



# TVS Health & Safety Policy

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European Union  
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at Work

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# Part 1: Statement of intent

## Health and Safety Policy Statement

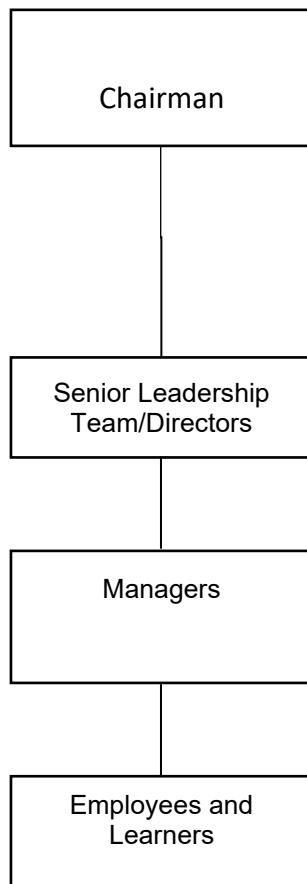
1. TVS recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the CHAIRMAN Responsible for Health and Safety, who recognises their responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
  - d) Making regular assessments of risks to employees
  - e) Taking appropriate preventative/protective measures as identified by risk assessment.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. TVS will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Company and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. TVS is also committed to the continuous development and improvement of the Company's health and safety management system. The Company will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation,

and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

# Part 2: Company organisation and responsibilities

## Company organisational chart – management structure



# Responsibilities

The Company has responsibilities under health and safety legislation towards:

- Employees (including Learners)
- Customers, visitors and the local community
- Members of the public
- Contractors/sub-contractors

## All employees and Learners (general overview)

The Company's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

### **Every employee and Learner must:**

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management with regard to agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work, and report to their immediate manager all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare
- Report details to their immediate manager, as soon as possible, if involved in an accident resulting in, or which may have resulted in, injury and in all cases before the end of the shift on which the incident occurs
- Arrange for any spillage of dangerous substances or flammable liquid to be dealt with immediately, having due regard to the nature of such spillage
- Use machinery and equipment only when authorised and properly trained to do so
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items

# CHAIRMAN

The CHAIRMAN has overall responsibility for health and safety is responsible for ensuring that the policy enables the Company to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. The CHAIRMAN will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

**The CHAIRMAN is Responsible for Health and Safety is responsible for ensuring that:**

- Safe systems of work are in operation, and staff receive adequate and appropriate training
- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged
- All work carried out, and all plant, machinery and equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998
- All plant, machinery and equipment is maintained in good working order, and any registered plant and small equipment carries valid certification
- Information on safety, health and welfare matters is effectively communicated to all employees
- All staff are conversant with the company and Health and Safety Executive accident reporting procedures (RIDDOR)
- Adequate first-aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained
- Fire precautions and portable appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements
- All staff are acquainted with the Emergency Evacuation Procedures and Emergency Plan
- Suitable Personal Protective Equipment (PPE) is available, issued and in use
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training
- A personal example is set by the wearing of appropriate protective clothing
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled
- The following statutory notices are displayed:
  - A signed copy of the Health and Safety Policy Statement of Intent
  - Employer's liability insurance certificate
  - Health and Safety Law poster
  - First Aid (notifying the names and locations of the First-Aiders)
  - Fire Exit signs (with directional signs and running person)
- The following documentation is held:
  - Accident Incident Book (BI510)
- Health and safety improvement suggestions received from staff are given due consideration



# Senior Leadership Team Responsibilities

The SLT are responsible for ensuring that the policy enables the Company to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

## **It will be the SLT's responsibility to ensure that:**

- Systems are in place to review and update this policy annually, when major staffing changes occur, or when new equipment is introduced
- Health and safety objectives for the Company are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this policy
- Safe systems of work are in operation, and staff receive adequate and appropriate training
- Appropriate financial requirements for the Company's health and safety function are contained within the legal resources
- The legal implications of relevant legislation are raised with, and understood by relevant employees
- Adequate resources are made available to allow the effective implementation of the Company's Health and Safety Policy

