles		04492
Suitable means of storing and protecting the Personal Protective Equipment must be provided	Examples can be seen on page 265 of the Arco catalogue (1/9/2000 - 31/8/2001)		
Suitable barrier - with appropriate tape - to isolate areas where commissioning or servicing is taking place (where there is potential danger to the public and others)	Examples can be seen on pages 480 - 481 of the Arco catalogue (1/9/2000 - 31/8/2001)		

Further reading

Personal protective equipment at work - Personal Protective Equipment at Work Regulations 1992 Guidance on Regulations
A guide to the Construction (Head Protection) Regulations 1989 L10

ARRANGEMENTS

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REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)

1. Legislation

- 1.1 *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* require designated responsible persons to report to their enforcing authority the following work related incidents - fatal accidents, major injury accidents/conditions, accidents causing more than three days incapacity for work, dangerous occurrences, certain work related diseases and certain matters dealing with the safe supply of gas.

2. Reportable Injuries / dangerous occurrences / diseases

- 2.1 All incidents, accidents, reportable or non-reportable, must be reported to the Safety Co-ordinator who shall record them in the accident book.
- 2.2 The Safety Co-ordinator shall complete an Accident / Dangerous Occurrence Report (SYS-01-F01) and forward it to the Operations Manager.
- 2.3 Accidents that cause more than three consecutive days incapacity for work shall be reported to the enforcement authority within 10 days using report form F2508A. This shall be carried out by the Operations Manager.
- 2.4 Injuries to a peripatetic employee (e.g. a service/maintenance engineer or a worker who travels from site to site) must be reported wherever the accident happens. The Syscom Building Management Ltd, Manager department who is responsible for the injured worker, must reported internally as prescribed in 2.1..2.3 above.
- 2.5 Major injuries and accidents (as defined in *schedule 1 of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*) must be reported by the quickest possible means and confirmed within 10 days using report form F2508A.

3. Dangerous Occurrences

- 3.1 Dangerous occurrences, detailed in *Schedule 2 of the Regulation*, shall be reported to the enforcement authority by the quickest possible means (e.g. telephone) and confirmed within 10 days using report form F2508A. This will normally be done by the Operations Manager.

4. Diseases

- 4.1 Diseases detailed in *Regulation 5* shall be reported to the Health and Safety Executive on Form F2508A as soon as a written diagnosis is received from a doctor.

ARRANGEMENTS

5. Information

- 5.1 *Regulation 3* states that the responsible person has a duty to report certain injuries or dangerous occurrences.
- 5.2 Any fatality (employees and non employees), major injuries, and injuries which require the injured person to be taken straight to hospital for treatment; major injuries to non-employees arising from, or in connection with, hospital work (excluding accidents arising from medical or dental treatment); one or more of the specified dangerous occurrences; should all be reported.

6. Records

- 6.1 Accident book **(to be held in each location including site offices)**
- 6.2 Reporting Form (SYS-01-F01) **(to be sent to Operations Manager)**
- 6.2 Records as detailed under *Regulation 7* **(to be held in office)**

Further reading

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73
See also Actions in the Event of an Accident / Incident Arrangement A1

A17

SAFE SYSTEM OF WORK

1. Legislation

1.1 A safe system of work is a formal procedure, which will allow a specific task to be carried out safely, after systematic examination of that task has identified and eliminated all the associated hazards or at least minimised the risks. The safe system is required to be put into place when the hazards identified cannot be eliminated and some residual risk remains. Under *the Health and Safety at Work etc Act 1974* part of the employers general duty is to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. Components of such a system include the organisation and co-ordination of the work of those involved, training, instruction and supervision, layout of plant and appliances, methods to be used and general conditions of work.

2. Guidance

2.1 To develop a safe system of work the following steps must be taken:-

2.1.1 Carry out a risk assessment of the area or process concerned;

2.1.2 Determine those hazards which cannot be eliminated in the area or process;

2.1.3 Define and implement control measures to minimise risks associated with the hazard identified;

2.1.4 Instruct and inform personnel likely to be involved in the area or process, on the control measures to be adopted and the levels of residual risk which remain;

2.1.5 A method statement may be necessary detailing proposed actions;

2.1.6 Utilise all necessary precautions including signage, barriers, personal protective equipment (PPE) etc, which may be necessary;

2.1.7 Do not deviate from planned arrangements / instructions;

2.1.8 Review the system regularly and after any changes to practices, workplace or equipment to ensure that the system still provides the safe situations required.

3. Records

3.1 Risk assessment form (SYS-01-F02) **(to be held in file)**

3.2 Method Statement **(to be held in file)**

3.3 Permit to Work documentation **(to be held in file)**

ARRANGEMENTS

A18

SAFETY SIGNS

1. Legislation

- 1.1 *The Health and Safety (Safety Signs and Signals) Regulations 1996* implement EC Directive 92/58/EEC for the provision of safety and/or health signs at work.

2. Information

- 2.1 Safety signs and signals must be provided where an identified risk cannot be controlled by other means.

- 2.2 Safety signs use various colours.

- 2.2.1 **Red** is used in prohibition signs to signify dangerous behaviour and to identify and locate stop, shutdown, emergency cut out devices and fire fighting equipment.

- 2.2.2 **Yellow** is used in warning signs to indicate possible dangers.

- 2.2.3 **Blue** is used in mandatory signs to signify the specific behaviour or actions that need to be undertaken.

- 2.2.4 **Green** is used to show the direction of emergency escape routes and exits, and the location and identification of first aid facilities. It can also be used to indicate a return to a normal state.

Note: Safety signs must be obeyed at all times. Should a sign not be understood guidance must be sought from the person in charge of the work area.

A19

SUB CONTRACTORS

1. Legislation

- 1.1 *The Health and Safety at Work etc Act 1974* and subsequent Regulations including *the Construction (Design and Management) Regulations 1994* impose a duty on the employer to make reasonable enquiries regarding the suitability of Contractors employed in respect of their ability, not only to undertake such works, but to ensure they are sufficiently knowledgeable and competent on health and safety requirements as to perform their duties with due regard to any relevant statutory provisions.

2. Guidance

- 2.1 Selection of sub contractors / suppliers shall be done in accordance with the corporate purchasing procedure.
- 2.2 Staff responsible for selecting and setting sub-contractors to work are responsible for ensuring:-
- 2.2.1 That the competence of sub contractor staff is reviewed and recorded (e.g. skills list, qualification, experience etc);
- 2.2.2 that the sub contractor's record regarding accident and ill health prevention is reviewed at the time of placing orders and prior to setting to work;
- 2.2.3 That they satisfy themselves as to the overall ability of the sub contractor to perform the activities for which they are being considered. This shall be done by the most appropriate means and shall be appropriate to the risk. Evidence may be in the form of references, meeting minutes, audit records. Typical evidence of good practice may be policy, arrangements, toolbox talks etc. In some instances it may be necessary to engage professional assistance in reviewing sub- contractor competence for high-risk activities.
- 2.2.4 That sub contractor activities must be monitored throughout the completion of the works so as to reduce risks to the company. Site reports etc. may provide evidence of this activity.
- 2.2.5 That there is evidence of sub contractors understanding of applicable regulations and association with approved bodies (i.e. electrical, lifting, etc). Simple discussions and design meetings will give opportunity to verify these facts.
- 2.2.6 That all sub contractors are supplied with a copy of the Syscom Building Management Ltd, Health and Safety policy statement and a list of responsibilities with every order placed.

2.2.7 The following paragraph shall be included on all orders:-

"A copy of the Company Policy Statement for Health, Safety and Welfare and a full list of responsibilities for sub contractors on the company's sites is attached or has already been supplied to you. Your acceptance of the order will be deemed to include acceptance of the requirements of the Policy and responsibilities. Please contact us should you require further Information on any matter relating to health, safety and welfare in respect of this order."

3. Responsibilities of Sub Contractors on site

RESPONSIBILITIES OF SUB-CONTRACTORS

3.1 All sub-contractors shall:-

3.1.1 Produce a risk assessment to cover all work undertaken.

3.1.2 Develop and operate safe systems of work for all tasks undertaken.

3.1.3 Work safely with due regard to the health and safety arrangements of your own company, Syscom Building Management Ltd, and any local site regulations which may apply.

3.1.4 Ensure your own safety and that of others who may be effected by your actions.

3.1.5 All plant, tools etc used in the execution of the works must be fit for the purpose and not give rise to danger to others. All work equipment must be maintained and inspected in accordance with manufacturer's instructions and regulaSYSy requirements.

