



Health and Safety Policy

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1 Health and Safety Policy Statement and Organisational Roles and Responsibilities

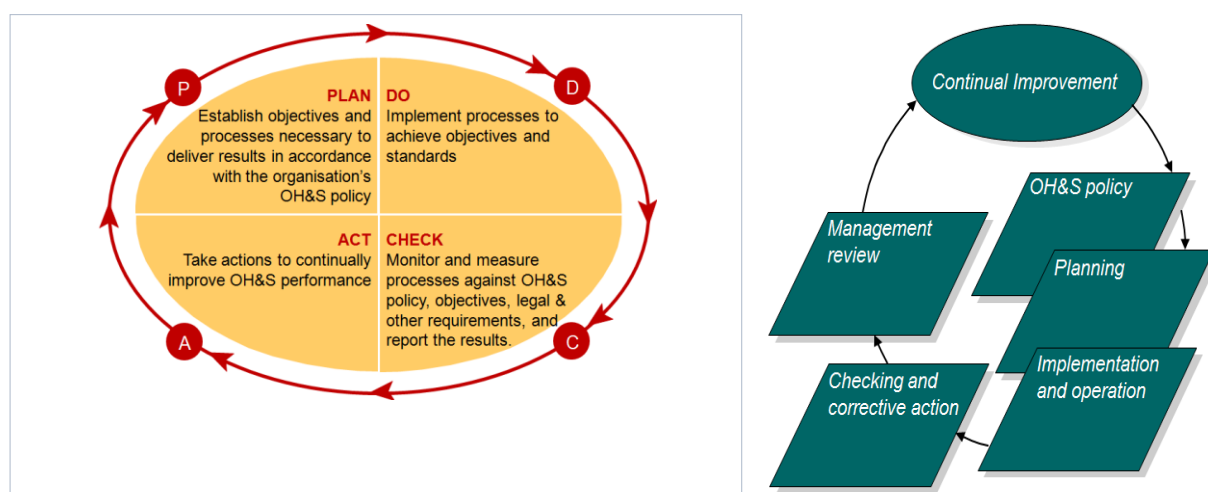
1.1 Document Control

Revision	Date	Changes	Initial
1.0	11/01/2022	New Policy	BM

1.2 Introduction

This Health and Safety Policy and associated arrangements provides Swiftline Engineering Limited (SEL) venues with a guide to our health and safety responsibilities and duties as identified under health and safety legislation.

This Policy gives us a framework to identify, control and reduce the risks associated with health and safety in the workplace, the main principles of which are outlined in the two charts below.



This document outlines the statement of intent and organisational responsibilities for SEL and will cross reference a set of policy arrangements to enable the management of health and safety, which provides a guide to planning, measurement, auditing and review of health and safety across SEL’s business operations.

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1.3 Policy Statement of Intent

Swiftline Engineering Limited (SEL) recognise their duty to ensure, as far as is reasonably practicable, the health and safety of staff and others who may be affected by SEL's activities.

SEL is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation, both as an employer and as a company.

It has a stated intent of making health and safety an integral part of the working ethos of SEL, through identification of hazards, risk assessments, implementation of procedures, provision of adequate resources, monitoring and review together with appropriate education and training. SEL's ultimate objective is the continuous improvement of the health and safety performance, including the reduction of accidents and improvement of employee wellbeing. The health and safety management system also include driving for work activities.

SEL acknowledges people as our most important asset and will provide safe and healthy working conditions for our employees, both direct and self-employed, and will ensure that the conduct of our work does not endanger anyone including members of the public. SEL will co-operate and co-ordinate with other employers, with occupiers and the self-employed as necessary in pursuit of our policy.

SEL has arrangements for employer / employee consultation and accept the need to consult with employees before giving them health and safety responsibilities and acknowledge SEL's obligations in the provision of relevant health and safety information.

SEL will engage competent persons to discharge our legal duties and afford them the necessary resources to fulfil their responsibilities.

SEL's Health and Safety function will provide assistance in health and safety matters, and accredited external partners will be sought where necessary in order to provide advice on areas of significant risk and to recommend precautions and actions.

These objectives will be achieved through control systems, secured by co-operation, based on clear line of communication and will be implemented by competent individuals throughout SEL. This policy will be reviewed on an annual basis and revised as necessary.

DIRECTOR Kevin McLoughlin.

Signed:



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1.4 Organisation for Health and Safety

Section 2(3) of the Health and Safety at Work at Act 1974 requires SEL to have organisational arrangements in place for health and safety. Additionally, Regulation 5 of the Management of Health and Safety at Work Regulations 1999 requires the management team to develop and implement these arrangements. The arrangements require the effective planning, organisation, control, monitoring and review of the measures put into place to control health and safety risks. The appointments and responsibilities for organising health and safety are detailed below:

1.5 Responsibilities

General responsibilities for health and safety are outlined below; more specific organisational responsibilities are outlined in the individual policy arrangements.

Interim arrangements may be in place at different times throughout the organisation, which may require an alteration in job titles. Essentially the person fulfilling the role will be deemed responsible.

Category of Person	General Responsibility
Everyone	Everyone has responsibility for their own health and safety and to ensure their actions do not affect others. Everyone should have regard to this Policy and the arrangements
SEL Director(s)	<p>The SEL Director(s) understands that good health and safety standards are essential for SEL to thrive. The SEL Board has moral and legal responsibilities for health and safety and is committed to:</p> <ul style="list-style-type: none"> ▪ Present a budget and allocate adequate resources to achieve the health and safety objectives ▪ Receiving and discussing at a Director(s) meeting an annual report detailing the current health and safety status of SEL and the improvements that have been made during the previous year ▪ Reviewing accidents, incidents and near misses
Director(s) Kevin McLoughlin	The Director(s) has ultimate legal responsibility for all safety matters within their remit, they will:

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<p>DEAN CRONIN</p>	<ul style="list-style-type: none"> ▪ Ensure that the objectives of the health and safety policy are fully understood by all Senior Leadership Team members ▪ Ensure adequate resources are assigned (funds, materials, equipment, staff and time) as required to manage health and safety ▪ Act as Responsible Person for fire ▪ Act as the Statutory Duty Holder for Legionella ▪ ensure SEL meets all statutory health and safety requirements ▪ Ensure the SEL Health and Safety Policy is reviewed and updated as required ▪ Ensure an annual safety statement of intent is prepared which is consistent with the organisation’s objectives ▪ Ensure a suitably qualified person is appointed as the competent person under the Management of Health and Safety at Work Regulations ▪ Ensure collaboration and co-ordination between all other areas of SEL on safety issues ▪ Ensure the Health and Safety Policy is communicated to all employees ▪ Provide an annual report to the SEL Board on the health and safety performance ▪ Ensures the necessary authority is vested in the Health and Safety team and the Leadership team to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person
<p>Senior Leadership Team</p>	<p>The Senior Leadership Team provides the planning and policies that determine the actions of the organisation. As a result, they are considered the directing minds of the organisation and are required to take responsibility for their decisions in the way the organisation runs.</p> <p>The team will:</p>

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	<ul style="list-style-type: none"> ▪ Accept its collective responsibility for providing health and safety leadership for SEL ▪ Nominate a member of the Senior Leadership Team to champion health and safety issues ▪ Ensure each leadership team member accepts individual responsibility and ensure their actions and decisions reinforce the messages of the team’s commitment to health and safety, as stated in the health and safety policy ▪ Demonstrate by personal example, high standards of health and safety practice ▪ Ensure appropriate procedures are implemented to effectively co-ordinate health and safety ▪ Exercise the authority to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person in the areas under their control ▪ Ensure that accident incident/near miss/dangerous occurrences forms are completed and investigated
<p>Managers This includes any employee with managerial responsibilities, does not necessarily mean they have the word ‘manager’ in their job title</p>	<ul style="list-style-type: none"> ▪ Ensure each manager accepts individual responsibility and ensure their actions and decisions reinforce the messages of the team’s commitment to health and safety, as stated in the health and safety policy ▪ Encourage employees at all levels to become actively involved in health and safety ▪ Keep up to date with relevant health and safety risk management issues ▪ Annually review health and safety performance ▪ Demonstrate by personal example, high standards of health and safety practice ▪ Inform and manage contractors working under their control of the safety policies and procedures, enforce compliance and ensure that

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	<p>the contractors’ policy has been followed and paperwork completed and received</p> <ul style="list-style-type: none"> ▪ Ensure that all risks are assessed, and necessary paperwork completed, and appropriate controls implemented ▪ Ensure appropriate procedures are implemented to effectively co-ordinate health and safety ▪ Ensure that advice is sought from the Health and Safety Advisor and relevant outside bodies on any matter with health and safety implications ▪ Ensure that all equipment obtained, altered or produced by their departments meets current legislative and industry standards ▪ Exercise the authority to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person in the areas under their control ▪ Ensure that accident incident/near miss/dangerous occurrences forms are completed and investigated
Employees	<p>Should:</p> <ul style="list-style-type: none"> ▪ Comply with statutory requirements on health and safety ▪ Comply with the Health and Safety Policy ▪ Take reasonable care for their own health and safety ▪ consider the safety of other persons who may be affected by their acts or omissions ▪ Observe relevant information given to them by their line manager on health and safety risks ▪ Have the opportunity to contribute to the Health and Safety committee through safety representatives and attend meetings when requested ▪ Work in accordance with information and training provided and inform the line manager of any concerns regarding personal abilities, fitness to complete the task, training or competence that affects health and safety.