# Nominated Person for Health and Safety (NPHS) – Managing Director

**The Nominated Person for Health and Safety is responsible for:**

- Health and safety on a day to day basis – implementation of health and safety procedures, precautions and controls
- Undertaking risk assessments within their department (give guidance)
- Encouraging the highest possible standards of health and safety within their department by effective communication and consultation with employees
- Monitoring standards of health and safety within their areas of concern
- Ensuring good standards of housekeeping
- Ensuring COSHH Risk Assessments are carried out within the area of their responsibility
- The provision and maintenance of suitable personal protective equipment
- Ensuring staff attend fire training sessions
- Carrying out hazard spotting checks of their department
- Assessing and meeting health and safety training needs

The above responsibilities will be implemented in association with Stallard Kane Associates Ltd, as the Company's 'Competent Person' for all health and safety matters, as defined by the Management of Health and Safety at Work Regulations 1999.

# Managers

- All Managers are expected to demonstrate by example their total commitment to health and safety matters.
- Each manager is responsible for his personal safety and that of all personnel under his or her authority, including others who may be affected by the Company's activities.

## **In particular, they will:**

- Understand and implement the Company Safety Policy
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibilities and are equipped to play their part
- Conduct risk assessments on activities within their department, ensuring that the methods and systems of work are safe and ensure that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate
- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of appointed First Aiders are displayed and maintained in prominent locations
- Ensure that all new employees in the company are provided with a copy of the Policy Statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this manual
- Reprimand any employee for failing to discharge their health and safety responsibilities
- Set a personal example with regard to health and safety matters

# Employees and Learners

The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Company reminds employees of their duties under Section 7 of the act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Company to enable it to discharge its own responsibilities successfully.

## **Furthermore, all employees are expected to:**

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice
- Consult their manager if aware of any unsafe practice or condition, or if in any doubt about the safety of any situation
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged
- Store all tools, equipment and personal protective equipment in the approved place after use
- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used
- Not operate any equipment unless authorised
- Report any accident, near-miss, dangerous occurrence or dangerous condition to their line management
- Switch off and secure unattended plant or equipment
- Avoid improvised arrangements and suggest safe ways of eliminating hazards
- Not participate in horseplay or place fellow employees in danger by their actions

# Part 3: General arrangements (safety management procedures)

## 1.0 Systems and Procedures

The Company recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the CHAIRMAN Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

**It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:**

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the Company and employees in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
  - Abide by safe working systems
  - Make use of facilities and equipment provided for their protection
  - Refrain from any act which could endanger themselves or others
  - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare
  - Report any known defect, which could endanger the health or safety of themselves or others
- Co-operate as far as is necessary to ensure that we meet our legal requirements

## 1.1 Consultation with employees

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for us to consult with our employees in all matters relating to health and safety.

The Company will convene regular meetings, to discuss all relevant issues relating to health and safety.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training
- Health and safety implications of introducing new technology, tooling or work activities
- The meetings will be formal and the minutes of the meeting will be documented and displayed on company health and safety notice boards.

## 2.0 Arrangements for implementing the procedures

### 2.1 Communication with employees

We will ensure all employees are briefed on the Company Health and Safety Policy and other relevant health and safety information, firstly during their new starter induction when joining the Company, and periodically as the policy is updated or legislation is introduced/removed, or after any changes which may affect their health, safety and wellbeing. All employees will be provided with health and safety information on an annual basis as a minimum, in the form of a Health and Safety Booklet created by our external health and safety advisors. Employees will also be briefed by their manager in the form of Toolbox Talks as required by the management team or advised by our external health and safety consultants.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, the Company will take the necessary steps to ensure the required information is effectively communicated. This communication may include the use of existing employees who speak the same language as the affected employee or employees who can read the same language. Where necessary, we will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Company operates an open-door policy and all employees are free to contact any member of the management team regarding any health and safety concerns they may have, or where they have ideas which may improve the health, safety and welfare of employees. All concerns or ideas raised will be given due consideration by the management team and feedback will be given to employees where appropriate.

### 2.2 Fire Safety

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken, and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff. Equipment checks and evacuation drills will be held at regular intervals. A Fire Warden will be appointed, and another member of staff will act as an evacuation 'Roll Caller'.