3.1.6 be totally familiar with the fire regulations applicable to the site, have knowledge of the escape routes and assembly points.

3.1.7 Minimise hazards and keep people aware of your whereabouts at all time.

3.1.8 Provide and wear personal protective equipment in accordance with the requirements of the contract.

3.1.9 Provide such Information and training for your employees to ensure competence for the tasks undertaken.

4. Information

- 4.1 It is essential that those sub contractors the company proposes to use for certain works are vetted, to ensure the validity of their safety policy and arrangements. A typical list of sub contractors is listed below. This is not an exhaustive list and should be used as a guide only.
- 4.2 The safety record of the proposed sub contractor must be examined.
- 4.3 The willingness of the sub contractor to work either to our safety standards or those defined for the project must be verified.
- 4.4 The plant, materials and tools to be used must be fit for the purpose and any measuring instruments must have test certificates.
- 4.5 The competence of personnel employed by the sub contractor and their ability to undertake the works safely must be verified.
- 4.6 Sub contractors operating on company property must be properly supervised.

5. Records

- 5.1 Skills lists etc. **(to be held in contract file)**
- 5.2 References **(to be held in contract file)**
- 5.3 Reporting of injuries, diseases and dangerous occurrences (RIDDOR) records. **(to be held in contract file)**

<i>Typical sub-contractor activities</i>	
Lifting works	Electrical works
Panel manufacturing	Mechanical works
Fire equipment / detection contractors and suppliers	Building works
Specialists in monitoring for hazardous substances	

Further reading

Construction Arrangement A2

A20

THE WORKPLACE

1. Legislation

1.1 *The Workplace (Health, Safety and Welfare) Regulations 1992* apply to a broad range of workplaces including factories, offices, shops, schools, hospitals, hotels etc and the term workplace incorporates common parts of shared premises such as lifts and stairways, private roads and paths on industrial estates. Construction sites are covered by these Regulations. Employers have a duty to ensure that workplaces under their control comply with these Regulations. The duty is extended to owners and landlords who have control over any workplaces.

2. Guidance

2.1 It is the duty of all staff to ensure the general tidiness of their workplace as follows:-

2.1.1 There must be no obstructions in walkways, and emergency escape routes must be kept clear at all times.

2.1.2 Hazards such as trailing leads that may lead to trips or falls must be kept to a minimum.

2.1.3 Ensure work equipment is safe to use. If in any doubt report the problem to your supervisor or manager.

2.1.4 Always clear away waste or litter from the workplace.

2.1.5 Do not stack equipment in an unsafe way or any equipment in such a way as to be a fire hazard.

2.2 The workplace must be inspected frequently and action must be taken on any findings. Records must be kept of significant findings and subsequent corrective and preventive action taken.

3 Records

3.1 Health and Safety audit reports (**to be held in office**)

3.2 Records produced in compliance with 2.2 above.

Further reading

Workplace health safety and welfare - Workplace (Health, Safety and Welfare) Regulations 1992

Approved Code of Practice L24

A21

WORK EQUIPMENT

1. Legislation

1.1 Under *section 2 of the Health and Safety at Work etc Act 1974* employers have a general duty to ensure the health, safety and welfare of employees at work. This includes the provision and maintenance of safe equipment, plant and systems of work. In addition, *section 6* places duties on designers, manufacturers, importers, suppliers and installers of articles intended for use at work to ensure, so far as is reasonably practicable, such articles are safe and without risks to health. *The Provision and Use of Work Equipment Regulations 1998* make more explicit the general duties concerned including second hand, hired or leased equipment.

2. Guidance

2.1 Managers / supervisors shall ensure:-

2.1.1 That all machinery and work equipment used in the workplace they control is inspected in accordance with statutory requirements where applicable, or as identified in a risk assessment. All inspection and maintenance records must be held for all equipment for, as long as equipment is under the control of Syscom Building Management Ltd, or as required by legislation covering the equipment requires. Much of the equipment used is general office equipment or equipment covered by QA procedures and records will be in the form of engineer's reports, maintenance checklists, PAT testing reports and calibration certificates. In the case of simple low risk equipment this is all that is required. Where dangerous equipment or equipment such as Local Exhaust Ventilation plants specific legislation may require particular records to be kept.

2.1.2 All staff are competent to use equipment issued to them or asked to operate;

2.1.3 That all staff are instructed on duties that they are asked to perform. It should be considered who operates and who fixes problems on all work equipment. Many seemingly safe pieces of office equipment may require specialist instruction e.g. clearing shredder blockages etc.

2.1.4 That only equipment designed for the task is issued and used. Inspections may be recorded in engineer visit reports, test certificates;

2.1.5 That only reputable national companies shall be used for leasing or hiring equipment. Any agreement must clearly state the responsibilities for maintenance etc. All aspects of the agreement must be fully understood and complied with by both parties;

2.1.6 That the environment and lighting is adequate to enable safe operation of equipment. Site activities may have a lower level of lighting and environmental conditions; they must however give adequate conditions for safe working.

ARRANGEMENTS

- 2.2 When using work equipment staff must:-
 - 2.2.1 Not interfere with or override any integrated guarding on equipment at any time;
 - 2.2.2 Follow all guidance and instruction relating to equipment they use;
 - 2.2.3 report to their manager / supervisor, any faults or hazards identified immediately;
- 2.3 When using access equipment the following must be considered:-
 - 2.3.1 Ladders, either step or access, must be of the correct type and suitable for the task. No metallic ladders must be used on electrical work. Ladders must be footed;
 - 2.3.2 Ladders may be used as a means of access but not as working platforms. In such cases appropriate working platforms must be used;
 - 2.3.3 Mobile elevated work platforms and mobile scaffolds are extremely hazardous items of equipment and must only be erected or used by competent persons;
 - 2.3.4 Records of inspections must be held on file in the branch / department;
 - 2.3.5 Where possible the hire company or other competent persons should be used to erect equipment and carry out appropriate inspections;
 - 2.3.6 Where hire companies are not erecting supplied access equipment the order should request training of those who are to use the equipment on site so as to enable staff to have competence to carry out erection and dismantling themselves.

3. Information

- 3.1 *The Provision and Use of Work Equipment Regulations 1998* requires employers to select work equipment that is suitable for the work it is supposed to do.
- 3.2 Work equipment ranges from tools and ladders, through to lift trucks and machinery.

4. Records

- 4.1 Maintenance and repair reports (SYS-01-D5) **(to be held in office)**.
- 4.2 Inspection details (SYS-01-D5) **(to be held in office)**.

Further reading

Safe use of work equipment - Provision and Use of Work Equipment Approved Code of Practice and Guidance L22
Health and safety in construction HSE G 150
Guide to Working with and Setting-up Safe Systems of Work with General Site Access Equipment

ARRANGEMENTS

A22

WORKING AT HEIGHT

1. Legislation

- 1.1 Falls from height are the largest single cause of death and serious injury in the Construction Industry. It is the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare of all employees. This duty, laid down by *s2 of the Health & Safety at Work etc Act 1974* extends to providing each employee with a safe place of work.
- 1.2 *The Work at Height Regulations 2005* define "working platforms" as any platform used as a workplace or as a means of access to or egress from such a place. Included in the definition are scaffolds, cradles, mobile platforms, trestles, ganeways, runs, gantries, stairways and crawling ladders.
- 1.3 Regulation 6 requires suitable and sufficient steps to be taken to prevent persons falling, so far as reasonably practicable. If working platforms are provided as a means of preventing falls, they must be provided with appropriate safeguards.

2. Guidance

- 2.1 Do not work at height unless it is essential.
- 2.2 Before working at height: -
 - 2.2.1 Check there is a safe method of getting to and from the work area;
 - 2.2.2 Decide what particular equipment is suitable for the work task and conditions;
 - 2.2.3 makes sure the working platform is secure and will support the weight of workers, materials and equipment;
 - 2.2.4 Ensure the platform is on stable ground and will not overturn;
 - 2.2.5 Provide guard rails barriers, toe boards etc, to prevent objects falling;
 - 2.2.6 Ensure equipment is in good condition;
 - 2.2.7 Ensure people using the equipment are competent and receive any necessary instruction. A competent person must be used to erect and check working platforms.
- 2.3 Ladders and steps should only be used as a means of access and not as a working platform.