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	<ul style="list-style-type: none"> ▪ Not misuse or interfere with anything that has been provided for health and safety reasons ▪ Report hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to their line manager immediately ▪ Not undertake any task for which authorisation and/or training has not been given ▪ Report all accidents and incidents in line with accident reporting procedure ▪ Co-operate with managers and other employees to enable all statutory duties to be met ▪ Inform their line manager of any health and safety matter with media implications ▪ Report to their line manager any contractor working with them who is failing to follow safe working procedures ▪ Ensure that all equipment obtained, altered, or made in-house meets current legislative and industry standards and report any deviation from agreed standards to their line manager ▪ Co-operate with persons conducting audits and inspections ▪ Attend all training provided by SEL, which is required to maintain adequate levels of competence and to ensure statutory compliance ▪ Wear and take care of any personal protective equipment provided by SEL and report any defects/inadequacies
<p>Head of Safety Advisor ICE Risk Management</p>	<p>Without detracting from the primary responsibilities of the Senior Leadership Team for ensuring Health and Safety, the Health and Safety Advisor will liaise with the Director(s) and Managers, to ensure compliance with the health and safety policy and will:</p> <ul style="list-style-type: none"> ▪ Demonstrate by personal example, high standards of health and safety practice ▪ Provide professional advice to all employees on matters relating to health and safety

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	<ul style="list-style-type: none"> ▪ Exercise the authority to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person ▪ Keep the Director(s) and the Managers informed on health and safety issues ▪ Consult and advise employees on policy, legislation, accidents and all other relevant health and safety issues ▪ Produce draft revisions of the Health and Safety Policy for annual review by the Director(s). ▪ Draft an annual safety report for the Director(s). ▪ Advise line managers of suitable targets for improving safety Performance with their teams and provide feedback on achievement ▪ Act as the competent person, in relevant areas, as required under the Management of Health and Safety at Work Regulations ▪ Maintain central records of and investigate accidents, dangerous occurrences and ill health ▪ Arrange and attend Health and Safety Committee meetings at regular intervals and keep appropriate records ▪ Maintain suitable contacts with external health and safety professionals and advise on any current relevant issues and benchmark against other entertainment venues ▪ Maintain a high standard of personal professional development and expertise ▪ Monitor the introduction of appropriate new legislation and advise the health and safety committee and relevant managers of the appropriate means of compliance ▪ Advise on or appropriate safety competency training and arrange broad-based health and safety training for all employees ▪ Assess the provision of first aid treatment and facilities and implement changes ▪ Maintain information sources that are available to managers and employees on health and safety issues
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	<ul style="list-style-type: none"> ▪ Inform managers of any breach of health and safety legislation, best practice, policy or guidance ▪ Provide information to the senior leadership team on the effectiveness of health and safety management by managers ▪ Inform the Director(s) of any health and safety matter with media implications ▪ Ensure that the responsible persons inform contractors working within the organisation of the appropriate safety policies and procedures and ensure the Leadership team enforce compliance ▪ Carry out audits and inspections as required ▪ Creation and review of fire safety management systems and processes including the cause and effects system ▪ All aspects of Fire Safety Management are monitored and maintained to enable an environment with no, or residual fire risks ▪ Where a residual risk remains that cannot be controlled through physical means, they will ensure this is managed through robust processes in consultation with other relevant stakeholders ▪ The fire risk assessments and policies are maintained, relevant and up to date ▪ Liaison with the insurers
<p>Health and Safety Committee</p>	<p>The Health and Safety Advisor, in consultation with the Director(s), will prepare the agenda for each Directors Health and Safety meeting. Any member may table agenda items.</p> <p>The members of the committee are:</p> <p>Kevin McLoughlin</p> <p>Dean Cronin</p> <p>ICE Risk Management</p> <p>Project Managers Health and Safety Meeting shall be tabled and the members of the meetings shall be :</p>

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	<p>Jon Jones</p> <p>Terry Snooks</p> <p>Sam Villiers</p> <p>ICE Risk Management</p> <p>Other members who may be invited or wish to attend the meeting from time to time are:</p> <ul style="list-style-type: none"> ▪ Swiftline Site Managers / Supervisors <p>Arrangement for the minutes will be taken by Health and Safety Advisor.</p> <p>The Health and Safety Committee is a consultative group, which has no legal responsibilities or authority under the Health and Safety Policy. It does have powers as are detailed in this policy.</p> <p>Individual members of the Committee will be authorised to carry out duties on its behalf following discussion at the Committee usually in line with their role within the organisation</p> <p>The Chair of the committee is the Director(s). If they are unavailable, it will be chaired by the ALTERNATIVE or one of the members of the Senior Leadership Team.</p> <p>Committee meetings will take place</p> <p>If members cannot attend another person should be asked to attend on their behalf and the Chair informed prior to the meeting</p> <p>The responsibilities of the Committee are:</p> <ul style="list-style-type: none"> ▪ To actively promote and champion good health and safety in all SEL workplaces ▪ To review working procedures and make recommendations for improvement ▪ To allocate actions to the responsible persons to review accident, incident, near miss and hazard data and develop systems for improving performance
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	<ul style="list-style-type: none"> ▪ To review changes to legislation and interpret their relevance to SEL ▪ To monitor the effectiveness of the Health and Safety Policy and recommend appropriate changes ▪ To monitor the effectiveness of training in health and safety and recommend any changes ▪ To assist with the review of the effectiveness of procedures/policies and support in their development ▪ To investigate complaints/problems as reported to the group. <p>As a H&S committee representative they agree to:</p> <ul style="list-style-type: none"> ▪ Confirm if you will/will not be attending the meeting ▪ Speak to/contact employees before the meeting for items to be brought to the meeting ▪ Act with integrity regarding items that are confidential/sensitive ▪ Keep their team up to date with issues/changes in policies or procedures that come out of the committee <p>Members of the Committee are required to represent the views/issues of their working areas but also to consider the wider implications to other areas within SEL</p>
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1.6 Arrangements for health and Safety

The safety policy arrangements attached to this main policy are outlined in the matrix below.

Doc Ref	Title	Rev
HASP 00	Health and Safety Policy Statement	1.0
HASP 000	Health and Safety Policy Statement and Organisational Roles and Responsibilities	1.0
HASP 001	Accessibility Policy - Staff	1.0
HASP 002	Accidents, Incidents, Claims, Complaints Management	1.0
HASP 003	Asbestos	1.0

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HASP 005	Confined Space Working	1.0
HASP 006	Consultation and Communication	1.0
HASP 007	Construction	1.0
HASP 008	Contractor Management	1.0
HASP 009	COSHH Management	1.0
HASP 010	Display Screen Equipment	1.0
HASP 012	Drugs and Alcohol	1.0
HASP 013	Electrical Safety at Work	1.0
HASP 014	Fire Prevention and Control	1.0
HASP 015	First Aid and Medical Provision	1.0
HASP 016	Home Working	1.0
HASP 017	Lifting Operations and Lifting Equipment	1.0
HASP 018	Lone Working	1.0
HASP 019	Manual Handling	1.0
HASP 020	Noise at Work	1.0
HASP 021	Office Safety	1.0
HASP 022	Personnel Protective Equipment (PPE)	1.0
HASP 023	Pregnant Women and New Mothers	1.0
HASP 024	Risk Assessment	1.0
HASP 025	Stress, Bullying and Violence	1.0
HASP 026	Training, Information and Instruction	1.0
HASP 028	Work at Height	1.0
HASP 029	Work Equipment, Plant and Machinery	1.0

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HASP 030	Working Time	1.0
HASP 031	Work Experience and Young Persons	1.0
HASP 032	COVID-19	1.0

1.7 Communication of the Safety Policy

The Health and Safety Policy will be provided to all new employees during their induction period.