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

## 2.3 Risk Assessment

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced and implemented in respect of all work activities where a significant risk has been identified.

Written assessments and safety procedures will be carried out in all the production and administration areas and communicated to all affected employees.

Specific risk assessments will include:

- Manual Handling/PPE/COSHH/Risk
- Young Persons/Learner
- Fire
- Machinery and Equipment, including Fork Lift Trucks, Power and Hand Tools

## 2.4 Safe Systems of Work

All employers have the duty to develop, implement and maintain safe systems of work for all employees regardless of the nature of the employees' tasks and the environment within which they are performed. This requires that adequate processes and procedures are in place to manage risks.

## 2.5 First Aid

The Health and Safety (First Aid) Regulations 1981 will be complied with and a suitable number of persons will be nominated and trained and certificated to the necessary standard, as per the findings of a First Aid Risk Assessment to allow sufficient cover for all working hours and shift patterns.

Details of the First Aiders will be displayed prominently for the benefit of all employees and visitors, and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Company premises.

The DPHS Responsible for Health and Safety will maintain a register of certificated First Aiders and will ensure that a minimum level of cover is provided at all times.



## 2.6 Accident Procedures

Details of all accidents will be recorded in the Accident Book. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence (see 2.6).

## 2.7 Statutory Notification of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified immediately and the online notification form will be completed and sent within 10 days of notification. Others to be notified as soon as possible the Company's insurers.

Notifiable occupational diseases will be reported to the HSE via the online notification form.

Where a person is absent from work or unable to perform their normal working duties as a result of a work-related incident/accident over seven consecutive days, the HSE Incident Control Centre will be notified within 15 working days from the day of the accident.

We will still record all over-three-day accidents, just no longer report them to the HSE. The entry into the Company Accident Book of over-three-day accidents will be a sufficient means of recording them.

All reportable accidents or dangerous occurrences will be investigated and a report issued.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

### **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set below:

# Accidents which require immediate reporting to the local HSE:

## Work-related accidents

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

Please note: not all accidents need to be reported, a RIDDOR report is required only when:

- The accident is work-related
- It results in an injury of a type which is reportable (as listed under 'Types of reportable injury')

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

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

If none of these factors are relevant to the incident, it is likely that a report will not be required.

## Types of reportable injury

### Deaths

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

### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalping's (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

### **Over-seven-day injuries to workers**

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

### **Injuries to non-workers**

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

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

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

## **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified 'near-miss events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- Explosions or fires causing work to be stopped for more than 24 hours

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

## Reportable occupational diseases

We will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by an employees' work. These diseases include (Regulations 8 and 9):

- Carpal Tunnel Syndrome
- Severe cramp of the hand or forearm
- Occupational Dermatitis
- Hand-arm vibration syndrome
- Occupational Asthma
- Tendonitis or Tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

## Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- Medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist
- The duties carried out by a member of the armed forces while on duty
- Road traffic accidents, unless the accident involved the loading or unloading of a vehicle
- Work alongside the road, e.g. construction or maintenance work
- The escape of a substance being conveyed by the vehicle; or a train

## Recording requirements

Records of incidents covered by RIDDOR are also important. They ensure that we (the Company) have collected sufficient information to allow us to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

### **Records of the following will be maintained:**

- Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). We do not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days. Entries in to the Company accident book will be a sufficient means of recording all over-three-day injuries

When requested, we produce RIDDOR and accident book entry records when asked by the HSE, the local authority or any other statutory inspectors.

## 2.8 Workplace Equipment Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed, so as to be safe and without risk to the health and safety of employees.

An adequately planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities' approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

## 2.9 Personal Protective Equipment (PPE)

**Responsibilities:** The CHAIRMAN/SLT will be responsible for ensuring that only PPE to the correct standards has been issued and used.

All employees will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

**PPE assessment:** In accordance with the Personal Protective Equipment at Work Regulations 1992, an assessment of the PPE requirements of each employee will be made using the PPE Issue Record Form. For the purposes of co-ordinating safety management, the PPE assessment will be included in the Company's general assessment procedure detailed below.