ARRANGEMENTS

- 2.4 Where the distance of a potential fall is two metres or more, either from the place of work or from any means of access / egress, suitable and sufficient guard rails, toe boards, barriers or other means of protection, or working platforms must be provided, so far as reasonably practicable, to prevent such falls. Where it is not practicable to provide guard rails, toe boards or working platforms, then suitable personal suspension equipment must be provided.
- 2.5 A suitably attached harness may allow safe working but it will not prevent a fall.
- 2.6 Fall arrest equipment must allow a free fall distance of no more than two metres.
- 2.7 Mobile elevation work platforms (MEWP's) provide safe access to high level working. Before using such equipment full training in its safe use must be undertaken.

N.B. Any hired equipment must be obtained from a reputable supplier and proof of adequate maintenance of the equipment must be provided.

Further reading

Guide to Working with and Setting-up Safe Systems of Work with General Site Access Equipment 2005 No 735

A23

WORK IN CONFINED SPACES

1. Legislation

- 1.1 *The Confined Spaces Regulations 1997* made under *the Health and Safety at Work etc Act 1974* requires under *Regulation 4* that work in confined spaces is only undertaken if it is not reasonably practicable to perform the necessary work in any other way, and so far as is reasonably practicable, where there is a system of work in place to ensure such work is safe and without risks to health.

2. Guidance

- 2.1 In order to understand the Regulations definitions of a confined space and a specified risk must be understood. These can be defined as:-

2.1.1 **Confined Space:** "any enclosed space, where there is a reasonably foreseeable specified risk associated with that enclosed space, and includes chambers, tanks, vats, silos, pits, trenches, wells or other similar spaces."

2.1.2 **Specified Risk:** "This includes a risk of serious injury from fire or explosion; increased body temperature resulting in unconsciousness; unconsciousness or asphyxiation resulting from work exposure to gas, fume, vapour, lack of oxygen; drowning from a rising liquid level, and asphyxiation from a free flowing solid, or entrapment in the free flowing solid which prevents escape to a respiratory environment."

2.2 Before working in a confined space a risk assessment must be undertaken and a safe system of work must be devised. This must include procedures, Personal Protective Equipment (PPE), training and instruction, emergency procedures etc.

2.3 Work must not commence until the competent person is satisfied that the safe system of work is appropriate and minimises any risks to health and safety.

2.4 During the works appropriate supervision and checks must be made.

2.5 It is general that any safe systems will include a permit system which must be controlled by a competent person.

3. Information

3.1 No attempt should be made to enter any area defined as, or suspected as, being a confined space. Confined spaces can include tanks, vessels and such like.

3.2 The safe system of work shall encompass a permit to work which should take account of the possible environmental hazards and any relative tests to the atmosphere, ventilation, access and egress, plant and equipment, personal protective equipment, the experience of the persons involved, supervision and instruction, and any emergency equipment and procedures.

4. Records

4.1 Risk assessment form (SYS-01-F02) (to be held in contract file)

Further reading

Permit to work arrangement A14

Safe system of work arrangement A17

Safe work in confined spaces. Confined Spaces Regulations 1997 Approved Code of Practice, Regulations and Guidance L101 Safe work in confined spaces - ACOP and Guidance

EH40 Occupational exposure limits

Contact HSE Department

A24

WORKING WITH ASBESTOS

1. Legislation

- 1.1 The 2006 Regulations prohibit the import, supply, and use of asbestos and the supply and use of any product containing the substance. The 2006 Regulations place effective statutory protection for all employees exposed to asbestos, regardless of whether or not they are actually working with the substance or asbestos products. In addition emphasis is placed on assessment of exposure, exposure prevention, reduction and control, adequate Information, instruction and training for employees, monitoring and health surveillance.

2. Guidance

- 2.1 The company Code of Practice must be observed at all times (Company Code of Practice for the Management of Asbestos).
- 2.2 Do not touch or disturb known or suspected asbestos.
- 2.2 Do not work on or near asbestos, i.e. drill, sand etc.
- 2.3 If the asbestos is in good condition it should be left in place and your manager advised of its existence.
- 2.4 If asbestos is disturbed, do not create any further disturbance. Do not expose other workers or take clothing home to wash. Restrict access to the area.
- 2.5 If you suspect asbestos is present, stop work and report it to your manager.

3. Information

- 3.1 It is likely that asbestos will be present in buildings built, or refurbished, before 1985.
- 3.2 Asbestos may be found as fire breaks in ceiling voids, moulded or pre-formed panels, sprayed coatings and lagging used in thermal insulation of pipes, ductwork and boilers. Some ceiling tiles, partitions, soft boards, asbestos cement products, gutters, rainwater pipes and water tanks also contain the material.
- 3.3 The building owner should be able to advise on where asbestos is to be found and in what form. Always ask to see the Asbestos Register / Information as early as possible in the planning / execution of the works.

ARRANGEMENTS

3.4 Only licensed asbestos removal contractors are qualified to work with the material to either seal or remove it. Working with asbestos requires suitable protective clothing, respiration and proper training.

4. Records

4.1 Records as defined in company Asbestos Code of Practice (**held as defined in asbestos code of practice**)

Further reading

HSE booklet "Working with asbestos in workplace buildings"

The Control of Asbestos at Work Regulations 2006 Approved Code of Practice L127 Work with asbestos insulation, asbestos coating and asbestos insulating board Approved Code of Practice L143

ARRANGEMENTS

A25

WORKING WITH DUST

1. Legislation

- 1.1 Dust and fumes that are likely to prove injurious or offensive to persons employed in a factory must be removed, wherever practicable, by the use of exhaust appliances located as near as possible to the source of origin of the dust and fumes. This is a requirement of the *Control of Substances Hazardous to Health Regulations 1999*. *The Factories Act 1961* makes reference to the dangers of dust explosions. Dusts and fumes on site are not to be tolerated as an acceptable circumstance.

2. Guidance

- 2.3 Avoid working in dusty atmospheres.
- 2.2 If work is conducted in an atmosphere of dust and fumes, appropriate respiratory protection must be sought and worn. In some cases this can only be assessed after specialist measurements have taken place.
- 2.3 Do not attempt to enter or work in areas subjected to airborne particles of any sort without correct personal protective equipment and a safe system of work.

3. Information

- 3.1 Dusts, mists, fumes, sprays and vapours of whatever nature can be injurious to health.
- 3.2 Many substances in this form are carcinogens.

A26

WORKING WITH ELECTRICITY

1. Legislation

- 1.1 The general duty of care owed by employers to their employees and members of the public under *ss2 and 3 of the Health and Safety at Work etc Act 1974* is refined by *the Electricity at Work Regulations 1989* in respect of electrical safety. These regulations require employers to assess the work activities which utilise electricity, or may be affected by it, and to define all foreseeable risks associated with them including design, construction and installation of electrical systems for specific tasks, the possibility of adverse effects and necessary precautions due to the location of such systems, and the provision of suitable and adequate protection / precaution.
- 1.2 *The Electrical Equipment (Safety) Regulations 1994* requires equipment to have a CE mark affixed to it, or its packaging, Information sheet etc. A written declaration of conformity containing specified Information and certain technical documentation concerning the equipment must be compiled and kept available for 10 years after manufacture of the particular equipment has ceased. This *Regulation* also requires second hand electrical equipment, or equipment to be hired out, to be safe.
- 1.3 *The Electricity at Work Regulations 1989* details 33 separate Regulations.
- 1.4 The *Regulations* most applicable are as follows:-
 - 1.4.1 *Regulation 4* deals with systems, work activities and protective equipment
 - 1.4.2 *Regulation 13* precautions for work on equipment made dead
 - 1.4.3 *Regulation 14* work on or near live conductors
 - 1.4.4 *Regulation 15* working space, access and lighting
 - 1.4.5 *Regulation 16* persons to be competent to prevent danger or injury

2. Guidance

- 2.1 A risk assessment must be carried out and a safe system of work employed before any work is carried out involving electricity.
- 2.2 Only competent persons may work on electrical equipment. Persons working on live equipment are deemed to be duty holders under the regulations.
- 2.3 All persons working on electrical equipment must have knowledge of actions to be taken in the event of electric shock.
- 2.4 Wherever possible, isolate equipment before commencing work and prove the circuit dead.
- 2.5 Judgement should be made on the presence of a second person should it be felt the risk could be reduced.

2.6 When working on live equipment a safe system must be employed, with appropriate signage, and the use of insulated tools is essential.

