

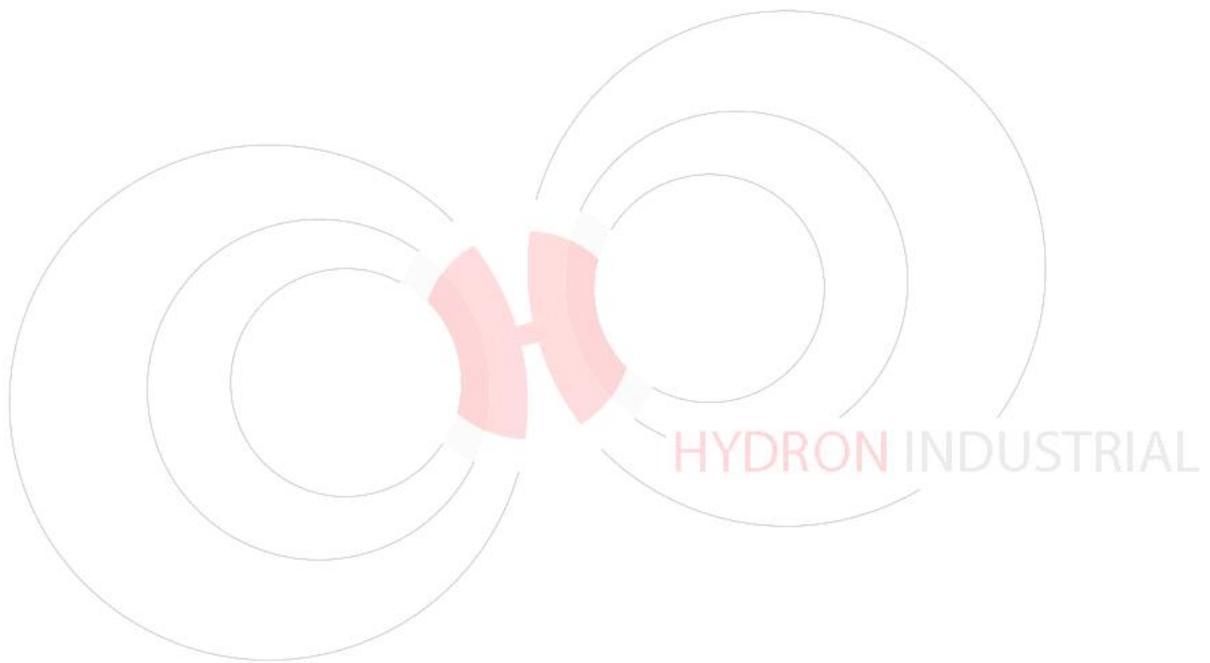
Health & Safety Policy

Hydron Industrial Ltd.

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1st December 2013

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HEALTH & SAFETY POLICY STATEMENT

It is the intention of Hydron Industrial Limited to ensure that its work and services provided shall be carried out in accordance with all statutory provisions and all reasonably practicable measures will be taken to minimise risk to its employees and others who may be affected by its business activities, including visitors, members of the public, contractors and others.

The Managing Director has the responsibility of implementing this policy throughout Hydron Industrial Limited, and must ensure that health, safety & welfare are always considered in the planning and execution of all work. Regular auditing, inspection and monitoring of all works will be undertaken to ensure compliance.

All employees, contractors and others are expected to co-operate with Hydron Industrial Limited in carrying out this policy and associated procedures to ensure that their own works, so far as is reasonably practicable, are carried out with the minimum of risk to themselves and others.

Adequate financial and technical resources will be made available to allow this policy to be implemented.

Information and training on health & safety issues, as well as specific training will be provided to all staff on commencement of employment and then as required to enable them to carry out their own work safely and without risk to health.

Risk assessments and systems of work will be reviewed on a periodic basis to ensure that they reflect current practices and that the safest possible methods are adopted to reduce the occurrence of accidents and cases of work-related ill health.

Employees will be consulted on health & safety issues, so far as is reasonably practicable, to ensure that their views and experience are utilised to best effect in the prevention of accidents and ill health.

This statement of Hydron Industrial Limited's policy will be displayed prominently in appropriate positions throughout the premises. The Policy will be reviewed annually or after any significant changes in the procedures and methods of business of Hydron Industrial Limited.

For and on behalf of Hydron Industrial Limited.

Signed: _____

Position: _____

Date: _____

1.0 Prime Safety Responsibilities

1.1 Introduction

The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviours that determine the commitment to, and the style and proficiency of, an organisation's health & safety management system.

Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of health & safety and by confidence in the efficiency of preventative measures.

1.2 Key message

Organisations need to define the responsibilities and relationships, which promote a positive safety & health culture, and secure the implementation and continued development of the health & safety policy. Structures and processes are needed which:

- Establish and maintain management control within an organisation;
- Promote co-operation between individuals, safety advisors and co-ordinators and groups so that health & safety compliance becomes a collaborative effort;
- Ensure the communication of necessary information throughout the organisation; and
- Secure the competence of employees.

1.2.1 The Directors

- Shall provide leadership and set personal examples to promote a climate for the growth of a positive safety & health conscious culture.
- Shall set realistic Company objectives for health & safety improvement at Hydron Industrial Limited.
- Shall establish systems that monitor and review the health & safety performance of the Company.
- Shall assign responsibilities throughout the organisation to effect the proactive operation of health & safety control measures and systems.
- Shall ensure resources and funds are available to support change.
- Shall ensure that the safety training needs of employees are considered and competencies are established.
- Shall undertake to consult employees on decisions relating to health & safety at work and that proposals from employees on such matters receive proper consideration.
- Shall hold overall responsibility for the compliance with the Company safety policy.
- The publication, revision and effective implementation of the Company safety policy.

- Discipline any member of staff failing to comply with the requirements of the policy.
- Include health & safety on the agenda at every management meeting.
- Ensure managers/supervisors comply with the requirements of the health and safety policy.
- Seek advice where required from appointed internal and external safety advisors on all matters relating to health & safety.
- Ensure that agreed health & safety actions are adequately resourced in terms of time, people and finance.

1.2.2 Managers

- The safe operation of their area of responsibility, ensuring decisions are consistent with the policy.
- Ensure that the objectives of the policy statement are met by monitoring the arrangements in place to manage health & safety.
- Ensure that all objectives and requirements of the safety management system are met, and are communicated to all levels of the organisation.
- Co-operate with site owners and other contractors to ensure that relevant health & safety information is shared to ensure a safe workplace is provided and maintained.
- Organise the department, section or workplace so that operations or work carried out is to a satisfactory standard of safety.
- Ensure risk assessments are carried out for all work activities and that where significant risks are identified suitable control measures are implemented.
- Ensure that staff comply with site/office safety rules and that where contravention is made that suitable disciplinary actions are taken.
- Ensure that staff receive any health & safety training that is required or identified during their appraisals.
- Attend any health & safety training that is requested to assist them in being more aware of their working environment and responsibilities.
- Set a personal example.
- Ensure that the engineering systems, plant, machinery, equipment and premises are safe and without risks to health.
- Ensure that all equipment introduced to site under their area of control complies with all relevant legislation in that it has been so designed and constructed to be safe and without risks to health at all times when being set, cleaned, used or maintained by a person at work.

- Ensure that all necessary inspections, testing and maintenance are carried out in accordance with statutory requirements, specified recommendations or guidance in all items of plant, equipment, services and fabric of the building.
- Ensure that any recommendations that may arise out of such inspections are carried out in a timely manner.
- Ensure that adequate control measures are implemented for identified risks prior to carrying out any work activity.
- Ensure that all accidents are reported and that where required investigations are carried out to minimise potential for reoccurrences.
- Assist in the identifying of training needs and skills requirements.
- Prepare such reports as to enable relevant health & safety information to be documented and communicated to all levels of the Company.

1.2.4 All employees

The Health and Safety at Work etc Act 1974, places certain legal duties upon all employees. These are:

- To take reasonable care for the health and safety of themselves and of persons who may be affected by their acts or omissions whilst at work.
- Co-operate with the employer to enable them to carry out their legal duties or any related requirements that may be imposed.
- To not intentionally or recklessly interfere with or misuse any item provided in the interests of health and safety.
- Not undertake any task or carry out any action, which may be hazardous to themselves or others.
- Not undertake any task or carry out any action which could be beyond their level of competence.
- Carry out all operations and work in the prescribed manner.
- Use correct tools and equipment for the operation or work, including any relevant safety equipment.
- Report any defects in plant or equipment immediately.
- Report any hazardous conditions or material defects promptly to their departmental managers.
- Develop a personal concern for the safety of themselves and others.
- Follow emergency procedures when required.
- Ensure that any protective clothing and equipment that has been provided is properly used and that it is well maintained and properly stored.

In addition employees shall:

- Report all accidents, whether injury is sustained or not.
- Attend any training designed to further the needs of health and safety.
- Adhere to any procedures or manufacturers recommendations that are provided regarding hazardous substances used at work.
- Not partake in the drinking of alcohol or the taking of drugs (other than those properly prescribed by a doctor) whilst at work. As with other health and safety issues this will be treated as gross misconduct and may result in immediate dismissal.

1.2.5 First aiders

- Ensure that first aid facilities and equipment are readily available.
- Carry out first aid in accordance with the Health & Safety (First Aid) Regulations 1981.
- Ensure that all accidents are recorded and where required investigated.
- Ensure that first aid box items are restocked at regular intervals when necessary.

1.2.6 Fire Wardens

- Ensure awareness of duties and responsibilities.
- Ensure tests are carried out on fire alarms and evacuation procedures carried out in line with the requirements of the Fire Certificate.
- Ensure they are familiar with the Fire Safety Risk Assessment.

1.2.7 Nominated H&S Lead

- Shall provide leadership and set a personal example to promote a climate for the growth of a positive safety, health and environmentally conscious culture.
- Have an understanding and knowledge of the application of the Health & Safety at Work Act 1974, Factories Act and any other legislation relevant to the Company's business.
- Shall ensure that the Company safety policy, general arrangements etc are kept under review and formally reviewed by the Directors annually.
- Shall ensure that all Company Health and Safety processes, procedures and safe working practices are kept under review and where necessary updated to reflect changes in the legislation or best practice.
- Shall recommend and monitor safety objectives and improvement targets and provide periodic feedback on progress to the Directors.
- Shall oversee and provide feedback on the success of auditing and inspection programmes throughout the organisation.

- Shall ensure that all accidents, near misses and dangerous occurrences are reported and investigated thoroughly and where necessary reported promptly to the enforcing authority.
- Ensure that fire-fighting appliances are placed around the premises in accordance with the Fire Officer's recommendations, are maintained, regularly checked and not misused.
- Establish a method of communicating the health & safety message to all employees.
- Shall ensure that accident statistics are collated and where necessary corrective action is taken to prevent recurrence.
- Shall ensure that new legislative requirements which will have an impact on the business are identified and reviewed and promulgated throughout the business.
- Assist with developing safe styles of work and safety procedures;
- Analyse accidents and causes of notifiable occupational diseases;
- Review risk assessments;
- Examine safety audit reports;
- Monitor the effectiveness of health and safety training;
- Consider reports and factual information provided by HSE inspectors and environmental health officers;
- Monitor and review the adequacy of health and safety communication and publicity within the workplace;
- Continuously monitor all arrangements for health and safety and review them whenever necessary.

1.3 General Arrangements

1.3.1 Accidents

All accidents no matter how slight are to be reported. After obtaining medical treatment, ensure the accident book is completed and check that the relevant person has been notified.

If you witness a serious accident, the following steps should be taken:

- Do not approach the person unless you know it is safe to do so
- Do not remove the injured person unless there is a danger of further injury
- Contact a first aider or call for help as quickly as possible
- Stay and help only if you asked to do so

The first aid box is located at:

- Workshop floor (on wall nearest office)

Qualified first-aiders are:

- Lee Upton

Personnel responsible for reporting accidents and incidents:

- Ian Seaton

In the event of an accident occurring on client's premises, client's procedures must be followed. All personnel are required to make themselves familiar with all emergency procedures whilst carrying out work at a client's premises.

1.3.2 Fire

Person responsible for checking:

Escape routes (daily)	-	Ian Seaton
Fire Alarms (weekly)	-	BHive Administration
Fire Extinguishers (weekly)	-	Ian Seaton
Fire Drills (6 monthly)	-	Ian Seaton

All completed check sheets should be forwarded to, and retained by the H&S Lead.

Fire safety will be maintained in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and as identified in the Fire Safety Risk Assessment (FSRA).

The Senior Manager on duty will act as fire warden for the company at the assembly point and have designated areas to clear in the event of an evacuation/drill, these are:

- Office
- Kitchen
- Tool Cupboard
- Workshop

The procedures in the event of discovering a fire are:

- Raise the alarm by breaking the nearest glass fire alarm call point (next to disabled entrance)
- Call the fire brigade
- Leave the building by the nearest fire exit, DO NOT STOP to collect your belongings
- Report to your designated assembly point
- Remain there until you are given further instructions, DO NOT RE-ENTER the building until advised it is safe to do so.

When evacuating in the event of an emergency (incl. Fire evacuation drills) DO NOT USE your mobile phone, if you are on a business call, conclude the call as quickly as possible and then evacuate. Using your mobile prevents your full concentration and increases the risks to yourself and your colleagues.

1.4 Specific Hazards

Risk Assessments will be conducted, monitored and reviewed to ensure compliance with legislation (COSHH (Control of Substances Hazardous to Health), Manual Handling, Noise, DSE (Display Screen Equipment) etc). These assessments will identify any risk to employees, visitors, members of the public and others before a task is carried out, and will ensure that the hazards are controlled by the use of suitable control measures.

Employees will be informed of the risk and trained in safe techniques, the use of the control measures and any safety equipment.