It should be noted at this point that PPE would be used only as a last resort measure.

Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

**PPE correct standards:** All personal protective equipment purchased by the company will be used to the correct BS or EN standard, equipment which is not CE marked will not be used.

The CHAIRMAN, will ensure that the correct standard equipment is being purchased, issued and signed for on the appropriate form.

**Issue of PPE:** Employees will be issued with all necessary PPE relating to the hazards from their work activity, or as a result of the findings of any risk assessment which relates to their work environment. Where an employee makes a reasonable request for additional

equipment, this will be reviewed by their manager and where appropriate the equipment will be supplied.

**Replacement of equipment:** All PPE will be replaced on a new for old basis. Re-issue or replacement of worn out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored.

Any PPE which is so worn or damaged that it no longer affords adequate protection will be replaced before the employee is allowed to continue work.

PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturer's instructions.

**Training – correct use:** Employees who are required to use PPE to ensure their safety will be given training in its correct use. All training will be provided in accordance with the manufacturers' guidance.

**Personal preference:** Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, the Company cannot guarantee to satisfy an individual's preferences. Once issued, PPE must be worn. It will not be left to the employee's discretion.

**Damage/misuse:** It will be the responsibility of the employee to report any faulty or damaged safety equipment to their Partners. It must then be exchanged as soon as possible.

Employees will not alter, deface or otherwise misuse any safety equipment supplied to them.

**Maintenance:** It will be the responsibility of each employee to ensure that PPE is maintained in good order. In order that employees can be correctly equipped with safety equipment at short notice, a reserve stock will be held by the office.

## 2.10 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a 'Competent Person' in accordance with the timescales laid down in the regulations.

## 2.11 Premises and Welfare

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

Where Company employees are required to undertake work on site, the CHAIRMAN Responsible for Health and Safety will ensure at the planning stage, that the requirements for welfare provision are suitably assessed and provisions made before work commences on site.

## 2.12 Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

**Responsibilities:** The CHAIRMAN/SLT will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

The CHAIRMAN/SLT will ensure that the significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all employees who will be exposed to the substances.

Employees will not use any substances unless a COSHH Assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH Assessment or the relevant training, then they will cease use immediately and contact the CHAIRMAN or the NPHS

**Hazardous Substances Register:** The NPHS will create and maintain a Hazardous Substance Register. The register will contain Hazardous Data Sheets for every substance purchased by the Company. These data sheets will be supplied by the supplier of the substance and will be formatted so as to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

**COSHH Assessment:** A COSHH Assessment will be carried out for every substance, or where practicable on substance groups, i.e. solvent based paints grouped onto one assessment.

All COSHH Assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance
- Work location/environment
- Work duration

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes
- If it is requested by the employee
- In any case every 12 months

Any review will be recorded on the assessment with a review date and the name of the person who carried out the review.

**Substance Substitution:** Wherever possible, hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the Managing Director to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Associates Ltd shall be sought where applicable.



**Safety Precaution Advice:** Any safety precautions recommended as a consequence of a COSHH Assessment will be adhered to at all times while the substance is in use.

**Handling and Storage:** All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out.

Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together.

The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances.

All spillages will be soaked up using sand or chemical dry granules, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse.

The DPHS will be informed of any substantial spill immediately.

**Information and Training:** All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their safety induction.

They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

## 2.13 Contractors/Sub-contractors

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules in regards to health and safety whilst working for the Company.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of the Company's staff, Learners, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH Assessments, method statements, or similar documentation, must be submitted and approved by the Company's person responsible, as confirmation that risks to health and

safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the Company's employees at risk.

## 2.14 Alcohol and Drug Abuse

In industry generally there has been a move to greater controls and, in keeping with this, the Company has adopted a policy in relation to the consumption of alcohol and drugs.

The Company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the CHAIRMAN Responsible for Health and Safety. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform the NPHS Responsible for Health and Safety or their immediate manager, so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs.

Employees must not consume alcohol or illegal non-prescription drugs on the premises.

Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

**CONSUMPTION OF ALCOHOL OR ILLEGAL NON-PRESCRIPTION DRUGS IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.**

## 2.15 Company Smoke-Free Policy

### Purpose

This policy has been developed to protect all employees, learners, contractors, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.



## Policy

It is the policy of the Company that all of our workplaces, including vehicles, are completely smoke free and all employees have a right to work in a smoke free environment. This policy shall be reviewed on an annual basis.

Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including vehicles, with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director of the Company. All employees are obliged to adhere to, and facilitate the implementation of the policy.

The CHAIRMAN shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The CHAIRMAN, or the person delegated to, will inform, during induction, all new personnel of the No Smoking Policy. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises.

## Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

## 2.16 Working at Height

The Company recognises and accepts its responsibilities under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible
- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- They take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures

The Company will produce safe working procedures for all work at height activities.

## 2.17 Workplace Noise Control

**Responsibilities:** The CHAIRMAN/SLT Responsible for Health and Safety will ensure that this procedure is implemented and complied with in all areas of work where a hazard is identified.

The NPHS will ensure that the persons under their control are aware of the requirements of this procedure and that they are complied with at all times. They will also ensure that the correct protective equipment is provided as required.

All employees will be required to co-operate with the Company in its attempts to reduce or control noise exposure.

**Noise Surveys:** In accordance with the Control of Noise at Work Regulations 2005, the Company will take all reasonable steps to identify workplace noise levels. The list, once created, will form part of this procedure.

Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing. Tool manufacturers will be consulted to establish individual noise levels.

Noise surveys will be reviewed at the following times:

- If work patterns change significantly
- If machinery is moved or if new machinery is installed
- At any other time, it is believed that the survey is no longer valid

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

**Risk Assessment:** Wherever possible, noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

**Noise Action Levels:** The Control of Noise at Work Regulations 2005 have established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day.

The action levels are expressed as dB(A):

- First Action Level – 80 dB(A)
- Second Action Level – 85dB(A)

Where the Company operates a permanent workshop, the following actions will apply:

If the First Action Level (80 dB(A)) is reached or exceeded the NPHSs will:

- Reduce the risk of damage to hearing to the lowest possible by other means than issuing PPE
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection
- Provide hearing protection at the employee's request

If the Second Action Level (85dB(A)) is reached or exceeded the NPHSs will:

- Reduce the exposure to noise to the lowest level possible other than issuing PPE
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory
- Post notices on all machinery which creates noise at or above the Second Action Level
- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN
- Issue hearing protection to all persons in less noisy areas at their request
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A)

All site equipment having a noise level at or above the First Action Level will have a warning notice affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

Where, as a result of a risk assessment, the general site is deemed to be a noise hazard, the NPHSs will ensure that all persons who enter or remain on site wear hearing protection at all times.

**Personal Protective Equipment:** Where the need for PPE is identified as a result of any noise survey or risk assessment, it will be issued as soon as possible. Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

**Training:** All employees will receive general noise awareness training as part of the Company's safety programme. However, where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

## 2.18 Stress

The Company is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and wellbeing are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and others

As far as reasonably practicable the Company will:

- Provide managers with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress
- Provide support to all employees

## 2.19 Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Office Manager. The Office Manager shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Company.

## 2.20 Safety Training

### Basic Training Considerations

The Company recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken.

We will undertake an annual training needs analysis for all our employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake. The CHAIRMAN is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

### Managerial Training

The CHAIRMAN recognises, as fundamental to the success of the Company Safety Policy, that management should have received the training necessary to control effectively the areas for which they are responsible.



## 2.21 Health Surveillance

**Responsibility:** The CHAIRMAN Responsible for Health and Safety shall ensure that health surveillance is provided where necessary for all employees and records maintained in line with data protection and health and safety legislation. Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Company. In order to monitor the health of all employees, an annual medical questionnaire will be issued and reviewed, and action taken in the event that an employee or employees have recorded any health issue or an increase/worsening of an existing condition due to the work environment.

**Procedure:** Where known occupational health risks exist within the Company's scope of works, a suitable and sufficient Risk Assessment and Safe System of Work will be developed for the work activity, and control measures implemented to ensure the health, safety and welfare of all employees affected. Where health surveillance is required, this will be outlined in the Risk Assessment and Safe System of Work and communicated to affected employees.