2.7 Metal ladders must not be used for electrical work.

3. Information

3.1 HSE guidance on *Regulation14* states no person shall be engaged in any work activity on or so near live conductors (other than one suitably covered with insulating material so as to prevent danger) that danger may arise, unless it is reasonable in the circumstances for it to be dead and it is reasonable in all the circumstances for him to be at work on or near it whilst it is live, and suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

4. Records

4.1 Safe systems of work documentation (**to be held in contract file**)

4.2 Risk assessment form (SYS-01-F02) (**to be held in contract file**)

Further reading

Electricity at Work - Safe Working Practices guidance SYSG85

Memorandum of guidance on the Electricity at Work Regulations 1989 SYSR25

Electrical Safety on Construction Sites SYSG141

Safe system of work arrangement A17

Guide to Working with and Setting -up Safe Systems of Work when Working with Electricity on Site

A27

WORKING WITH NOISE

1. Legislation

- 1.1 *The Noise at Work Regulations 2005* apply to all workplaces and require employers to carry out assessments of the noise levels within their premises and take appropriate preventive measures where necessary. Three action levels are defined in Regulation 2(1). The first action level establishes a daily personal noise exposure of 80 dB(A) the second 85dB(A). The third defined level is a peak sound pressure of 135 Pascals likely to be linked with the use of cartridge operated tools and similar explosive noises. Irrespective of action levels, *Regulation 6* requires every employer to reduce the risk of damage to the hearing of the employees from exposure to noise to the lowest level reasonably practicable.

2. Guidance

- 2.1 Ear protection must be provided to employees who request them at exposures between the first and second action levels.
- 2.2 At or above the peak or second action level ear protection must be worn. *Regulation 10* requires that ear protection is used and *Regulation 11* requires that Information about the protection and how to use them is made available.
- 2.3 As a guide, should it be necessary to raise your voice when positioned 2 metres from a person with whom you are trying to talk, you have probably reached the first action level.
- 2.4 Do not attempt to work in areas that you deem to be noisy. It is better to have a sound meter level test conducted to ascertain the actual levels and seek appropriate protection or other control measures.
- 2.5 Where ear protection zones are defined, all rules must be observed, permission granted and appropriate Personal Protective Equipment (PPE) worn. The manager of the work area will be able to advise if guidance is required. The Information will generally be part of site induction procedures.

3. Information

- 3.1 Hearing damage is irreversible.

4. Records

- 4.1 Records of noise assessments (**to be held in contract file**)

Further reading

HSE Guidance on the Noise at Work Regulations 2005

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WORKING WITH RADIATION

1. Legislation

- 1.1 Ionising radiation is a generic term that includes radiation emitted by the radioactive decay of radioactive substances, cosmic rays and X-rays. These emissions are usually beta particles, alpha rays, gamma or X-rays, which have sufficient energy to ionise atoms. *The Ionising Radiation Regulations 1985* were made under *the Health and Safety at Work etc Act 1974* and as such are applicable to all places of work.
- 1.2 Non ionising radiation includes lasers, ultraviolet, infra red, microwaves and radio frequency radiation. There are no specific regulations concerning the use of non- ionising radiation in the U.K but all employers have general duties under *the Health and Safety at Work etc Act 1974*, and the control of hazards from non- ionising radiation fall under this heading.

2. Guidance

- 2.1 Syscom Building Management Ltd do not use any equipment that is covered by the above regulations. They have no expertise in the use of radiation emitting equipment and must not undertake any such works.
- 2.2 Where activities are suspected to involve radiation, safe systems of work must be strictly observed.
- 2.3 Never enter areas where radiation is present or suspected without authorised supervision.
- 2.4 Always ask if in any doubt. Specialist knowledge is required where exposure is likely which needs to be controlled and recorded.
- 2.5 Specialist protection must be provided in areas where ionising radiation is likely to be present. Always observe specialist instructions where applicable.
- 2.6 Always observe appropriate signage and do not enter areas so designated.
- 2.7 Where there is likely to be a known exposure to radiation, check records for known exposure status before assigning staff to the works. Where there is a recorded exposure on file, this must be made known to the controller of the site to be visited. This is so that they can ensure that the maximum exposure limits are not exceeded.
- 2.8 On completion of the works, the exposure due to the works must be recorded on form (SYS-01-D7).

ARRANGEMENTS

3. Records

3.1 Records of any staff exposure to radiation (SYS-01-D7) **(to be held in branch / department and copy forwarded to Personnel Department as record changes)**. (Note: an individual record must be kept of all exposed persons).

3.2 These records must be kept for 50 years.

Further reading

Dose limitation - restriction of exposure - Additional guidance on regulation 6 of the Ionising Radiation Regulations 1985 Approved Code of Practice L7

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Young Persons

1. Legislation

- 1.1 *The Health and Safety at Work etc Act 1974* imposes a general duty upon employers to ensure, so far as reasonably practicable, the health, safety and welfare at work of all their employees. The content and onus of this duty is varied in relation to each individual employee, thus the system of work adopted for adult employees may not be appropriate to young persons. In particular the steps necessary to comply with the requirement under *S2(2)c*, to provide Information, instruction, training and supervision, may be different for young persons, as may be safe systems of work called for under *S2(2)a*. Specific requirements concerned with the protection of young persons include *the Management of Health and Safety at Work Regulations 1999* and *the Working Time Regulations 1998*.

2. Guidance

- 2.1 Supervision of the activities of young persons is required at all times. Where young persons are present in the workplace risk assessments must include the presence of the young persons.
- 2.2 When carrying out the assessment or review of the risks to young persons managers must take the following factors into account:-
- 2.2.1 The inexperience and immaturity of young persons;
 - 2.2.2 Their lack of awareness of risks to health and safety;
 - 2.2.3 The layout of their workstation and workplace;
 - 2.2.4 The nature, degree and duration of any exposure to biological, chemical or physical agents;
 - 2.2.5 The form, range, and handling of work equipment;
 - 2.2.6 The way in which processes and activities are organised;
 - 2.2.7 Any health and safety training given.

3. Information

- 3.1 A child is defined as a person who is not over compulsory school age as defined in The Education Act 1996. A young person is defined as a person who has not reached the age of 18 years.

4. Records

- 4.1 Risk assessment records (SYS-01-F02) **(to be held in branch / department files, copy to be forwarded to Health & Safety Officer.**

Arrangements

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THE EMPLOYMENT OF WOMEN

1. Legislation

- 1.1 *The Health and Safety at Work etc Act 1974* imposes a general duty on employers to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. The content of this duty may vary for each employee, thus the system of work adopted for adult male employees may not be appropriate for women. In particular, steps necessary to comply with *s.2(2)(a)* to establish and maintain safe systems of work may differ for women.
- 1.2 Certain risks have been made the subject of specific statutory control and special legislative provisions have prohibited women from employment in those situations in which these risks are prevalent.

2. Guidance

- 2.1.1 It is an offence under *the Public Health Act 1936 s.205* to employ a woman within four weeks after she has given birth.

1. *The Workplace (Health, Safety and Welfare) Regulations 1992* require suitable rest facilities to be provided for pregnant women and nursing mothers. Toilet facilities should be conveniently located to the designated rest area, and there should be somewhere for the pregnant woman or nursing mother to lie down.
2. *The Management of Health and Safety at Work Regulations 1999* impose provisions relating to pregnant women or women who have recently given birth or who are breast feeding. The provisions require extension of the risk assessment required under regulation 3(1) to women of child bearing age, or to new or expectant mothers, where they may be exposed to any process, working condition or physical, chemical or biological agent, which may adversely affect their health and safety, or that of their baby.
3. The following must be considered when conducting the risk assessment:-

Physical agents such as: -

- Shock
- Vibration
- Manual handling of loads
- Noise
- Ionising and non ionising radiation
- Temperature extremes
- Physical fatigue through posture or movement
- Hyperbaric (high pressure) atmospheres

Biological agents such as: -

- Bacteria
- Viruses
- Micro organisms known to cause adverse human health effects

Chemical agents such as: -

- Mercury
- Lead
- Toner for copiers
- Substances absorbed through the skin
- Cytotoxic drugs
- Carbon monoxide

Chemicals labelled with the following risk phrases

- R40 possible risk of irreversible effects
- R45 may cause cancer
- R46 may cause heritable genetic damage
- R61 may cause harm to the unborn child
- R63 possible risk of harm to the unborn child
- R64 may cause harm to breast fed babies

4. If the risks to new or expectant mothers identified by the risk assessment cannot be controlled, then employers must alter the working conditions or hours of work if so doing would avoid the risk.
5. New and expectant mothers must not undertake night working or tasks that require lone working without due assessment of the risk has been undertaken and appropriate safeguards put in place.
6. A manager must not assign a new or expectant mother to tasks that may be deemed to have the potential to cause ill health effects.
7. Where written notification of the condition of pregnancy has been submitted to the company the manager will ensure that the risk assessment is addressed against the generic detail including assessment of Display Screen Equipment. All aspects of the generic assessment must be considered in workplaces for
8. The manager must be informed immediately of any ill health effects suffered and appropriate medical advice must be sought.
9. The company has performed the following generic assessment of aspects of the business that may pose risks to pregnant women. See "Women guidance"
10. Under no circumstances shall a pregnant woman be sent to workplaces other than their normal workplace without checks being made of hazards that may affect them. These checks must include asking about arrangements on site and where required a full risk assessment made. No pregnant women shall be assigned to works on construction sites offices without careful consideration and coverage of all risks.

