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# **HEALTH & SAFETY POLICY AND PROCEDURES MANUAL**

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# Section 1

## General Statement of Health & Safety Policy



Registered in England & Wales  
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## GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Varlowe Industrial Services Limited is a professional and safety conscious organisation, which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work shall be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout Varlowe Industrial Services Limited and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

Varlowe Industrial Services Limited shall fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

Varlowe Industrial Services Limited shall take all practical steps to ensure that potential hazards and risks are identified and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personnel protective equipment shall be provided to all employees.

All employees shall be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Managing Director has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures shall be monitored and reviewed on a regular basis to ensure that they remain current and applicable to Varlowe Industrial Services Limited activities.

Signed:

Date: March 2010

**Managing Director**

# Section 2

## Organisation & Responsibilities

## ORGANISATION

The effectiveness of the Health, Safety & Environmental Policy & Procedures Manual is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training.

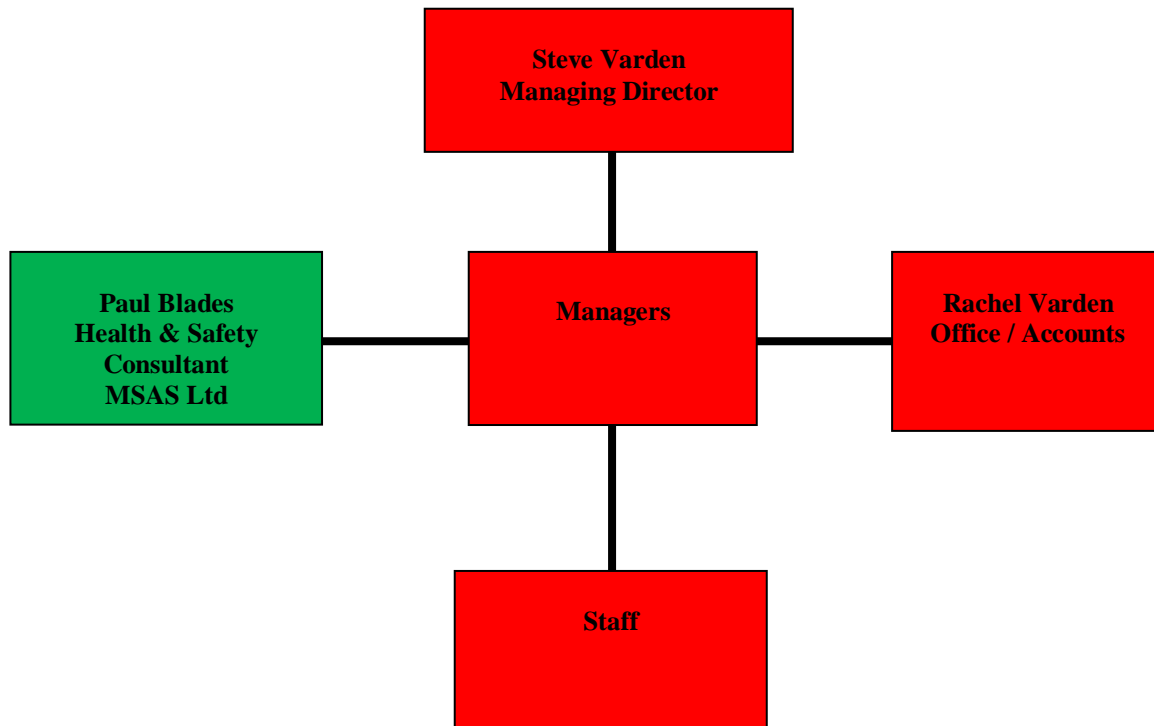
The Directors and senior management, both individually and collectively, shall ensure that this policy is applied throughout the whole company and that those employed by Varlowe Industrial Services Limited are kept fully informed of its content.

The Managing Director shall ensure that this policy is adopted by all employees, sub-contractors and visitors to any Varlowe Industrial Services Limited site.

Each individual person has a duty of care to himself / herself as well as to all those they come into contact with during any part of the working day.

To assist Varlowe Industrial Services Limited in fulfilling its duties and obligations, external competent person has been appointed to provide Health & Safety advice and assistance to the management and employees of Varlowe Industrial Services Limited. The contact details for this person shall be clearly displayed on the Varlowe Industrial Services Limited notice board.

## COMPANY STRUCTURE



## RESPONSIBILITIES

### MANAGING DIRECTOR

The responsibilities of the Managing Director include:

- The overall implementation of Varlowe Industrial Services Limited Health & Safety Policy to prevent injury, ill health, damage and wastage.
- Knowing the appropriate statutory requirements affecting Varlowe Industrial Services Limited operations.
- Knowing and promoting Varlowe Industrial Services Limited Health & Safety Policy and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Insisting that best working practices are adopted throughout Varlowe Industrial Services Limited, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- Promoting the liaison on Health & Safety matters between Varlowe Industrial Services Limited and all others working on the sites.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team is made aware of any potentially unsafe conditions or practices which he / she may come across.
- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc.