Employees are consulted on the reviews of the Policy. The Policy is available to all at Swiftline Engineering Limited (SEL) at the head office or via email. When the Policy is updated, this is brought to the attention of each team by their manager(s) through team briefings.

Regular meetings held by the SEL management shall include safety is on the agenda and discussed when relevant and decisions made on changes in policies and procedures.

A committee meeting is in place that is made up of representatives of each department, two weeks prior to the meeting all staff are asked if they have any items to be added to the agenda. Minutes of the meeting are made available to all staff. Any change in policies or procedures that cannot be agreed at the committee are taken to the management meeting for a decision and fed back to employees through the committee.

1.8 Review of Safety Policy

This document has been produced in accordance with the general requirements of section 2(3) of the Health and Safety at Work etc. Act 1974 and will be reviewed periodically or following any incident or issue that necessitates a policy change. Any revisions will be brought to the attention of all employees by the management.

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2 Accessibility Policy

2.1 Introduction

This policy forms the basis of our strategy for accessibility for staff working at Swiftline Engineering Limited’s (SEL) premises. It will be reviewed at least annually in line with all policies by the Director(s) to ensure any changes are identified and integrated.

2.2 Scope of Policy

The policy covers all staff with impairment, working at SEL premises as well as those visiting the SEL premises for the purposes of work. It also covers anyone who may develop a temporary or permanent impairment while working for SEL and anyone who may be visiting the SEL premise for an interview.

2.3 Key Responsibilities

Organisational Responsibility:	Allocated to:
The Director(s) will champion accessibility through the Leadership Team and will promote equality through	Director(s)
All Senior Leadership Team members will ensure accessible staff access is considered in all projects relating to staff activities or staff facilities, consulting with staff where required	Senior Leadership Team
The HR Team will ensure existing staff and new recruits are assessed where impairment is identified whether short or long term and ensure staffs are made aware of what facilities are available to them if they require it. They will also ensure all new members of staff successfully complete the Accessibility Module that forms a part of their induction. They will arrange more in-depth training on impairment were identified as a requirement.	Human Resources Team
Where the HR Team identify impairment, the Line Manager, supported by the H&S Advisor, will carry out a documented	Line Manager Health and Safety Advisor

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assessment in consultation with the employee or potential employee and their line manager where necessary.	
All Managers will ensure fair and equitable treatment for any employee with an impairment, where any needs are identified, taking into account where necessary and to ensure any reasonable requests for special requirements are met.	All Managers
All staff to treat colleagues and others with dignity and respect and to not treat any person with impairment in the workplace unfavourably. They will ensure they successfully complete any required equality training as required by SEL.	All staff

2.4 Competence and Training

Accessibility training is available for SEL staff to include:

- An initial on-line induction which includes a module on Accessibility
- A training programme for all staff
- Specific training according to the requirements of the role

2.5 Description of what to do

2.5.1 Management Arrangements

- Those identified as having responsibilities under this policy are made aware of those responsibilities during training and will implement them accordingly.
- Anyone managing a member of staff who is identified as having an impairment, whether long or short term, will ensure they notify the Human Resources Department and further ensure an assessment is carried out in liaison with the Health and Safety Advisor and the employee to establish what special needs may be required.
- They will ensure reasonable adjustments are made according to the findings of the assessment.

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2.5.2 Policies and Practices

- SEL will manage a diverse range of access needs and requirements to make the site as accessible as possible to staff in all areas they are required to work.

2.5.3 Communication and consultation

- Any new or existing member of staff with a temporary or permanent impairment, will be consulted through the HR and the Health and Safety Advisor on referral from their line manager in order to ensure reasonable adjustments may be made to accommodate and integrate them into the workforce at an equal level.
- For any refurbishments and new builds, an Accessibility Consultant will be retained to advise on accessibility in relation to each project which will address any particular needs in staff areas.

2.5.4 Access Improvements

- Through the above consultation channels SEL aims for continuous improvement in all areas of the site.
- An access audit of the site is carried out when changes occur or it is required, as well as staff inspections of our arrangements, particularly where an area of concern is highlighted and we welcome comments from our staff with suggestions for improvement. This ensures everything is maintained in working order and in good repair.

2.5.5 Accessible Facilities Across SEL Premise

- A ramp is available for access to the front of the SEL Head Office.

2.5.6 Access, Egress and Moving Around

- All areas of the SEL premise have wheelchair access with no changes of level from external to internal areas.
- Entrances and internal / external routes around the site are maintained with adequate width for wheelchairs and where practicable, no level changes.
- Where ramps are required, they will be of an appropriate design standard and for temporary changes in level (for cabling or within temporary structures), ramps suitable for wheelchair users and easily identified by colour contrast will be used across any changes of level.

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- Lifts and other public areas are designed with access for all in mind.
- Doors in and out of each area of the building are either automated or manned and accessible.

2.5.7 Emergency Procedures

- Employees with access needs in relation to emergency egress will be assessed and a personal emergency evacuation plan (PEEP) will be carried out to determine their specific evacuation requirements.
- Emergency evacuation plans for accessible and non-accessible public, and staff have been tried and tested with on-going review. In office areas an evacuation exercise is planned six monthly.
- Accessible seating guests will join an accessible route that also serves as a means of egress in case of emergency.

2.5.8 Staff Training

- Accessibility training is required to be undertaken at all levels for SEL staff.
- Induction level training includes a bespoke module on Accessibility for all those working at SEL premises, and all staff are required to undertake this within the first month of their employment.
- On-site contractors are required to train their staff in impairment equality to ensure uniformity of accessibility information.

2.6 Forms for recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 001 Personal Emergency Evacuation Plan (PEEP) Questionnaire	Use this form as the basis for a Personal Emergency Evacuation Plan (PEEP)

2.7 How this policy will be reviewed

This policy shall be reviewed annually.

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3 Accident, Claims and Incident Management Policy

3.1 Introduction

Swiftline Engineering Limited (SEL) staff are encouraged to report all accidents no matter how minor, as well as incidents that could have resulted in injury (near misses). All accidents or incidents shall be reported to the Health and Safety Advisors and where appropriate investigations, follow up action taken, and procedures updated.

Statistical information on accidents and incidents is presented regularly at Director(s) meetings and is used to contribute to improvements as well as the establishment of budgetary requirements in the management of health and safety on site. This information is used to implement additional controls and/or procedures to mitigate the risk of injury or harm to all persons under the remit of control of SEL and to protect the health, safety and wellbeing of all persons who fall within this category.

An analysis will be carried out annually and presented to the Director(s) to identify the most common trends thereby enabling SEL to plan and budget for improvements and to assist in planning training and resources requirements.

3.2 Scope of Policy

This policy covers the procedure to be followed for all employees, Contractors and Sub-Contractors of SEL.

3.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Health and Safety Advisors

3.4 Competence and Training

The person responsible for investigating accidents should have as a minimum:

- Authorisation from the Director(s) of SEL
- Induction at SEL
- NEBOSH National General Certificate, as a minimum or equivalent
- Investigative skills training, e.g. awareness of PACE, witness statements, recording accidents, etc.

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3.5 Description of What to Do

3.5.1 Completing the Documentation

A copy of the completed form is forwarded as soon as possible to the Health and Safety Advisors for the team to carry out a further investigation where required. Incidents can be reported through the Health and Safety Advisors, attaching any relevant documentation.

The injured person is primarily responsible for ensuring an accurate record is made of the incident. If they are unable to do this, and particularly for members of the public, the attending First Aider or the Line Manager of an employee or Project/Site Manager.

It is important that as much information about the accident/incident is supplied to the Health and Safety Advisors as soon as possible after the accident occurs. For all accidents that occur an accident investigation statement (**HASF 104 Accident, Incident Investigation Form**) should be completed by all those who have been involved in the accident or witnessed the accident.

For example, if an injured person requires medical treatment on a site, the Project and/or Site Manager will complete the accident report form (**HASF 102 Accident Incident Report Form**) with as much detail as they have and email to the Health and Safety Advisor. The Project and/or Site Manager will notify the relevant persons of the accident at the time so that any photos or relevant information to the accident can be obtained. The Project and/or Site Manager can then ensure an accident investigation statement is completed by any Health and Safety Advisors; this must be completed on the night or within 24 hours of the accident occurring.

3.5.2 Serious Injury or Fatality

Any accident or incident resulting in serious or multiple injury or fatality, will be reported immediately by the Director(s) and the Health and Safety Advisors to ensure appropriate action is taken to secure any evidence, gather witness information and carry out a formal investigation as well as informing the appropriate enforcing authority.