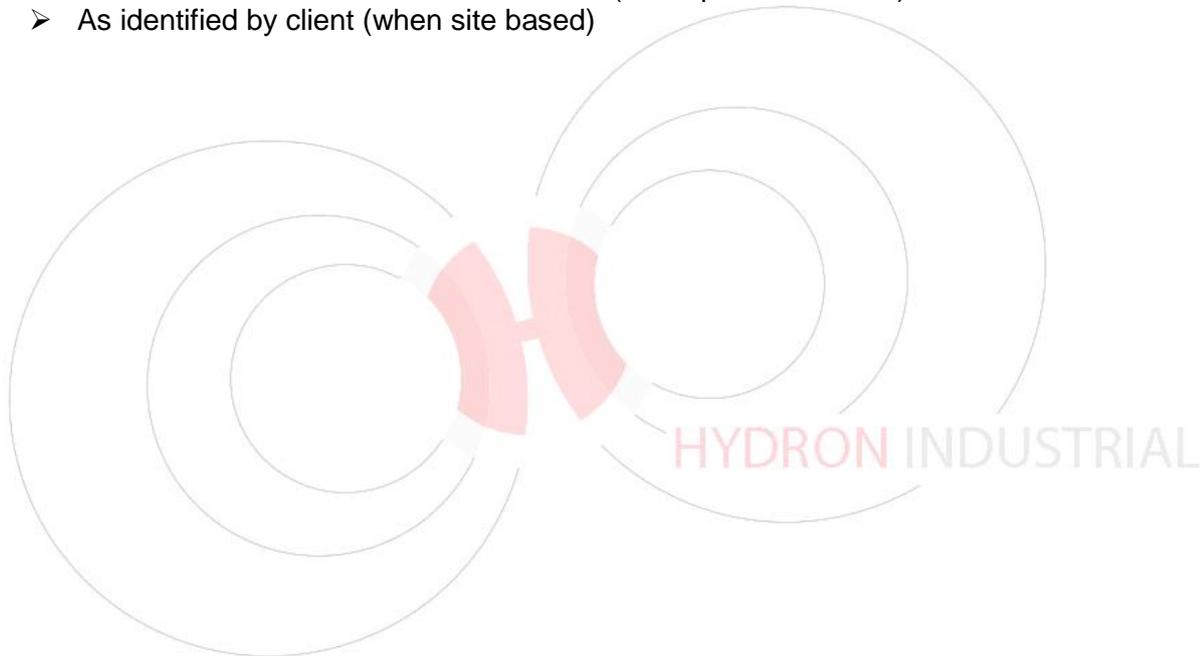
Specific hazards within Hydron Industrial Limited:

- Manual Handling
- Working from heights
- Electrical/Heat from RPR 1650 use/service
- Abrasive wheels
- Workshop Hazards

1.5 Hazardous areas

Due to the nature of these environments, nobody should enter the areas unless supervised by an authorised member of staff. Personal protective equipment should be worn at all times within these areas:

- Pallet Rack area (Helmet, Safety Glasses and Gloves)
- RPR 1650 Demonstration and Test area (Full Operational PPE)
- As identified by client (when site based)



2.0 Accident/near miss/hazard/damage Reporting and Investigation Procedure

2.1 Purpose

This procedure shall provide measures to assist with ascertaining how and why the accident or incident occurred and to identify corrective measures necessary to prevent recurrence.

2.2 References

RIDDOR: – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

2.3 Definitions

- *Accident* - Undesired event, that results in harm to people, damage to equipment, property, loss of process or harm to the environment. The definition of accident also includes an act of non-consensual physical violence done to a person at work.
- *Near Miss* - An undesired event which under slightly different circumstances, could have resulted in harm to people, damage to equipment, property, loss of process or harm to the environment.
- *Major Accident* - Any accident which is of a serious or unusual nature resulting in death, ill health, injury, damage to property, business interruption or any combination of these.
- *Major Property Damage* - Damage that causes, or is likely to cause threat to the structural integrity of a building or property.
- *Responsible Person* - Refer to Regulation 2 RIDDOR 95.
- *Notifiable Occurrences* - An occurrence that is reportable to the enforcing authority (Refer to RIDDOR 95)

2.4 Procedure

In the event of an accident or near miss the H&S Lead shall:

- Study the details of the accident or near miss to ascertain its seriousness, ensuring that where necessary the scene of the accident or near miss is undisturbed.
- Decide on the level of investigation, which will depend on not only the severity, but also, the worst case of injury/loss, which is reasonably foreseeable.
- Decide on the personnel to be involved in the investigation and the determination of time scales for action.

Where necessary the investigation will adopt the following investigation techniques:

- Interview witnesses separately and as soon after the accident/ near miss as possible.
- Examine the scene of the accident or near miss noting conditions and positions of relevant equipment.
- Produce sketches or photographs and complete an investigation report.
- Collate all of the information (involve senior management as required)

The table below indicates the type of accident/ near miss and the degrees of participation required.

Incident	Management Responsibility
Fatality	Directors, H&S Lead
Major Incidents	As Above
Major Property Damage Above £750	As Above
Other Accidents and Near Misses	H&S Lead – Directors as required

For all of the above, with the exception of other accidents and near misses, the Directors shall conduct a meeting no later than the next working day.

2.5 Records

The following documentation must be completed promptly:

- Accident Book
- Report of Injury, Near Miss, Damage or Hazard form
- Statutory Report Forms

The following forms can be used where the occurrence is notifiable under RIDDOR 95. (Guidance on whether an accident/occurrence is reportable can be obtained from the H&S Lead). Alternatively the HSE accident hotline – 0845 300 9923 can be used.

- F2508 Report of an Injury or Dangerous Occurrence
- F2508A Report of a Case of Disease

All records of investigations shall be retained for 3 years. These records shall include all accident/ witness/ manager reports, sketches, photographs etc.

3.0 Audits/Inspections and Review

3.1 Introduction

This procedure describes Hydron Industrial Limited's process for carrying out planned internal verification that Health, Safety and Welfare standards are being maintained throughout its office & site locations.

Audits and Inspection for health and safety purposes often have a negative implication associated with faultfinding. A positive approach based on fact-finding and continuous improvement will produce better results and co-operation from those taking part in the exercise.

3.2 References

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999 (Regulation 5)
HS(G) 65 Successful Health and Safety Management

3.3 Definitions

- *Audits* – a structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action.
- *Inspections* – a system for monitoring workplace health and safety precautions which is split into two types as follows:
 - *Active* – this will be by a checklist of items to check on a 2 monthly basis
 - *Reactive* – a system which reviews accidents, ill health and other evidence of deficient health and safety performance.

Note – active monitoring in the form of inspections can be applied to work or sites under the control of Hydron Industrial Limited.

- *Review* – is intended as a process where adequacy of past performance is reviewed and decisions are taken on timings of actions to remedy deficiencies or to introduce new systems or ways of working

3.4 Procedure

Audits shall be conducted at least annually by the H&S Lead/External H&S Consultant.

The audit will look at the following areas:

- Policy
- Organisation
- Planning and Implementation
- Measuring systems
- Review systems

A report will be compiled detailing audit findings and results along with any corrective action required. These will be prioritised in order of importance.

3.5 Inspections

Inspections will be carried out on a 2 monthly basis by the H&S Lead. (Inspections may be required more frequently in higher risk areas).

Findings will be brought to the attention of the Directors, who will where appropriate initiate corrective action.

3.6 Reviews

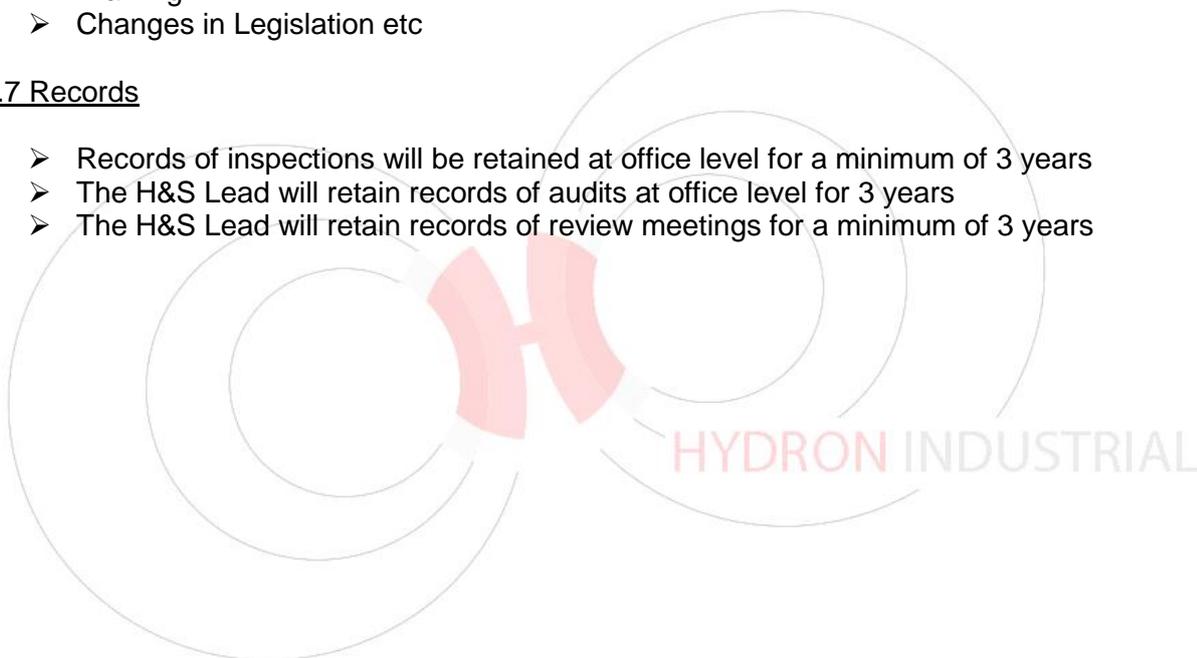
Review will be carried out at least annually.

Reviews will include:

- Policy and Manual Review and update as necessary
- A report of Company Health, Safety and performance
- A review of Accidents/near misses etc
- Training
- Changes in Legislation etc

3.7 Records

- Records of inspections will be retained at office level for a minimum of 3 years
- The H&S Lead will retain records of audits at office level for 3 years
- The H&S Lead will retain records of review meetings for a minimum of 3 years



4.0 Electrical safety **(Electricity at Work Regulations 1989)**

4.1 Introduction

Whilst many people suffer electric shock without lasting injury, often only small changes in circumstances can result in a fatal accident. Burns due to electrical arcing are usually deep seated and slow to heal, whilst consequential events - such as falls, or fire and explosion - can also be serious and lead to considerable financial loss.

Most accidents arise from working on electrical equipment which was thought to be isolated, but which was live, or which was known to be live but the victim was poorly trained, did not have the right equipment, or did not follow appropriate precautions.

4.2 Aim and scope

Electrical safety is a specialist area where technical knowledge and experience are required. The aim of this Guidance is to draw attention to the statutory duties and to make users aware of the principal hazards and maintenance requirements of both fixed electrical systems, and portable electrical equipment.

4.3 Definitions

- *Electrical equipment* - Anything used or intended to be used in connection with electrical energy. This includes appliances, generators, batteries, transformers, rectifiers, cables, conductors, meters and control equipment.

The definition is very wide in scope, taking in battery-operated equipment as well as high-tension electricity distribution equipment as used by the National Grid.

- *Electrical system* - A series of plant, equipment and other parts connected and powered by electricity. The system includes the source, the equipment, and the means of connection between them.
- *Portable equipment* - Electrical equipment connected to a fixed installation, or generator, that is either hand-held or hand-operated. It is likely to be moved while connected to the supply, and includes extension leads, plugs, and sockets, as well as the appliance itself.

For example, electric kettles, portable fans, printers, photocopiers, computers, faxes, portable heaters, portable air conditioners/dehumidifiers, televisions, VCR's, electronic projection equipment, OHP's etc.

- *Electrical hazard* - Any piece of electrical equipment or electrical supply that is connected and live. This is generally taken to mean a system capable of delivering at least 50V AC or 120V DC to any person.

In addition, electrical hazards include potential ignition of explosive atmospheres, which can be induced by very low voltages.

Health and safety legislation does not set voltage limits on electrical hazards, and uses the terms 'hazard' and 'danger' interchangeably.

- *Circuit protection device* - A device which isolates the electrical supply in the event of a fault to earth. The speed at which the device operates determines its effectiveness in saving life or damage to property
- *Isolation* - Switching off the electrical energy and preventing accidental reconnection.
- *Competent electrical person* - In legal terms this is a person with sufficient technical knowledge, experience and skills to be able to carry out a specific task and prevent danger or injury.

In practical terms a competent person is likely to be a member of one of these organisations:

- National Inspection Council for Electrical Installation Contracting (NICEIC).
 - Electrical Contractors Association (ECA).
 - Institution of Electrical Engineers (IEE).
- *CE marking* - A marking found on all electrical equipment (and other types of equipment); which is required by Directive 93/68/EEC. Its aim is to assure users that the equipment conforms to essential safety requirements.

Equipment manufacturers and importers must have a written declaration of conformity, and keep it available for inspection for a period of 10 years after manufacture of that particular model has ceased.

This requirement does not apply to any equipment placed on the market before 1 January 1997 which complied with the 'Low Voltage Electrical Equipment (Safety) Regulations 1989' (these were superseded by the 'Electrical Equipment (Safety) Regulations 1994').

4.4 Electrical hazards

The hazards associated with electrical systems and equipment include:

- Electrical shock (causing injury up to and including fatality).
- Burns sustained at the point of accidental electrical contact, or due to arcing from high-voltage conductors.
- Fires caused by overheating, or ignition of explosive atmospheres.
- Secondary injuries as a result of muscle spasms during shock, or for example, falling from a ladder after a mild shock.

The aim is to deal with these hazards in order to prevent risk of injury.

4.5 Principles of electrical safety

The basic principles of electrical safety include:

- Protection against direct contact with a live conductor, for example, by insulating the conductor.
- Protection against indirect contact with the live conductor by earthing metal parts which are not intended to be live in normal conditions.
- Providing barriers, enclosures and separation distances between the live electrical hazard and those who could come into electrical contact with the conductor.

4.6 Duties

In the UK, workplace electrical equipment is regulated by the 'Electricity at Work Regulations 1989'. The Regulations set out general principles rather than detailed specific requirements, and various sources offer supporting guidance, such as the IEE wiring regulations, British and European Standards, and HSE documents.

The 1989 Regulations apply to all electrical equipment, regardless of where or when it was made, bought, installed or used. If the equipment was made, etc prior to the Regulations coming into force the equipment may still be used provided it complies with the requirements of the Regulations.

4.7 Employers

- Electrical work equipment must be, as far as reasonably practicable, safe.
- Risk assessment of electrical equipment, its maintenance and use.
- Maintain electrical systems and equipment in an efficient state, in efficient working order and good repair.
- Work activities to be carried out in such a way as not to give rise to danger.

4.8 Designers, manufacturers, importers, and suppliers

- Equipment must be designed and constructed so that it will be safe and without risks to health at all times it is in use, or being cleaned or maintained.
- Provide adequate information on use of the equipment and any conditions necessary to ensure it will be safe at all times.

4.9 Employees

- To co-operate with employers so that they can fulfil their duties.

The 'Electricity at Work Regulations 1989' develop the general duties contained in the 'Health and Safety at Work etc Act 1974', the 'Management of Health and Safety at Work Regulations 1999', and the 'Provision and Use of Work Equipment Regulations 1998' in the context of electrical safety.

4.10 Portable equipment

This includes any electrical equipment which is hand-held during operation, as well as that which is truly portable. Equipment manufactured in the UK since 1989 is likely to be of acceptable safety design, given that normal domestic or commercial appliances are covered by the 'Low Voltage Electrical Equipment (Safety) Regulations 1989'.

Particular attention should be paid to:

- Any equipment manufactured earlier than 1989.
- Specially constructed or modified equipment.

However, all portable equipment needs to be checked periodically depending on the nature of the equipment and the environment in which it is used. Checks will need to be carried out more often if it is subject to abuse or hard use, for example in schools, on construction sites, or in common areas of offices etc. An inventory of portable electrical equipment should be kept to assist methodical inspection and checking.

4.11 Fixed electrical systems

The key points are:

- Fixed electrical systems should be installed or modified by competent contractors in accordance with the IEE wiring regulations.
- Earth-leakage circuit breakers, or (second choice) miniature automatic circuit breakers, should be used in preference to wired fuse holders to protect the installation.

