

## 1 - Statement of Intent

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Singer and James Ltd places great importance in ensuring the health, safety and welfare of all persons that could be affected by its work activities. It is the policy of the Company to ensure the health, safety and welfare of its employees, customers and any other persons that could foreseeably be affected by its business activities.

In accordance with the requirements of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, and other applicable legislation, the Company has assigned responsibilities and instigated arrangements for safety management.

Singer and James Ltd assesses the risks associated with its work activities and implements control measures to ensure, so far as is reasonably practicable;

- places of work are maintained in a safe condition
- working environments are safe and without risk to health
- work equipment and systems of work are safe and without risk to health
- adequate information, instruction, training and supervision are provided to ensure the safety of employees and others

The effective implementation of this policy requires the co-operation of employees at all levels. Graham James is the Director responsible for health and safety within the Company. He ensures that an effective health and safety policy is maintained and adequate resources are provided for its implementation.

Line Managers are responsible for implementing the arrangements defined in the safety policy in relation to the areas and activities under their control. Line Managers have a key role in maintaining safety standards and should regard their safety responsibilities, with equal importance to those of maintaining customer service levels and productivity.

Employees at all levels are reminded that they have specific legal responsibilities to:

- ensure the health and safety of themselves, and of any other persons who may be affected by their acts or omissions at work
- co-operate with their employers to enable applicable statutory requirements to be complied with
- report any areas where the safety arrangements fail to reduce risks to an acceptable level

The Company monitors its safety performance and consults with its employees on safety matters. The recommendations arising from safety monitoring, employee consultation and risk assessment programmes are implemented in order of priority to ensure continuous improvement in safety performance. This policy will be reviewed periodically to take account of applicable statutory requirements and changes in work activity.



Graham James

Director Responsible for Safety

8<sup>th</sup> January 2015

## 2 - Safety Responsibilities

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### **Director Responsible for Health and Safety.**

Graham James is the Director Responsible for Health and Safety. He is overall responsible for safety within the company and is responsible for:

- maintaining an effective safety policy that details the arrangements necessary to ensure compliance with applicable safety requirements;
- ensuring that adequate resources are provided for the implementation of the arrangements defined in the policy;
- ensuring that adequate funds are in place for the implementation of the safety arrangements, insurances etc.
- ensuring that Line Managers are adequately trained and competent to discharge the responsibilities assigned to them in this policy;
- chairing the safety committee to co-ordinate the implementation of the arrangements defined in the safety policy
- consulting with other Directors and Line Managers on safety matters;
- ensuring risk assessments are undertaken of common areas;
- ensuring that the safety policy is implemented in all areas of business activity;
- monitoring compliance with legislation; and
- reporting to the Board regarding the implementation of the safety programme and health and safety performance of the company

### **Supervisors / Line Managers**

Supervisors / Line Managers are responsible for ensuring the arrangements defined in the safety policy are implemented in relation to the areas and activities under their control, i.e.:

- ensuring that the persons under their control are adequately trained and are only deployed for work that they are competent to undertake;
- ensuring that risk assessments are undertaken and the risk control measures specified reduce risks to an acceptable level;
- ensuring the findings of risk assessments are communicated to the persons undertaking the activities;
- ensuring that the safety arrangements and control measures defined in the risk assessments are implemented in the areas under their control;
- supervising employees under their direction to ensure they adhere to the safety policy, risk assessments, safe systems of work / method statements applicable to their work;
- undertaking safety inspections to ensure safety arrangements and control measures are complied with;
- consulting the persons under their direction regarding workplace health and safety issues;
- ensuring accident investigations are recorded, investigated and reported; and

- advising directors of areas where risks are not adequately controlled by the existing safety arrangements

## **Employees**

Employees are responsible for:

- working in accordance with the defined safety arrangements, control measures deemed necessary by risk assessments, and safety information and training provided;
- assisting in risk assessments, safety inspections and accident investigations as required; and
- reporting safety hazards and any areas where the existing safety arrangements fail to adequately reduce risks to an acceptable level.

## **External Safety Adviser**

The Safety Adviser is responsible for providing advice and support to management regarding applicable safety requirements and the action necessary to comply with them.