Any reportable injury will be reported by the Health and Safety Advisors to the HSE within the required time under the RIDDOR 2013 regulations and for fatalities, within 24 hours. The Director(s) , Line Manager, Head of Departments, Project and/or Site Management Team will be informed to ensure the area is cleared, cordoned off and kept under surveillance as soon as possible to ensure evidence is not lost or

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tampered with. The Health and Safety Advisors will inform the insurers at the earliest opportunity of any accident or incident likely to result in a claim.

3.5.3 Legal Privilege

If an incident results in death or serious injury or there has been a serious near miss which could have resulted in death or serious injury and leads to enforcement action against SEL, in addition to the Health and Safety Advisors the matter will be reported immediately to ensure external legal representation where necessary and to ensure legal privilege is exercised if required for documentation requested by external authorities.

3.5.4 Accident Investigation

For all other accidents, initial investigations will be carried out by the relevant Director(s) , Head of Department, Line Manager, Project and/or Site Manager or a delegated member of their staff. For more serious incidents, or where several minor incidents indicate a trend, an accident investigation will be carried out as soon as practicable the Health and Safety Advisors, in consultation with the relevant Director(s) , Head of Department, Line Manager, Project and/or Site Manager, staff and others. The purpose of the investigation will be to assess potential issues within the safety management system, review current control measures and identify where changes or improvements may be required.

A copy of the report of the investigation will be passed to the Director(s) . They will then report the facts to the Leadership Team to ensure an awareness of recommended changes within their areas of responsibility where identified. Recommendations will be followed up at review meetings and responsibility for implementation will lie ultimately with the relevant Director(s) to implement within their areas of responsibility.

3.5.5 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences)

If an injury or incident of work related to ill health is reported concerning an employee or another person affected by SEL’s undertaking, the initial investigation will indicate if the incident is, or is likely to be, reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

A legal duty is placed on SEL to report RIDDOR incidents these are normally carried out by the Health and Safety Advisors. Reports are completed via the HSE website on www.riddor.gov.uk/reportanincident.html. A pdf copy will be forwarded to the sender on request and a

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hard copy sent by post. A copy is then passed to the Director(s) for logging and follow up where necessary. Report all Fatality/Major Injury/Dangerous Occurrence forthwith to HSE or Local Authority by telephone, then complete F2508 and send to HSE or Local Authority within 10 days of accident.

Contractors and/or subcontractors are responsible for their own reporting but are expected to inform the SEL Health and Safety Advisors of any hazard or potential liability. Copies of RIDDOR reports are expected to be forwarded to the Health and Safety Advisors where an accident occurs on a working site. The Health and Safety Advisors provide accident statistics to the Director(s) on numbers of accidents on the Projects and/or sites to assess for any trends.

3.5.6 Record Keeping

Once an accident report and subsequent investigation documentation has been completed, the Health and Safety Advisor will advise SEL Director(s) to retain all such records for a minimum of three years from the date of the incident. It is therefore in the interests of both SEL and the injured person that as much detail as possible is recorded on the form.

All accident and investigation documentation is treated as personal sensitive data under the General Data Protection Regulations and will be stored accordingly. No unauthorised persons will be permitted access to this information except by written request of the person to whom the documents refer.

Any work-related injury or illness requiring the employee, or worker, to be absent from work for more than seven days (including non-working days) is reportable to the Local Authority, who may decide to investigate. If an employee is off of work for more than seven days, the Health and Safety Advisors need to complete a RIDDOR report within 15 days of issue being brought to the attention of SEL.

3.5.7 Calling an ambulance

When calling an ambulance it is essential that as much accurate information is provided, including but not limited to:

- Exact Location
- Type of Incident
- Hazards Present
- Access and Egress (the nearest exit, gate or landmark close to the injured person)
- Number of Casualties

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- If Other Emergency Responders are Already on the Scene

3.5.8 Claims for injury

The Director(s) shall notify the insurance brokers appointed by SEL’s of any new claim and where appropriate a claims investigator will visit the site for further investigation. The Director(s) shall liaise directly with the insurers or claims investigators on any issues relating to a claim and will ensure all relevant and requested documentation is passed to them at the earliest possible stage.

Regular update meetings take place with the insurers and the Director(s) to discuss the current status of any potential or open claims at least annually.

3.6 FORMS FOR RECORDING

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 102 Accident / Incident Report Form	To be completed follow any accident or incident
HASF 103 Near Miss Report Form	To be completed following a near miss
HASF 104 Accident / Incident Investigation Form	To be completed when investigating any accident, incident or near miss

3.7 How this policy will be reviewed

This policy shall be reviewed annually or if RIDDOR 2013 legislation changes.

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4 Asbestos Policy

4.1 Introduction

Swiftline Engineering Limited (SEL) aims to promote a consistent approach with regard to the management of asbestos. It is the responsibility of Director(s) , managers and anyone deemed to be in control of the site and areas of the site to ensure that asbestos related issues are managed in line with this document

4.2 Scope of Policy

This policy applies to SEL employees, contractors, site operatives and agency staff who are required to work at SEL premises utilising any of the permanent buildings on the site.

This policy defines what materials contain asbestos, what actions should be taken to manage asbestos in accordance with the Control of Asbestos Regulations and determines the level of monitoring, and the provision of information, training and instruction.

4.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

4.4 Competence and Training

Employees shall be required to complete the relevant level of Asbestos Awareness or Management Training for their role. This will be identified in the

4.5 Description of What to Do

In compliance with this general principal SEL is committed to meet all duties placed upon it by the CAR 2012 and specifically will:

- Protect, so far as reasonably practicable, staff, contractors and visitors to the site from any exposure to asbestos fibres
- Provide adequate resources in support of this Asbestos Management Plan

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- Identify, so far as is reasonably practicable, all ACMs in the site buildings
- Maintain an asbestos register of all ACM's identified and make it freely accessible to those undertaking work on the site
- Implement and maintain an effective Asbestos Management Plan (AMP) to ensure that all ACM's are maintained in a safe condition or alternatively are isolated or removed
- Promote awareness of the risks from ACM's and SEL AMP through training and induction of relevant staff and contractors
- Appoint a competent and suitably qualified person to undertake the role of Appointed Person as identified in HSE guidance HSG264 'Asbestos: The Survey Guide' (Ref. 2). This role will carry the title Asbestos Co-ordinator
- Only engage appropriately trained, qualified and competent persons to undertake any work with ACM's (including management, surveying, abatement and removal)
- Provide adequate and timely resources to enable effective implementation of the AMP
- Regularly review the AMP

4.6 Asbestos Management Plan

This Plan sets out the mechanism, roles and responsibilities by which ACM's are to be managed. It includes details on how SEL intends to:

- Protect staff and others working on the fabric of the site
- Protect staff and others working within the property buildings
- Identify all ACM's and manage associated hazards based on assessment of the risk they present and prioritisation of action
- Effectively control any work likely to affect ACM's
- Undertake maintenance work
- Undertake project work

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- Monitor and maintain ACMs in good condition where it is assessed as being safe to leave them in situ
- Respond to and manage any emergencies involving ACM's

4.7 Management Action

Where ACMs are in a safe condition and are unlikely to be disturbed, they will be left in situ. They will be inspected regularly at intervals determined by the Asbestos Co-ordinator. This will typically be every twelve months but may be less or more based upon risk assessment. Areas of minor damage will be repaired and sealed. Where effective repair cannot be achieved ACMs will be removed.

All work with ACMs will be undertaken by a licensed asbestos contractor irrespective of whether work actually requires a license.

4.8 Monitor and Review

The responsible person will undertake an audit of the AMP. The purpose is to review compliance with the AMP and the effectiveness of the measures being taken. An audit will be undertaken periodically but not less than every four years.

4.9 Legal framework

Whilst the plan is intended to comply with all aspects of the requirements of CAR2012 and other relevant legislation, the following duties within CAR 2012 are expressly highlighted as being fundamental to the success of an effective asbestos management system as used by SEL, and underpin this Plan:

Regulation 4 requires Duty Holders to:

- Find ACMs and check their condition
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not
- Keep an up-to-date written record of the location and condition of ACMs
- Assess the risk of anyone being exposed to these materials

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- Prepare and put into effect a management plan to manage the risk and keep ACMs in a good state of repair, or ensure that it is repaired or if necessary, removed
- Provide information on the location and condition of the material to anyone potentially at risk

Regulation 5 - Identification:

An employer shall not undertake work in demolition, maintenance, or any other work which exposes or is liable to expose his employees to asbestos unless either:

- He has carried out a suitable and sufficient assessment as to whether asbestos is liable to be present
- If there is doubt, assumes that asbestos is present

Regulation 11 requires employers to:

Ensure that adequate information, instruction and training is given to employees who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

4.10 Identification of Asbestos Containing Materials

Guidance:

The use of asbestos in UK buildings has been progressively prohibited until a complete ban of all use in construction in 1999. Some products containing chrysotile were still available after 1989 although generally in a form that would present a low risk of releasing fibres if damaged.