The HSE recommends that all electrical installations are checked and tested by a competent electrician every five years. Hydron Industrial Limited is responsible for ensuring these tests are undertaken whether as owners or tenants of a property. The competent electrician must advise details of hazards and immediate danger, and should also provide a test certificate and records detailing the date and results of the inspection and tests. These records shall be maintained at office level.

For practical purposes, if an electrical installation complies with the IEE wiring regulations (16th edition) then it is likely that the duties listed above have been met.

4.12 Electrical equipment checklist

This checklist can be used when auditing office equipment and other electrical equipment which is not portable or handheld:

- Are all fixed electrical systems regularly checked and records kept?
- Is new electrical equipment tested before operation?
- Is electrical equipment suitably labelled to enable rapid identification?
- Does an inventory of all items of electrical work equipment exist, and with it records of testing?
- Is there a procedure for the removal and repair of faulty/damaged equipment?
- Are all staff trained in the use of electrical equipment, and do they know how to recognise faults and to whom they should be reported?
- Is whoever inspects/checks electrical equipment competent?

All employees should be familiar with basic safety steps:

- Switch sockets and isolator switches off at the wall before inserting/removing plugs.
- Most items of electrical equipment are supplied with moulded, fitted and fused plugs, but fuses and wiring should be regularly checked. Worn cables, gnawed wires, damaged plugs; etc should be replaced and discarded.
- Personal electrical equipment should not be brought from the home for use in the workplace.

4.13 Electrical equipment user check

In addition to following the basic safety steps set out in section 4.12, the user check is a vital safety precaution. Many faults can be determined by a visual inspection. The user is the person most familiar with the equipment and may be in the best position to know if it is in a safe condition and working properly. No record need be made of the user check unless some aspect of the equipment is unsatisfactory.

The user check is limited to an external visual inspection without any dismantling of the equipment, such as removal of covers or plug tops. Note that internal inspection of the item of equipment, involving dismantling as required, is undertaken as a part of the formal visual inspection.

The user check should proceed as follows. The user should:

- Consider whether he/she is aware of any fault in the equipment and whether it works properly;
- Disconnect the equipment, if appropriate, by switching off and unplugging the item of equipment;
- Inspect the equipment, the cable and the plug. The inspection should include the checks listed in the table below; and
- Take action if any faults or damage are apparent. Faulty equipment should be
 - switched off and unplugged from the supply;
 - labelled to identify that it is not to be used;
 - reported to the responsible person; and
 - removed from service as soon as possible.

How to check the equipment, the cable and the plug:

Plug	<ul style="list-style-type: none"> ○ Not loose in socket-outlet and can be removed from socket-outlet without difficulty ○ Free from cracks or damage ○ Free from any sign of overheating ○ Flexible cable secure in its anchorage ○ If the plug is of the non-rewireable type or moulded-on type, the cable grip should be checked by firmly pulling and twisting the cable. No movement should be apparent. ○ Pins not bent ○ Pins preferably sleeved, particularly where young children may touch the plug ○ No cardboard label on the bottom ○ Plug does not rattle
Flex or cable	<ul style="list-style-type: none"> ○ Good condition ○ Free from cuts, fraying and damage ○ Not in a location where it could be damaged ○ Not too long, too short or in any other way unsatisfactory ○ No joints or connections that may render it unsuitable for use, such as taped joints ○ Only one flex connected into one plug (a 13A plug is designed for one cable only – not two) ○ Not too tightly bent at any place ○ Not run under a carpet ○ Not a trip hazard ○ An extension lead should be inspected throughout its length. This will mean uncoiling coiled-type extension leads.
Socket-outlet or flex outlet	<ul style="list-style-type: none"> ○ Free from cracks or other damage ○ No sign of overheating ○ Shutter mechanism of socket-outlet functioning ○ Not loose (i.e. properly secured) ○ Switch, if fitted, operates correctly
Adaptor or extension lead fitted with an RCD	<ul style="list-style-type: none"> ○ Inspect device and verify it has a rated residual operating current not exceeding 30mA ○ Check device by plugging it in, switching it on and then pushing the test button. The RCD should operate and disconnect the supply from the socket-outlet (s).
Appliance or item of equipment	<ul style="list-style-type: none"> ○ Free from cracks, chemical or corrosion damage to the case, or damage that could result in access to live parts ○ Equipment is operated with protective covers in place and doors

	<ul style="list-style-type: none"> closed ○ Able to be used safely ○ Switches on and off correctly ○ Works properly ○ Sufficient space to permit cooling. Not positioned so close to walls and partitions that there is inadequate spacing for ventilation and cooling. ○ No sign of overheating ○ Not likely to overheat. No books or files on top of a computer or towels over a convector heater. ○ 100W lamps should not be fitted in a 60 W luminaire ○ Cups and plants are not placed where their contents could spill into equipment
Environment	<ul style="list-style-type: none"> ○ Equipment suitable for its environment ○ No indiscriminate use of extension leads or multiway adapters ○ Equipment normally not left on overnight
Suitability	<ul style="list-style-type: none"> ○ Equipment suitable for the work it is required to carry out

If equipment is found to be damaged or faulty, an assessment should be made by a responsible person as to the suitability of the equipment for the use or the location.

Frequent inspections and tests will not prevent damage occurring if the equipment is unsuitable for the particular application. In this case, replacement by suitable equipment is required.

4.14 Live working

This is a specialist activity for competent persons.

Hydron Industrial Limited's employees must not attempt any work on live electrical equipment unless they have been trained and are authorised to do so.

4.15 Operation of RPR 1650 Induction Debonder

Due to the electro-magnetic fields generated by the RPR 1650 persons with metal inserts in the body, including pacemakers while not be permitted within 2 metres of the transformer head while the machine is in operation.

4.16 Records

Inventory and periodic inspection and test records will need to be kept for all portable and fixed electrical equipment used by Hydron Industrial Limited.

These records kept at all respective office locations shall provide a history of maintenance and regular test.

Guidance on periodicity is as follows:

Offices and other low-risk environments only
Suggested initial intervals

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery Operated (<20V)	No	No	No
Extra Low Voltage (<50V AC) Eg. Telephone equipment, low voltage lighting	No	No	No
Information Technology eg. Desktop computers, VDUs	No	Yes 2-4 years	No (if double insulated) otherwise up to 5 years
Photocopiers, fax machines (NOT handheld and rarely moved)	No	Yes 2-4 years	No (if double insulated) otherwise up to 5 years
Double Insulated Equipment (NOT handheld, moved occasionally. Eg. Fans, table lamps, projectors)	No	Yes 2-4 years	No
Double Insulated Equipment (Handheld. Eg. some floor cleaners)	Yes	Yes 6 months – 1 year	No
Earthed Equipment (Class 1) Eg. Electric kettles, some floor cleaners	Yes	Yes 6 months – 1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above	Yes	Yes 6 months – 4 years (depending upon on the type of equipment connected to)	Yes 1 – 5 years (depending upon on the type of equipment connected to)
Extension Leads (mains voltage)			

*NB: Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection.

It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

5.0 Training for Safety

5.1 Introduction

The Management of Health & Safety at Work Regulations 1999 place an obligation to train all employees on health and safety matters at the following stages:

1. On recruitment
2. On transfer to a new work situation
3. On exposure to new or increased risks

Hydron Industrial Limited will undertake an assessment of safety training/experience of all employees.

Thereafter, a programme of ongoing safety training will be implemented to ensure that each employee receives training suitable to the work he has been employed to perform.

Further training may be required in the event of a work process changing or following the introduction of new equipment, either in the office environment or out on site. Records of all safety training will be maintained to ensure that refresher training can be planned when required.

5.2 References

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999 (Regulation 13)
HS(G) 65 Successful Health and Safety Management

5.3 Induction Training

5.3.1 Hydron Industrial Limited office locations

All new entrants/employees will be briefed on the following topics during their first day at Hydron Industrial Limited:

1. Company Health and Safety Policy Statement
2. Employers & employees responsibilities regarding Health & Safety
3. Emergency telephone number, fire evacuation procedure, exit routes and assembly point
4. Accident reporting procedure
5. First Aid equipment (location identified)
6. Welfare arrangements explained
7. Smoking rules defined
8. Office security arrangements
9. Reporting hazards or sub standard conditions
10. Personal Protective Equipment – Control and provision
11. Use of Display Screen Equipment – Risk assessments
12. Use of chemicals in the office. COSHH information explained
13. Good housekeeping and waste disposal explained – slips, trips and falls
14. Safe use of electrical equipment
15. The reporting route for Health and Safety issues
16. Manual Handling – a brief guide

5.3.2 Hydron Industrial Limited's clients premises or sites

For Hydron Industrial Limited's personnel visiting client premises or sites the following Health and Safety topics will need to be considered and where necessary included in job specific risk assessments as follows:

1. A brief description of the project
2. General information relating to the Principal Contractor
3. Who is in charge and responsible for safety on site
4. Accident / emergency / first aid procedures
5. Welfare facilities
6. Parking
7. Fire prevention / smoking rules
8. COSHH
9. P.P.E
10. Specific rules for visitors
11. Rules on alcohol and drugs
12. Specific site hazards e.g. railways, airport etc
13. Any other relevant topic (such as potential risks specific to RPR 1650 in the specified working environment)

5.4 General Safety Training

The H&S Contact will compile a matrix of employee safety training and competencies, covering:

- What training has been carried out
- What training is required
- The frequency of refresher training if required

A review of Safety Training needs will be undertaken whenever new or revised systems of work are introduced or at least annually.

5.5 Records

All records of attendance on specified training courses will be maintained on the Hydron Industrial Limited's training database managed by the H&S Contact. The individual will retain attendance certificates.

6.0 Manual Handling Procedure **(Manual Handling Operations Regulations 1992 amended 2002)**

6.1 Introduction

This manual handling procedure is based on current regulations concerning the moving or carrying of loads by hand; this does not just involve the manual lifting of items but includes the methods of movement as described below.

Injuries may occur as a result of lifting and carrying. Every year people are injured at work, because they lift awkwardly, lift something which is too heavy, or because they lose their grip and drop things on their toes, ankles, knees or fingers.

Statistics show us that more than a quarter of the accidents reported to enforcing authorities are associated with manual handling. The vast majority of reported manual handling accidents result in over-three-day injury most commonly strains and sprains, often of the back.

Many of these could have been avoided by asking for assistance, following guidance on safe lifting procedures or by avoiding manual handling operations.

6.2 Legislation

The Manual Handling Operations Regulations 1992 apply to all operations, which require the physical movement of a load.

The regulations apply to all employers, employees and the self-employed, which means that all activities of Hydron Industrial Limited are covered by the regulations.

6.3 Definition

“A manual handling operation is the transporting or supporting of a load (including lifting, putting down, and pushing, carrying or moving by hand or bodily force). A load includes anything that is manually handled, including persons and animals.”

6.4 Risk assessment

Risk assessment is a requirement of the Manual Handling Regulations. An assessment of Hydron Industrial Limited's, and therefore employee, activities will include the manual handling operations undertaken by employees. However it is impossible to determine each and every lifting operation that will take place and therefore this procedure also outlines the basic principles of lifting.

The regulations establish a clear hierarchy of measures

- To avoid lifting if at all possible,
- Assess those activities which cannot be avoided
- Reduce the risk of injury from these operations to the lowest possible level.

Following these rules is not guaranteed to eliminate all lifting and handling accidents to all Hydron Industrial Limited's employees, but should reduce them. Employers and employees both have duties whilst at work. The most important actions in manual handling are STOP AND THINK. The most important muscle to use in manual handling is the BRAIN.

6.5 Assessing the risk

Assessments on manual handling issues can be conducted by persons who have been trained in manual handling.

Assessments will consider the follow areas

- The Task
- The Individual
- The Load
- The Environment

The following will need to be considered as part of the risk assessment process: -

6.5.1 The task

Does the job involve: -

- Holding the load away from the body (at arms length for example)
- Twisting the body
- Stooping or bending awkwardly
- Reaching upwards (placing loads on shelves for example)
- Excessive carrying, pushing or pulling distances or lifting up to excessive heights
- Risks of sudden movement of load (or objects within crated or boxed loads, liquids)
- Prolonged effort
- Insufficient rest or recovery periods

6.5.2 Individual capability

To do the job, do you: -

- Need unusual strength or height
- Need special information and /or instruction
- Run a risk because you are pregnant or have health problems

6.5.3 The load

Is the load: -

- Heavy
- Unwieldy or bulky
- Difficult to grasp/hold
- Unstable or with contents or parts liable to move
- Sharp edged, hot or liable to cause injury other than by its weight

6.5.4 The environment

In the area you are working: -

- Is there sufficient space
- Is the floor slippery, uneven or unstable
- Is it too hot or too cold
- Is there enough ventilation or too much wind when handling large objects
- Is there sufficient lighting

6.5.5 Personal protective equipment

Does protective equipment which must be worn hinder the manual handling operation?

N.B. These steps will form the basis of the risk assessment required by the regulations.

The following guidance is meant to give basic points to consider when attempting to manually lift and carry a load. Always remember if you are not personally happy with the task you wish to perform, don't attempt the lift and seek guidance from your manager or the H&S Contact.

Note: read all of the guidance first

6.6 Steps to follow for safe lifting

If after reading this guidance you feel unsure about the correct technique for lifting get help and assistance

THINK before you lift. Is where you are taking it clear? Are doors open? Is the distance too great?

TEST THE LOAD BEFORE YOU LIFT IT. You need some idea of its weight, before you attempt to lift it. Look for labels showing weights or other markings indicating uneven weighting i.e. biased to one end etc. You will also need to be able to check the condition of the load and its packaging.

STAND AS CLOSE AS POSSIBLE to the load. Spread your feet to create a stable base (shoulder width apart at least, one foot slightly in front of the other for balance). Whenever possible, try and position the heaviest part of the load towards your body.

BEND your knees (to no less than 90 degrees and keep your back in the natural position i.e. in its four natural curves). A good indication that you have bent your knees far enough is that you should be able to rest your elbows on your knees.

GRASP the load firmly. Support the load underneath with one hand and pull the load towards you with the other hand. If you can't get a good grip, get some gloves that will help or get someone to assist you.

RAISE your head as you lift. This will allow your back to keep its natural position.

ALWAYS LIFT USING YOUR LEGS. These are the most powerful muscles in your body. Use your leverage, momentum, balance and timing for a smooth action, avoid sudden movements.

HOLD THE LOAD CLOSE to the centre of your body. Between mid-thigh to lower torso is the ideal height.

MAINTAIN CONTROL OF THE LOAD AT ALL TIMES WHILST MOVING IT. Make sure you are in control of the load and that it is not in control of you.

Use your feet to manoeuvre; this will avoid unnecessary twisting of the trunk and back

Putting the load down is the same procedure in reverse, do not drop the load but place it back down.

WARNING - Certain items of clothing can restrict movement and affect your ability to lift e.g. high heeled shoes, skirts.

6.7 Mechanical lifting aids

Mechanical lifting aids should be used wherever possible in preference to manual handling as they can:

- Avoid injury;
- Avoid pain, suffering and stress for you and your family;
- Prevent loss/reduction in earnings.

There are many different types of mechanical lifting aids, including:

- Powered trucks and trolleys e.g. fork lift truck;
- Non-powered trucks and trolleys e.g. pallet truck, sack trolley;
- Tracks, conveyors, slides and chutes.