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GUIDANCE ON RISKS ASSOCIATED WITH HAND ARM VIBRATION SYNDROME

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CONTROL OF HAND-ARM VIBRATION SYNDROME GUIDANCE

INTRODUCTION

Hand-arm vibration syndrome (**HAVS**) is a group of diseases caused by the exposure of the hands to vibration. The best known of these is vibration white finger (**VWF**) which causes damage to blood circulation systems within the fingers. Other damage may occur to the nerves and muscles of the fingers and hands causing numbness and tingling, reduced grip and sensitivity. Carpal Tunnel Syndrome (**CTS**) is an example of this and is caused by compression of nerves in the wrist.

WHO IS AT RISK

HAV usually comes from finger or hand contact with a powered tool or material being held against a moving surface. Users of rotating or percussive hand-guided tools, where the hands are exposed to high levels of vibration, are at greatest risk. The degree of risk depends on:

- The level of tool vibration
- Length of time tool is used
- Workplace temperature
- Individual susceptibility
- Work method

Symptoms can take several years to develop, but in some cases they can appear in only a few months. This is due to one or all of the above factors to varying degrees depending on the individual's susceptibility.

Regular and frequent exposure to high levels of vibration can lead to permanent injury. This is most likely when contact with a vibrating tool is a regular part of a person's job. Occasional exposure is unlikely to cause injury, although anyone with medical conditions such as Raynauld's Disease should avoid exposure to even occasional exposure.

GENERAL INFORMATION ON MOST COMMON ACTIVITIES AND TOOLS / EQUIPMENT WHERE THE RISK OF INJURY MAY ARISE:

General trades

- Construction
- Forestry
- Mines and quarries
- Heavy engineering

TOOLS AND EQUIPMENT LIKELY TO CAUSE INJURY

- Chainsaws
- Hammer drills
- Hand-held grinders
- Powered lawnmowers
- Hand-held sanders
- Power hammers and chisels

ASSESSMENT CRITERIA

(a) Do employees use hammer action tools (drills) for more than half an hour per day or use rotation tools (grinders) for more than two hours per day?

or

(b) Have there been any incidents of employees suffering from:

- Whitening of fingers when exposure to cold conditions
- Tingling or numbness of fingers after use of vibrating equipment
- Problems with muscles or joints in hands or arms
- Difficulty in picking up small objects

GENERAL OVERVIEW ASSESSMENT OF RISK TO SYSCOM BUILDING MANAGEMENT' EMPLOYEES

Whilst performing general work activities it is not expected that any members of staff will use equipment for time exceeding criteria (a). Records do not identify that the company has had employees suffering from any of the symptoms (b).

It does not therefore require further actions by the company. However the managers in charge of work activities must be aware of the criteria and symptoms and where general risk assessments identify significant risk of injury due to regular and prolonged use of work equipment a preventive programme for workers and supervisors must be implemented. Consideration must be given to the following measures that may be used to minimise the risk:

- Wearing anti-vibration gloves
- Using heating pads for hands
- Ensuring that pneumatic exhausts are not directed towards hands

- Ensuring workers are warm before work starts and devise methods where by they can stay warm during work activity
- Ensuring that warm clothing is available where appropriate
- Reducing or stopping smoking can assist with circulation, thus helping to minimise damage

GUIDANCE ON MANUFACTURERS DUTIES

Law to requires equipment manufacturers to:

- Design and construct equipment which will cause the minimum risk of vibration injury
- Provide users with warning of residual risk
- Provide data on vibration levels from the equipment
- Provide information on proper use of the equipment to avoid risks from vibration.

WHEN SELECTING EQUIPMENT THE FOLLOWING SHOULD BE CONSIDERED:

- Guidance from trade associations will provide general information on best practice and work methods
- Manufacturers should be asked to provide information on vibration levels from work equipment. Where vibration-reducing mounts etc. are an option they should be fitted. Note manufacturers data may be based on laboratory tests rather than site testing. Careful consideration must be given to the data particularly where data relates to laboratory tests.

THE FOLLOWING INFORMATION AND INSTRUCTION MUST BE AFFORDED TO EMPLOYEES WHERE EXPOSURE TO VIBRATION IS LIKELY:

- Potential sources of hand-arm vibration
- The health effects associated with exposure to vibration
- Factors effecting risk level
- How to recognise early signs of injury
- Ways of reducing risk, including:
 - Changes to work practices to avoid vibration exposure
 - Correct selection, use and maintenance of equipment, including fault reporting

- How to maintain good blood circulation e.g. keeping warm, exercising fingers and not smoking.

HEALTH SURVEILLANCE

Where there is a regular risk of exposure to vibration or employees are reporting symptoms, the company must arrange for regular health surveillance. A suitably qualified health practitioner must supervise such a surveillance programme.

Non-clinical feedback from health surveillance programmes may be used to check whether control measures are still effective.

Where symptoms are identified or work activities are identified which may expose employees to exposure greater than those identified earlier in this document the QEH&S department should be contacted for further guidance.

INFORMATION TO OTHER PARTIES

Where the company's activities may expose others to risk, the company should identify this in risk assessments and ensure that those affected are made aware of the hazard.

RESPONSIBILITIES

Managers must:

- Co-operate with customers and other parties to ensure that risks associated with Vibration are assessed and controlled.
- Ensure that Syscom Building Management activities that are under their control are properly assessed. They must ensure that where vibration hazards exist, appropriate controls are in place to reduce to risk to an acceptable level.
- Equipment is properly assessed before purchased / hire to ensure that it is appropriate for the work being undertaken.
- Contact the QEH&S department should work activities be undertaken, which expose staff to risks from vibration.
- Ensure that sub-contractors who may expose workers to HAVS have policies and arrangements in place to protect those affected.
- Ensure that all incidents are reported.
- Ensure that those who may be affected by vibration are aware of information identified within this document.

All Staff must:-

- Use equipment as instructed
- Use equipment only for its intended use
- Report any defective equipment (including equipment that appears to vibrate excessively)
- Report ill health effects
- Ensure that they keep warm, especially hands during cold weather

RECOMMENDED LITERATURE

The following literature is available from the HSE:

- HSG88 Hand-arm vibration ISBN 0 7176 0743 7
- HSG170 Vibration solutions: Practical ways to reduce the risk of hand-arm vibration injuries ISBN 0 7176 0954 5
- INDG338 Power tools: How to reduce vibration health risks. Guide for employers

DOCUMENT REVISION

REVISION	Author	NOTES	DATE

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CODE OF PRACTICE FOR MANAGEMENT OF WASTE

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BUILDING MANAGEMENT LTD
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WASTE DOCUMENTATION
WASTE DISPOSAL CONTRACTORS
SUB-CONTRACTORS
RECYCLING
DRAINS
STORAGE
SPILLAGES
EMERGENCY PLANNING
REPORTING OF INCIDENTS / ENVIRONMENTAL
ISSUES
SPECIFIC WASTE CONTROLS

WASTE

A general definition of waste is referred to within the "Waste Management The Duty of Care A Code of Practice" document as being:

"any substance or object ... which the producer or the person in possession of it discards or intends or is required to discard"

GENERAL STATEMENT

Syscom Building Management Ltd. has carried out a review of its activities with regard to Environmental impacts. One of the aspects reviewed was Waste. In general the company produces little waste that is defined as "special waste" or is particularly hazardous. The following details the actions that are required to control waste streams from the company's general work activities.

RESPONSIBILITIES

The manager in charge of Syscom Building Management Ltd sites and work activities must ensure that:

- All arrangements responsibilities are in place and understood by those involved with the work activities.
- All sub-contracted activities and customer responsibilities are understood and performed as prescribed. These responsibilities must be clearly understood and arrangements made to ensure that all conditions are met.

All staff must:

- Follow all arrangements and ensure that records are kept as prescribed.
- Report problems to their manager as soon as possible.