## Health and Safety Consultant

The responsibilities of the Health and Safety Consultant includes:

- Assisting in the monitoring the effectiveness of Varlowe Industrial Services Limited Health & Safety Policy. Initiating any changes, developments and amendments to the policy as and when necessary.
- Promoting an interest and enthusiasm for Health & Safety matters throughout Varlowe Industrial Services Limited and fostering, within the firm, an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.
- Ensuring that the Managing Director, Managers and Employees are aware of their responsibilities and that each administers the requirements of this policy.
- Advising the Managing Director on all matters relating to safety training, new safety directives and legislation and seek to establish Varlowe Industrial Services Limited response. As a result instigate the necessary changes throughout Varlowe Industrial Services Limited.
- Assisting staff with implementation of the policy through regular site inspections to see that only safe methods of working are in operation and that all regulations and procedures are being observed.
- Informing the HSE of all notifiable accidents. Assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing re-occurrence.
- The analysis of information on injuries and ill health, assess accident trends and review overall safety performance.
- Providing an interpretation of safety legislation so that management fully understands the actions required in order to meet the legislation
- Assisting, where required, with the initial implementation of the changes required by
- Carry out pre-arranged site inspections, as required by Varlowe Industrial Services Limited

## Managers/Supervisor

The responsibilities of Managers & Supervisors include:

- Understanding Varlowe Industrial Services Limited Health & Safety Policy and ensure that it is readily available on each site. Planning all work in accordance with its requirements and ensuring that working methods are regularly examined to establish if improvements or modifications should be made. Have knowledge, where relevant, of the requirements of Regulations and other relevant legislation.
- Ensuring the allocation of adequate resources to cover sound working methods and reasonable welfare facilities.
- Determining at planning stage:
  - The most appropriate order and method of working.
  - The provision of adequate lighting and safe method of electrical distribution.
  - The allocation of responsibilities to each level of staff.
  - The welfare facilities and basic fire precautions required.
  - Any particular equipment, training or instruction required for personnel.
- Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences outline potential hazards at each stage and indicates precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health, Noise, Manual Handling and the Management of Health and Safety. Make them available to the relevant personnel and discuss them fully. Ensure, so far as is reasonably practicable that work, once started:
  - Is carried out as planned and that accounts taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team is made aware of any potentially unsafe conditions or practices which he / she may come across.

## Employees

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974, including in particular the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of themselves and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by Varlowe Industrial Services Limited, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand Varlowe Industrial Services Limited Health & Safety Policy and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools and equipment in good condition.
- Wear the required safety / protective clothing at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. uniforms, gloves etc.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others.
- Do not use equipment on work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your supervisor any damage to equipment.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

# Section 3

## Arrangements

## GENERAL ARRANGEMENTS & PROCEDURES

1. Tendering and Planning
2. Suppliers
3. Risk Assessments
4. Method Statements
5. Training
6. Protection of the Public
7. Documentation
8. Reviewing Company Health & Safety Policy
9. Company Offices
10. Emergency Procedures
11. Accident Reporting
12. Welfare and First Aid
13. The Workplace (Health, Safety & Welfare) Regulations 1992
14. Work Equipment
15. Visual Display Equipment
16. The Management of Health and Safety at Work Regulations
17. Control of Noise
18. Health Hazards
19. Control of Substances Hazardous to Health (COSHH)
20. Personal Protective Equipment
21. Manual Handling and Lifting
22. Monitoring Safety Performance
23. Lifting Operation
24. Lifting Gear
25. Electrical Equipment
26. Driving Policy

## 1. Tendering & Planning

At the planning stage the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the Managing Director and written procedures defined. If necessary pre-contract meetings shall be held and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exists, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written Method Statements and Risk Assessments shall be prepared taking into account health and safety requirements and defining procedures as necessary.

## 2. Suppliers

The following paragraph shall be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

*"In accordance with Section 6 of the Health and Safety at Work etc Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health and safety when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998".*

All information received from suppliers shall be passed to the Health & Safety Manager for implementation or reference on site.

## 3. HAZARD IDENTIFICATION AND RISK ASSESSMENTS

The company shall complete a survey of all activities undertaken with the objective of identifying significant hazards.

A risk assessment shall then be completed and recorded for **significant hazards** only. The company shall identify and categories any 'High to Medium'-risk activities and shall ensure that appropriate action(s) are taken to eliminate the risk altogether and when this is not possible it must reduce the risk to the lowest possible level.

Review of assessments shall be planned and completed as determined by the review date or earlier if required by accident investigation finding, change in work procedures or change in Legislation.

Managers are to seek consultation with employees in the risk assessment process & all risk assessments must be relayed to company employees associated with the task. Records of this must be maintained by the responsible Manager for the work/project.

## 4. METHOD STATEMENT – SAFE SYSTEM OF WORKS

The concept of the Method Statement is directly related to the objective laid down in the Health and Safety at Work etc Act 1974, which requires the provisions and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risk to health.

The safe systems of work is to be understood and communicated between all parties concerned in the work without ambiguities creeping in; it needs to be as simple as possible and in clear unmistakable English.

Method Statement must address three aspects of the work in addition to the activities that the Contractor has to perform.

- How the work will be organised to ensure the Safety of the Contractors employees.
- How the work is to be carried out without putting employees of other Contractors at risk
- Where appropriate, procedures will be adopted to protect visitors and members of the general public, where there is a direct interface between the work and the public.

The amount of detail to be included in a Method Statement will need to be specific to the complexity of the operations to be carried out.

## 5. Training

### INTRODUCTION

Varlowe Industrial Services Limited shall ensure that the relevant information to all personnel with regard to health, safety and the environment. In addition, the Company ensures that persons employed by, or working on behalf of the company have the opportunity to comment and input into the decision making process.