## **Safety Committee**

The Safety Committee is chaired by the Director Responsible for Safety and comprises management and employee representatives from the main areas of business activity, and the Safety Adviser. The Safety Committee's functions are to:

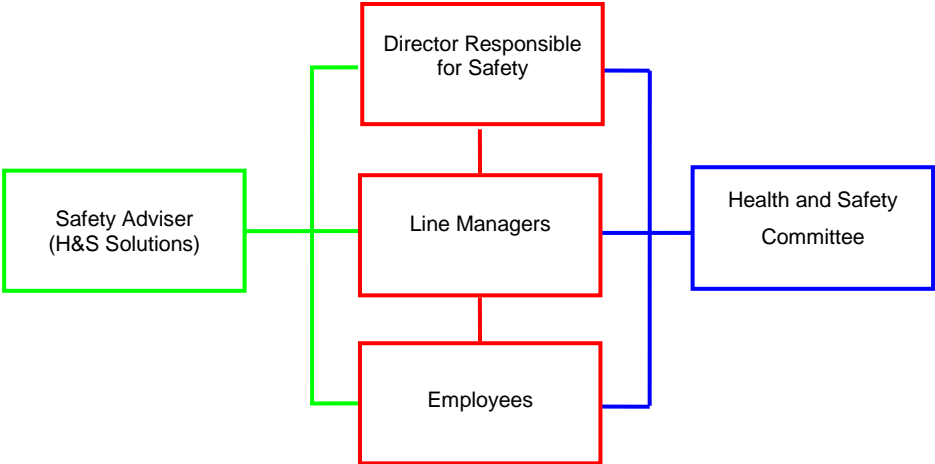
- plan, co-ordinate and monitor the implementation of the arrangements defined in the safety policy;
- prioritise and co-ordinate the implementation of the significant recommendations arising out of the safety inspections, accident investigations and risk assessment programmes;
- monitor accident statistics and review the findings of accident investigations and inspections; and
- initiate improvements to the existing safety arrangements or control measures where the accident statistics and the findings of safety monitoring indicate further improvements can be made.

## **Breach of Safety Procedures**

In accordance with this policy and health and safety law, employees at all levels are reminded of their personal responsibility to ensure the health and safety of themselves, and that of any other person who could be affected by their acts or omissions at work.

Failure to observe the Company safety policy will be dealt with using the Company's standard disciplinary procedure. Deliberate disregard of safety procedure or action / inaction which exposes themselves or any other person(s) to excessive risk will be treated as gross misconduct and dealt with accordingly.

**Organisation Chart**



- Health and Safety Responsibilities
- Health and Safety Advice
- Co-ordination of Safety Programme

## 1 - Accidents

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999, the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, and the Social Security (Claims and Payments) Regulations 1979: All accidents at work must be recorded in an approved accident book and investigated to identify the actions necessary to prevent a recurrence. Specified injuries, diseases and dangerous occurrences must be reported to the National Incident Contact Centre. Completed accident book entries should be removed from the book and kept confidential.*




### Company Procedure

- In the event of an accident at work, assistance should be obtained from a first aider. The names and locations of first aiders are displayed on notice boards.
- The first aider will provide assistance in accordance with their training, and record details of treatment provided in part 1 of the accident investigation report.
- The injured party should record the accident in the accident book, complete the remaining sections of part 1 of the accident investigation report. The accident book entry and investigation report form should then be passed to their Line Manager. Note – employees are entitled to a copy of the accident book entry.
- The Line Manager will investigate the causes of the accident, obtain witness statements where appropriate and specify the action taken to prevent a recurrence in part 2 of the accident investigation report. The report and accident book entry should then be passed to the Director Responsible for Safety.
- The Director will review the effectiveness of the remedial action and where appropriate report the incident to the Incident Contact Centre. The accident book entry will be placed in a secure file.
- Reportable incidents include dangerous occurrences, occupational diseases and accidents resulting in major injuries or more than 7 days off work. Any such incidents should be reported to the Director Responsible for Safety immediately.

### Associated Forms and Documents

-  Accident book.
-  Accident investigation report form.
-  RIDDOR guidance and record form.

**Record Keeping Arrangements**

-  Completed accident investigation reports should be filed in this section of the safety file.
-  Completed accident book entries should be kept in a secure file.
-  All RIDDOR reports should be recorded using the RIDDOR guidance and record form in this section of the safety file.