The following factors need to be considered when selecting lifting and handling aids:

- Consult employees and safety representatives during assessment and when considering a possible solution;
- Seek advice on suitability from suppliers/hirers;
- Request equipment on a trial basis to assess if it is suitable and appropriate;
- Check lifting equipment is CE marked;
- Consider what maintenance is required;
- Check the proposed use will be within the safe working load;
- Does it suit the area it will be used in? Is there enough room to manoeuvre, headroom etc.?
- Does it suit the terrain in terms of stability and ground surface?
- Consider other risks associated with introducing the lifting aid, e.g. site safety, necessary training.

7.0 Risk Assessment Procedure (The Management of Health and Safety at Work Regulations 1999)

7.1 Introduction & Legislation

The Management of Health and Safety at Work Regulations 1999 (MHSWR) require employers to carry out Risk Assessments and determine the “significant risk” within their operation. This procedure provides a sequence of steps, which Hydron Industrial Limited will adopt to ensure risk assessments are carried out.

7.2 Hazard Identification

The departmental safety representative will examine all the processes/activities their department undertakes, to identify the areas with the “potential to cause harm”. At this point it is probably wise to define the following key words:

- Risk – the probability of the harm due to the hazard being realised linked to the consequences and the numbers of people involved
- Hazard – a physical object, substance or practice, which has the potential to cause harm

7.3 Existing Control Measures

The MHSWR Regulations allow for the consideration of control measures currently used to mitigate areas, which may give rise to concern. These will have a bearing on the risk assessment analysis.

7.4 Risk Assessment

- Having identified the hazards associated with the activities undertaken, an assessment of the risks will be carried out to establish the likelihood of that potential being realised i.e. how likely is it that someone will be hurt or suffer harm.
- The risk assessment will examine the existing control measures, which are provided to prevent injury/harm and determine their suitability. Control measures can range from machinery guarding to logging in and out of the office.
- Some activities/processes will have one or more risks, which will be classed as “Significant”. Others will be minor.
- The aim is to concentrate efforts/time/resources, on the “significant risks”, and therefore, access to a budget is desirable.
- Assessments made in accordance with other legislation e.g. COSHH will be sufficient to comply with the MHSWR.

7.5 Health and Safety Action Plans

Health and Safety Action Plans will prioritise the order in which action is to be taken i.e. those areas with the greatest risk will be addressed first with the lesser risks dealt with at a later date. Where the assessments identify an imminent risk to Health and Safety then action must be taken immediately.

7.6 Training

Training will be arranged for employees on the recognition of hazards and assessment of risks. A record will be kept of any training given by the Health and Safety Manager.

7.7 Procedures

A form of control measure may be a written procedure or Method Statements (MS). If there are areas which require updating or a MS revising urgently then the H&S Contact should be contacted.

7.8 Responsibilities

The overall person responsible for the Health, Safety and Welfare of employees is the Director. Should an accident occur and an enquiry by the Health and Safety Executive ensues, it is essential that the Director is aware of the progress made with risk assessments. Copies of all Risk Assessments need to be forwarded to the H&S contact, in order that an inventory of such assessments can be maintained.

7.9 Hazard Rating System

		Consequence				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

<p>Likelihood</p> <ol style="list-style-type: none"> 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certain 	<p>Consequence</p> <ol style="list-style-type: none"> 1. Injury no time off 2. Injury up to 3 days off 3. Injury more than 3 days off 4. Long term absence 5. Death
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By giving a numeric rating i.e. multiplying likelihood and consequence we are able to determine the degree of risk present.

If your calculation falls into the following colour codes the action response criteria must be indicated.

Red	Immediate action required
Yellow	Action within 1 week
Green	Monitor/review if change in process

8.0 Work Equipment

8.1 Introduction

This section deals with the procedures to be followed to ensure that the responsibilities of Hydron Industrial Limited regarding the control of work equipment are implemented.

8.2 Young Persons

Young Person – means any person who has not yet reached the age of 18.

Hydron Industrial Limited must not allow young persons to operate high-risk machinery unless they have the necessary maturity and competence, which includes appropriate training. Adequate supervision will be provided during training and after training if the young person is not demonstrating sufficient maturity.

Reference shall be made to the:

Provision and Use of Work Equipment Regulations 1998.

Safe Use of Work Equipment - Approved Code of Practice and Guidance L22

The Company will seek expert advice as and when required.

8.3 Responsibilities

PUWER 98 places duties on employers and persons who have control of work equipment, and list Regulations which an employer needs to consider and apply where they have duties under PUWER 98.

Regulation 4 – Suitability of Work Equipment

Regulation 5 – Maintenance

Regulation 7 – Specific Risks

Regulation 8 – Information and instruction

Regulation 9 – Training

Regulation 11 – Dangerous parts of machinery

Regulation 12 – Protection against specific hazards

Regulation 15 – Stop controls

Regulation 20 – Stability

Regulation 23 – Markings

Regulation 24 - Warnings

8.4 Equipment in Use

- Portable tools and equipment (including RPR 1650)
- Office equipment
- Vehicles

The Company will implement a programme of regular inspections and tests to ensure that equipment is maintained in a safe condition.

(see section on Electrical Safety Guidance for more specific details on electrical equipment safety)

Particular emphasis will be placed on checking items such as emergency controls / stops, lighting around machines and guards.

8.5 Abrasive Wheels

All reasonable steps will be taken by Hydron Industrial Limited to ensure the health and safety of employees who work with grinding machines which incorporate abrasive wheels. When properly used, abrasive wheels serve an important purpose. However, the Company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of Hydron Industrial Limited to ensure that any risks are reduced to a minimum. This policy requires the total co-operation of all members of management and staff.

The main types of injury concerning the use of abrasive wheels are those that result from flying particles, those which occur when an abrasive wheel bursts, and those that are caused by contact between the wheel and the operator's hand. The risk of accidents and injuries can be reduced by adhering to the Regulations and by adopting the following precautions:

- Make sure all persons who are, or will be, using abrasive wheels are adequately trained.
- Ensure that all grinding machines, cutting machines and abrasive wheels are maintained and in good working order.
- Select the right abrasive wheel for the job. The best advice can often be obtained from the manufacturer or supplier.
- Make sure that grinding wheels are not operated at excessive speed. Both spindles and wheels must be marked with their maximum operational speed. (Over-speeding can cause wheels to burst or disintegrate.)
- Faulty mounting can also cause wheels to burst. Ensure that trained, competent persons mount all abrasive wheels. Damaged wheels should be rejected.

Guards should be securely attached to the body of the grinding machine and be strong enough to withstand the impact of flying fragments should a wheel burst.

8.6 Fixed Machines

Hydron Industrial Limited will, in consultation with employees:

- Carry out an assessment of the work activity
- So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment
- Ensure that all equipment used for operations is maintained in good condition and is suitable for the task
- Advise all employees, including new employees, who work or will work with fixed machinery of the risks to health and safety and of the results of assessments.

8.7 Temporary electrical installations on site

Qualified electricians will carry these out in full compliance with the IEE wiring code of practice. The site supervisor should request a completion certificate from the installer. All power will be 110v only in conjunction with suitable transformers. Employees must report faulty equipment as soon as possible so it can be removed from site and repaired or replaced.

8.8 Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of machinery, the Company will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises in the use of machinery the employee must adopt the following procedure:

- Inform the Director or the Line Manager immediately.
- Ensure the machinery is made safe and is electrically isolated.
- Place warning signs to prevent further use
- In the case of an accident or emergency, respond quickly to ensure effective treatment.

8.9 Information and Training

Hydron Industrial Limited will give sufficient information, instruction and training to ensure the health and safety of workers who use work equipment. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of all work equipment will cover aspects of health and safety legislation in general and PUWER 1998 in particular.

8.10 Selecting new work equipment

When selecting new work equipment, Hydron Industrial Limited will consider the following:

- Where and how it will be used;
- What it will be used for;
- Who will use it (e.g. skilled employees, trainees);
- What risks to health and safety might result; and
- Comparing how well health and safety risks are controlled by different suppliers.

This will ensure that any new work equipment purchased will be suitable for the work to be undertaken and that it will be used in accordance with the manufacturer's specification.

Hydron Industrial Limited will also:

- Discuss work equipment requirements with a range of manufacturers and suppliers;
- Check with manufacturers and suppliers that their equipment is suitable and will be effective for the intended work; and
- Where appropriate, ask employees to try different models and brands of work equipment and take into account their feedback when making future purchasing decisions.

9.0 Control of Substances Hazardous to Health **Control of Substances Hazardous to Health Regulations 2002 (COSHH) Amended 2004**

9.1 Introduction

Following the implementation of the Health and Safety at Work Act 1974, considerable efforts were concentrated by various parties on reducing accidents at work e.g. falls from scaffolds, trench collapse etc. Little or no consideration, was given to the potential of substances e.g. chemicals, toxic metals, dusts etc. for causing long term ill health.

In an attempt to redress the balance the COSHH Regulations were introduced.

9.2 What is a substance hazardous to health?

The following definitions describe precisely what a substance hazardous to health is:

- Any substance listed in the current edition of the CHIP Regulations
- Any substance that has an Workplace Exposure Limit
- Micro-organisms
- A substantial quantity of dust i.e. > 10mg/m³
- Any substance not listed above but which may create a hazard to health

9.3 Steps to Compliance

9.3.1 Inventory

Although not a mandatory requirement, an inventory of the substances used by Hydron Industrial Limited provides useful information at the assessment stage. It also provides the basis for disposing of substances no longer used. The disposal of such substances must be done in accordance with current legislation.

It is important to obtain Health and Safety Data sheets from the supplier or manufacturer of the substances/products purchased, as they have a statutory duty to supply such information. To avoid Hydron Industrial Limited's staff at each location or site constantly preparing duplicate COSHH Assessments, a COSHH Register has been prepared. The Hydron Industrial Limited H&S Contact must review any new assessments, before being issued.

9.3.2 Assessment

The assessment is a legal requirement and identifies the way in which a product is used, the quantities involved and how long they are used for. In conjunction with the nature of the substances used, these questions establish whether the process presents a "significant risk" to the worker's health. If a process does not present a significant risk then the assessment is complete.

However, should it be decided that the process does constitute a risk to the health of the worker then the hierarchy of control must be implemented. Assessment forms are available and should be used in conjunction with the following guidance. A competent person who has relevant experience of such assessments should complete them.

9.3.3 Elimination/Substitution

Where practicable, substances constituting a risk to health should be removed from the process or alternatively substituted with a safer alternative. Substitution requires careful consideration and selection and therefore advice should be sought.

9.3.4 Control

If elimination/substitution is not practicable, and the risk remains, some form of control must be implemented to reduce the risk. Control measures may vary from a process change to employing local exhaust ventilation.

9.3.5 Personal Protective Equipment (PPE)

Only when the above measures have been exhausted and they have proven to be impracticable, should PPE be used.

Once PPE is issued, the process should be constantly reviewed, with the aim of eliminating the PPE and implementing either of the previous stages. Any PPE issued in accordance with these regulations must comply with the Personal Protective Equipment Regulations 1992 and have an accompanying risk assessment with it.

9.4 Review

Having completed the assessments, and provided the process remains unchanged, an annual review should ensure that the assessment remains valid.

9.5 Disposal

Anyone disposing of hazardous materials or substances must do so in accordance with the appropriate legislation for the substances involved.

This may require disposal at a landfill site designated by the Local Waste Regulation Authority. If you have any concerns about the disposal of hazardous substances, contact the H&S Contact.

9.6 Work-related skin conditions

Work-related skin problems are very common. They are caused or made worse by exposure to /coming into contact with substances such as chemicals, and also through having wet hands for long periods, while at work. The most common of these problems is dermatitis.

9.6.1 What is dermatitis?

Dermatitis is a skin condition caused by contact with something that irritates the skin (Irritant Contact Dermatitis) or causes an allergic reaction (Allergic Contact Dermatitis). It usually occurs where the irritant touches the skin, but not always.

Dermatitis is characterised by one, some or all of these signs:

- Redness
- Scaling/flaking
- Blistering
- Weeping
- Cracking
- Swelling

Someone who has dermatitis may experience symptoms of itching and pain. The signs and symptoms of this condition can sometimes be so bad that the sufferer is unable to carry on at work.

Irritant Contact Dermatitis can occur quickly after contact with a strong irritant, or over a longer period from repeated contact with weaker irritants. Irritants can be chemical, biological or physical e.g. wet work, soaps, solvents, some foods (e.g. onions), oils, greases, dusts, acids and alkalis.

Allergic Contact Dermatitis can occur when the sufferer develops an allergy to a substance. Once someone is 'sensitised', it is likely to be permanent and any skin contact with that substance will cause Allergic Contact Dermatitis. Some of the more common causes of Allergic Contact Dermatitis are some hair dyes, adhesives, some foods (e.g. shellfish, flour), wet cement and some plants (e.g. chrysanthemums).

9.6.2 How to prevent work-related skin problems

Use the 'APC' approach:

(1) AVOID direct contact between unprotected hands and substances, products and wet work:

- Get rid of the substance/product/wet work altogether;
- Substitute the product/substance for something less harmful;
- Introduce controls (e.g. tools or equipment) to keep a safe working distance between skin and substances/products/wet work.

(2) PROTECT the skin. Avoiding contact will not always be possible so:

- Use suitable personal protective equipment such as gloves;
- Substitute the product/substance for something less harmful;
- Wash hands before eating and drinking, and before wearing gloves;
- Wash any contamination from skin promptly;
- Thoroughly dry hands after washing;
- Use suitable pre-work creams;
- Moisturise skin as often as possible and particularly at the end of the day.

(3) CHECK hands regularly for the first signs of itchy, dry or red skin, and seek advice from a medical practitioner if you suspect you may have skin problems.

9.7 Work-related respiratory disease

Work-related respiratory disease covers a range of illnesses that are caused or made worse by breathing in hazardous substances that damage the lungs. In our industry the most prevalent of these diseases are chronic obstructive pulmonary disease ('COPD'), asthma and silicosis.

9.7.1 Chronic obstructive pulmonary disease ('COPD')

COPD is characterised by airflow obstruction that is not fully reversible. The condition is usually progressive and is associated with inflammatory responses of the lungs to hazardous substances. Symptoms include a chronic cough, sputum production, and shortness of breath. COPD often develops slowly and becomes symptomatic in midlife.

The main cause of COPD is cigarette smoking, but exposure to harmful dust, fumes and gases at work can also contribute to the development of the disease.

9.7.2 Occupational asthma

Occupational asthma is an allergic reaction that occurs in some people when they are exposed to substances in the workplace e.g. wood dust, flour. These substances are called 'respiratory sensitisers' or asthmagens. They can cause a change in people's airways, known as 'hypersensitive state'. Not everyone who becomes sensitised goes on to develop asthma, but once the lungs become hypersensitive, further exposure to the substance, even at quite low levels, may trigger an attack.

Work-related asthma can be triggered by exposure to substances in the workplace. Individuals with asthma are more likely to be sensitive to these respiratory sensitisers.