### RESPONSIBILITIES

The Managers have a responsibility to ensure that Varlowe Industrial Services Limited employees under their control receive adequate information and training, so that they are able to discharge their duties in a safe manner and without risk to their own health and safety or that of others who may be affected by their work.

All Managers are required to ensure that every employee under their direct control, or any individual entering an area under their control, has been suitably trained and provided with sufficient information so that they discharge their duties safely and without risk to their own health and safety or that of others.

Before any Manager allows any employee who is untrained or partially trained to enter an area under his control, he / she shall ensure that a responsible individual adequately supervises the employee.

## **MANAGEMENT TRAINING**

All levels of Varlowe Industrial Services Limited staff shall receive Health & Safety training in line with Company Policy requirements. A **Training Matrix** shall be produced and reviewed annually by the Managing Director.

## **TRAINING ARRANGEMENTS**

The Health and Safety Consultant, in conjunction with Managing Director, shall produce an annual Health & Safety Training Programme, detailing the proposed dates for training as identified within the matrix. Where a need for training is identified, the respective managers shall notify the Managing Director of the training requirements and he/she shall include this, if practicable, in the training programme for the year.

## **THE HEALTH, SAFETY & ENVIRONMENTAL TRAINING MATRIX**

An overview of the scope of training identified within the Varlowe Industrial Services Limited training matrix is as follows:

### **Company Induction Training**

Each member of staff shall, when joining the company, receive a **Company Induction**, which shall introduce new personnel to Varlowe Industrial Services Limited. The induction shall incorporate information on relevant Company Policy and procedures relating to Health & Safety.

### **Directors / Senior Personnel Training**

This course shall cover the legal requirements applying to our business, together with the liabilities associated with holding a senior post. In addition, it shall emphasise the need for planning, assessing risk, implementation of Varlowe Industrial Services Limited Policy and Procedures, control of workplaces and the role of enforcement authorities.

### **Manual Handling Training**

This course is intended for both office and site personnel. The aim of the course is to explain the legal requirements for manual handling and lifting and to provide instruction on correct techniques for handling.

### **Safety Awareness Training**

This course is intended for those persons involved in construction activity, Individuals shall be made aware of their responsibilities and given practical advice on general safe working practices applicable to the industry.

### **Office Safety Training**

This course is intended for office staff. The course addresses the requirements of legislation, practical guidance on maintaining a safe office environment and relevant Varlowe Industrial Services Limited Policy and Procedures with regard to working at office premises.

### **First Aid Training**

This is applicable to those persons identified as first aiders, both at the company's offices and project locations. Such training shall be provided by external providers and shall meet the requirements of the HSE approved 1 day 'Emergency First Aid' course.

### **Fire Prevention**

This course is intended for those persons who are involved in the co-ordination of fire precautions at company offices and sites. This course shall explain the theory of fire, details of how it can be prevented, together with legal and industry requirements. Practicable demonstrations on use and maintenance of fire fighting equipment shall be provided, together with training in fire emergency and evacuation techniques.

All staff shall receive appropriate training in their responsibilities as defined in this policy, training shall be updated at regular intervals and whenever changes in legislation or working methods require.

## **6. Protection of Public**

All necessary measures required for the protection of the public shall be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974.

Consideration shall be given to the protection of the public. All working areas shall be protected so as to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

## **7. Documentation**

A copy of the current Employer's Liability Insurance Certificate shall also be display.

All necessary statutory notices, regulations and registers and accident report forms shall be issued to and maintained on site.

The Managing Director shall ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to Head Office for safe keeping and that the Directors are responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

## **8. Reviewing Company Health & Safety Policy**

This policy and arrangements shall be reviewed on at least an annual basis, provision shall also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

## 9. Company Offices

All offices and shop floor facilities shall be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations.

The nominated person shall ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery shall be given training and instruction in its use.

Office layouts shall be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc shall be kept clear of materials and well lit.

Proper facilities shall be provided for office staff required to reach items from high shelving.

## 10. Fire Precautions

Fire extinguishers shall be provided and located at strategic points throughout the workplace. Staff shall be instructed in the use of office Fire Extinguishers in order that they may use them safely and effectively.

Varlowe Industrial Services Limited shall enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency shall be posted at strategic positions throughout the workplace.

### **Safe System of Work - Office**

The Managing Director, (or alternatively a person nominated by Varlowe Industrial Services Limited), shall undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate procedures for the safe evacuation of all offices in the event of emergency.
- Ensure this procedure is executed in such an event.
- Summon the emergency services when an incident is reported.
- All emergency exits checked daily.
- Check fire alarms weekly and record the results.
- Ensure access and egress are kept free of obstruction.
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

### **Safe System of Work – Shop Floor**

The relevant Managers shall undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency.
- Ensure this procedure is executed in such an event.
- Summon the emergency services when an incident is reported.

- When conditions require, fire extinguishers of a suitable type shall be kept on site and adjacent to any activity which may lead to the outbreak of fire.
- Instruct site staff in the use of portable fire extinguishers.
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

## **11. Accident Reporting**

All injuries resulting from accidents on site or in other workplaces however minor shall be reported by the relevant Managers on the **Accident Report Form** – see **Forms** Section of this Manual and sent to Varlowe Industrial Services Limited, Head Office. This applies to all injuries received, including members of the public, visitors, etc.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Health and Safety Executive must be notified by telephone immediately by the Managing Director.