## 2 – Asbestos

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### Summary Requirement

*The Control of Asbestos Regulations asbestos in non-domestic premises to be managed. Employers should undertake surveys to identify materials in their workplaces that may contain asbestos. Where suspect asbestos containing materials are identified, employers must undertake assessments of the risks of exposure and implement control measures that prevent the release of asbestos fibres.*

### Company Procedure

- An asbestos survey has been undertaken of the factory.
- The survey has identified that the roof cladding is corrugated asbestos cement.
- The roof is not disturbed during normal work activities.
- The Directors will ensure that any contractors brought in to undertake maintenance work are made aware of the presence of asbestos in the roof cladding and that the work they are undertaking will not disturb the roof.
- If works are required that require the roof cladding to be cut, drilled or disturbed in a manner that could release asbestos fibres, the Directors will ensure that the works are undertaken by Licenced contractors in accordance with the control of asbestos at work regulations.
- Site fixers are not at risk of being exposed to asbestos when installing steel work.

### Associated Forms and Documents

 Asbestos Management Plan

 Asbestos Warning Sign

### Record Keeping Arrangements

 Relevant extracts from Asbestos Survey

 Completed Asbestos General Risk Assessment Form



## 3 - Consultation

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### Summary Requirement

*The Health and Safety (Consultation with Employees) Regulations 1996: Employers are required to consult with their employees regarding health and safety issues in the workplace. Employers may consult with employees directly or via elected representatives. Employees must advise their employers of any areas where the existing safety arrangements fail to reduce risks to an acceptable level.*

### Company Procedure

- The company consults with employees regarding issues that may affect their health and safety via Line Managers and Safety Representatives from the factory floor and site fixing teams. Safety Representatives attend quarterly safety committee meetings.
- Employees are encouraged to report safety issues to their Line Managers so they can be dealt with in a timely manner.
- Safety issues should only be reported to Safety Representatives for discussion at the safety committee where the action taken by the line manager is not considered to be satisfactory.
- Non-urgent suggestions for improvements in health and safety can be raised at the safety committee via your safety representative or the Director responsible for safety.

### Associated Forms and Documents

 None.

### Record Keeping Requirements

 None.

## 4 – Contractors and Visitors

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999 and The Construction Design and Management Regulations 2007: Employers are responsible for ensuring that the contractors they engage are competent and do not pose a significant risk to their employees. Employers are also responsible for ensuring that the activities of their own employees do not cause harm to their visitors and contractors.*



### Company Procedure

- All visitors and contractors are required to sign in and out of the building. Visitors should be accompanied at all times whilst on site.
- Persons that engage contractors are responsible for ensuring that they are competent to carry out the work safely, and that they provide documentation identifying the precautions to be taken to reduce the risks associated with the works prior to works commencing, i.e.
  - completed contractors safety questionnaire (all contractors); and
  - safety policy, risk assessments and method statements (contractors with 5 or more employees)
- The Director responsible for health and safety must be informed of any major works that are subject to the requirements of the Construction, Design and Management Regulations as a CDM Co-ordinator will need to be appointed and a construction phase safety plan produced.
- Major works include activities undertaken by contractors on buildings, plant, and building services involving:
  - a duration of more than 30 days;
  - a duration in excess of 500 person days; and
  - demolition.

### Associated Forms and Documents

-  Contractors risk assessment questionnaire form.

### Record Keeping Requirements

-  Completed contractor risk assessment questionnaires should be kept in this section of the safety management file.
-  Copies of supporting documentation such as safety policies, risk assessments and method statements should be kept in a separate file.

## 5 – Co-ordination and Review of the Safety Programme

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999: Employers must plan the implementation of their health and safety arrangements, including risk assessment, safety inspection and training programmes.*


### Company Procedure

- The Director Responsible for Safety chairs the Safety Committee, which meets on a quarterly basis. The Committee is attended by the Safety Adviser and employee and management representatives.
- The Safety Committee:
  - plans, co-ordinates and monitors the implementation of the arrangements defined in the safety policy, including risk assessment, training and safety inspection programmes;
  - prioritises the recommendations in the recommendations register, assigns recommendations to individuals for action, monitors their implementation and records the progress made in the register;
  - monitors accident statistics and reviews the findings of safety inspections and accident investigations; and
  - initiates improvements to the safety arrangements or control measures where accident statistics or the findings of safety monitoring indicate further improvements can be made.
- Safety Committee meeting minutes and the recommendations register are displayed on notice boards.
- The Director Responsible for Safety and the Safety Adviser meet annually to review health and safety performance and to plan health and safety programme for the coming year.