9.7.3 Silicosis

Silicosis is an irreversible lung disease that can take years to develop. Fine particles of respirable crystalline silica ('RCS') cause damage and inflammation to the lungs. Over time, this leads to the formation of scar tissue (fibrosis), which shows up on chest X-rays. The main symptoms are breathing difficulties and a chronic cough which may not appear before retirement. Silicosis can be extremely disabling and lead to an early death.

9.7.4 How to prevent work-related respiratory disease

This section provides guidance on some common measures you can take to control the risk of exposure to airborne hazards.

Examples of dust and silica control techniques include:

- Purchase policy – buy dust-reduced materials e.g. pellets, tablets, pastes and use pre-weighed materials in sealed bags;
- Use water to suppress dust during cutting, grinding, or blasting;
- Use dust extraction on power tools;
- Improve work practices e.g. don't allow materials to be dropped from a great height;
- Control waste e.g. use closed bags or containers, don't let waste dry out, remove waste frequently from site;
- Use vacuum cleaners instead of brushes or compressed air;
- Segregate the dusty activity from other parts of the site physically, or do the dusty work at a time when others are not around.

If the control measures fail to control exposure, then suitable respiratory protective equipment must be worn.

10.0 Control of Asbestos **Control of Asbestos at Work Regulations 2002 (CAWR)**

10.1 Introduction

These regulations require building occupiers or owners to assess the presence of asbestos within their premises. If asbestos is thought to be present then an asbestos survey should be carried out and an asbestos management program implemented.

10.2 Three types of asbestos surveys

10.2.1 Type 1: Location & Assessment (Presumptive).

The purpose of this type of survey is solely to locate the presence, extent and condition of suspect asbestos containing materials without sampling any of the materials encountered. As no samples are taken all materials which can be reasonably expected to contain asbestos must be presumed to do so. Materials which are visually assessed as containing asbestos will be strongly presumed to do so. This type of survey essentially defers the sampling of materials suspected as containing asbestos until a later date. In addition, the duty holder risks bearing management costs of materials that may be presumed to contain asbestos but may be found to in fact not, following later sampling and analysis. In short, Type 1 surveys are not routinely recommended but can have application where sampling of materials may be unrealistic. It should be realised that the limited nature of this survey must be reflected in any management plan implemented when complying with Regulation 4 of the CAWR (2002).

10.2.2 Type 2: Standard sampling, identification and assessment.

The underlying purpose of and inspection methodology of the Type 2 survey is that of the Type 1 survey. However, representative samples of materials suspected by the surveyor to contain asbestos are taken and analysed for the presence (and if appropriate type) of asbestos fibre. This survey type is suitable for integration into a plan for the management of asbestos containing materials under Regulation 4 of the CAWR (2002).

10.2.3 Type 3: Full access, sampling and identification.

The Type 3 survey is a fully intrusive survey (as far as is reasonably practicable) and is aimed at locating all asbestos containing materials within a survey area. Normally, unless otherwise specified, it involves invasive and possibly destructive investigation of all survey areas, in order to locate and assess all materials suspected as containing asbestos. The survey records only the location and estimated extent of asbestos containing materials. A priority rating is not assigned to asbestos containing materials encountered as Type 3 surveys normally precede removal of these materials rather their management in situ. This type of survey is normally recommended prior to demolition/ major refurbishment work in the survey area.

10.3 Procedures

Where it is anticipated that sites may contain asbestos, copies of all reports will be requested and staff briefed on the locations of suspect material. Where staff believe they have come into contact with suspect materials, they will cease work and report to the H&S Contact who will request an official survey and will not recommence works until results of such tests are available.

11.0 Display Screen Equipment **(Health and Safety) Display Screen Equipment Regulations 1992)**

11.1 Introduction

In accordance with regulations implemented from January 1993, all Display Screen Equipment (DSE) users have to be provided with information on risks to health, the measures to remove or reduce the risks, and entitlement to eye and eyesight tests.

This section has been produced to provide users with the information required by the regulations and to remind everyone how important these aspects are. The first step to compliance with the regulations is to establish who would be defined as a "user of DSE", for the purposes of the regulations.

A user is generally an employee who continuously uses DSE for more than one hour per day.

11.2 The Risks

There are very few health risks associated with Display Screen Equipment (DSE). However, as in any other type of work, it is possible for users to experience physical or visual fatigue. Poor health can result from poor work organisation, working environment, equipment and job design. These aspects in a job that is somewhat static in nature must be taken into account to protect the well being of the user. The Hydron Industrial Limited Commercial Director must be contacted in the first instance if you require further information regarding the DSE Regulations. They will be able to access a copy of the HSE guidance giving more information on possible effects on health. This is available to users on request. It is important that users observe the following guidance to minimise any potential problems.

There are four main areas that require attention when undertaking display screen and keyboard work, and these are:

➤ *The Screen*

The screen should be cleaned regularly and be free of reflected light. The effect of reflected light could be reduced or totally eliminated by either turning the screen away from the source slightly or tilting downwards. If window blinds are available these can be closed or adjusted to direct any sunlight away from the screen. If none of these adjustments improve the reflections, the problems may be solved using a screen filter. Filters should be seen as a last resort but in difficult situations may be the only solution.

The display should be adjusted using the brightness and contrast controls, so that the print is clear against the background but not causing glare. The screen should be about one metre away from the face and it is best to look slightly downwards if possible.

➤ *Working Practice*

Employees should be allowed and encouraged to intersperse their keyboard activities with other tasks. These do not need not to be lengthy and can indeed form part of the overall task, changing paper feeds, collecting and delivering work or other duties. The objective is to take the operator away from the keyboard/display screen at fairly regular intervals. This helps to relax the arms and wrists, exercises the body and breaks the monotony of solid input. Keyboard work should be designed to take into account the need for this mix of tasks.

N.B. Short frequent changes of activity are more beneficial than occasional longer breaks.

Display Screen Equipment should not be operated continuously for more than four hours without a change of activity. Managers need to arrange keyboard tasks so that the four-hour maximum is reduced to the lowest possible time by regularly interspersing other tasks.

➤ *Working Position*

The working position is of prime importance and managers must make every reasonable effort to ensure that the work situation and equipment allows correct position for the task.

Where the majority of time is spent on input, the surface on which the keyboard is placed must be at such a level that it is possible for the operator with the chair correctly adjusted, to "key" with the forearms horizontal, just above the level of the desktop. The hands being in a natural position of comfort and wrist (or heel of the hand) able to rest is preferred.

The chair should be adjustable for both seat and backrest height and the backrest must be able to rake forward sufficiently to offer posture support. The chair should be of a wheeled or glide type, depending on the floor surface. The chair must be adjusted to a suitable height to enable the user to adopt a comfortable keyboard position and the seat back adjusted to give support in the small of the back. The chair design must enable its position to be adjusted close enough to the desk to allow the upper arms to hang naturally rather than requiring reach. The feet should be on the floor or footrest, if this is preferred.

Making these quite minor adjustments each time the operator sits at the keyboard, particularly when more than one person uses the workstation, can increase comfort greatly and also reduce fatigue. The conditions under which wrist discomfort is possible are removed as the hands and arms are in a position of rest and not forced into adopting an awkward or unnatural position.

➤ *Posture*

It is vital that all employees are instructed in posture and workstation adjustment at the start of, and during their employment. This instruction, whether written or given verbally by managers, can prevent employees adopting a poor working posture, which in the long term can cause fatigue/strain.

Provided all keyboard users and their managers pay heed to these simple instructions, no one should suffer discomfort carrying out tasks that form part of their every day duties.

If you do experience any discomfort when using display screen equipment, you should discuss this with your immediate supervisor or the H&S contact.

11.3 Vision Screening, Testing and Supply of Corrective Appliances

Before any appointments can be arranged for employees to undergo vision screening a DSE "Workstation Risk Assessment" must be completed.

New users and current users, who have never had a test, will be offered a single vision screening check (at the employee's request).

The DSE Risk Assessment Forms (user and workstation) should be repeated annually or when a new user starts work, or after major relocation of the workstation.

Any designated user who develops problems in the course of their duties should seek advice from their own GP after informing the Commercial Director.

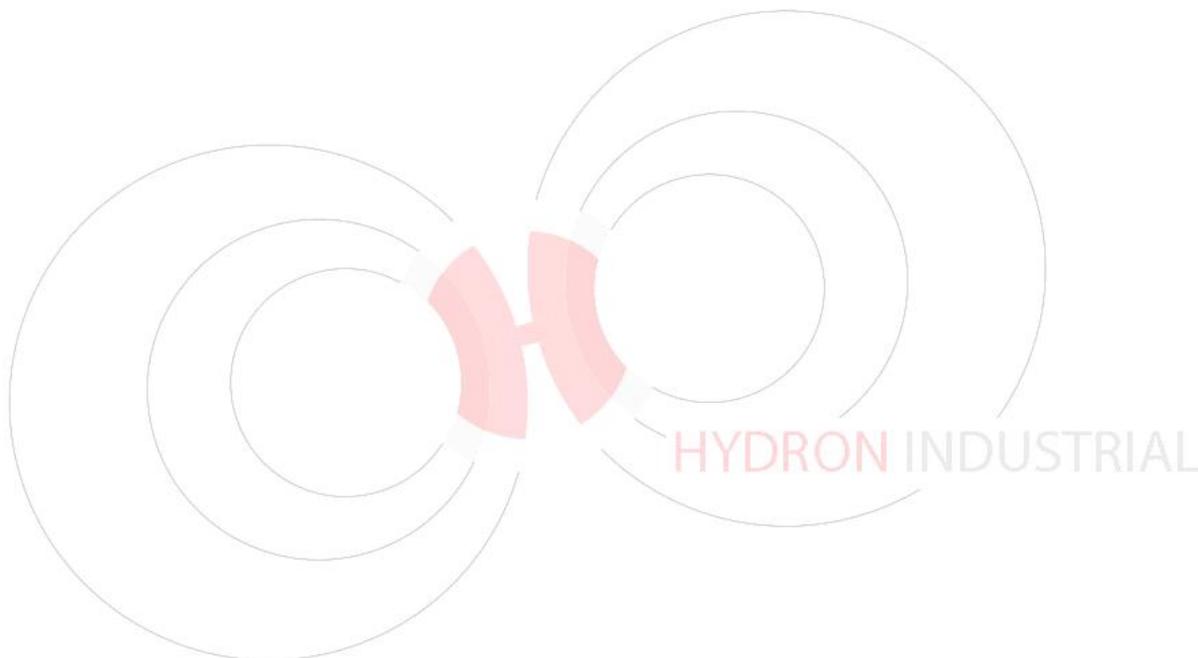
Who should be offered vision screening?

- DSE users who are over 50 years of age, will have a test every two years.
- New and current users should receive a single test.
- DSE users who develop problems with their vision, will be offered a test.

11.4 Reimbursement of Costs

Where it is identified that employees require glasses to carry out their job, Hydron Industrial Limited will reimburse the cost of glasses to a maximum of the cost of basic prescription glasses only.

Two yearly NHS eyesight tests will be reimbursed if the user spends more than 50% of the working day using DSE.



12.0 Contractors Safety Information

12.1 Background

Hydron Industrial Limited fully recognises its responsibilities under current Health and Safety legislation and seeks to achieve the highest possible standards of care for employees, visitors and all others who may be affected by all of its activities.

To achieve the above objectives, it is a condition of contract that contractors shall comply with the requirements of this document, which forms part of the Company's Safety Policy Statement.

12.2 Requirements

- All contractors shall have insurance cover for General Third Party Risks to an agreed minimum limit. Evidence of cover is required as is a thirty days notice of cancellation.
- No faulty equipment or tools shall be brought onto the premises. Evidence of current safety will be required for certain items such as portable and transportable electrical equipment and electrical tools, climbing safety equipment, pressure systems and any other items specified by the Company at the time of work.
- Personal Protective Equipment shall be worn where necessary and all such equipment shall be suitable, provide adequate protection and be properly maintained.
- All persons working on the Company's premises or sites shall be properly trained and/or be under adequate supervision and competent to undertake their duties without causing danger to themselves or others who may be affected by their acts or omissions.
- A safe system of work shall be agreed with the Hydron Industrial Limited H&S contact before any work commences. The agreed safe system of work shall not be changed without reference to the person with which it was agreed.
- A permit to work will be adhered to if this is in place on client sites. The following activities are considered to be high risk:
 - Hot work
 - Demolition
 - Excavation
 - Work with asbestos
 - Work in confined spaces
 - Electrical work above 240v
 - Overhead work
 - Other work as specified by the Company before work commences.

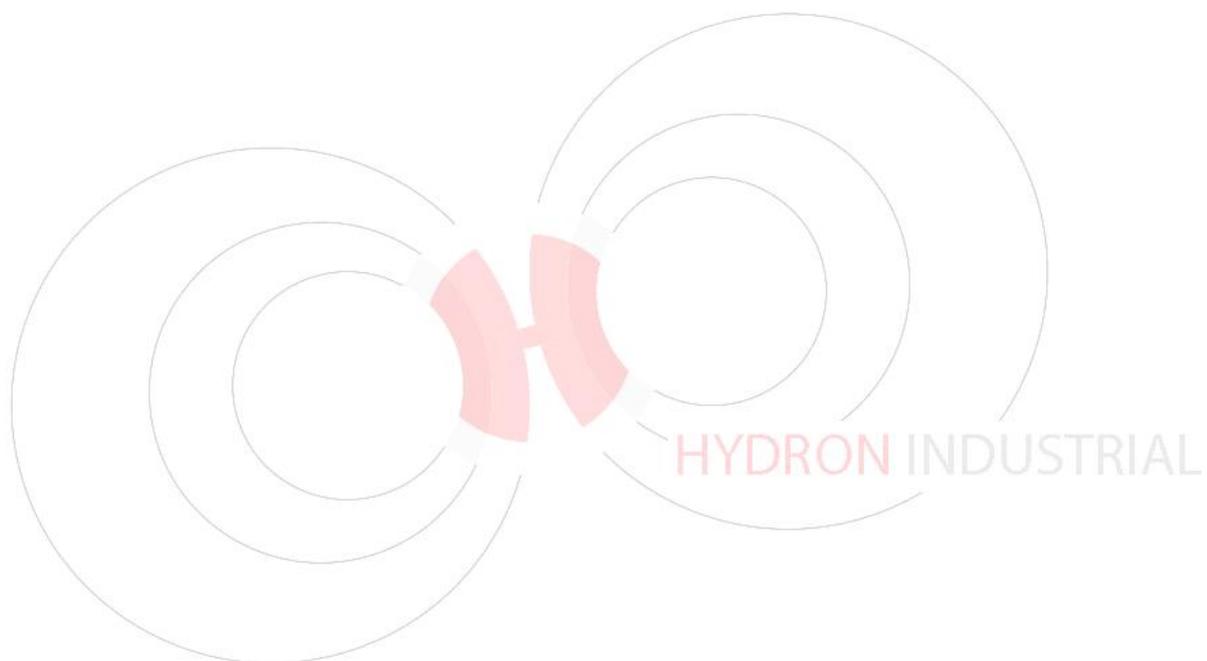
Permits shall be completed and issued before any work commences.