The CHAIRMAN/SLT shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by the Company's scope of works.

Should any person have a health problem which could affect their health, safety and welfare while at the workplace, they shall inform their immediate manager.

## 2.22 Manual Handling

### Responsibilities

The CHAIRMAN Responsible for Health and Safety will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

Managers are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible by using mechanical handling devices provided by the company. Once trained, employees must use correct handling techniques to avoid injury.

Where an employee is injured as a result of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

### Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

## Handling and Stacking

When handling, employees must use mechanical devices wherever possible. Managers will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- The planning of all manual handling activities
- The weight of the load being known
- Heavy items being positioned so that they can be slid rather than lifted
- Employees not being allowed to manually handle any materials which are too heavy
- Work stations being designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials being free from burrs or sharp edges where possible
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards
- The use of PPE to avoid hand injuries

## Personal Protective Equipment

Personal Protective Equipment (PPE) will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled

## Manual Handling Training

Manual Handling Training will be provided to all employees who are required to carry out manual handling operations. All training provided will be in accordance with the Company's Safety Training and Information Procedure.

## 2.23 Driving Company Vehicles

When using a vehicle supplied by the Company, all employees will conform to all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

Where employees are driving in the course of their employment, or driving vehicles supplied by the Company they must:

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines
- Be in possession of a UK Driving Licence. This must be checked by their manager every year and endorsements notified to the insurers (for Company vehicles and when driving their own vehicle on Company business)
- Ask their GP if any prescribed medicine will affect their driving ability; if so, employees must refrain from driving and inform their immediate manager.
- Not operate a hand-held mobile phone whilst driving – the punishment for such an offence is a £200 fine and six penalty points on their driving licence. If the employee is a new driver, having passed their test within the last two years, their driving licence will be revoked. (To obtain a new licence, both the theory and practical test will have to be retaken). Therefore, employees will not operate their hand-held mobile phone whilst driving – it is dangerous
- Wear glasses or lenses if prescribed for this activity
- Never drive Company vehicles under the influence of alcohol or illegal drugs or prescription medication which may affect their ability to drive safely

Employees driving vehicles will avoid over-the-counter medications such as anti-depressants, antihistamines for hay fever, nettle rash, asthmas, eczema or travel sickness preparations or cough and cold remedies, which can adversely affect their driving.

Before setting off employees will:

- Check tyre pressures and visual condition, tread depth (cuts or obvious damage, especially to the tyre walls) and general vehicle condition
- Check that all seatbelts are working and in good order, and worn by all vehicle occupants where provided
- Adjust driving techniques to suit weather and traffic conditions
- Ensure they have read through the Driving Company Vehicles section in the Employee Handbook

On arrival to destination or site employees will:

- Beware of un-metalled roads and soft ground on sites; and, where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services)
- Observe all traffic management arrangements in place for the site
- Make sure the vehicle is secured and any valuable items stored out of site such as satellite navigation systems and mobile phones

When driving on business on behalf of the Company and the vehicle is not supplied by the Company, employees must have full comprehensive insurance cover, to cover the driver and any passengers in the course of such business use. A copy of the insurance certificate will be required before driving on Company business.

## 2.24 Road Risk

Employers need to recognise the specific risks involved in driving vehicles as part of employment and the full range of factors that may affect these risks.

The Company recognises that the use of motor vehicles on Company business requires additional health and safety measures to protect both employees and third parties. The CHAIRMAN recognise that the occupational risks associated with driving are related to a wide range of factors including:

- Driver competence
- The vehicle being fit for purpose
- Shift working, and total hours worked
- Lone working
- The nature of the goods being transported

The Company is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on the Company's business.