HSE Form F2508 should then be completed and sent to the Health and Safety Executive within Ten days.

All fatalities, major injuries, dangerous occurrences and other notifiable accidents shall be recorded in an **Accident Book** and on an **Accident Report Form**. These records shall be kept permanently by Varlowe Industrial Services Limited in a safe place. All reportable accidents shall be investigated and a copy of the **Accident Report Form**, together with any photographs, statements or other relevant material forwarded to Varlowe Industrial Services Limited insurers or legal advisers. This Accident Report Form is privileged information and shall not be issued to any other person without permission of Varlowe Industrial Services Limited insurers or legal advisers.

All minor accidents, near misses and incidents resulting in damage to premises, equipment or machinery must be investigated by the Managing Director and the above mentioned forms completed.

## **12. Welfare and First-Aid**

The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work shall be planned to take into account the requirements of the above regulations.

The relevant Managers shall ensure that the welfare and first-aid requirements are established before work starts or that sub-contractors are notified of their requirement to provide such facilities.

The relevant Managers shall ensure that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

### **13. The Workplace (Health Safety and Welfare) Regulations 1992**

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping. Varlowe Industrial Services Limited Health and Safety Manager shall provide advice on the requirements as required.

All work shall take into account the requirements of the above regulations.

The Managing Director, or person responsible for the offices, shall ensure that the welfare and first-aid requirements are provided.

The Managing Director, or person responsible for the offices, shall ensure that all the facilities and equipment are maintained to the required standards through regular inspections.

Varlowe Industrial Services Limited shall provide working conditions in accordance with the regulations, in particular:

#### **Temperature**

All offices shall be maintained at a minimum temperature of 16°C.

#### **Ventilation**

All workplaces shall be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

#### **Lighting**

Suitable and sufficient lighting shall be provided and, where possible, this shall be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting shall be provided.

#### **Working Areas**

Sufficient space shall be provided in the workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations shall be provided for each employee according to the nature of the work involved.

Floors and traffic routes shall be kept free from obstructions at all times.

Effective measures shall be taken to prevent persons being struck by falling objects etc.

Wherever possible regularly used and heavy files, boxes etc, shall not be stored at high level.

All windows and transparent areas in doors, gates, walls and partitions shall be made of safety material and be suitably protected.

## 14. Work Equipment

The following regulation specifically covers the use of work equipment, the Provision of Work Equipment Regulations 1998. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use shall include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:

The guarding of dangerous parts of machinery. Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

Varlowe Industrial Services Limited shall make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

Varlowe Industrial Services Limited shall provide adequate information, instruction and training for the use of all work equipment and shall ensure that all equipment conforms to the EC product safety directive.

Varlowe Industrial Services Limited shall ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in a good state of repair.

## 15. Visual Display Units

The requirements of the regulations can be summarised as follows

- All work stations must be analysed to assess and reduce risks to health and safety
- All workstations must conform to a minimum standard
- Work routines must be arranged to incorporate breaks or changes of activity.
- Eyesight tests must be made available together with the provision of corrective appliances in certain cases
- Training must be given in how to use a workstation safely and how to recognise hazards
- Written information must be provided and used to reinforce the training.

## 16. Management of Health and Safety at Work

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is contained in the appropriate Approved Code of Practice.

Varlowe Industrial Services Limited shall, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees:

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks shall enable the necessary preventive and protective control measures to be implemented.
- Each assessment shall outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.
- This risk assessment shall be recorded and copies issued to all those affected.
- Appoint a competent person(s) to assist in health and safety matters.
- Ensuring that effective arrangements are put in place for the planning, organisation, control and monitoring & review of health and safety.
- Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- Provide adequate information and training, and consultation with employees on health and safety matters

The Relevant Managers shall bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The Relevant Managers shall monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

Varlowe Industrial Services Limited shall make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees shall be provided where the risk assessment shows it to be necessary.

Emergency procedures shall be set up to provide employees with information they can understand concerning health and safety matters.

Varlowe Industrial Services Limited shall co-operate with other sub-contractors sharing the workplace and shall ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary, new and young workers shall be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

## **17. Control of Noise**

Noise is covered by the Control of Noise at Work Regulations 2005 and also the Health and Safety at Work etc. Act.

All tasks and work activities shall be planned and arranged to take the above standards into account.

The Relevant Managers must ensure that information on the noise level of any equipment, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He / she shall, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on workers, the general public or the end users of the facility.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Relevant Managers shall ensure that full information is obtained on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified and provided for use by site personnel.

Regular monitoring of noise levels and frequencies shall be planned as required. Instruction and training shall be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Relevant Managers shall ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These shall be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of equipment and machinery.
- Consider if works can be re-programmed when the noise problem shall no longer be present.
- Consider alternative methods of working.
- Provide suitable noise control mechanisms and personnel protective equipment.
- Ensure suitable warning notices are clearly displayed around the affected area.
- Regularly monitor noise levels and frequencies.
- Give advice on noise control measures.

## 18. Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health e.g.:

The Control of Asbestos Regulations 2006.  
The Control of Substances Hazardous to Health Regulations 2002 (COSHH).  
The Management of Health and Safety at Work Regulations 1999.  
The Personal Protective Equipment at Work Regulations 1992.