### Associated Forms and Documents

-  Safety committee minutes.
-  Recommendations register.

### Record Keeping Requirements

-  The current version of the safety committee minutes and recommendations register should be kept in this section of the safety management file.

## 6 - Display Screen Equipment

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


### Summary Requirement

*Health and Safety (Display Screen Equipment) Regulations 1992: Employers are responsible for ensuring that significant users of computers are provided with information regarding the correct use of DSE and for undertaking assessments of their workstations. Significant users are entitled to eye tests paid for by the employer and corrective spectacles where the eye test identifies that a special prescription is required specifically for computer use.*



### Company Procedure

- The Director Responsible for Safety shall ensure that all significant users of computers are issued with guidance regarding the hazards and safe use of DSE. After reading the guidance, significant users shall undertake a self-assessment of their workstation.
- The completed assessment form will then be reviewed by the Director Responsible for Safety who will ensure that, where necessary for reasons of health and safety, action is taken to ensure that the workstation complies with the minimum requirements specified in the schedule to the DSE Regulations.
- The Director Responsible for Safety is responsible for ensuring that significant users of DSE are aware that they are entitled to DSE user eye tests paid for by the Company, and that the Company will pay for a basic pair of glasses where an eye test identifies that a significant DSE user's normal glasses are not suitable for DSE work.
- Employees should organise and use their workstations in accordance with the guidance provided.
- Employees should report any symptoms of ill health that could be attributable to the use of DSE to the Director Responsible for Safety.

### Associated Forms and Documents

-  Display Screen Equipment Schedule.
-  Display screen equipment self-assessment forms.
-  Employee guide – Working with VDU's.

### Record Keeping Requirements

-  Completed Display Screen Equipment assessments should be kept in this section of the safety file.
-  The issue and receipt of working with VDU guidance should be recorded in the information and training section.

## 7 - Fire

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

### Summary Requirement

*Regulatory Reform Fire Safety Order 2005: Employers are required to assess the fire risks in their premises to ensure that the risk of fire is minimised and that appropriate arrangements are provided for the safe evacuation of employees in the event of a fire occurring.*




### Company Procedure

- The Director responsible for safety shall ensure that a fire risk assessment is undertaken of the building to ensure that fire risks are minimised and that the fire safety arrangements are adequate. The findings of the fire risk assessments should be used to define emergency plans.
- Emergency plans should specify:
  - the means of detecting fire in the building;
  - the means of raising the alarm in the event of fire;
  - the means of evacuating the building in the event of fire;
  - the location of the assembly area(s);
  - the means of ensuring all persons are accounted for / all parts of the building have been safely evacuated; and
  - the means of calling the fire brigade.
- Notices explaining the means of raising the alarm, the means of escape and the designated fire assembly points shall be clearly displayed on notice boards. The means of raising the alarm shall be tested weekly. Fire evacuation drills shall be undertaken at least on an annual basis.
- The Director responsible for safety shall ensure that fire extinguishers are provided in all work areas. Fire extinguishers should be suitable for the type of fire risk present. All extinguishers should be regularly checked and maintained by an approved contractor on an annual basis. Employees should not attempt to use a fire extinguisher unless they have been trained to do so.
- Employees should observe no smoking signs and ensure that cigarettes and matches are fully extinguished before being placed in the receptacles provided. Highly flammable liquids should be used in accordance with risk assessments and training.
- All employees must evacuate the building immediately upon hearing the fire alarm. Employees must not re-enter the building until authorised to do so by a Director.

**Associated Forms and Documents**

-  Fire action notice.
-  Fire risk assessment form.
-  Fire log form.

**Record Keeping Requirements**

-  Maintenance of fire equipment should be recorded in the maintenance record in the maintenance section of the safety management file.
-  Fire alarm tests and fire drills should be recorded in the fire log in this section of the safety management file.
-  Completed fire risk assessments should be kept in this section of the safety management file.