WASTE PRODUCED ON SITES / PLACES OF WORK CONTROLLED BY SYSCOM BUILDING MANAGEMENT LTD

Managers in charge of waste removal from Syscom Building Management Ltd. workplaces must ensure that waste is disposed of in accordance with the "duty of care" placed upon all organisations, any agreements relating with the landlord and the requirements of this document. They must ensure that the following requirements are met:

- Only licensed waste contractors may be engaged to remove waste from site.
- Instruction must be given to all those who use waste disposal streams provided by Syscom Building Management Ltd. The information must include:

- Information on what waste can be disposed of in each container.
 - Emergency contacts (where applicable)
- All waste transfer notes must be kept on file for all normal waste removals and any special removals from the site.

Where general waste removal is the responsibility of landlords or other parties:

- The manager in charge of Syscom Building Management Ltd. must ensure that all staff are aware of arrangements and that they only dispose of waste in line with these arrangements.
- All staff and sub-contractors must ensure that only waste of the correct category is placed in waste containers.
- Only waste produced on site may be placed in waste containers. It is particularly important to understand that no household waste may be brought onto site for disposal.

WASTE PRODUCED BY CONTRACTORS ON SITES / PLACES OF WORK CONTROLLED SYSCOM BUILDING MANAGEMENT LTD

Where contractors perform works in Syscom Building Management Ltd. controlled work areas the manager in charge of the area must ensure that arrangements are agreed regarding waste removal and that they comply with rules and arrangements in place on site.

A licensed waste contractor must remove any waste removed from site. Contractors may only remove waste if they have appropriate processes in place to dispose of the waste in accordance with legislative requirements. The manager in charge must ensure, so far as reasonable practicable, that all waste leaving site is controlled and traceable.

WASTE PRODUCED BY SYSCOM BUILDING MANAGEMENT LTD OR THEIR SUB- CONTRACTORS ON CUSTOMER SITES

All arrangements for waste removal / processing must be resolved during tender / order process and where appropriate documented systems produced.

All arrangements must be made available to all those involved with the work activities. Where arrangements require Syscom Building Management Ltd. to remove waste from site a licensed waste contractor must be used and waste transfer notes held on file.

WASTE DOCUMENTATION

All waste transfer notes must be held in the branch / department for inspection by QEH&S department and regulatory authorities. Where activities relate to project / contracts, a copy of documentation must be held in the project / contract file.

All waste documentation must be kept for a minimum of 5 Years

WASTE DISPOSAL CONTRACTORS

Only appropriately licensed waste disposal contractors may be used to transport waste under the instruction of Syscom Building Management Ltd staff.

RECYCLING

Where possible waste should be recycled.

Where the possibility of utilising recycled products e.g. packaging, staff are encouraged to adopt the recycled product as first choice.

Where recycling is considered the scheme must be checked for compatibility with corporate ethics and that there is genuinely a positive impact to the Environment from the activity. Only when the company is satisfied that the activity is positive should it begin.

DRAINS

Under no circumstances can any waste be disposed of in drainage systems other than those designed for that type of waste. In general activities Syscom Building Management Ltd staff shall not have any waste being discharged to drainage systems.

All drains within the control of the company shall be identified and where the possibility of inappropriate use is a potential hazard they be clearly marked.

STORAGE

Waste must be stored in such a way that it is safe and contained such that it cannot escape to contaminate air, water or land. Its storage must comply with manufacturers instruction / guidance and in accordance with any license granted to the company.

SPILLAGES

Where a risk to the Environment is identified from spillage or escaping waste appropriate plans must be developed and maintained so that damage to the Environment is eliminated or kept to the absolute minimum.

EMERGENCY PLANNING

Emergency overall planning must take into account any risk to the Environment in addition where a risk to the Environment alone is identified plans must be developed, tested, brought to the attention of all staff and others who may be involved or affected. These plans must be reviewed to ensure continued effectiveness and updated in the light of changes in legislation or as a result of findings from testing.

REPORTING OF INCIDENTS / ENVIRONMENTAL ISSUES

In the event of any incident regarding waste the manager in charge of the work activity must investigate and send a report on the findings to the H&S department as soon as possible. Witness statements, photos etc. should be used to record, as much information about the incident as possible.

Any other Environmental / waste issues or suggestions must be brought to the attention of the H&S department.

DOCUMENT REVISION

REVISION	author	NOTES	DATE

APPENDIX 1

FORMS

(Blank forms can be found on the Syscom Server)

SYS-01-F01 *Accident/Dangerous Occurrence Report*

SYS-01-F02 *Risk Assessment Record Sheets*

SYS-01-F03 *Permit to Work Certificate*

ACCIDENT/DANGEROUS OCCURRENCE REPORT

To: HEALTH & SAFETY OFFICER			
To be completed by/for individuals and/or sub-contractors			
PERSON COMPLETING REPORT	J Bloggs Operation Manager	DATE	1/3/3000
PERSON INJURED/INVOLVED	P. Pan		
DATE OF ACCIDENT/OCCURRENCE	31/2/3000	TIME	09:00
ADDRESS OF ACCIDENT/OCCURRENCE		PRECISE LOCATION, eg.: ROOF, AHU.	
Dangerous site		Roof area	
Somewhere dangerous			
UK			
DETAILS OF INJURY/OCCURRENCE			
Hit head and fainted			
DESCRIPTION OF INCIDENT			
Injured person was walking under low ducting and came up too early. This resulted in impact to head.			
IMMEDIATE ACTION TAKEN?			
Site first aider checked injury and called ambulance.			
NAMES OF WITNESSES			
A. N. Other			
REASONS GIVEN AS CAUSE OF INCIDENT			
Injured person was rushing to complete job and had left hardhat in basement plant room.			

SYS-01-F01 (EXAMPLE FORM)

AT THE TIME OF THE INCIDENT:-		
SHOULD THE CASUALTY HAVE BEEN ON THE PREMISES?		YES/ NO *
WAS THE CASUALTY PERFORMING NORMAL DUTIES?		YES/ NO *
WAS PROTECTIVE EQUIPMENT BEING WORN?		YES / NO *
WAS FIRST-AID RENDERED?	YES/ NO *	IF SO, BY WHOM? A. N. Other
WAS AN AMBULANCE CALLED?		YES/NO*
WAS CASUALTY HOSPITALISED?	YES / NO *	IF SO, FOR HOW LONG?
HOW LONG IS CASUALTY LIKELY TO BE ABSENT FROM WORK?		1 day
HAS GP BEEN CONSULTED?	YES / NO *	GP'S NAME
WAS CLIENT/CUSTOMER INFORMED?	YES/ NO *	IF SO, PERSON'S NAME
IN YOUR OPINION, WAS ANY SAFETY RULE/REGULATION NOT OBSERVED AT THE TIME? (IF YES, PLEASE DETAIL BELOW)		YES/ NO *
There was no risk assessment in place for the works. The injured person was not following local work instruction which required hardhats to be worn in the area.		
* Delete as applicable		
FOR LANDIS & STAEFA HEAD OFFICE USE ONLY		
RECEIVED BY PERSONNEL DEPT. MANAGER	(Sign)	
	(Date)	
FURTHER ACTION?		YES/NO*
INSURANCE COMPANY INFORMED?		YES/NO*
RECEIVED BY COMPANY SAFETY CO-ORDINATOR	(Sign)	
	(Date)	
HEALTH & SAFETY EXECUTIVE INFORMED?		YES/NO*
FURTHER ACTION?		YES/NO*
* Delete as applicable		
NOTES		

RISK ASSESSMENT RECORD SHEET

(This form may be used to record risk assessments where required and should be completed by a competent person)

PROCESS

1. Complete section (a). Inserting a unique serial number e.g. PB-J/No-1
2. Check the workplace against generic assessment and all items in table (b)
3. Where significant risks are different to the generic assessment, then complete sections (b) (c) and (d) of this form. (State Generic Risk Ass Ref. No if applicable)
4. Where hazards or causations are present that are not in table (b) add them in the boxes marked "other" and complete sections (c) and (d).
5. Note any other comments in section (e)
Only when all items listed in section (d) are initialled as safe - can work begin.
6. Ensure that the site contact and your Manager are informed of any items that stop you beginning work.
7. Ensure that you monitor the workplace during work activity. Record any changes on this form and inform your site contact and manager as appropriate.
8. Up-date the risk assessment on change of circumstances on new form.