The General Guidelines to be applied are covered in HSE Guidance Notes:

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work shall be planned to take the above standards into account.

The Relevant Managers shall ensure that, before work starts on site, information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc, must be planned and in place before any such work commences.

Relevant Managers shall ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc, as required before they start using the product.

The Relevant Managers shall ensure that protective clothing and equipment shall be issued to operatives or hygiene measures are provided and maintained.

## 19. Control of Substances Hazardous to Health (COSHH)

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations 2002 (as amended).

Varlowe Industrial Services Limited shall provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the Relevant Managers shall ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Relevant Managers shall ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturers instructions. He shall take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He shall ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires Varlowe Industrial Services Limited to take the following steps to comply with the

regulations:

1. Identify the problem.
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (i.e.: Alternative product, method of working or personnel protective equipment).
4. Implement the chosen method of solving the problem, ensuring that all necessary equipment is present and precautions are implemented.
5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff shall be made aware of the hazards of any materials they shall be asked to use, material safety data sheets shall be issued for each product and control methods shall be devised.

Varlowe Industrial Services Limited shall keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments shall be reviewed at regular intervals to ensure that they are up to date and still relevant.

### **HEALTH SURVEILLANCE**

If a situation arises where health surveillance is necessary, as shown by the COSHH Assessment, the Health and Safety Manager shall arrange for the individuals exposed to undertake periodic health surveillance with an Occupational Health Advisor. There shall be no costs incurred to the individuals.

Varlowe Industrial Services Limited shall review the situation at regular intervals to ensure that the systems are working and that they remain adequate.

## **20. Personal Protective Clothing and Equipment**

Regulations require every employer to provide his employees with suitable personal protective equipment who may be exposed to a risk to their health or safety that cannot be adequately controlled by other means which are equal or more effective.

Personal Protective Equipment shall not be suitable unless:

- It is appropriate for the risk or risks involved and the conditions at the place where exposure to the risk may occur.
- It takes account of ergonomic requirements and the state of health of the person who may wear it.
- It is capable of fitting the wearer correctly.
- It is effective to prevent or adequately control the risks involved without increasing the overall risk.
- It is designed and manufactured to the applicable standard for that item of personal protective equipment.

Before work starts, the Relevant Managers shall ensure that adequate supplies of all

necessary protective clothing, or equipment is available on site for issue, as required, and that when issued to employees a record is kept.

Those persons issuing protective clothing, or equipment, shall ensure that it is suitable for the specific process for which it is provided.

All management staff shall set a good example by wearing safety helmets, protective footwear, high visibility jackets etc, and shall use all protective clothing and equipment where required.

### **Personal Protective Equipment Approved for Company Employees.**

#### **Safety Helmets**



Centurion Concept Safety Helmet.

Safety Helmets shall be issued to all site personnel and worn where there is a foreseeable risk of head injury.



#### **Protective Eye Wear**



Where company employees are exposed to an impact risk or chemical risk the eye protection provided must conform to be BS EN 166 1B 349kn Grade 2 impact resistant goggles.

#### **Ear Protection**



The Control of Noise at Work Regulations 2005 requires that any persons working in noise levels between 80 dB(A) and 85 dB(A) must be provided with suitable hearing protection on request. If noise levels exceed 85 dB(A) then hearing protection must be supplied by the employer and worn by the employee.

The following hearing protection is recommended as it is compatible with the Centurion Concept Safety Helmet – Centurion Connect S42 Aegean Ear Muffs SNR 30dB. EN353-3

## Respiratory Protection



Where control measures cannot contain dust, gases or vapours Respiratory Protective Equipment must be worn.

### Nuisance Dust

For general nuisance dust protection, i.e. Arco Catalogue  
- FFP2 Respirator 3M P2 Valved Disposable Half Mask EN149.



## Foot Protection

Work on construction and demolition sites require safety footwear to protect the feet against a variety of hazards, particularly objects falling on them, or sharp object (e.g. nails) on the ground penetrating the sole of the foot.

Safety footwear standard EN345 or EN ISO 20345



“Wellington” boots should also comply with this standard for all personnel including visitors, i.e.

- heavy duty waterproof
- safety type with steel toe caps
- Provided with pierce resistant protective mid soles.



## Gloves



Gloves of various designs provide protection against a range of industrial hazards, including:

- Cuts and abrasions
- Extremes of temperature, hot and cold. This includes vibration white Finger caused by operating pneumatic drills in cold weather.
- Skin irritation and dermatitis
- Contact with toxic or corrosive liquids

Approved standards for general working gloves BS EN 388:1994 and for chemical resistant gloves Class III, BS EN 374:1994, BS EN 388:1994. The chart below details the type of gloves which are available, all gloves can be purchased from Arco, Greenhams and Parkers.