## 8 - First Aid

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### Summary Requirement

*The Health and Safety (First Aid) Regulations 1981: Employers are required to make adequate provision for first aid taking account of the risks associated with the undertaking, the number of employees and the proximity of emergency services.*

### Company Procedure





- The Director Responsible for Safety shall ensure that assessments are undertaken of the arrangements for the provision of first aid in relation to the activities and areas under their control, to ensure adequate arrangements are provided.
- The assessment should take account of:
  - the likelihood of first aid emergencies occurring;
  - the size and layout of the workplace;
  - the number of people employed;
  - the patterns of work; and
  - the availability of emergency services.
- Line Managers shall ensure that the arrangements deemed necessary by the assessment are provided and maintained.
- Line Managers should review the assessment of first aid arrangements on an annual basis.

### Associated Forms and Documents

 First Aid assessment form.

 First aid notice.

### Record Keeping Requirements

-  Completed first aid assessment forms should be kept in this section of the safety management file.
-  The names and contact details for First-Aiders, and the locations of First-Aiders should be recorded and displayed on notice boards.
-  First-Aider training should be recorded in the information and training section of the safety management file.
-  First-Aiders should record all treatment provided on the accident investigation report form – see section regarding accidents.

## 9 – Risk Assessments, Safe Systems of Work / Method Statements

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999: Employers are required to assess the significant risks to which their employees and other persons are exposed as a result of their undertakings. The assessments should evaluate the effectiveness of the control measures provided, to ensure they comply with applicable statutory requirements and reduce the risk to an acceptable level.*

### Company Procedure

- Line Managers shall ensure that assessments are undertaken of the risks associated with the work activities under their control.
- Line Managers should seek assistance from the Safety Adviser where an assessment identifies significant exposure to hazardous substances, highly flammable substances, manual handling, noise, vibration that cannot be readily controlled.
- The assessments should identify the hazards associated with the work activities, define and evaluate the effectiveness of the existing control measures.
- Short-term control measures should be defined and implemented where the risks are found to be at an acceptable level.
- The findings of risks assessments together with information regarding how the work should be undertaken, equipment and materials to be used are used to prepare safe systems of work for factory based activities and method statements for site work activities.
- Line Managers are responsible for ensuring that the significant findings of risk assessments, safe systems of work / method statements are communicated to the persons at risk and adhered to.
- The Director Responsible for Safety shall ensure that long-term recommendations resulting from risk assessments are prioritised and included in the recommendations register.
- Risk assessments are reviewed following accidents, in the event of significant change to the work activity and on a 12 monthly basis.



### Associated Forms and Documents

-  General risk assessment schedule.
-  General risk assessment form

### Record Keeping Requirements

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-  Completed general risk assessments should be kept in this section of the safety management file.
-  The issue of risk assessments to persons undertaking the work activities should be recorded using the information and training record form in the information and training section of the safety management file.

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## 10 - Hazardous Substances

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### Summary Requirement

*The Control of Substances Hazardous to Health (COSHH) Regulations 2002: Employers are required to avoid the use hazardous substances wherever possible. Where the use of hazardous substances cannot be avoided, employers are required to undertake assessments to ensure controls are provided that reduce employee exposure to safe levels.*

### Company Procedure

- The use of hazardous substances will be avoided wherever possible. Where the use of a hazardous substance cannot be avoided it will be assessed as part of the general risk assessment programme.
- Where the general risk assessment identifies there is significant exposure to a hazardous substance that cannot be readily controlled, the company's safety advisers will be asked to undertake a COSHH Assessment.
- The COSHH assessment shall:
  - identify the hazards associated with the substance;
  - establish how exposure could occur during use;
  - establish the levels of exposure during use;
  - identify the measures necessary to avoid or control employee exposure; and
  - define arrangements for foreseeable emergencies.
- Employees shall be provided with information and training as appropriate regarding the hazards associated with the hazardous substances and the maintenance and use of the control measures necessary to reduce exposure to safe levels.
- Where appropriate environmental monitoring and health surveillance shall be used to monitor the effectiveness of the control measures provided.
- Employees shall work in accordance with the information and training provided and report any ill health affects, that could be attributable to the substances being used to their Line Manager.