(a) Project / Contract Identification		New job	
Location / Area	Boiler plantroom	Assessment Serial No	31-0001FB
Process or activity	Commissioning	Completed by:	F Bloggs
Site conditions confirmed as being same as recorded in Generic Risk Assessment Ref No.		N/A	Date: 1/1/3000

HAZARD / CAUSATION CHECKLIST

(Fill in box next to the significant hazards present by shading or entering a cross)

(b)	1 MACHINERY	2 ELECTRICAL SHOCK	3 FORK LIFT TRUCKS	4 DUST, MIST OR FUMES	5 FLAMMABLE LIQUIDS	6 ABRASIVE WHEELS	7 POOR VENTILATION	8 OBSTRUCTIONS
	9 FALLING FROM HEIGHT	10 MANUAL HANDLING	11 MECHANICAL LIFTING	12 HAZARDOUS SUBSTANCES	13 BIOLOGICAL HAZARD	14 HOT OR COLD SURFACES	15 NOISE	16 VIBRATION
	17 PRESSURE OR VACUUM SYSTEMS	18 CONCEALED OR BURIED CABLES	19 DISPLAY SCREEN EQUIPMENT	20 RADIATION	21 MICROWAVE /HF RADIATION	22 HOT/COLD AMBIENT TEMPERATURES	23 POOR LIGHTING	24 LONE WORKING
	25 SLIPS / TRIPS & FALLS	26 TRAILING CABLES	27 MOBILE PLANT	28 CONFINED SPACES	29 EXCAVATIONS	30 EXPLOSIVE MATERIALS	31 ASBESTOS	32 ADVERSE WEATHER
	33 HOUSE-KEEPING	34 OVERHEAD POWER LINES	35 FALLING OBJECTS	36 FIRE	37 DROWNING	38 OTHER	39 OTHER	40 OTHER

RISK ASSESSMENT RECORD SHEET

(c) RISK

HAZARD NUMBER	HOW DOES THE RISK ARISE? WHO COULD BE HARMED?	HOW SEVERE IS THE RISK (HIGH, MEDIUM, OR LOW)
1	Pumps in far corner of plant room have no pulley guards. Anyone too near pulleys may become drawn in.	Medium
2	Commissioning works require work on live panel. Commissioning Engineer may be electrocuted if live parts are touched.	Medium
14	Unlagged steam pipes in far corner of plant room at high level. Anyone who is working at high level near pipes may come into contact with hot surface and be burned.	Low
31	Asbestos lagging on pipes within plant room (lagging in good state).	Low

(d) CONTROL MEASURES

HAZARD NUMBER	CONTROL MEASURES	ANY FURTHER ACTIONS REQUIRED?	FURTHER ACTIONS REPORTED TO	SAFE Tick/ shade here	Signed
1	Area cordoned off with sturdy barrier	None	N/A		F. Bloggs
2	Competent Engineer, using insulated test kit, panel area cordoned off, second man in attendance.	Extreme care to be taken and all other operatives in plant room warned.	Site Agent		F. Bloggs
14	None	Pipes to be temporarily lagged	Site Agent		
31	All lagging sealed and labelled	Care to be taken not to disturb lagging			

PERMIT TO WORK CERTIFICATE

PERMIT No.31-001FB.....

PROJECTXYZ.....	JOB No.31-001.....	CLIENTABC.....
LOCATIONPLANT A.....	OriginatorF. Bloggs.....	DATE1/1/3000.....
PART A		
Valid from09:00..... (time) to ...16:00..... (time) on ..1/1/3000..... (date)		
Issued byF. Bloggs..... Title:..Site Engineer.....		
Issued toP. Pan..... TitleComm. Engineer...Company DEF.....		
This permit is issued for the following work: ..Fit new supply air sensor in AHU		
..... In		
.....Roof Plant room / Plant A / Section 1.....		(Department/Area/Section)

PART B - PRECAUTIONS	Yes	No	N/A	Signature
1. The above plant has been removed from service and persons under my supervision have been informed				F. Bloggs
2. The above plant has been isolated from all sources of: a) ingress of dangerous fumes, flammable & toxic substances b) electrical and mechanical power c) heat, steam, and/or water				F. Bloggs
3. The above plant has been freed of dangerous substances				F. Bloggs
4. The area is roped/taped off or otherwise segregated from adjacent areas				F. Bloggs
5. The appropriate danger/caution notices have been displayed				F. Bloggs
6. The following additional safety precautions have been taken: a) the use of safety harness/life line b) the use of hand and/or eye protection c) the use of flameproof lamps d) the use of breathing apparatus and/or dust masks e) prohibition on naked lights/sources of ignition f) fire extinguisher available g) h)				F. Bloggs

PART C – DECLARATION		
I hereby declare that the operations detailed in Parts A & B have been completed and that the above particulars are correct.		
SignedF. Bloggs.....	Date1/1/3000.....	Time08:45.....

SYS-01-F03 (EXAMPLE ONLY)

APPENDIX 2

RECORDS

SYS-01-D1	Manual Handling Assessment Checklist
SYS-01-D2	Personal Protective Equipment
SYS-01-D3	Health Surveillance Records (see Personnel)
SYS-01-D4	First Aider Certificate Record (example)
SYS-01-D5	Equipment Maintenance Record
SYS-01-D6	RIDDOR Record (example only)
SYS-01-D7	Health and Safety Audit Report
SYS-01-D8	DSE Assessment Record
SYS-01-D9	Fire Inspection Checklist
SYS-01-D10	COSHH Assessment Record
SYS-01-D11	First Aid Record

Head Office holds:

Fire Log Book

Accident Book

MANUAL HANDLING ASSESSMENT CHECKLIST

Section A – Preliminary assessment

Location	Logistics	Date: 1/2/02
Job Description / Activity <i>Loading boxes on packing conveyer</i>		Is an assessment needed? (i.e. is there a potential risk of injury) YES

If 'yes' continue, if 'no' the assessment need go no further

Operation covered by this assessment (detailed description)

The operative lifts parts from trolley positioned behind them and places them in cardboard box on conveyer belt.

SYS-01-D1 EXAMPLE ONLY

Relevant diagram of activity *N/A*

SYS-01-D1 EXAMPLE ONLY

Section B - Detailed Assessment

Questions to consider	Risk			Task problems	Remedial actions
	L	M	H		
<p>The Tasks – do they involve</p> <ul style="list-style-type: none"> <input type="checkbox"/> Holding loads away from body <input type="checkbox"/> Twisting <input type="checkbox"/> Stooping <input type="checkbox"/> Reaching upwards <input type="checkbox"/> Large vertical movement <input type="checkbox"/> Long carry <input type="checkbox"/> Excess pushing or pulling <input type="checkbox"/> Unstable loads <input type="checkbox"/> Repetitive handling <input type="checkbox"/> Insufficient rest or recovery <input type="checkbox"/> Workrate imposed by process 		X X X X		<p>Some loads need to be held at arms length when placing in large boxes.</p> <p>The operative has to stoop to pick up last 30% of items on trolley.</p> <p>The operative repeatedly twists through 180 degrees</p>	
<p>The Loads – are they</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heavy <input type="checkbox"/> Bulky <input type="checkbox"/> Hard to grasp <input type="checkbox"/> Unstable / unpredictable <input type="checkbox"/> Harmful (sharp or hot) 				None	
<p>The Working Environment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Constraints on posture <input type="checkbox"/> Poor floors <input type="checkbox"/> Variations in levels <input type="checkbox"/> Hot or cold conditions <input type="checkbox"/> Strong air movements <input type="checkbox"/> Poor lighting 				None	
<p>Individual Capability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Require unusual strength <input type="checkbox"/> Health problems <input type="checkbox"/> Special Information / training <input type="checkbox"/> Pregnant person 					

Section C – Overall assessment of the risk of injury

Category (tick)	Reason
LOW	
MEDIUM	With careful controls the risks can be reduced to an acceptable level
HIGH	

Section D – Remedial actions required

<p>Remedial actions that should be taken:</p> <p>Trolley with higher base to be purchased to allow items to be picked from same level.</p> <p>Work conveyer to be positioned at 90 degrees to trolley to minimise twisting of operative.</p> <p>Job rotation with other tasks within Logistics should be considered.</p> <p>Conveyer to have turntable fitted to allow large boxes to be turned and loaded from bot sides. This will avoid over-reaching.</p>	
<p>Date by which actions should be taken: 1/9/2005</p>	
<p>Date of assessment: 1/9/2005</p>	
<p>Assessor's name: A. Cruttenden</p>	<p>Signature: A. Cruttenden</p>

NOTE: Manager in charge of work area is responsible for ensuring actions identified in assessment are carried out.