CONSTRUCTION GUIDE

<p><b>PX130 / PX160</b></p>  <p>Carpentry      Non-Live Electrical Work General Assembly      Joinery Engineering Application      Steel Fixing, Handling Sheet Metal      Bitumin / Tar</p>	<p><b>NITROTOUGH™ N110</b></p>  <p>Bricklaying      General Assembly Carpentry      Joinery Engineering Applications      Labouring Fencing</p>	<p><b>NITROTOUGH™ N230 / N250</b></p>  <p>Bricklaying      General Assembly Carpentry      Ground Working Engineering Applications      Joinery Fencing      Labouring</p>
<p><b>PG10</b></p>  <p>Bricklaying      Labouring Carpentry      Road Building Fencing      Steel Fixing General Assembly      Scaffolding Joinery</p>	<p><b>BLUE NITRILE™ G25B</b></p>  <p>Damp Proofing (Chemical)      Felt Roofing (Chemical) Wood Preserving (Chemical)      Painting Drains      Plant Maintenance (Chemical) Engineering Applications (Chemical)</p>	<p><b>INSULATOR™ KT1 / KT2</b></p>  <p>Thermal Protection</p>



**Margold Industrial**  
COMASEC  
HAND PROTECTION EXPERTS

YORK HOUSE  
CONSTRUCTION LTD

Providing  
**The Right Glove  
For The Job**



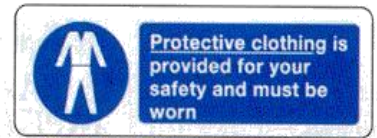
To receive your free copy of Grasp Construction, obtain advice on selecting the right glove and to locate your nearest distributor contact Margold Industrial Ltd on:

+44 (0)1454 323638  
[www.margold-industrial.com](http://www.margold-industrial.com)

MKT0057

Margold and the specific brand names or designations of these gloves are trade marks of the Comasec Group. Please note that not all glove references published are designed to provide protection against chemicals, and anyone handling chemicals when working in the construction industry should seek advice on selecting the right glove for the job from Margold Industrial's Technical helpline on +44 (0)1454 323638. Conditions are ultimately beyond our control and because it is impossible to test every work situation and all combinations of chemicals, the suitability of a glove for a specific job must be determined through testing by the purchaser. Please note: Many of the products used on site, such as bitumen's stain removers, solvents, acids, caustics, caustics and degreasers will be made up of one or more chemicals and it is important to know which chemicals workers will come into contact with to ensure that you select the right glove for the job. Important: No advice you to test and inspect gloves before and periodically during use. Note: Changes, for example cuts, splits or punctures will significantly affect the performance of the gloves.

## Body Protection



Types of clothing used for body protection include:

- Overall and aprons to protect against chemicals and other Hazardous substances.
- Wet weather clothing
- Cold weather clothing
- clothing to protect against machinery i.e. chainsaws
- High visibility clothing for road Railway and airport working
- Life jackets and buoyancy aids.



### **Safety Harnesses**

Safety Harnesses are to be used where there is a risk of a fall from height in which there is no other suitable edge protection in place to protect against the fall.

All harnesses are to be inspected prior to use by the individual and a monthly inspection carried out by the Relevant Managers

Adjustable restraint lanyards with a safety harness are to be used by operatives whilst in MEWP's (cherry pickers).

All persons wearing safety harnesses shall be trained on how to correctly fit the harness and what defects to look for during pre-use inspections.

### **Visitors**

The Relevant Managers shall ensure that PPE for visitors is available and shall ensure that other company staff and visitors visiting sites shall wear the minimum PPE at all times on site.

### **Loss or Defective PPE**

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

### **Recording of issues of PPE**

All persons issued with protective clothing, or equipment shall be required to sign for such issues on their personal **Clothing Issue Record Sheet** – see **Forms** section in this Manual.

## **21. Manual Handling and Lifting**

The Relevant Managers shall ensure that all operatives have been instructed in the correct handling and lifting of loads, as require, he shall also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

Varlowe Industrial Services Limited shall ensure that all persons on site, where required, shall wear suitable safety footwear and the Relevant Managers shall caution any contractor / sub-contractor / employee wearing unsuitable footwear.

Varlowe Industrial Services Limited does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis, beat conditions.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions. See **Manual Handling Checklist** in the **Forms** section of this Manual

## 22. Monitoring Safety Performance

Varlowe Industrial Services Limited places prime responsibility for ensuring the safe conduct of its activities on management. This is accomplished by the monitoring of site operations and activities by **ALL** staff.

Relevant Managers are required to monitor the health and safety performance of employees as part of their daily activities and report in accordance with the table in this procedure. Should any Varlowe Industrial Services Limited employees observe unsafe practices he / she shall immediately be required to stop the works and notify the Relevant Managers? Completion of a **Hazard Report Form** – see **Forms** section of this Manual, shall be given to the Managing Director for the relevant action to be taken. No works shall commence in the area until it has been made safe. In serious circumstances the offending subcontractor shall be advised in writing as to the contravention and the expectations of the company.

Relevant Managers are required to monitor the health and safety performance of employees during site visits and report in accordance with the table in this procedure.

The Health and Safety Consultant shall be requested to carry out formal inspections of Varlowe Industrial Services Limited developments on a regular basis. Reports prepared, as a result of the Health and Safety Consultants Inspection shall be submitted to the Managing Director- for information & action.

## 23. Lifting Operations

All lifting operations shall be planned and carried out in accordance with:

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).  
Provision and Use of Work Equipment Regulations 1998 (PUWER).  
The Manual Handling Operations Regulations 1992 (MHOR).

The information and recommendations of British Standard BS7121 - Code of Practice for Safe Use of Cranes shall be adhered to where applicable.

All work involving lifting operations shall be planned to take the above standards into account.