4.11 Management Surveys:

CAR 2012 Regulation 4: The Management of Asbestos in Non-Domestic Premises

A management survey is the standard survey required to enable SEL to meet the Duty to manage ACMs as required under the above regulation. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in a building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

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The Asbestos Co-ordinator is responsible for commissioning all surveys. The standard to be adopted is described in HSG 264 Asbestos – The Survey Guide (first published by the HSE in 2010).

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs but may also involve presuming the presence of ACMs, particularly where areas are inaccessible. The survey will only involve minor intrusive work, but this should include inspection of underfloor coverings, above false ceilings and inside risers, etc.

The normal approach will be to commission management (previously Type 2) surveys through consultants accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17020 – for undertaking surveys for asbestos containing materials.

4.12 Intrusive works

Regulation 5 – Identification of the Presence of Asbestos

Where SEL is to undertake work in demolition, refurbishment or maintenance, it must undertake a suitable and sufficient assessment as to whether asbestos is likely to be present. A management survey is unlikely to provide sufficient information to satisfy this requirement particularly where intrusive works are planned.

Where any intrusive work is planned in a building constructed before 2000 the Asbestos coordinator must be consulted.

Intrusive work includes all demolition or breaking out, forming openings (of any size) in walls, floors and ceilings, opening of ducts, boxing or voids, lifting of coverings etc.

The Asbestos Co-ordinator will assess the quality and extent of existing information and decide whether it is suitable and sufficient to permit the proposed work to proceed. Where it is not sufficient, he will instigate further survey work.

4.13 Minor Intrusive Work

Where deemed appropriate by the Asbestos Co-ordinator he will undertake additional site inspections to enable a suitable and sufficient assessment to be made. This may include taking additional samples. Any such work will be undertaken in accordance with HSG264, and samples submitted for analysis to a consultant accredited by the United Kingdom Accreditation Service

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(UKAS) as complying with ISO17025 for the analysis of bulk samples to establish the presence and type of asbestos.

The Asbestos Co-ordinator is the sole authority for undertaking such assessments. In his absence, a refurbishment survey must be commissioned from an approved framework consultant accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17020.

4.14 Refurbishment and Demolition Surveys

A refurbishment and demolition surveys are needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling. The HSE recommends that all buildings constructed before 2000 have a refurbishment and demolition survey, as asbestos was not prohibited until 1999.

4.15 Work with Asbestos Containing Materials:

Asbestos Remediation Work

Work involving the repair, encapsulation or removal of ACMs may only be carried out by a HSE licensed asbestos contractor. Appointment of contractors will generally be made directly but may be made through a principal contractor when agreed by the Asbestos Co-ordinator.

Remedial action will be carried out where:

- Remedial action was identified following inspection under the AMP
- The work is required to facilitate a maintenance task
- The work is required to facilitate a planned project
- ACMs are to be removed prior to demolition
- There is a strategic benefit

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- There are unplanned circumstances such as damage to ACMs, leaks or bursts in pipes etc.

The scope and specification of such remedial action will be at the direction of the Asbestos Co-ordinator. Work with ACMs requires effective management which includes clear communication with and consideration of building stakeholders. The timing of the work to be undertaken will be based on an assessment of the inherent risks and may need to be undertaken out of normal working hours as directed by the Asbestos Co-ordinator.

Work falls into three categories:

- Licensed work
- Notifiable non-licensed work
- Non-licensed work

The contractor is responsible for making the correct notification in accordance with their license conditions. A copy of the notification together with the plan of works must be provided to the Asbestos Co-ordinator and the asbestos consultant (where appointed) before work commences.

4.16 Audit

The responsible person will undertake an audit of the AMP. The purpose is to review compliance with the AMP and the effectiveness of the measures being taken.

The audit will review the following key indicators:

- Planning
- Management of specific risks
- Organisation and responsibilities
- Cooperation and communication
- Competence
- Accidents and Incidents

An audit will be undertaken periodically but not less than every four years.

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4.17 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
Asbestos Register	To be created by the Director(s) or designated responsible person within SEL where asbestos is present within a premise under their control

4.18 How this Policy will be Reviewed

This policy shall be reviewed annually.

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5 Cleaning and Housekeeping Policy

5.1 Introduction

Reporting to their line manager, the cleaning contractor/operative will ensure comprehensive records are retained for of all cleaning operations for auditing purposes and to assist with Swiftline Engineering Limited (SEL) claims management process where required.

5.2 Scope of policy

A named person shall work with the cleaner/cleaning contractor and other cleaning and maintenance contractors to ensure the service is increased or decreased according to anticipated activities across the premises on a risk assessment basis.

Where possible recycling is encouraged, and removal contracted out to a licensed waste removal company.

Hazardous waste is removed from site by a licensed contractor, to comply with the requirements of environmental legislation.

Services for rodent, pigeon and insect infestation are outsourced to a specialist contractor.

5.3 KEY RESPONSIBILITIES

Organisational Responsibility:	Responsibility Allocated To:
Director(s)	Head of Facilities
Head of Facilities	Cleaner/Cleaning Contractor

5.4 Competence and training

All staff shall receive an induction from SEL on the policies and procedures to be aware of and followed.

Training given to staff commensurate with their work activity. Training records held on site by SEL.

Toolbox talks given on a regular basis by SEL, to give refresher training to staff.

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5.5 Description of what to do

Director(s), Heads of Departments, Line Managers and Health and Safety Advisors may undertake workplace health and safety audits and inspections, which will record any cleaning and housekeeping issues.

Copies of the site safety inspections and any outstanding audit non-conformances will be reviewed by contract management monthly and appropriate action taken.

5.6 How this Policy will be Reviewed

This policy shall be reviewed annually

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6 Confined Space Working Policy

6.1 Introduction

Every employer must comply with the Confined Spaces Regulations 1997.

The Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to carry out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what measures are necessary for safety. For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take.

The definition of a confined space means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

6.2 Scope of policy

All areas identified as confined spaces shall be made a permit to work area and authorisation required to access and it is essential the permit to work system is followed when entering these areas. This will ensure the correct control measures are put in place and that it can be assessed if the work will affect other work activities or if other work taking place on site may affect the oxygen content in the confined space.

All those required to work in confined spaces shall receive training in the hazards and risks that could be present in such areas and lone working is not permitted in these areas.

6.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Heads of Department, Line Managers, Project/Site Manager, Health and Safety Advisors, Supervisors

6.4 Competence and Training

All staff and contractors must receive the site induction when first starting work.

Anyone working in a confined space on site will be trained commensurate with the work activity they are doing, this will be checked through the permit to work system.

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A person working in a confined space must be of good health and have no medical issues that could be affected by working in a confined space. The employee/contractor must inform the person organising the work if they are unable to work in a confined space.

6.5 Documents and Forms for Recording

The following forms are attached to this policy arrangement:

Document:	How the form must be used:
HASF 106 Confined Space Register	Updated annually for SEL premise, if there are confined spaces present. On sites where there are confined spaces.

6.6 How this Policy will be Reviewed

This policy shall be reviewed annually.

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7 Consultation and Communication Policy

7.1 Introduction

The law sets out how employees must be consulted in different situations and the different choices employers have to make. There are two different regulations that require employers to consult their workforce about health and safety:

- The Safety Representatives and Safety Committees Regulations 1977 (as amended); and
- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

Swiftline Engineering Limited (SEL) must consult with employees or their representatives about the following:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law)
- The information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

The Health and Safety Policy will be provided to all new employees during their induction period.

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Employees are consulted on the reviews of the Policy. When the Policy is updated, this is brought to the attention of staff by their Director(s), Head of Department, Line Manager, Manager through team briefings.

A health and safety committee meeting is in place that is made up of representatives of each department and outsourced labour, two weeks prior to the meeting all staff is asked if they have any items to be added to the agenda. Minutes of the meeting are made available to all staff. Copies are directly emailed to members of the committee for members. Any change in policies or procedures that cannot be agreed at the committee are taken to the Director(s) meeting for a decision and fed back to employees through the committee.

7.2 Scope of Policy

Consultation at SEL requires consultation at various levels and with various groups at different times. Minutes are retained for all meetings where health and safety issues are discussed.

7.3 Leadership Level

Leadership consultation is achieved through ensuring a standing health and safety agenda item at weekly Leadership meetings. Director(s) , with responsibility for health and safety will ensure a flow of information to and from this meeting.

7.4 Employees

The Director(s) holds an all staff meeting twice a year to raise the profile of safety related issues and to receive feedback from the workforce.