SYS-01-D1 EXAMPLE ONLY

RIDDOR RECORD

Safety performance (RIDDOR Information)

	2000	1999	1998	1997	1996	1995
Fatalities	0	0	0	0	0	0
Major & > 3 day	1	1	0	0	1	0
Non reportable	8	0	6	5	3	1
Average Employed	393	393	374	350	220	220
Man Hours	73982	73982	70405	61600	38720	38720
	2	2	5	0	0	0
Frequency Rate	1.35	0	0	0	2.58	0
Incidence Rate	2.54	0	0	0	4.54	0

Frequency rate = $\frac{\text{Total of Fatal + Major \& >3 day accidents}}{\text{Total man-hours worked}} \times 1,000,000$

Incidence rate = $\frac{\text{Total of Fatal + Major \& >3day accidents}}{\text{Average number employed}} \times 1,000$

SYS-01-D6

EXAMPLE ONLY

SAFETY AUDIT REPORT

To	A Friend	Copied to Directors
----	----------	---------------------

HEALTH & SAFETY AUDIT - BRANCH XX

An audit was carried out at the offices in Egham on 21/9/2005.

The findings indicate a good safety culture with well-trained staff and well-maintained buildings.

There were two areas of concern as follows:

Fire extinguishers were not maintained (two were seen to have passed there service due date in the warehouse)

There were six cables running across the gangway in the finance department.

Please respond with your intended actions by 22/9/2005.

Signed *J Worth* Auditor

Signed ... *P. Body* Auditee

(Date) *1/1/01*

SYS-01-D7 EXAMPLE ONLY

Display Screen Equipment Workstation Assessment		
User Name <i>Ivor Problem</i>		Location <i>Egham Admin Dept</i>
Job Title: <i>Secretary</i>		
Please read guidance notes before answering the following questions		
1	Work Patterns	
1.1	Most time spent per day at DSE	<i>Four hours</i>
1.2	Average time per day at DSE	Two hours
1.3	Number of days per week at DSE	Three days
1.4	Longest spell without break	<i>One hour</i>
1.5	Can breaks be taken	<i>Yes</i>
1.6	Concentration important?	<i>Yes</i>
1.7	Speed of operation important	<i>No</i>
2	Problems experienced	
Has the user significant experience of problems with:		
2.1	Back, shoulders or neck	<i>No</i>
2.2	Hands, wrists or arms	<i>No</i>
2.3	Tired eyes or headaches	<i>Yes</i>
2.4	Suitability of software	<i>No</i>
2.5	Other problems	<i>No</i>
3	Lighting / Environment	
3.1	Artificial Lighting Is it adequate to see documents?	<i>No</i>
	Any reflection or glare problems?	<i>Yes</i>
3.2	Sunlight Are suitable blinds available?	<i>Yes</i>
	Any reflection or glare problems?	<i>No</i>
3.3	Noise Does it hinder communication?	<i>No</i>
	Is it distracting or stressful?	<i>Too hot in summer</i>
3.4	Temperature & ventilation Satisfactory summer / winter?	
4	Screen	
4.1	Set at suitable height	<i>Yes</i>
4.2	Stable image with clear characters	No
4.3	Brightness and contrast adjustable	<i>Yes</i>
4.4	Swivels and tilts easily	<i>Yes</i>
4.5	Cleaning materials available	<i>Yes</i>
5	Keyboard	
5.1	Separate and suitable	<i>Yes</i>
5.2	Sufficient space in front	<i>Yes</i>
5.3	Keys clearly visible	<i>Yes</i>

6.0	Desk and Chair	
6.1	Desk size adequate	Yes
6.2	Sufficient leg room	Yes
6.3	Desk surface low reflectance	Yes
6.4	Suitable document holder (if required)	N/A
6.5	Chair comfortable and stable	No
6.6	Chair height adjustable	Yes
6.7	Back adjustable height and tilt	No
6.8	Footrest available (if required)	N/A
<p>Other comments</p> <p><i>I have reported the fact that my chair is both unstable and lacks back adjustment.. My present VDU is now five years old.</i></p>		
No	Action required	Responsibility
2.3	<i>May be linked to 3.2 and 4.2. Replace VDU and fit anti glare device. Review and if no improvements send P.Vere for an eyesight test.</i>	<i>Manager</i>
6.5 & 6.7	<i>Repair or replace chair immediately</i>	<i>Manager</i>

Employees Name: *Ivor Problem*

Employee Signature:

Managers Name: *Percy Vere*

Managers Signature:

Date *01/01/01*

Progress with actions

New VDU provided for I. Problem 01/02/01. Employee still complains of tired eyes and headaches. Eye test arranged for 01/04/01.

Chair replaced with new compliant unit 01.02.01

***P.Vere
Manager of Dept 02/03/01***

FIRE INSPECTION CHECKLIST

Date	1/1/01	Warden:	F. Starter	Area:	Stores
Check	OK (yes / no)	Comment			
Escape routes clear	Y	Yes			
Fire signs visible	Y	Yes			
Fire fighting equipment in place	Y	All in place and maintained by Basingstoke fire services			
Fire extinguishers maintenance checked	Y				
Excess of combustible materials stored	Y	No all clear and tidy throughout location			
New staff members familiar with evacuation procedures	Y	N/A			
VisiSYSs familiar with evacuation procedure and accompanied	Y	Yes Mr Jones From xyz was seen to understand procedure			
Check for unsafe practices (obvious)	Y	None noted			
					Comments
<p><i>All areas are clear and well maintained.</i></p> <p><i>All visiSYSs were wearing badges and had hosts assigned.</i></p>					

Copy Report to:

Fire Officer
 Manager in charge of area
 Health & Safety Officer (where appropriate)
 Facilities Manager (where appropriate)

SYS-01-D9 EXAMPLE ONLY

COSHH ASSESSMENT - CHECKLIST AND REGISTER

Location:

Substance or Product	Location(s) where product / substance is stored or used	Classification T+ Very Toxic T Toxic H Harmful I Irritant * (See note)	COSHH data available (label or datasheet?) L=label D=Datasheet	Storage use Information checked and storage carried out as data Information? Y = Yes N = No	Emergency requirements catered for? Y = Yes N = No	Manufacturers name address and telephone for emergencies (where applicable)	Contact name and telephone number Staff or contractor using substance

* For all other classifications contact H&S officer before use or storage

FIRST AID RECORD

(To be completed by First Aider)

Name of Patient	<i>J.Hurt</i>		
Patient's Department	<i>CC31</i>		
Date of Incident / Accident	<i>1/2/02</i>	Timed at:	<i>13:40</i>

Details of Incident / Accident:	
What happened?	<i>Cut arm on paper</i>
Where?	<i>In office area</i>
Circumstances?	<i>General work being carried out</i>

Details of injury	<i>Minor cut</i>

Details of Treatment given	<i>Cleaned wound, put on plaster</i>

Was patient sent to hospital?	<i>Yes / No</i>
If so, where?	

Name of First Aider	<i>J Jones</i>
Signature of First Aider	<i>J. Jones</i>
Date	<i>1/2/02</i>

SYS-01-D11 EXAMPLE ONLY

APPENDIX 3

RECOMMENDED LITERATURE

The following table shows useful leaflets and booklets which a branch / department is advised to hold for reference.

Items marked * must be held in all locations as they identify Information referred to in this document.

Status	Title	Books Reference	

AcoP*	Managing Health and Safety in Construction. Construction (Design and Management) Regulations 1994.	HSE 224
ACoP	Control of Substances Hazardous to Health Regulations 1999 Approved Code of Practice	L5
Guidance	Health and Safety (Display Screen Equipment) Regulations 1992 – Guidance on Regulations	L26*
Guidance	Fire Safety in Construction	HSE 168
Guidance	Fire Safety an Employers Guide	Available from HSE Books
Guidance*	Health and Safety in Construction	HSE 150
Guidance	Safety Working with Lift Trucks (Logistics only)	HSE G6
ACoP	Management of Health and Safety Regulations 1999 Approved Code of Practice	L21
Guidance	Manual Handling Operations Regulations 1992 Guidance on Regulations	L23
Guidance	A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	L73*
ACoP	Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice	L24

SYS-01 Doc List-0301

Guidance*	Memorandum of Guidance on the Electricity at Work Regulations 1989	HSE R25
Guidance	Guidance on the Noise at Work Regulations 1989	L108

Every office must hold:

Fire Log Book

Accident Book

Every location must display:

The "Health and Safety Law Poster "What you should know"
(ISBN 17176 2493 5)

Current copy of the company Employer's Liability Insurance certificate

Fire certificate