- All contractors and persons under their control shall:
 - Familiarise themselves with the work site and means of fire evacuation;
 - Note the location of the nearest First Aid facilities; and
 - Act upon audible alarms, notices and signs and the instructions of local supervision in cases of emergency.
 - The senior contractor shall be responsible for reporting to the incident officer that all persons within his control have safely evacuated the building or otherwise in cases of emergency.

- Contractors and persons under their control shall comply with all relevant Health and Safety Law and all Company Health and Safety Rules.
- All accidents must be reported immediately to Hydron Industrial Limited's H&S contact.
- All contractors and persons under their control shall keep within the areas designated for the work being undertaken and shall only use the designated route for access and egress.

12.3 Conclusion

Contractors are not relieved of any of their duties or obligations under Statute or Common Law and any breach of the Company's Health and Safety Rules, legal requirements or agreed Codes of Practice may lead to the suspension or termination of the contract at the Contractor's own expense.



13.0 Noise at Work (Control of Noise at Work Regulations 2005)

13.1 Introduction

Loud noise at work can damage your hearing. Damage to hearing is gradual, irreversible and often goes unnoticed. Once an individual's hearing has been lost (either wholly or partially), it is never regained.

13.2 The health effects of noise at work

Noise at work can cause hearing loss which can be temporary or permanent. People often experience temporary deafness after leaving a noisy place. Although hearing recovers within a few hours, this should not be ignored. It is a sign that if you continue to be exposed to the noise your hearing could be permanently damaged. Permanent hearing damage can also be caused immediately by sudden extremely loud noise, e.g. from guns, or cartridge-operated machinery.

But hearing loss is usually gradual because of prolonged exposure to noise. It may only be when damage caused by noise over the years combines with hearing loss due to ageing that people realise how deaf they have become. This may mean their family complains about the television being too loud, they cannot keep up with conversations in a group, or they have trouble using the telephone. Eventually everything becomes muffled and people find it difficult to catch sounds like 't', 'd', and 's', so they confuse similar words.

Hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

13.3 Employers' responsibilities

In order to prevent or reduce risks to health and safety from exposure to noise at work The Control of Noise at Work Regulations 2005 (the Noise Regulations 2005) require employers to:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if you cannot reduce the noise exposure enough through other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training; and
- Carry out health surveillance where there is a risk to health.

13.4 Noise levels

Noise is measured in decibels ('dB'). The Noise Regulations 2005 require employers to take specific action at certain action values. These relate to:

- Employees' levels of exposure to noise averaged over a working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- Lower exposure action values:
 - Daily or weekly exposure of 80dB;
 - Peak sound pressure of 135dB;
- Upper exposure action values:
 - Daily or weekly exposure of 85dB;
 - Peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded:

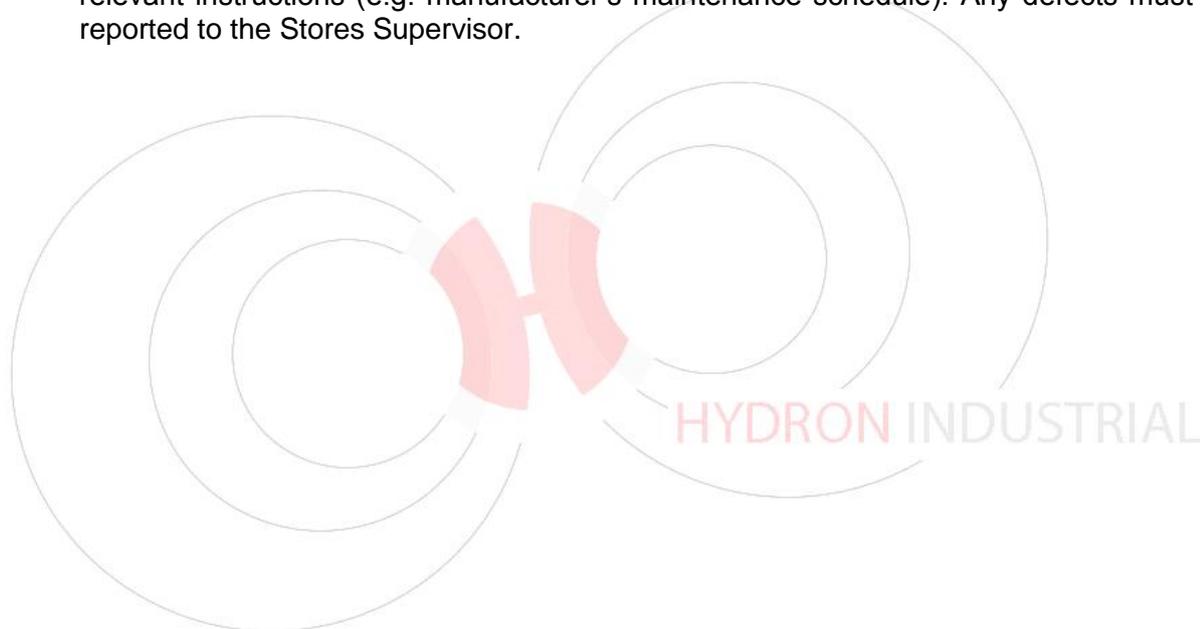
- Exposure limit values:
 - Daily or weekly exposure of 87dB;
 - Peak sound pressure of 140dB.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

13.5 Employees' responsibilities

Employees' responsibilities are:

- If you have to shout to hold a normal conversation with another person who is 2 metres away, notify your line manager or the H&S contact;
- Use the equipment supplied (including safety devices) properly, following any necessary training and instruction;
- Ear protectors must be worn in any area of high noise ('a hearing protection zone'); and
- Ear protectors must be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturer's maintenance schedule). Any defects must be reported to the Stores Supervisor.



14.0 Hand-Arm Vibration (Control of Vibration at Work Regulations 2005)

14.1 Introduction

The Control of Vibration at Work Regulations aim to make sure that people do not have their health damaged by vibration.

14.2 What is hand-arm vibration?

Hand-arm vibration is transmitted from a work activity into someone's hands and arms. This occurs when:

- Operating hand-held power tools, e.g. road breakers;
- Using hand-guided equipment, e.g. a vibrating compactor; or
- Holding materials being processed by a machine.

14.3 When is hand-arm vibration hazardous?

Regular and frequent exposure to hand-arm vibration can lead to permanent ill health. This is most likely if contact with a vibrating tool or work piece is a regular part of someone's job. Occasional or low-level exposure is unlikely to cause ill health.

14.4 What health effects does vibration cause?

Hand-arm vibration can cause a range of conditions called hand-arm vibration syndrome (HAVS). The best known is vibration white finger (VWF), but vibration also links to specific diseases such as carpal tunnel syndrome.

For some people symptoms appear after only a few months of exposure but for others it may take years. The symptoms are likely to get worse with repeated exposure and can lead to permanent damage and disfigurement. They can severely limit the jobs that someone is able to do, as well as affect family and social activities.

The symptoms include any combination of:

- Tingling and numbness in the fingers;
- Not being able to feel things properly;
- Loss of strength in the hands; and/or fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

The effects of these symptoms on people include:

- Pain, distress and disturbed sleep;
- Inability to do fine work (e.g. assembling small components) or everyday tasks (e.g. fastening buttons);
- Reduced ability to work in cold or damp conditions (i.e. most outdoor construction work), which is likely to trigger a painful finger blanching attack; and
- Reduced grip strength, which might affect the ability to work safely.

14.5 Who might be affected?

Tradesmen who work with hand-held or hand-guided power-tools and machines, such as:

- Concrete breakers, pokers and compactors;
- Sanders, grinders and disc cutters;
- Hammer drills;
- Chipping hammers;
- Chainsaws; and
- Scabblers or needle guns.

14.6 How to reduce exposure to vibration

14.6.1 Selecting work equipment

Your choice of tool can make a substantial difference to the vibration level but the tool must be suitable for the task and used correctly. Equipment that is unsuitable (e.g. too small or not powerful enough) is likely to take much longer to complete the task and expose employees to vibration for a longer period.

Example: If you usually use a tungsten-tipped bit, which requires rotary and hammer action to cut large holes in brickwork, consider using a diamond-tipped hole-cutting tool bit with a rotary action instead.

Find out about the equipment's vibration reduction features and how to use and maintain it so that the features remain effective. This should help to prevent unnecessarily high vibration levels and ensure efficient operation.

When choosing power tools and hand-guided machines:

- Check that equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability etc);
- Select the lowest vibration tool that is suitable and can do the work efficiently (e.g. breakers with handle suspension);
- Check that declared vibration emission is not high compared with similar machines;
- Read information on likely vibration emission in use (e.g. from manufacturer, hire company, databases); and
- Read available information from the manufacturer or elsewhere on controlling vibration risks through:
 - Maintenance (e.g. servicing grinders, sharpening drills and chisels);
 - Selecting consumables (abrasive discs, chisels, drills, etc);
 - Correct operation and operator training; and
 - Maximum daily trigger times or maximum daily work done with the tool.

Example: If a breaker has vibration-isolating handles, check how the machine should be used to ensure that reduced vibration levels are achieved in practice, and make sure that operators are properly trained.

14.6.2 Equipment purchase and/or hire policy

When work equipment is worn out, make sure replacements are suitable, efficient and produce less vibration.

Discuss your requirements with a range of suppliers. Check that their equipment is suitable and will be effective for the work:

- Compare vibration emission information for different brands/models of equipment;
- Ask for vibration information for the way you plan to use the equipment; and
- Ask for information on any training requirements for safe operation.

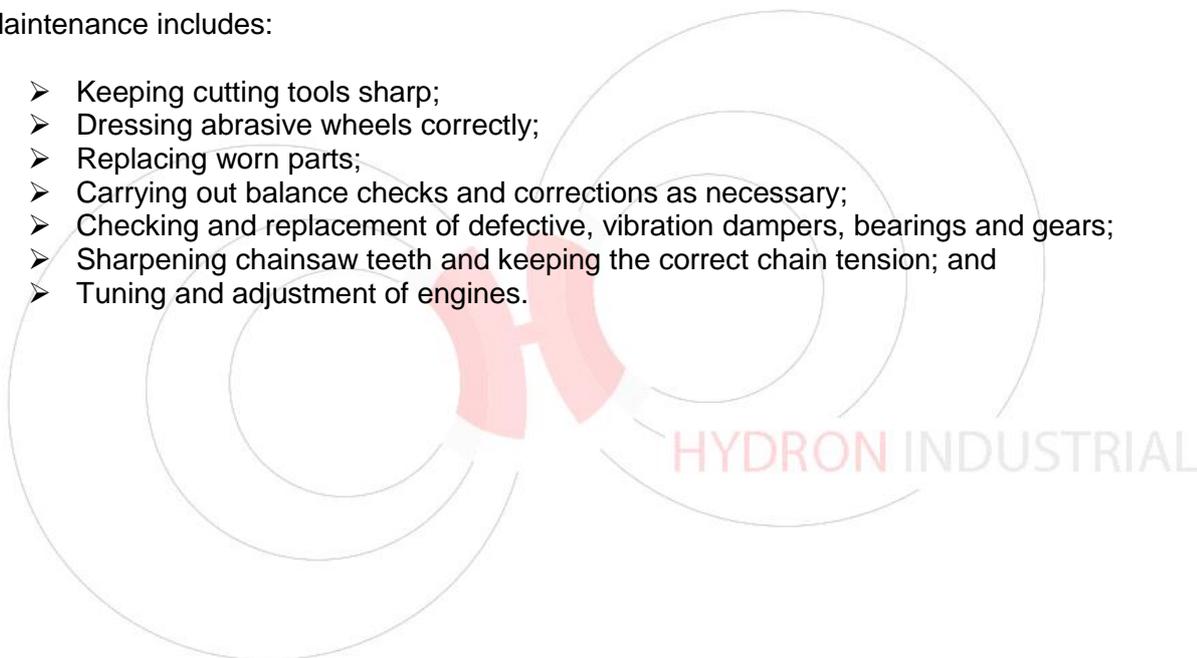
Ask workers to try the different models of equipment and take account of their opinions before deciding which to buy.

14.6.3 Maintain tools and equipment

Power tools and other work equipment should be serviced and maintained in accordance with maintenance schedules and manufacturer's instructions.

Maintenance includes:

- Keeping cutting tools sharp;
- Dressing abrasive wheels correctly;
- Replacing worn parts;
- Carrying out balance checks and corrections as necessary;
- Checking and replacement of defective, vibration dampers, bearings and gears;
- Sharpening chainsaw teeth and keeping the correct chain tension; and
- Tuning and adjustment of engines.



15.0 The Control and Issue of P.P.E. **(The Personal Protective Equipment at Work Regulations 1992)**

15.1 Introduction

Personal Protective Equipment (PPE) includes all the equipment and clothing worn at work to protect employees against risks to their health and safety. This section includes explanations of the commonest forms of PPE, how they should be selected and when and how they should be worn.

15.2 Legislation

The legislation applicable to the selection, use and maintenance of PPE is the “Personal Protective Equipment at Work Regulations 1992” which requires that the work activity is assessed and examined to identify the hazards associated with the operation. Where a risk cannot be eliminated from the process or controlled in some way, then only as a last resort should PPE be used.

As an example, keeping processes enclosed will reduce the need for PPE. Similarly, it is far better to enclose a noisy machine or otherwise quieten it, than to ask individuals to wear ear defenders.

Where PPE must be worn, warning signs will be placed. If you are in any doubt about what to wear or whether to wear PPE, ASK!

Some PPE is simple to use and requires nothing but common sense in its use. For some PPE, e.g. particulate masks, you will require adequate information on which mask to use in which situation. To use some PPE you will require a full training course before you use it; breathing apparatus is a good example of this.

If you do not fully understand how to choose and use PPE, do not use it until you have received information, instruction and training. Contact the H&S contact in the first assistance for advice and assistance.

The person receiving it must sign for non-disposable PPE issued.

15.3 Types of PPE

15.3.1 Head protection

Head protection must be worn where there is any risk of injury to the head or risk of falling objects causing head injuries. Head protection must be worn where there is a risk of hitting the head on low ceilings, scaffolds, pipework, ducting etc. Head protection will be worn at all times on all client construction sites. Industrial safety helmets complying with EN 397 must be used wherever possible, preferably with a chinstrap. Scalp protectors (“bump caps”) to EN 812 may be worn in confined places where industrial safety helmets would restrict movement or be impractical. In areas designated as “HARD HAT AREAS”, either by contractors or clients, head protection must be worn.

Safety precautions with safety helmets:

Do: - Check helmets whenever they are used and replace them if they have:

- Received a heavy blow
- Been scratched deeply

- Any visible cracks
- Any of the internal webbing broken
-

Before use:

- Clean sweat band before helmet is used
- Adjust the headband.

Don't: -

- Leave helmets on the rear shelf of cars, long term exposure to sunlight makes the plastic brittle.
- Wear helmets back to front.
- Paint helmets, or adhere stickers to them. Solvents in the paint weaken the plastic.

Helmets usually have a date stamped inside them. This is the date of manufacture, not a “use by date”. There is no set period after which helmets cannot be used. Replacement depends on how they have been used, stored and maintained. As a general rule however, a helmet should not be used if it is over five years old. For those who work on site however, it is recommended that hats be replaced every two years.