# Arrangements for Securing the Health and Safety of Workers

The Company acknowledges that those driving on Company business may be at increased risks related to:

- Fatigue
- Stress
- Lone Working
- Unforeseen events

The Company recognises that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided. To this end the Company will:

- Undertake risk assessments and ensure that journeys are planned and allocated in accordance with the findings of these assessments
- Ensure as far as is reasonably practicable that all those driving on business are competent and fit to do so
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks
- Encourage a sensible and mature attitude towards motor vehicles and driving in all employees
- Ensure as far as is reasonably practicable that the organisation's vehicles are suitable for their purpose
- Provide and maintain additional tools and equipment necessary for the purposes of the journey
- Provide sufficient information and guidance for employees to enable them to understand the additional occupational risks involved in driving

## Safe Systems of Work

All employers have the duty to develop, implement and maintain safe systems of work for all employees regardless of the nature of the employees' tasks and the environment within which they are performed. This requires that adequate processes and procedures are in place to manage driver-related risks. With respect to reducing occupational risks to employees who are required to drive as part of their employment the Company will put procedures in place to ensure the following:

- *The vehicle* is fit for purpose. Company will ensure that vehicles used in journeys are matched with the purpose of the journey and that they are suited, as far as reasonably practicable, to any load being transported, terrain to be covered and delivery conditions. The Company will also ensure as far as is reasonably practicable that any vehicle provided by them is suited to the needs of the driver and those involved in loading and unloading from the vehicle. Where appropriate additional tools will be provided for the loading and unloading of vehicle.
- Breakdown and repair. The Company will ensure that drivers have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided in a prompt and reliable manner by competent persons.
- Vehicle maintenance. The Company will ensure that competent personnel maintain all vehicles registered for use on the Company's business to a sufficient standard. The Company will ensure that necessary repairs are made in a reasonable timeframe and that no vehicle in an unfit state will be knowingly used on Company business.
- Safe working hours. The Company recognises the particular importance of guarding against fatigue and stress to safeguard the health and safety of those driving on Company business and of other road users and third parties. The Company will ensure that effective and robust policies and procedures are in place to manage the hours worked by those driving on Company business. These procedures will ensure that drivers do not drive more than the permitted hours in a twenty-four-hour period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits. In addition, the Company will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly amongst younger drivers and those who manage their own driving activities. No employee driving on Company business will be encouraged to drive in a manner that may increase the risks to themselves or to other road users.

The Company will take all reasonably practicable measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and that sufficient time is allowed for both journey and any loading/unloading. No driver will be penalised for delays due to circumstances beyond their reasonable control or encouraged to extend their working hours in a manner that may increase their own risks of accident or injury or those of other road users. The Company will roster journeys so that drivers' working hours are kept at the levels recommended by best practice wherever possible and to make sure that drivers get sufficient rest breaks during their working hours. The Company will install and maintain tracking devices where required and statutory limits on driving hours and driver rest will be rigorously enforced.

- *Lone worker protection procedures.* The Company recognises that those driving on Company business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary. The Company will ensure that there are procedures for ensuring that emergency communications channels are provided and maintained for staff working alone. In addition, the Company will take all reasonably practicable measures to ensure that drivers have adequate information regarding the route and destination of a journey taken on Company business. Access to necessary navigation aids and travel instructions will be provided at the commencement of the journey wherever possible. Drivers will also be informed where reasonably practicable of any specific requirements and restrictions at the destination including security and loading/unloading procedures. The Company will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from their employment as drivers.
- *Driver safety and compliance with road traffic duties.* The Company will put in place policies and procedures to ensure that drivers understand their duties under road traffic legislation and drivers' hours regulations (where applicable) to prevent the use and abuse of alcohol and drugs by those who are required to drive as part of their employment.
- *Driver training.* The Company will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. As part of this the Company will provide sufficient driver training and education to ensure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on Company business. This training may include:
  - First aid procedures
  - Breakdown procedures
  - Loading/unloading equipment and techniques

The Company will also ensure that all drivers receive training on their duties under the road traffic legislation and drivers' hours regulations (where applicable) on the need to reduce additional risks. This training will include information regarding:

- Consequences of alcohol and drug use
  - The effects of speed and traffic levels
  - The effects of fatigue and stress
- *General health and safety.* The Company will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. Risk assessments and policies on manual handling and the provision of work equipment in particular will make allowance for the needs of drivers and those assisting in the delivery of goods.