### Associated Forms and Documents

-  Hazardous substances schedule.
-  Manufacturers safety data sheets
-  COSHH assessment form

**Record Keeping Requirements**

- ✎ Completed COSHH assessments and applicable manufacturers safety data sheets should be kept in this section of the safety management file.
- ✎ Information issued to employees regarding the safe use of hazardous substances should be recorded in the information and training record in this file.

## 11 – Health Surveillance

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999: Employers must provide their employees with health surveillance as appropriate where deemed necessary by risk assessments.*

### Company Procedure



- The Director Responsible for Safety will ensure that any requirements for health surveillance identified in risk assessments are included in the health surveillance schedule where:
  - there is an identifiable disease or adverse health condition associated with the work being undertaken;
  - 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 further the protection of the health and safety of the employees concerned.
- The Director Responsible for Safety shall ensure health surveillance is provided in accordance with the schedule.
- Any deterioration detected by the health surveillance will be communicated to the individuals concerned and be investigated to determine the shortcomings in the existing controls.

### Associated Forms and Documents

 Health surveillance schedule.

 Health surveillance record.

### Record Keeping Requirements

-  The requirements for health surveillance specified in risk assessments should be entered in the health surveillance schedule.
-  Details of when health surveillance has been undertaken should be kept in the health surveillance record. The findings of health surveillance should be kept in secure confidential files.

## 12 - Information & Training

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999: Employers must provide employees with sufficient information and training to enable them to work safely and to discharge their defined safety responsibilities.*



### Company Procedure

- Directors are provided with senior managers safety awareness training.
- The Director Responsible for Safety and Line Managers are provided with IOSH Managing Safely training.
- New starters (employees and agency staff) are provided with induction training, risk assessments and systems of work applicable to the work they are required to undertake.
- The health and safety policy is displayed on noticeboards at the factory. A full copy of the policy is available in the staff canteen. All new starters are issued with a copy of the S&J health and safety policy during induction.
- Line Managers are responsible for assessing the competence of employees and agency staff before authorising them to undertake hazardous work activities.
- Additional information and/or training is provided where deemed necessary by risk assessments.

### Associated Forms and Documents

-  Induction and authorisation record.
-  Information and training schedule.
-  Information and training record.

### Record Keeping Requirements

-  The provision of all employee health and safety information, training and authorisations should be recorded in the information and training record forms this section of the safety file.
-  Employees should sign to confirm receipt and understanding of all information and training.

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## 13 – Buildings, Plant and Equipment

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### Summary Requirement

*The Workplace Health Safety and Welfare Regulations 1992 and The Provision and Use of Work Equipment Regulations 1998: Buildings, services and work equipment must be maintained in a safe condition. Equipment which can fail in a dangerous manner must be subject to a programme of planned maintenance.*

### Company Procedure



- The Directors are responsible for ensuring all plant and equipment is:
  - Suitable for it's intended use
  - CE marked
  - Only used by trained and authorised persons
  - Maintained in safe condition
- Employees should only use plant and equipment that they have been trained and authorised to use.
- Risk assessments are used to identify where safety critical maintenance is required.
- The Director Responsible for Safety ensures that:
  - safety critical maintenance requirements are included in the maintenance schedule
  - that maintenance is provided in accordance with the schedule
- Line Managers should monitor the condition of building, building services and work equipment during their inspections.
- Employees shall undertake pre-use checks of work equipment. If a defect is identified the equipment should be taken out of use and be reported to line management immediately.
- Employees should not attempt to repair work equipment unless they are trained and authorised to do so.

### Associated Forms and Documents

 Maintenance schedule.

 Maintenance record.

**Record Keeping Requirements**

-  Safety critical maintenance should be identified in the maintenance schedule in this section of the safety management file.
  
-  All safety critical maintenance should be recorded in the maintenance record in this section of the safety management file.