If your hat is older than 5 years, or it has suffered any of the damage above get it replaced.

15.3.2 Hearing protection

By law, hearing protection must be provided if it is impossible to reduce noise levels below the lower exposure action level identified in the Control of Noise at Work Regulations 2005.

Wearing hearing protection is essential where high noise levels have been identified. It is not possible to identify all the areas where hearing may be at risk but there are some examples: construction sites, workshops containing machinery, boiler plant rooms, and compressor rooms.

80dB is known as the “Lower Exposure Action Level” and, in an area with noise levels at or above 80 dB, employees may request hearing protection which must be worn. If there is a hearing protection sign present, wear hearing protection, even if you think there is no risk.

There are two main types of hearing protection both of which shall conform to EN 352: -

- *Hearing Defenders* - These are designed to fit over the ears and are held in place by a headband, which must pass over the head and not at the back. (This is the most important part of ear defenders as it maintains an adequate seal around the ears and thus affords the maximum protection).

Hearing defenders are designed to offer a range of “attenuation” (i.e. this is the amount by which the level of noise is reduced). Noise should be reduced to around 70-75dB(A); if the reduction is greater than this, you will not be able to hear any warning shouts or alarms. They are designed to be tight on your head and loosening the tension will reduce their effectiveness.

Hearing defenders must be stored in suitable containers.

- *Earplugs* - These come in a variety of types and are disposable. Their advantage is that generally they offer a higher level of protection than hearing defenders and are easily carried and require little maintenance. Earplugs can cause infection if they are placed into the ear with dirty fingers.

Hearing protection is required in areas designated as “hearing protection zones”.

15.3.3 Eye and Face Protection

Injuries can be sustained by dust particles; sharp objects and sparks entering the eyes. Protective spectacles, plastic goggles, eye shields and face shields conforming to BS EN 166 will be provided for Hydron Industrial Limited’s employees to use.

Often goggles are not worn because they are scratched and dirty and they cannot be seen through. This is due to poor storage. Also goggles tend to steam up and cause discomfort. Employees have a duty to use equipment issued to them and to keep it in a reasonable condition. Where any equipment is damaged, managers must be informed so that replacements can be issued without delay.

Eye protection must be suitable for the tasks being carried out.

Work requiring eye and face protection can include:

- Using or handling acids, alkalis, corrosive or irritant substances, which can include glues, thinners and other joinery products
- Using power tools where dust is created, or chippings may fly off.
- Using any gas, liquid or vapour under pressure.
- Breaking up stone, concrete or other hard surfaces.

N.B. This list is not exhaustive and an assessment of your work activities will identify areas where eye and face protection is required.

15.3.4 Foot protection

Boots and shoes provided for foot protection serve two main purposes; to protect feet and toes against crushing by heavy objects, or to prevent feet and legs being splashed by corrosive acids and alkalis. Certain operations will require protective foot and leg-wear; the site will specify these. Where provided, protective footwear must be worn.

All client construction sites are deemed as requiring foot protection. Therefore it must be worn at all times whilst on the site.

15.3.5 Hand and arm protection

Gloves of various types are available for almost every risk. The most important thing is to select the right type for the application. Where gloves cannot be worn because of the nature of the work, barrier cream may be applicable.

15.3.6 Respiratory protection

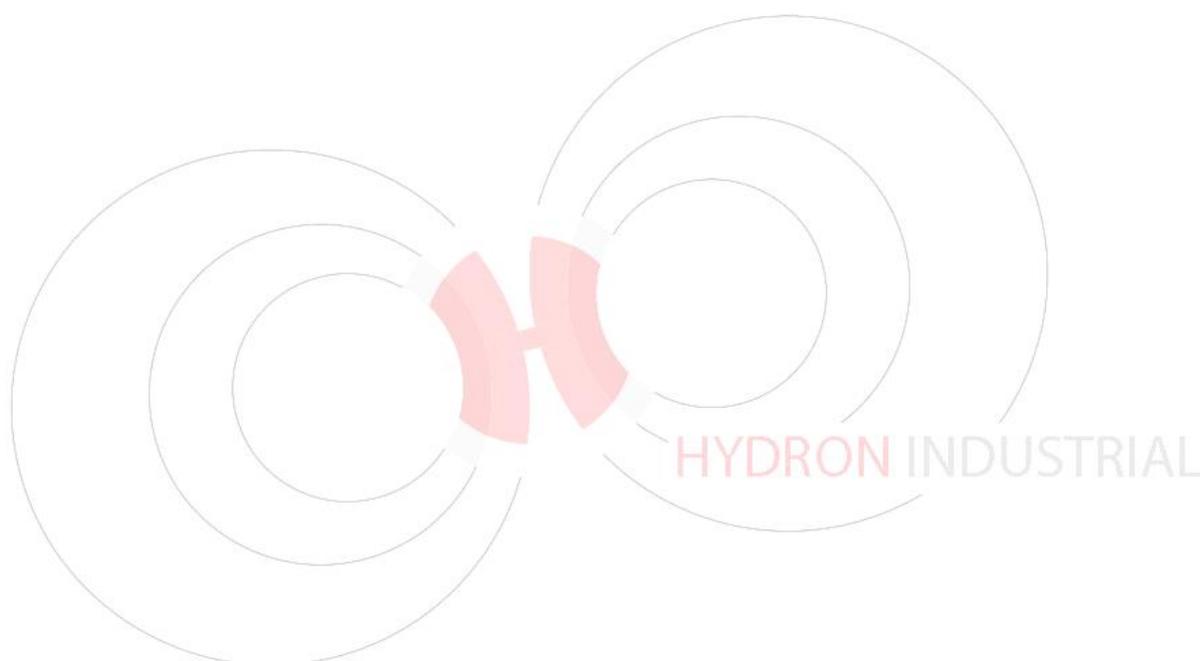
Respiratory protection covers the whole range of masks and filters, which prevent substances entering the mouth, throat and lungs. It does not include breathing apparatus or any other equipment supplying gas or air to individuals.

Masks are used to protect the mouth, lungs and throat from “particulates” i.e. dusts, fumes/mists or from gases and vapours. They range from simple, disposable dust masks to full-face filter hoods and/or filter masks fitted with a cartridge filter selected for the job. These masks must not be used in situations where there may be a lack of oxygen or explosive gases.

Disposable dusts masks must be marked with a CE mark and as a minimum conform to EN 149. Use masks as directed by the manufacturer and do not modify them in any way. If you are in any doubt about selection of equipment, ask.

15.3.7 Whole body protection

Whole body protection will generally take the form of overalls and will need to be matched to the tasks being carried out. General-purpose overalls will need to be cleaned regularly and maintained to ensure there are no loose items, which may become trapped in moving machinery. Damaged, worn or torn overalls must be either suitably repaired or disposed of.



16.0 Lifting Equipment and Lifting Operations Regulations 1998 (LOLER)

16.1 Introduction

This section deals with the procedures to be followed to ensure that the responsibilities of Hydron Industrial Limited regarding the control of lifting equipment are implemented.

Reference shall be made to the:

- Lifting Equipment and Lifting Operations Regulations 1998
- Safe Use of Work Equipment - Approved Code of Practice and Guidance L22

The Company will seek expert advice as and when required.

16.2 Responsibilities

LOLER 98 places duties on employers and persons who have control of work equipment, and lists under contents the regulations which an employer needs to consider and apply where they have duties under LOLER 98.

- Regulation 4 – Strength and stability
- Regulation 5 – Lifting equipment for lifting persons
- Regulation 6 – Positioning and installation
- Regulation 7 – Marking of lifting equipment
- Regulation 8 – Organisation of lifting operations
- Regulation 9 – Thorough examination and testing
- Regulation 10 – Reports and defects
- Regulation 11 – Keeping of information

16.3 Equipment in Use

The Company will implement a programme of regular inspections and tests to ensure that equipment is maintained in a safe condition.

Equipment categories for guidance are:

- Lifting slings and chains
- Lifting shackles etc
- Forklift trucks

16.4 Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of lifting equipment, the Company will:

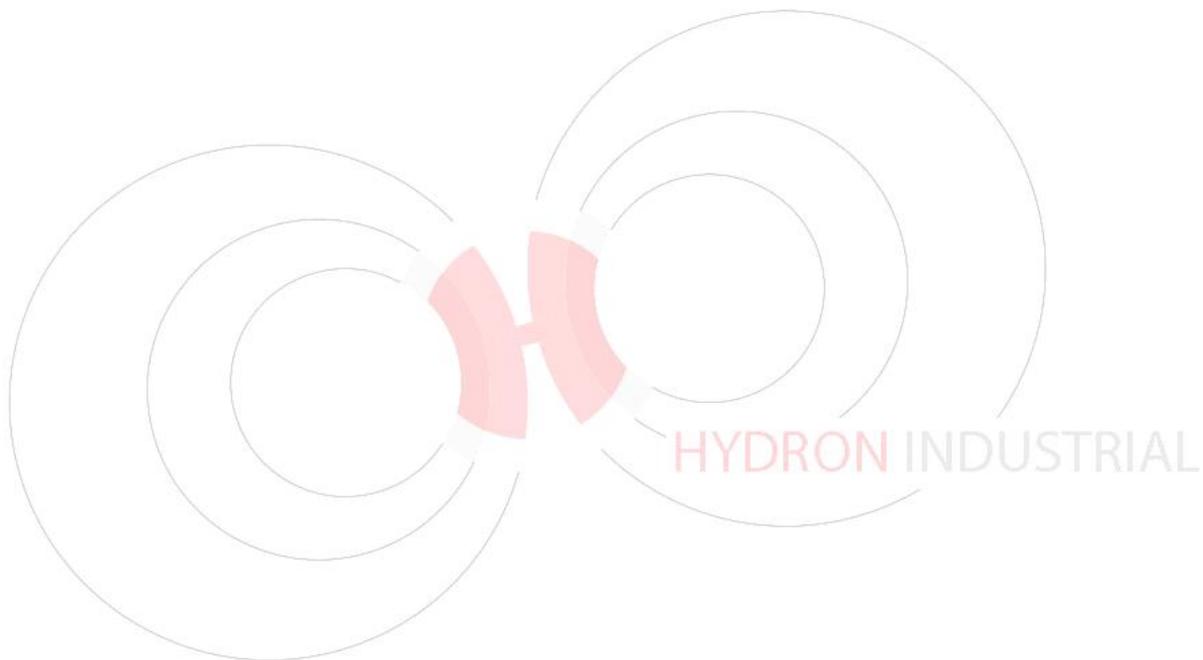
- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises in the use of lifting equipment the employee must adopt the following procedure:

- Inform a Director or the H&S contact immediately.
- Ensure the equipment is made safe.
- Place warning signs to prevent further use.
- In the case of an accident or emergency, respond quickly to ensure effective treatment.

16.5 Information and Training

Hydron Industrial Limited will give sufficient information, instruction and training to ensure the health and safety of workers who use lifting equipment. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of all lifting equipment will cover aspects of health and safety legislation in general and LOLER 1998 in particular. Lifting equipment will only be operated by individuals holding a current certificate of competence.



17.0 Working at Height (Work at Height Regulations 2005)

17.1 What is 'Work at Height'?

A place is defined as 'at height' if a person could be injured by falling from it, even if it is at or below ground level. It should be noted that the old 'two metre height' approach no longer applies.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace), but not travel to or from a place of work.

17.2 Employees' responsibilities

Under the Work at Height Regulations, employees must:

- Report any safety hazards to their line manager or the H&S contact immediately; and
- Use the equipment supplied (including safety devices) properly, following any necessary training and instruction.

17.3 Employers' responsibilities

The Regulations require employers to do all that is reasonable practicable to prevent anyone from falling.

Employers must:

- Ensure work at height is avoided where possible;
- Provide work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, provide work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations also require employers to ensure:

- All those working at height are competent to do so, understand the risk and carry out a risk assessment;
- All work at height is properly planned;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

18.0 Driving at Work

18.1 Introduction

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week. Many incidents happen due to inattention and distraction as well as failure to observe the Highway Code.

Some employers believe, incorrectly, that provided they comply with certain road traffic law requirements, e.g. company vehicles have a valid MOT certificate, and that drivers hold a valid license, this is enough to ensure the safety of their employees, and others, when they are on the road. However, health and safety law applies to on-the-road work activities as to all work activities, and the risks should be effectively managed within a health and safety management system.

This guidance applies to employees whose main job is driving, and those who drive occasionally or for short distances.

18.2 Employers' responsibilities

The Health and Safety at Work etc Act 1974 requires employers to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. Employers also have a responsibility to ensure that others are not put at risk by their work-related driving activities.

Under the Management of Health and Safety at Work Regulations 1999, employers have a responsibility to manage health and safety effectively. They need to carry out an assessment of the risks to the health and safety of their employees, while they are at work, and to other people who may be affected by their work activities. The Regulations require employers periodically review their risk assessment so that it remains appropriate.

Health and Safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work.

18.3 Employees' responsibilities

The key responsibilities of employees are:

- Only trained, competent and authorised employees may drive company vehicles;
- When driving, employees must comply with all relevant and applicable legal provisions and requirements (whether driving on the company's property or any public road);
- Employees must never drive under the influence of alcohol or drugs (including certain medication);
- Employees are required to exercise due caution and common sense and avoid driving if not in fit state (e.g. because of physical pain or excessive tiredness); and
- All transport-related accidents must be reported as soon as possible after the accident to the Transport & Safety Officer or your Line Manager.
- Any impending/current penalties, or endorsements (whether obtained privately or whilst on the Company's business) must be reported to the management within 14 days of notification by Law Enforcement Agencies or the Judiciary.

18.4 Further guidance

For further guidance, please refer to the Company 'Driving Policy statement' and 'Employee's Handbook'.

19.0 Lone Working

19.1 Introduction

Hydron Industrial Limited recognises that some staff are required to work by themselves without close or direct supervision, sometime in isolated work areas or out of office hours. In any case, the Company recognises that working alone may involve an increased risk to the health and safety of its employees.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Hydron industrial Limited has a duty of care to advise and assess risks for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

This guidance applies to all situations involving lone working arising in connection with the duties and activities of Hydron Industrial Ltd employees.

19.2 What are 'lone workers'?

'Lone workers' include those employees working either at Hydron Industrial Limited's premises or on their customer premises where:

- only one person is working on the premises
- people work separately from each other, e.g. in different locations
- people working outside normal office hours

19.3 Aims of this guidance

The aim of this guidance is to:

- increase staff awareness of safety issues relating to lone working;
- ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable;
- ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- encourage full reporting and recording of all adverse incidents relating to lone working;
- reduce the number of incidents and injuries to staff related to lone working.

19.4 Responsibilities

19.4.1 Directors

Directors are responsible for:

- ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- ensuring that all employees are aware of the policy;
- providing resources for putting the policy into practice; and
- ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed

19.4.2 Managers

Managers are responsible for:

- taking all possible steps to ensure that lone workers are at no greater risk than other employees;

- identifying situations where people work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own;
- ensuring that risk assessments are carried out and reviewed regularly;
- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- ensuring that appropriate support is given to staff involved in any incident; and
- providing a mobile phone, and other personal safety equipment, where this is felt to be desirable.