The Relevant Managers shall ensure that a suitably qualified and experienced 'Appointed Person', as required under LOLER, coordinates and plans all lifting operations, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights

and positions of loads to be handled etc. Suppliers shall be asked to provide information on weights, lifting points, safe sling procedures, etc of materials or articles supplied. Any height, weight, overhead service or other restrictions on or adjacent to the site shall be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before being taken into use on site. Training shall be provided for operators of lifting appliances.

The Relevant Managers shall ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc are available on site. Any unapproved or uncertified equipment shall not be used to carry out lifting operations.

The Relevant Managers shall check that lifting appliances are correctly erected and used.

Only authorised competent operatives shall be permitted to operate lifting appliances. The authorised persons must be over the age of eighteen and be competently trained to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the Relevant Managers must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

The Relevant Managers shall ensure that all lifting appliances are inspected weekly and a record of the inspection made in the **Lifting Equipment Register** see **Forms** section of this Manual.

The main hazards associated with lifting operations are:

- Overloading of lifting appliance.
- Overloading or incorrect use of lifting gear.
- Incorrect positioning of lifting appliance.
- Insecure attachment of load.
- Improper use of equipment.
- Failure of equipment due to lack of maintenance.

All lifting appliances must be secured and left in safe condition at the end of each working period.

Loose items must be secured, or covered, when being handled by a lifting appliance.

If any lift or hoist collapses or overturns on site or any load bearing part fails, Varlowe Industrial Services Limited must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out.

## 24. Lifting Gear

All lifting operations shall be planned and carried out in accordance with:

- Lifting Operations and Lifting Equipment Regulations 1998.
- Provision and Use of Work Equipment Regulations 1998.
- The Manual Handling Operations Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999.

All work shall be planned to take the above standards into account.

The Relevant Managers shall ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used. All lifting equipment shall be supplied in accordance with current British / European Standards and be accompanied by the relevant inspection certificates.

Training must be provided for operators.

The Relevant Managers shall ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

The Relevant Managers shall arrange for proper storage of all lifting gear and accessories.

Only authorised persons, over eighteen years of age, are permitted to use lifting gear.

Where defects are noted or reported, the equipment must be taken out of use immediately and reported to the Relevant Managers / Health & Safety Manager.

The main hazards associated with lifting gear are:

- Overloading.
- Incorrect use.
- Abuse.
- Use of defective equipment.
- Damage to slings.
- Incorrect slinging method.

Repairs to lifting gear must be carried out as soon as possible. A **Test Certificate** must be obtained for any repaired item of lifting gear – see **Forms** section of this Manual

## 25. Electrical Machinery / Power Tools / Equipment

The following regulations apply to the use of electrical machinery / power tools / equipment on site or other workplace:

The Electricity at Work Regulations 1989.  
Personal Protective Equipment at Work Regulations 1992.  
The Provision and Use of Work Equipment Regulations 1998.

Guidance on the safe use of electricity on construction sites is found in the following Health and Safety Executive Guidance Notes:

PM 32 The Safe Use of Portable Electrical Apparatus.  
HS(G) 107 Maintaining portable and transportable electrical equipment.

All work shall be planned to take the above standards into account and all electrical equipment on company sites, or other workplaces, shall be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The Relevant Managers must ensure that any power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt shall be used on sites, unless special arrangements are made and discussed with the Health and Safety Manager.

The Relevant Managers shall ensure that the temporary electrical supply is installed and tested as planned, while also ensuring that all sub-contractors equipment is in good condition and tested.

The Relevant Managers must ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by an electrical or hire company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting all bulb sockets are live, steps are therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Power tools must be maintained in good condition, with casing intact and a label fitted showing voltage and other information. Regular inspections of all electrical equipment on site shall be carried out by a competent electrician.

## 26. DRIVING AT WORK POLICY

### General statement

It is our policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but also details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

### Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

#### Who is approved to drive a company vehicle

- Company employee who has signed a company car contract and has received written authorisation to drive a company vehicle. A spouse or nominated member of the authorised drivers family, (minimum age 21) who has completed the driver information questionnaire and has received written authorisation to drive a company vehicle.
- In the event of an accident, breakdown or illness, where the driver is unable to proceed, any competent fully licensed driver will be authorised for the sole purpose of taking the vehicle to a place of safety.

The company reserves the right to withdraw a vehicle or permission to use a vehicle at any time, particularly in the event of the employee failing to comply with any of the terms and conditions of its use.

#### Who is approved to drive on company business in a private vehicle

- Company employee who has provided Insurance documentation (including business use) has provided MOT certificate (where applicable) proof of breakdown and has received written authorisation to drive on company business.

### Health and Safety Rules

#### Driver conditions / fitness and health

There is a legal duty for employees to take reasonable care for themselves and for the safety of others whilst at work and this includes driving during the course of their employment.

Every driver is responsible for ensuring they are physically fit enough to drive before they drive a vehicle. This means not just legally competent (valid licence, insurance, free of intoxicating drugs and alcohol) but also:

***Medically fit - Free from illness, which may cause a problem whilst driving on medication which may impair your driving. You must inform the company of any health conditions or changes to medical conditions.***

Company rules preclude unauthorised persons from driving company vehicles.

- Never drive whilst under the influence of drugs or alcohol. Remember that the residual effects of alcohol from the previous day may still affect the speed of your reaction, your judgement or co-ordination, even if you are legally within the drink-driving limit.
- Before driving, seek medical advice if in doubt as to the effect of any prescribed medication that you are taking.