## 14 - Manual Handling

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### Summary Requirement

*The Manual Handling Operations Regulations 1992: Employers should avoid the manual handling of loads where possible. Where manual handling can not be avoided assessments of the task should be undertaken to ensure appropriate precautions have been taken to prevent injury.*

### Company Procedure

- Directors shall ensure that work activities are organised so that the manual handling of loads is avoided where possible.
- Where manual handling cannot be avoided it will be assessed as part of the general risk assessment programme.
- If the general risk assessment identified a significant manual handling risk that cannot be easily controlled, the Company's Safety Advisers will be asked to conduct a manual handling assessment.
- The assessments shall consider the risks associated with:
  - the task;
  - the load;
  - the working environment; and
  - the individual.
- Where possible tasks will be redesigned to minimise the risks of manual handling.
- Where it is not possible to reduce the risks by other means, the lifting of heavy loads will be restricted to fit individuals that have been provided with training in manual handling techniques.
- Employees required to handle heavy loads should assess and lift loads in accordance with the training provided. If a load is too heavy to lift safely mechanical aids should be used, if it is not possible to use mechanical aids, employees should get assistance. If no assistance is available employees should notify their Line Manager.



### Associated Forms and Documents

 Schedule of manual handling activities.

 Manual handling assessment form.



**Record Keeping Requirements**

-  Completed manual handling assessments should be kept in this section of the safety management file.
  
-  Manual handling information / training provided to employees should be recorded in the information and training record in the information and training section of the safety management file.

## 15 – New and Expectant Mothers

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999: Employers are required to carry out risk assessment to ensure the health, safety and welfare of any employee who is pregnant or has recently given birth and that of the unborn or new born child.*


### Company Procedure

- Employees must notify the Director Responsible for Safety of pregnancy as soon as possible.
- Upon notification of pregnancy the Director shall ensure a risk assessment is undertaken to ensure that the pregnant worker is not undertaking any tasks that could put them or their unborn child at risk.
- The Company Health and Safety Adviser can be asked to review the assessments and provide advice regarding the appropriate arrangements for rest breaks, shift patterns and any other requirements.
- The assessment should be reviewed prior to the employee returning to work to ensure that her health and welfare and that of her child is not at risk from her work activities or the work environment.
- The review process should be continued for six months following childbirth.

### Associated Documents

-  New and expectant mothers risk assessment form

### Records Keeping Requirements

-  Completed new and expectant mothers risk assessments should be filed on the mothers personnel file.

## 16 - Personal Protective Equipment

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

### Summary Requirement

*The Personal Protective Equipment at Work Regulations 1992: Personal protective equipment should be issued to employees where risks cannot be reduced by other means or as a temporary measure whilst other precautions are being implemented. PPE must be suitable for its intended use and maintained in good condition. Employees must be trained in the use of PPE and PPE must be provided and replaced free of charge.*



### Company Procedure

- Where possible, risks associated with a work activity will be controlled by means other than personal protective equipment (PPE).
- Where PPE has to be used, it shall be ensured that:
  - it is provided free of charge where used to protect against a specified risk;
  - it is CE marked and provides adequate protection for its intended use;
  - it is suitable for use in the work environment;
  - it can be adjusted to fit the wearer;
  - it is compatible with other PPE in use;
  - users are adequately trained in its safe use;
  - it is properly maintained with defects reported; and
  - storage facilities are provided that keep it clean and free from contamination when not in use.
- Line Managers shall ensure that the necessary type and specification of PPE is recorded in the risk assessments of the activity concerned and in the safety equipment schedules.
- The issue of all PPE shall be recorded and signed for by the recipients.
- Line Managers shall ensure that PPE is worn in accordance with risk assessments and safe systems of work.
- Employees shall use and maintain all PPE in accordance with information, instruction and training provided. Employees shall report any defects associated with the PPE and return it to its proper storage place after use.

## **Associated Forms and Documents**

-  Personal protective equipment schedule.
-  Personal protective equipment issue record.

## **Record Keeping Requirements**

-  The requirements for personal protective equipment specified in risk assessments should be entered in the personal protective equipment schedule in this section of the safety management file.
-  The issue of personal protective equipment should be recorded on the personal protective equipment issue record and kept in this section of the safety management file.

## 17 - Safety Monitoring

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### Summary Requirement

*The Management of Health and Safety at Work Regulations 1999: Employers are required to monitor the effectiveness of their protective and preventative measures for health and safety.*


### Company Procedure

- Safety Performance is monitored using the following techniques:
  - Line Managers undertake monthly safety inspections;
  - The Safety Committee undertakes safety inspections prior to each meeting;
  - Our safety advisers undertake periodic safety reviews;
  - Environmental monitoring is undertaken as deemed necessary by risk assessments;
  - Health surveillance is provided as deemed necessary by risk assessments;
  - The routine investigation of all accidents and incidents with the potential for serious injury; and
  - The analysis of accident statistics to monitor accident rates and identify any trends that can be investigated further.