19.4.3 Employees

Employees are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- following guidance and procedures designed for safe working;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- taking part in training designed to meet the requirements of the policy;
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone; and
- fully complying with this guidance and with any complementary instructions received from the Company. Failure to do so may constitute a disciplinary offence.

19.5 Lone working procedures

All lone workers should adhere to the following guidelines when working alone:

- During their working hours, all employees leaving the workplace should ensure the office has written details of where they are going and their estimated time of return.
- Out of working hours ensure that you leave your contact details with the site contact and a family member, together with an estimated time of return.
- If in the course of working away from the office plans change significantly, this should be communicated back to the office.
- If the visit is assessed to have sufficient risk, telephone contact between the lone worker and a colleague may also be advisable.
- Lone workers should have access to adequate first-aid facilities and should carry a first-aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally risk assessment may indicate that lone workers need training in first aid.
- Lone workers should familiarise themselves with their location, fire safety procedures and escape routes in the event of an emergency.

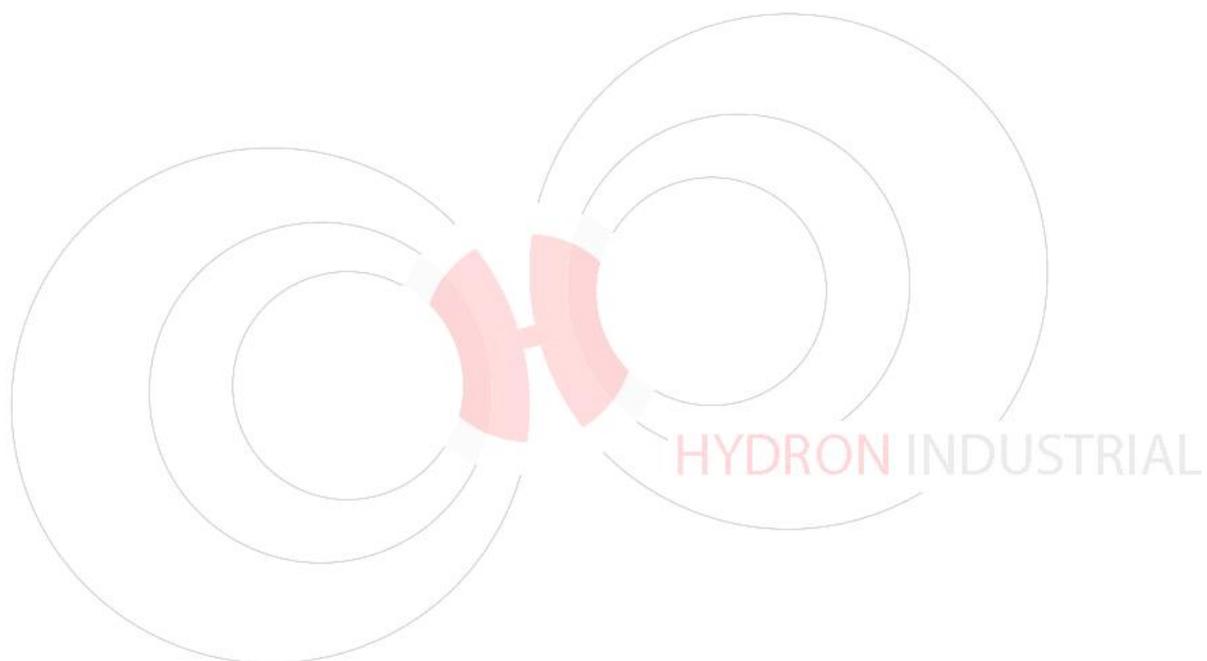
19.6 Lone working control measures

- Lone workers working anywhere other than on Company premises must call in at least at the beginning and end of each day during normal working hours. Such employees will also be provided with a first aid kit that they must ensure remains adequately stocked.
- All lone workers will be provided with a mobile phone by the Company which they must ensure they keep charged and switched on while working.
- In the event of an emergency the main points of contact will be as follows:
 - Main Office 01287 655443

○ Mr. Bret Upton	Director	07557 271404
○ Mr. Ian Seaton	Director	07446 277700
○ Mr. Lee Upton	Projects Manager	07779 336559

19.7 Monitoring safety issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, in Hydron Industrial Limited's accident book. This includes incidents of verbal abuse.
- During supervision, managers will ask people working on their own whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.



20.0 Health Surveillance

20.1 Introduction

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this. These procedures include:

- simple methods, such as looking for skin damage on hands from using certain chemicals;
- technical checks on employees, such as hearing tests; and
- more involved medical examinations.

This type of health surveillance should not be confused with health promotion or general health checks.

20.2 Employers' responsibilities

The Management of Health and Safety at Work Regulations make specific references to the responsibility of employers to ensure that their employees are provided with such health surveillance as is appropriate with regard to the risks to their health and safety. Risk assessments will identify circumstances in which health surveillance is required by specific health and safety regulations for example:

- Work in Compressed Air Regulations;
- Control of Substances Hazardous to Health Regulations;
- Control of Asbestos at Work Regulations;
- Ionising Radiation Regulations;
- Control of Lead at Work Regulations.

In addition to the circumstances where the specific regulations apply, there may be other activities that give rise to adverse health conditions or to identifiable diseases.

20.3 When is health surveillance required?

Risk assessments will identify circumstances in which health surveillance is required by specific health and safety regulations for example:

- Work in Compressed Air Regulations;
- Control of Substances Hazardous to Health Regulations;
- Control of Asbestos at Work Regulations;
- Ionising Radiation Regulations;
- Control of Lead at Work Regulations.

In addition to the circumstances where the specific regulations apply, there may be other activities that give rise to adverse health conditions or to identifiable diseases.

The employees shall receive health surveillance where the risk assessment shows that the following criteria apply:

- There is an identifiable disease or adverse health condition related to the work concerned;
- Valid techniques are available to detect indications of the disease or condition;
- There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
- Surveillance is likely to assist in the protection of the health of employees who may be exposed.

RECORD OF HEALTH AND SAFETY INSPECTION				
Ref No:	Area to be inspected:			
Name:	Signed:			
Date:	Date due for re-inspection:			
Checklist	YES	NO	N/A	COMMENTS
First Aid				
1. Accidents/ Emergencies				
a) How to contact a first aider				
b) List of first aiders				
c) Location of first aid equipment				
d) Emergency telephone number (exact in-house dialling sequence)				
e) How to report an accident				
f) Local accident and emergency hospital address				
2. First Aid Box(es)				
a) Is it fully stocked with recommended items				
b) Does it contain any items not recommended				
c) Does it contain a copy of first aid instructions				
d) Are fresh water and eyewash available				
3. Welfare				
<i>Are the following in a clean condition and stocked?</i>				
a) Toilets				
b) Wash basins				
c) Showers				
If there is a "smoking policy", is it being maintained?				
Fire Precautions				
1. <i>Check the following:</i>				
a) Extinguisher condition, identification and service date (annual service)				
b) Extinguishers are on their hooks or at fire points				
c) Fire blankets are in place at cooking areas				
d) Fire exit routes are clear of obstructions				
e) Any fire/smoke doors held open by unauthorised methods				
f) Fire and smoke door self-closers are effective				
g) No smoking notices being complied with?				
h) All relevant fire exit signs are in clear view				
2. <i>Are instructions displayed regarding the following:</i>				
a) How to raise the alarm				
b) What action should be taken				
c) List of fire wardens				
d) Fire evacuation and exit routes (map)				
e) Location of assembly areas (map)				
f) Whether there will be a roll call				
g) Emergency telephone number				

Housekeeping				
1. Check if there is clear access and egress to/ from, the following:				
a) Workplace				
b) Material or goods stored				
c) Buildings and offices				
d) Plant for maintenance or operation				
2. Are passageways clearly marked and maintained? Check for:				
a) General dirt and debris				
b) Material not stored correctly				
c) Unauthorised welfare use				
General Hazards				
<i>Are there hazards created by bad practices, design, material or substances? e.g.:</i>				
a) Tripping or head hazards				
b) Lack of warning notices and signs				
c) Condition of floor coverings				
d) Trailing electric leads				
e) Cleanliness (dust, dirt or spillage)				
f) Furniture (layout, doors or drawers left open)				
g) Heaters and fires				
h) Storing of material at high level				
i) Handling of material and goods (manual or power)				
j) Access for maintenance or operation of plant or equipment (to include temporary or alternative access necessitated by a malfunction of plant or equipment)				
Documentation				
1. Are the following relevant health and safety notices displayed?				
a) Health and safety information for employees (with enforcing authority HSE / EMAS details entered)				
b) Fire certificate (where appropriate)				
c) Electric shock notices (where appropriate - with details entered as to contacts)				
d) Employer's liability insurance certificate				
e) Health and safety notices for chemicals and substances (where appropriate)				
f) Record of persons trained for the operation or task and also health and safety measures (where appropriate)				
2. Are the following documents available/in use?				
a) COSHH assessments				
b) Manual handling assessments				
c) VDU workstation assessments				
d) Other risk assessments				
e) Safe working procedures				
f) Health and safety manual				
g) General health and safety information				

Safety Devices, Equipment and Personal Protective Equipment (PPE)				
<i>Is PPE being used as required, e.g.:</i>				
a) Caps or helmets for head protection or hygiene				
b) Protective footwear, e.g. for handling weights, wet conditions or chemicals				
c) Protective clothing appropriate for the task or operation				
Plant and Machinery (Operation)				
<i>Aspects that require checking will include whether:</i>				
a) Adjacent floor area is clear				
b) Safety controls and devices are fitted				
c) "Emergency" stops are readily accessible and labelled/ coloured to identify their function				
d) Electric, water and gas supplies with isolation means are readily available, in good order and well indicated				
e) All leads, etc are kept clear of work activities and the floor to prevent entrapment or damage				
f) All substances which are hazardous to health are used, labelled and stored in accordance with COSHH assessments				
g) Each operator is "competent"				

HYDRON INDUSTRIAL

DSE ASSESSMENT CHECKLIST.

Name

Job Title

Location

Approx.VDU hrs, daily

1 DISPLAY SCREEN IMAGE		YES		NO	
A	Are the characters readable ?				
B	Is the image free of flicker and movement ?				
C	Are the brightness and contrast easily adjustable ?				
D	Is the screen free from glare and reflection ?				
E	Does the screen swivel and tilt ?				
F	Is the screen at a comfortable height ?				
2 KEYBOARD		YES		NO	
A	Can the keyboard be tilted ?				
B	Is there enough space to rest hands in front of keyboard ?				
C	Can you find a comfortable keying position ?				
D	Are the characters on the keys easily readable ?				
E	Is the keyboard glare free ?				
3 FURNITURE		YES		NO	
A	Is the work surface large enough for documents & equipment ?				
B	Are you comfortable ?				
C	Do the chair adjustment mechanism work ?				
D	Is the chair stable ?				
E	Is the surface free of glare ?				
4 ENVIRONMENT		YES		NO	
A	Is there enough room to change position and vary movement ?				
B	Do you regularly change your work activity ?				
C	Are the levels of light, heat and noise comfortable ?				
D	Is the air quality satisfactory ?				
5 SOFTWARE		YES		NO	
A	Can you comfortably use the software provided ?				
6 TRAINING		YES		NO	
A	Have you attended or been nominated for DSE training course ?				
7 OTHER COMMENTS (continue on separate sheet if necessary)					

Signed by user:

Date:

Safety Officer:

Date:

APPRAISAL OF MANUAL HANDLING OPERATIONS WITHIN THE WORKPLACE			
1. Workplace Location:			
2. Assessors:		Date :	
3. Manual handling operation being appraised:			
4. MHO's. Do they involve:	Yes	No	
Holding/manipulating loads at a distance from the trunk?			
Twisting the trunk?			
Stooping?			
Reaching upwards?			
Excessive lifting/pushing/pulling of loads?			
Excessive carrying distances?			
Sudden Movements?			
Frequent or prolonged physical effort?			
Insufficient rest or recovery periods?			
Rate of work imposed by the process?			
Loads. Are the loads			
Heavy?			
Bulky or unwieldy?			
Difficult to grasp?			
Unstable - have shifting contents?			
Sharp, hot or otherwise potentially damaging?			
Working Environment. Are there:			
Potential conflicts with vehicular/pedestrian traffic?			
Space constraints preventing good posture?			
Uneven, slippery or unstable floors?			
Variations in level of floors or work?			
Extremes of temperature or humidity?			
Ventilation problems or gusts of wind?			
Poor lighting conditions?			
Individual Capability. Does the MHO:			
Require an unusual strength, height, etc?			
Present a hazard to pregnant women or new mothers/ those with health problems?			
Require special training/			
5. Other Factors. Is the movement or posture hindered by personal protective equipment (PP) or by clothing?			
NOTE: IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS YES, AND MHOs CANNOT BE AVOIDED, THEY ARE TO BE CLASSIFIED AS HAZARDOUS AND A FULL MANUAL HANDLING RISK ASSESSMENT IS TO BE CARRIED OUT.			

COSHH ASSESSMENT

Location:	COSHH Ref:
Materials Used:	Process / Activities:
Trade Names (If applicable):	
Classification of Materials: (circle the appropriate classifications). Very Toxic / Toxic / Harmful / Irritant / Corrosive / Oxidising / Carcinogenic / Teratogenic / Mutagenic / Flammable / Deliterious / Explosion / Sensitiser / other (please specify):	
Routes of Entry: (circle the appropriate routes). Inhalation / Ingestion / Absorption / Injection Other (please specify):	
Occupational Exposure Standards:	Maximum Exposure Limits:
Persons Exposed: Employees / Contractors / Visitors / MOP's / Young / Elderly / others (please specify): Are all these persons exposed directly? Yes / No If no, which categories are exposed indirectly? How are these persons exposed? Can they be relocated? Yes / No	
Control Measures in Place: (Circle the appropriate measures) *PPE provided and worn / Ventilation systems in place / handling precautions (including mechanical lifting aids) / Routine air testing / Maintenance of equipment / Staff training and information given / Health surveillance / Other (please specify): *PPE, please list what is provided, what is actually worn and the condition and suitability.	

Risks to health with above control measures in place: (circle appropriate risk)

High / Medium / Low / Trivial

If Medium / High are there other control measures available within the workplace?

Yes / No?

Can the process be altered to reduce the risks?

Yes / No?

Can the materials / substances be replaced with less hazardous materials / substances?

Yes / No?

Can personnel be kept away from the task?

Yes / No?

If No has been answered to the above questions, then it must be ensured that all reasonable precautions have been made that can be made, and that all PPE provided complies with the required standards and is maintained in good condition and worn at ALL times. This Assessment should be reviewed at regular periods, or on any changes (i.e. Personnel/ process changes/ supplier alterations etc)

Miscellaneous Information:

Safety Data Sheets: These are usually provided by the suppliers, and contain information pertinent to the material or substance supplied (e.g. first-aid details should persons come into contact with the material/ substance, fire precautions, storage requirements, transportation procedures, spillage and environmental procedures and safe disposal). Copies should be attached to the relevant COSHH assessments, and all personnel who might be required to work with those materials or substances made aware of the contents.

Assessed by: Bret Upton

Position: Managing Director

Date:01/12/2013

Signed copy available and on display at company premises