Each Manager holds a team meeting where safety related issues are encouraged. Any information from the senior leadership meetings is discussed with the team and the team raise any issues they would like to be taken to the leadership meeting. This provides a two-way flow of information throughout the organisation.

SEL has a Health and Safety Committee, chaired by the Director(s) , at which general as well as health, safety and welfare issues are raised. This committee guides the Health and Safety Plan, Objectives, Initiatives, Accident and Claims Management and Training.

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7.5 On-Site Contractors

SEL shall ensure that all Contractors accessing any premise or site under the control of SEL, is provided with suitable information, instruction and training relating to the activities for which they are engaged. Any Contractor accessing a premise or site under the control of SEL, shall have a named point of contact within SEL to ensure there is a two-way flow of health and safety related information.

7.6 Consultation with Enforcing Authorities

SEL shall ensure that they comply with any Enforcing Authority requests and/or enquiries in relation to their undertakings and statutory duties. HSE and Local Authority Inspectors requesting access to site will be permitted to carry out their role.

7.7 Information

The following information is available on the health and safety notice boards:

- Health and Safety Law Poster
- Employers Liability Certificate
- First Aid and Fire Information
- Health & Safety Policy Statement
- Any updates to policies or changes in legislation are communicated via an all-staff email and reminders sent on when deemed necessary.
- Safety Noticeboards

7.8 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Updating the Director(s) on policies and procedures relating to safety	Director(s)

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Ensuring employees, contractors and tenants are suitably inducted	Managers
Consultation with employees through all staff meeting	Manager
Communication with line manager on safety related issues	All employees

7.9 Competence and Training

All staff are trained to a standard commensurate with their work activity.

Training requirements are discussed with the line manager.

7.10 Forms for Recording

All meetings are minuted.

7.11 How this Policy will be Reviewed

This policy shall be reviewed annually.

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8 Construction (Design and Management) Policy

8.1 Introduction

Swiftline Engineering Limited (SEL) aims to promote a consistent approach with regard to construction work as defined by the Construction (Design and Management) Regulation 2015. It is the responsibility of Director(s) , managers and anyone deemed to be in control of the site and areas of the site to ensure that construction related issues are managed in line with this document.

8.2 Scope of Policy

This policy applies to SEL employees, contractors, site operatives and agency staff who are required to work at SEL premises utilising any of the permanent buildings on the site. They are also required to work on client sites and premises.

8.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

8.4 Description of What to Do

The Regulations place duties on all parties involved in construction work, from clients, through the design team and into construction.

On notifiable projects, and where there are two or more contractors employed on a project, the client must appoint a competent Principal Designer to ensure health & safety is taken into account during the design & planning stage of the project. It is the responsibility of the Principal Designer to ensure the general principals of prevention are implemented throughout the design, identifying the major hazards which the contractors will encounter, together with details of the design stage risk assessments produce by all designers.

On notifiable projects, and where there are two or more contractors employed on a project, the client must then appoint a competent principal contractor to manage and co-ordinate health & safety activities on site. The principal contractor must develop the construction phase health & safety plan, detailing how

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they intend to manage the project, provide details of the site rules and site emergency and welfare arrangements.

As the construction phase commences, the Principal Designer should, together with the client, discuss and agree with the principal contractor the style and content of the health and safety file. This will enable the principal contractor to start collating the necessary information from suppliers and sub-contractors, making it much easier for both the principal contractor and principal designer to produce the health & safety file at the end of the project.

The client must ensure the principal designer; principal contractor and contractors are competent. Providing the person or company has sufficient competence, the person or company could be appointed as both principal designer and principal contractor, especially when working as part of a design and build contract. If within the clients undertaking, there is sufficiently skilled and competent staff, then the client could also take the role of principal designer and principal contractor if they so wished.

Contractors who sub-contract work must similarly ensure the sub-contractors are competent.

Where there is only one contractor appointed on the construction phase, it is the responsibility of that contractor to complete, or make arrangements to have completed a Construction Phase Health and Safety Plan for the project. This must follow the general principals of prevention and must detail the management arrangements for the project.

CDM 2015 8(1) A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

8.5 Application of the Regulations

Part 1 of the regulations is the introduction and explains that the HSE have produced guidance (L153) to assist with the application of the regulations. The CITB have also produced guidance for all duty holder, and this is available on their website.

Part 2 of the regulations includes client's duties, appointments and notifications and application to the domestic client.

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The regulations apply to all construction work carried out on construction sites and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who carry out the work, irrespective of whether they are employers or are self-employed. Duties are also held by those who do not undertake construction work themselves but control the way in which the work is done. In each case, the extent of the duty is in proportion to the degree of control which the individual or organisation has over the work in question.

Where there is more than one contractor or if it is reasonably foreseeable that more than one contractor will be working on a project at any time the client must appoint in writing - (a) a designer with control over the pre-construction phase as principal designer; & (b) a contractor as principal contractor. The appointments must be made as soon as practicable, and in any event, before the construction phase begins. Failure to appoint either if these duty holders will pass the responsibility for these roles to the Client.

The regulations set out additional management duties which apply to projects above the notification threshold:

- If the work will involve more than 30 days of construction activities AND have more than 20 persons working on the project, or more than 500-person days of construction work then the HSE are to be informed; form F10 (available from the HSE can be used).

Notification is to be made as soon as is practicable before the construction phase begins.

Where the regulations refer to the domestic client, it states that, where a domestic client is involved, the duties in regulations 4 and 6, must be carried out by - (a) the contractor for a project where there is only one contractor; - (b) the principal contractor for a project where there is more than one contractor; or - (c) the principal designer where there is a written agreement that the principal designer will fulfil those duties.

If a domestic client fails to make the appointments required by reg. 5 - (a) the designer in control of the pre- construction phase of the project is the principal designer - (b) the contractor in control of the construction phase of the project is the principal contractor.

Part 3 of the regulations in the main refer to the Health and Safety Duties and Roles. They also refer to the General Duties of Designers and Designers outside GB and the Duties of Principal Designer. Like the previous regulations, they also outline requirements for the Construction Phase Plan & the Health &

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Safety File, together with the duties of the Principal Contractor & Consulting with Workers and that of the Duties of Contractors.

Part 4 remains largely unchanged from the previous regulations and details the general requirements for all construction sites.

Part 5 details the general schedules.

8.6 Specific application where company must act as a Client

When acting as a Client, in order to fulfil our obligations and duties under the regulations we will ensure that:

- Pre-Construction information will be collated at an early stage and provided to designers tendering to work on the project.
- Designers, contractors and other team members that they propose to engage are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do.
- We allow sufficient time for each stage of the project, from concept onwards.
- We co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the Regulations.
- We co-ordinate their own work with others involved with the project in order to ensure the safety of those carrying out the construction work, and others who may be affected by it.
- There are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health. (This does not mean managing the work themselves, as few clients have the expertise and resources needed and it can cause confusion).
- Contractors have planned for suitable welfare facilities to be provided from the start and throughout the construction phase; Any fixed workplaces (for example offices, shops, factories, schools) which are to be constructed will comply, in respect of their design and the materials used, with any requirements of the Workplace (Health, Safety and Welfare) Regulations 1992

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- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to them in order to comply with regulation 10.

8.7 Company Appointed as a Principal Contractor

When acting as a Principal Contractor after appointment by the Client, it is our intention to fulfil our obligations and duties under the regulations by:

- Satisfying themselves that clients are aware of their duties, and that a Principal Designer has been appointed and HSE notified before they start work.
- Making sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase.
- Ensuring that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensuring that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- Ensuring that all contractors are provided with the necessary information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly.
- Ensuring safe working and co-ordination and co-operation between contractors.
- Ensuring that a suitable construction phase plan ('the plan') is:
 - Prepared before construction work begins,
 - Developed in discussion with, and communicated to, contractors affected by it,
 - Implemented, and kept up to date as the project progresses.
- Satisfying themselves that the designers and contractors that they engage are competent and adequately resourced.
- Ensuring suitable welfare facilities are provided from the start of the construction phase.
- Taking reasonable steps to prevent unauthorised access to the site.

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- Preparing and enforce any necessary site rules.
- Providing (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work.
- Liaising with the Client and principal designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan.
- Providing the principal designer promptly with any information relevant to the health and safety file, unless there is no principal designer on the project and then it lays with us to complete the health and safety file.
- Ensuring that all the workers have been provided with suitable health and safety induction, information and training.
- Ensuring that the workforce is consulted about health and safety matters.
- Displaying the F10 project notification.