### Associated Forms and Documents

-  Factory safety inspection checklist
-  Site safety inspection checklist

### Record Keeping Requirements

-  Copies of completed inspection reports should be kept in this section of the safety management file.

## 18 – Site Work / CDM Compliance

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### Summary Requirement



*The Management of Health and Safety at Work Regulations 1999 and Construction Design and Management Regs 2007: Employers are responsible for ensuring the health of their employees whilst at work. Construction work should be planned and co-ordinated to minimise risks.*

### Company Procedure



- Singer and James work as trade contractors on CDM Projects and on non notifiable installations.
- Directors ensure that copies of the safety policy, risk assessments, method statements, insurance details etc are provided to Principal Contractors and Clients as appropriate to demonstrate their competence to work on CDM projects.
- Singer and James ensure co-operation and co-ordination of their works by attending pre start, daily and weekly meetings.
- Generic Risk Assessments and Method Statements (RAMS) have been produced that cover the hazards associated with routine installations. The generic RAMS have been issued to all site fixing teams and copies are kept in vans.
- The Directors review all installations and associated site rules to ensure that the hazards associated with the installations are covered by the generic RAMS and adequate welfare arrangements are provided on site. The Directors ensure that the generic RAMS are amended where necessary to take account of any unusual site hazards and or site rules.
- Site specific RAMS are delivered to site along with the materials. Site fixers complete a RAMS sign off sheet to confirm that they will read and work in accordance with the RAMS. Once back at the factory, the delivery driver gives the completed sign off sheet to Site Manager who keeps them in a file.
- The Directors are responsible for ensuring:
  - site fixers hold current CSCS cards;
  - fixers attend site inductions and toolbox talks as required by site rules;
  - site fixers are trained to operate equipment to be used during the installation;
  - work equipment to be used is maintained;
- The Directors ensure that site inspections are undertaken of one site per month to confirm the above and ensure that the RAMS are being adhered to.

Note - if Singer & James were to take on a CDM Project where it was the principal contractor, the Directors would ask its safety advisers to prepare a construction phase safety plan and provide support as necessary to set up and manage the project.

## Associated Forms and Documents

-  Generic risk assessments and method statements for site work.
-  Site fixers RAMS sign off sheet.

## Record Keeping Requirements

-  The Site Manager files completed Risk Assessment and Method Statement sign off sheets.
-  The Director Responsible for Safety keeps copies of completed site inspection reports.

## 19 – Work at Height

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### Summary Requirement



*The Work at Height Regulations 2005: Require employers to ensure that all work at height is properly planned and organised, those involved in work at height are competent, the risks from work at height are assessed and appropriate work equipment is selected and used, the risks from fragile surfaces are properly controlled and equipment for work at height is properly inspected and maintained.*

### Company Procedure


- Where possible work at height is avoided.
- Where work at height cannot be avoided, the Directors ensure that risks are assessed as part of the general risk assessment for the activity.
- The control measures specified in the assessments shall ensure falls are prevented where possible. Where falls cannot be prevented measures shall be specified that minimise the effects of a fall.
- The assessments shall ensure that:
  - access equipment to be used is suitable for it's intended use
  - access equipment is maintained in safe condition and regularly inspected by competent persons
  - employees using access equipment are trained in it's use
  - precautions are taken to protect access equipment from being struck by moving vehicles
  - edge protection is provided for work places where persons could fall any distance that results in injury
  - precautions are taken to prevent persons falling through fragile roofs or roof lights
  - precautions are taken to protect persons below from falling materials
- The arrangements for work at height are included in method statements that are issued to employees prior to works commencing
- Employees may only use access equipment if they have been trained and authorised to do so. Employees should undertake pre-use checks of access equipment to ensure it is safe for use. Defective access equipment should be reported and withdrawn from use immediately.



**Associated Forms and Documents**

-  General Risk Assessments
-  Method Statements

**Record Keeping Requirements**

-  Copies of completed risk assessments and method statements shall be kept in this section of the safety file or with site work information.