You are required by law to notify the DVLA of certain medical conditions or changes to those conditions (further details are available on the DVLA website ([www.dvla.gov.uk](http://www.dvla.gov.uk))). It is a criminal offence if you fail to notify the DVLA of the required medical conditions or changes to such conditions.

### **Have good eyesight**

It is a criminal offence to drive any motor vehicle if you cannot read a standard number plate on good daylight from 20.5m (67 feet) using glasses if necessary. Ensure your eyesight is regularly tested.

### **General guidelines**

By driving carefully and remembering simple procedures you will ensure that you are much safer on the road. Below are general principles of good driving techniques worth noting.

- Speed limits should never be exceeded; during poor traffic conditions speed should be reduced.
- Leave sufficient space between you and the vehicle in front to enable you to stop in all conditions.
- In poor visibility i.e. heavy rain/spray, fog, falling snow etc dipped headlights and rear fog lights must be used.
- Keep all lights clean at all times.
- Safety belts must be worn at all times by passengers
- Drivers must be fully conversant with the highway code

### **Mobile Phones**

It is an offence for the driver to use a mobile phone whilst a vehicle is being driven or is in stationary traffic, unless it is being used with a hands free kit. A hands free kit is defined as a kit that enables a call to be made or received without the need to hold the handset.

It is possible that the driver and company can be prosecuted in the event of an accident that happens when a driver is using a mobile phone.

This should be read in conjunction with the Mobile Phone Policy.

## Smoking

Company cars fall into the category of a “workplace” and therefore fall under the new law, Vehicles used by more than one person, regardless of whether they are in the vehicle at the same time, will also have to be smoke free at all times.

## Fitting of accessories

Accessories can only be fitted to company cars with the permission of the company.

## Maintenance Procedures

The Company is responsible for the maintenance of the company vehicle e.g. Servicing, MOT, Tyres.

## Servicing of company vehicles

***You are required to keep a check on your mileage for each service carried out (this can be found in the Service History Book) To book a service contact head office who will organise the work to be carried out.***

### MOT

You will be informed when the MOT is due by the head office.  
To book your MOT contact the head office.

## Tyres

All treads and pressure MUST be checked at regular intervals.  
For repairs or replacements tires phone the head office who will make the necessary arrangements.

## Windscreen/Glass Replacement

Windscreens MUST be checked at regular interval for chips or cracks.  
Chips/cracks in windscreens need to be reported to head office.  
For replacements windscreen phone the head office who will make the necessary arrangements.

## Mechanical Faults

Report all other mechanical faults to the head office

## Emergency Breakdown

All company vehicles are covered by 24 hour breakdown service.

## Accident Procedure

All accidents/incidents of any nature MUST be reported to the head office.

### *Fault Accidents*

- The Company “reserve the right” to recover, all or part of the current insurance excess from drivers involved in “blameworthy” accidents. Increased excesses will be considered for frequent offenders.

## Additional Information

### Theft

- If your vehicle is broken into or stolen, you must report all circumstances to the Police who will issue you with a crime number (this needs to be kept in a safe place for future reference).
- Personal effects are not covered under the Company Insurance Policy.

### Vehicle Security

The following security advice must be adhered to:

- Cars kept locked when left unattended (**including garage forecourts**)
- Alarm/immobiliser must be used (if applicable)
- Valuables kept out of sight, preferably removed from vehicle
- Vehicles parked overnight/long-term in unlit areas should be avoided wherever possible

### Prosecution

- If any employee or nominated driver breaks the Law whilst in charge of a Company vehicle, they will have to accept responsibility in the event of any prosecution.
- The company accepts no responsibility for payments of fines
- If the company does become liable for non-payment of fines, this will be deducted from the driver's salary.
- Should you lose your driving license as a result of successful Police prosecution, the company has the right to withdraw the facility of the company vehicle

*Remember – if you lose your license, you may lose your job.*

***If you are asked to produce any documents for the company vehicle by the Police, inform the head office who will be only too pleased to help (you have 7 days, failure to do so can result in prosecution).***

### Drivers Responsibility

It is the authorised driver's responsibility to read the manufacturer's & company handbook thoroughly.

Drivers are responsible for the maintenance of the Company Vehicle and keeping it in a roadworthy condition checking

- Tyres
- Lights
- Oil
- Anti-freeze/water levels
- Brakes

It is the authorised driver's responsibility to keep the vehicle clean & presentable both inside & out, the Company will conduct periodic checks.

Remember when driving the company vehicle you are an ambassador, consequently you are asked to drive courteously and always within the speed limit.

**Fines and charges**

The company will not pay any fines for any reason incurred by the company car driver or nominated driver. Should the company become liable for non-payment of fines, the charge will be deducted from the company car users salary at the earliest opportunity.

**Signed:** .....  
**Managing Director**

**Date:** .....

# Section 4

## Documents

	Document Name
1	Accident Report Form
2	PPE Record Sheet
3	Induction Sheet
4	Hazard Report Form
5	Permit to Work
6	Manual Handling Checklist
7	Risk Assessment – Workshop
8	Risk Assessment – Fork lift Truck
9	Safety Enforcement Notice
10	Monthly H&S Inspection Report
11	H&S Internal Audit Matrix
12	H&S Internal Audit Report
13	H&S Management Information Report
14	H&S Non-Conformance Report