## Statement

The organisation will:

- Implement processes and procedures to assess, avoid, reduce and manage the risks involved in driving on the organisation's business
- Ensure all drivers are competent
- Ensure all vehicles are fit for the purpose as far as is reasonably practicable
- Observe requirements to monitor and regulate driver hours and performance
- Ensure all staff are aware of their duties under health and safety and road traffic legislation
- Train relevant staff in the additional issues and occupational risks of driving on the organisation's business
- Provide drivers with all necessary information

## 2.25 Lone Working

Often in the course of our business, people are sent into a working situation on their own. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required.

Where lone working is required a risk, assessment shall be carried out and appropriate controls defined and implemented. We will ensure that lone workers are not placed at more risk than other employees, so each individual assignment must be examined to assess all risks by considering certain points and guidelines.

## 2.26 Young Workers

We recognise the inherent hazards and risks that arise when a young person undertakes activities within a working environment and that additional control measures are required to protect the health, safety and welfare of young persons. A young person is anyone under the age of eighteen. A child is a young person who has not yet reached the minimum school leaving age.

It is our policy to:

- Protect young persons at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or as a result of their being not yet fully matured
- Carry out specific risk assessments on the work activities of young persons

When the assessment process is carried out, we will consider the young workers':

- Physical and psychological capacity
- Potential of exposure to cold, heat, noise and vibration
- Potential of exposure to harmful agents
- Need for greater supervision of their activities
- Need for additional training in order for them to carry out their work activities safely

## 2.27 Learners in our care

For learners who are under 18, the employer has the same responsibilities as for other young workers.

The company recognise the inherent hazards and risks that arise when a young person undertakes activities within a working environment and that additional control measures are required to protect the health, safety and welfare of young persons.

Under the Health and Safety and Work Act 1974 young workers should receive at least the same protection as other workers. However, there are some legal provisions that apply specifically to workers aged under 18.

As an learner employer, the company must take all necessary steps for securing the health, safety, and welfare of any learner in your care. This includes young person's risk assessments, sufficient supervision, provision of personal protective equipment where required, and training.

Any accident, occupational disease, ill health affecting an learner must be reported to the person responsible for Health and Safety or nominated person to enable a full, documented investigation, and to meet the company's obligation to monitor all accidents.

All learner(s) will receive an extensive introduction and induction into the company prior to commencing any work, this will include health and safety training, an introduction and briefing on your company policies and procedures, and any expectations you have of them including behaviour, dress code etc.

If an learner is under 18 years of age but over school leaving age 'Young Worker' regulations apply to their working hours. These state that young workers may not normally work more than 8 hours a day and no more than 40 hours per week. These hours cannot be averaged out. *(for more information on Young Worker regulations please refer to <http://www.direct.gov.uk>)*

It is our policy to:

- Protect young persons at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or as a result of their being not yet fully matured
- Carry out specific risk assessments on the work activities of young persons

When the assessment process is carried out, we will consider the young workers':

- Physical and psychological capacity
- Potential of exposure to cold, heat, noise and vibration if applicable
- Potential of exposure to harmful agents
- Need for greater supervision of their activities
- Need for additional training in order for them to carry out their work activities safely

*Definitions:*

*A young person is anyone under the age of eighteen.*

*A child is a young person who has not yet reached the minimum school leaving age.*

# Environmental Policy Statement

1. TVS recognises its environmental duties under the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012 and the CHAIRMAN Responsible for Health, Safety and Environmental Issues Matt Cordon recognises that he has a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) Minimising disturbance to the local and global environment, and to the local communities and wildlife.
  - b) Following the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. We will follow the hierarchy outlined below for waste generated:
    1. Prevention
    2. Preparing for re-use
    3. Recycling
    4. Recovery
    5. Disposal
  - c) Minimising the use of energy and raw materials and to adhere to the principles of sustainability.
  - d) Considering the environment in the design of processes and products and the maintenance of equipment.
  - e) Providing information on the use and final disposal of products.
  - f) Ensuring that all employees and suppliers are adequately informed about the Company Environmental Policy.
  - g) Minimising the use of product-related materials and services, such as packaging or transport.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.