8.8 Company Appointed as a Contractor

When acting as a contractor on a project, whether appointed by the principal contractor or the Client, it is our intention to fulfil our obligations and duties under the regulations by:

- Ensuring our clients are aware of their duties.
- Satisfy ourselves that we and anyone we employ or engage are competent and adequately resourced.
- Plan, manage and monitor our work to ensure that workers under our control are safe from the start of their work on site.
- Ensuring that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Providing workers under our control (whether employed or self-employed) with any necessary information, including relevant aspects of other contractors' work, and site induction (where not

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provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.

- Ensuring that any design work we complete is passed to the principal designer.
- Complying with any requirements listed in Schedules 2 and Part 4 of these Regulations that apply to our work.
- Cooperating with others and coordinating their work with others working on the project.
- Ensuring the workforce is properly consulted on matters affecting their health and safety.
- Obtaining specialist advice (e.g. from a structural engineer or occupational hygienist) where necessary when planning high risk-work – e.g. alterations that could result in structural collapse or construction on contaminated land.

8.9 Company Appointed as a Designer

- Designers are not permitted to commence work until any client for the project is aware of their duties under CDM 2015 and that a principal designer has been appointed.
- The way designers meet this duty can be built into routine business procedures covering client meetings and liaison.
- It is sensible to retain written evidence that client awareness has been established before work is started for any client on a project.
- Designers should not accept a project engagement unless their design, business and those carry out or managing design, are competent.
- The standards include policy and organisation; arrangements; sources of advice and training
- Design practices need to show how, in preparing the design; they eliminate hazards and reduce risk from those hazards remaining.
- Project clients and principal designers must prepare and promptly provide designers with pre-construction information.

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- Designers should consider the PCI and use it to inform preparation of their design. PCI consists of all the information that is relevant to the health and safety of those engaged in, affected by the work or using the structure as a future workplace.
- Arrangements are required to avoid foreseeable risk in preparing a design by:
 - Eliminating hazards giving rise to the risk; and
 - Reducing risk from any remaining hazards.

Designers must consider risks to people:

- Carrying out or affected by the construction work.
- Cleaning windows; maintaining the structure; and using a structure designed as a workplace.
- The amount of effort put into avoiding hazards and reducing risks should be proportionate to the degree of risk. HS
- Designers are not required to spend time, money and trouble on low-risk issues.

Information on residual risks must be provided. This information should focus on risks that may not be obvious to those who use the design. One good way of communicating this information is using notes on drawings.

8.10 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 134 Construction Phase Plan Checklist	To be completed when created and reviewing Construction Phase Plans.
HASF 135 Site Managers H&S Documentation Checklist	To be used by Project and Site Managers to ensure all site-specific health and safety documentation is in place.

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HASF 136 Permit to Dig	Permit to be issued prior to digging/excavating.
HASF 137 Permit to Work	Permit to be issued prior to commencing work.
HASF 138 Hot Works Permit	Permit to be issued prior and hot work activity.
HASF 139 Permit to Work on Live Services	Permit to be issued prior working on live services, including electricity, gas or water.
HASF 140 Confined Spaces Permit	Permit to be issued prior working in a confined space.
HASF 141 Hoarding Inspection Register	Inspection of hoarding register.

8.11 How this Policy will be Reviewed

This policy shall be reviewed annually.

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9 Contractor Management Policy

9.1 Introduction

Swiftline Engineering Limited (SEL) aims to promote a consistent approach with regard to the effective management and use of services and products from contractors as part of the businesses strategic and operational undertakings.

9.2 Scope of Policy

This policy applies to SEL employees, bona fide subcontractors and agency staff who are employed or instructed as part of a legal process to provide services or products at any time and in any location where business functions are undertaken.

The aim of this policy is to promote good communication, effective procedures and have regard of the duty of care owed to contractors and SEL employees who are affected by the undertakings of contractors.

9.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

9.4 Competence and Training

All employees to have received the SEL health and safety induction.

9.5 Description of What to Do

The management of contractors covers all stages from procurement through standard setting to monitoring and review of the actual work. Some of the key steps in managing contractors take place before any work is done. The work itself has a product lifecycle, which needs to be understood, and you will need to show how you have considered the lifecycle. The framework of the Health and Safety Act and subsequent regulations covers the use and management of contractors in our context.

9.6 Assessment Criteria

To demonstrate that we as a company have a clear understanding of what the risks and differences are in using contractors and contract labour, any person initiating the use of a contracted service must explain

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when they will use contractors and how they will be used and managed. The outline of appropriate control measures relevant to managing contractors, based on a clear understanding of the risks must be shown.

Formal control mechanisms shall be in place to achieve all relevant health and safety standards are taken into account when procuring services, plant or materials.

9.7 Procurement

In order to select a contractor or individual contracted service, the initiator must first ensure that a pre-qualification questionnaire is completed by the prospective contractor to identify that the necessary sufficient competent or fit for purpose services are purchased. In the case of sole traders, a letter of assurance must be received outlining that they will adhere to company policy, in all cases however they shall be required to share H&S information including risk assessments and safe systems at work.

9.8 Communications

It is the responsibility of an initiator of contracted services to ensure that there is a system of effective communication exchange between all parties, in particular in relation to relevant risks to or arising from work.

The contractor shall be expected to ensure that all employees and others are aware of the risks and how they will affect their health and safety and understand all steps required to mitigate the effects.

9.9 Planning and Implementation

The initiator of the contracted services or equipment shall ensure that they have evaluated any risk assessments and safe systems of work. Where the contractor is using equipment that is safety critical, they shall ensure that the contractor has all the relevant competency, service records and or logbooks and is able to demonstrate statutory compliance with all relevant equipment standards.

9.10 Control

Arrangements shall be in place to ensure that the identification of hazards and risks that are likely to arise from contractor's activities are assessed and that suitable arrangements are in place for ensuring the control measures are adequately implemented.

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The standard of control to the risks arising from the work of contractors, their employees and sub-contractors should be equal to those applied by our own employees and directly managed activities. This cannot be an add-on extra; it must be an integral part of the management system.

9.11 Monitor and Review

It is important that appropriate performance standards are applied by contractors and that these standards are formally monitored and reported to the board on a quarterly basis with a full evaluation being carried out at least annually.

9.12 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 142 Prequalification Questionnaire	To be issued to and all contractors and reviewed prior to engagement.
HASF 143 Labour Only Subcontractor Prequalification Questionnaire	To be issued to and all labour only subcontractors and reviewed prior to engagement.

9.13 How this Policy will be Reviewed

This policy shall be reviewed annually.

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10 Control of Substances Hazardous to Health Policy

10.1 Introduction

The Control of Substances Hazardous to Health Regulations 2002 (as amended) were introduced to ensure that employers carry out suitable and sufficient assessments of the risks to health arising from any work process involving hazardous substances before that work begins.

Many substances do not present a risk to either health or safety when used in the correct manner. However, when misused they may present a risk, and this must be minimised.

Hazardous substances can take many forms and include:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Nanotechnology
- Gases and asphyxiating gases and
- Biological agents (germs). If the packaging has any of the hazard symbols, then it is classed as a hazardous substance
- Germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

A substance should be regarded as hazardous until its assessment has been made and the substance categorised. All substances must be assessed before being used, see separate procedure on how an assessment should be done.

Storage of hazardous substances and disposal of empty or redundant containers will be in accordance with site environmental waste procedures within waste disposal areas and in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and Environmental legislation.

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10.2 Scope of policy

Hazardous substances are kept to a minimum on the site and monitored to ensure appropriate use, storage and disposal.

They ensure where practicable, that substances in use are classified as low hazard both chemically and environmentally and that they are stored in appropriate locations in minimal amounts for daily operation.








An annual review of Hazardous Substances Management will be arranged by the Health and Safety Manager and contractors are advised at meetings to update the department of any changes affecting use, storage or disposal.

All those using chemicals are advised that copies of data sheets and COSHH assessments are stored where chemicals are stored in case of emergency.

A licensed waste removal contractor is utilised to remove empty or redundant items from site. Copies of waste transfer notes are retained by the Head of Support Services.

10.3 Substances Classified as Dangerous to Health under the Classification, Labelling and Packaging Regulations (CLP)

The CLP Regulation adopts the United Nations' Globally Harmonised System on the classification and labelling of chemicals (GHS) across all European Union countries, including the UK. Suppliers must provide a Safety Data Sheet (SDS) if the substance is covered by CLP.

						
Toxic	Corrosive	Hazardous to Health	Oxidising	Respiratory Sensitiser	Explosive	Harmful to Environment

10.4 Substances with Workplace Exposure Limits

A WEL is the maximum concentration of an airborne substance, averaged over a known period of time, which individuals may be exposed to. Substances with WELs are listed in the Health and Safety Executive (HSE) publication EH40 and will also be detailed on the SDS.

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10.5 Biological agents (bacteria and other micro-organisms)

Biological agents are covered by COSHH if they are directly connected with work or if exposure is incidental to work. Examples of activities in which there may be this kind of exposure are health care, refuse disposal, agriculture and work involving contact with sewage.

10.6 Dust Concentrations

Any kind of dust, if its average concentration in the air exceeds the levels specified by COSHH, is considered to be hazardous to health. (10 mg/m³ of inhalable dust, or 4 mg/m³ of respirable dust, contact the health and safety manager for further advice if airborne dust levels are thought to be a potential issue).

10.7 Any Other Substances that Cause Risk to Health

For technical reasons these may not be covered by CHIP. These substances include:

- asphyxiates (i.e. gases such as argon and helium, that while not dangerous in themselves can endanger life by reducing the amount of oxygen available to breathe), some pesticides, medicines, cosmetics and substances produced in chemical processes
- other substances that may be a cause of occupational asthma (these would be assigned either R42 or R42/43 as risk phrases on the SDS)

10.8 COSHH Assessments

Managers are responsible to ensure that COSHH assessments have been carried out on hazardous substances within their area of control managers can either carry out COSHH risk assessments themselves or delegate this task to individuals within their area. If a manager delegates the task of carrying out a COSHH assessment, they must ensure that the person(s) is competent to carry out the assessment and takes all reasonable care when doing so.

10.9 Definition of Hazardous

A substance may be hazardous in one form but not in another. For example, a piece of hardwood poses no risk in itself. However, hardwood dust created during sanding does present a hazard. Therefore, if a substance is not being used in a form that is hazardous to health and the work process does not create by-products that are hazardous to health it does not need a COSHH assessment.

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10.10 Exemptions and Inclusions

Not all substances are covered by the COSHH Regulations. For the vast majority of commercial chemicals, the presence (or not) of a CHIP warning label will normally indicate whether the substance is covered by the COSHH Regulations. For example:

There is no warning label on water-based marker pens, 'pritt-stick' type glue pens or ordinary household washing-up liquid. Therefore, the COSHH Regulations do not apply.

However, there is a CHIP warning symbol on many types of bleach, so the requirements of COSHH do apply to those types of bleach.

Other substances that are not covered by the COSHH Regulations are:

- Asbestos and lead, which have their own regulations
- Substances that are hazardous only because they are; radioactive, at high pressure, at extreme temperature, or have explosive or flammable properties (other regulations apply to these risks)
- Biological agents if they are not directly connected with work and they are outside the employers' control, such as catching a cold from a work colleague

If there is any doubt if a substance is covered by COSHH, obtain a material safety data sheet (MSDS) from the supplier.

10.11 Health Surveillance

The Health and Safety Executive give the following definition of health surveillance:

'Health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results.'

Under the COSHH Regulations health surveillance is required where:

- Employees are exposed to a substance linked to a particular disease or adverse health effect, and there is a reasonable likelihood of disease or ill health occurring; or
- A person is working in certain processes that are specified in Schedule 6 of the COSHH Regulations

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10.12 Emergency Procedures

The COSHH Regulations require that formal emergency procedures are developed when incidents involving hazardous substances could lead to exposure well beyond the normal day-to-day levels.

Examples of events that would need formal emergency procedures are:

- Serious process fires that would give rise to serious risk to health
- Serious spillages of floods of corrosive agents liable to make contact with skin
- Any acute process failure that could lead to a sudden release of chemicals
- Any significant over-exposure to a substance with a WEL, e.g. as the result of failure of an LEV system or other control

10.13 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Head of Departments (all)
Director(s)	Health and Safety Advisor to audit

10.14 Competence and Training

Training will be given to relevant SEL employees who are required to work with hazardous substances. Department Managers will identify who in their team require training.

The Director(s), Head of Department, Line Manager, Project/Site Manager or Health and Safety Advisor will arrange training for Department Managers or other nominated employees on how to carry out a COSHH assessment, when required.

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10.15 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 112 COSHH Assessment Form	To carry out assessment of product

10.16 How this Policy will be Reviewed

This policy shall be reviewed annually or in the event of changes to the Control of Substances Hazardous to Health Regulations 2002.

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11 Display Screen Equipment Policy

11.1 Introduction

Studies have shown that poor workstation design can lead to work related upper limb disorders, eye strain and headaches, stress related illness and low productivity. At Swiftline Engineering Limited (SEL), the processes below are in place to ensure the earliest possible interventions to achieve a comfortable workstation and working environment in order to mitigate the risks.

11.2 Scope of policy

This policy covers all contracted staff working directly for SEL who are required to use a computer, regardless of the type of contract. It also covers work experience and interns if they are working for SEL for more than three weeks.

11.3 Key responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Human Resources IT Department Health and Safety Advisors All Managers and all Employees
Ensure comfortable workstation set up for new users	IT Department Line Manager Health and Safety Advisors
Completion of workstation self-assessments	All Managers
Ensure recommended employee actions are adhered to	All Employees
Issue of eye test vouchers or further workstation assessment	Human Resources

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11.4 Competence and Training

Workstation assessment is a requirement of the Health and Safety (Display Screen Equipment) Regulations, placing duties on SEL to ensure the continuing health and welfare of employees in the workplace.

The Line Manager carries out all follow up workstation assessments, when required, for staff at SEL.

11.5 Description of what to do

All staff are responsible for ensuring that they complete a self-assessment form in the first instance and keep a copy of this. If there are no issues highlighted by the self-assessment the Manager notes this and stores the assessment. If the employee moves desk, circumstances change, or an accident occurs the manager repeats the process. If the self-assessment highlights some issues the manager returns the completed document to the Health and Safety Advisors, for evaluation. The Health and Safety Advisor will carry out a follow up visit to their workstation and prepare a report with an action plan, a copy of which goes to the individual, their Line Manager and Human Resources where appropriate. This will be reviewed at regular intervals to ensure the recommended improvements are adequate and working.

Approximately 10% of computer users develop a condition which may require glasses specifically for computer use. Where the eye test identifies this condition, SEL will contribute towards the cost of spectacles. This contribution is equivalent to the cost of a basic pair of NHS spectacles. SEL will not contribute towards the cost of contact lenses as they are not recommended for display screen use.

Lack of breaks or changes of task may increase eye strain and headaches in computer users. Managers will therefore ensure their employees take regular breaks from display screen work or carry out tasks away from the computer in order to reduce the risks.

Dry atmospheres can lead to eye strain, headaches and on occasion, dry skin conditions in offices and large amounts of computer related equipment in some office environments may contribute to a dry atmosphere. Where this is identified as an issue, employees will be advised of suitable measures to mitigate the potential risks and where a problem continues or is widespread then this will be reviewed with Building Services.

Staff are requested to report to the Line Manager at the earliest opportunity, any early symptoms of repetitive strain such as tingling and numbness in the hands and fingers, to enable action to be

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taken to assess the workstation and eliminate potential causes of discomfort and monitoring of symptoms. Any resolution activity will need to be justified with a note from a medical professional provided by the assessed person. During the assessment the person being assessed is given information about the hazards and risks associated with computer use and the need for breaks.

It has been identified that as a woman’s pregnancy progresses, her posture will change which can result in back strain from an uncomfortable working position. As part of the Pregnant Woman’s Assessment therefore, this is highlighted, and the pregnancy monitored. Employees should inform their Line Manager if they are pregnant.

11.6 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 113 DSE Self-Assessment Form	Completed by employee prior to the assessment
HASF 114 DSE Assessment Report	Completed by Line Manager during the desk-side assessment
HASF 123 Pregnant Women’s Assessment for General Office Work	Completed with employee and identifies she is pregnant
HASF 124 Pregnant Women’s Assessment for Physical Work	Completed with employee and identifies she is pregnant

11.7 How this Policy will be Reviewed

This policy shall be reviewed annually.

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12 Drugs and Alcohol Policy

12.1 Introduction

Swiftline Engineering Limited (SEL) recognises the importance of safeguarding and promoting the health and safety of its employees, contractor's employees, stakeholders and communities who may be affected by its activities. The effective management of drug, substances and alcohol abuse is an integral part of this. The unauthorised consumption or introduction of intoxicants/alcohol, or the introduction or taking of illegal drugs on Company premises, sites whilst under the direction of SEL, is strictly prohibited and will be treated as gross misconduct for which an employee will be summarily dismissed.

12.2 Scope of Policy

This policy applies to SEL's employees, contractors, sub-contractors, consultants, freelance crew members and agency staff who are engaged on behalf of SEL or in any activities so contracted or sponsored by SEL.

To ensure that SEL complies with relevant legislation relating to substance abuse at work and to take a proactive approach to ensure that our workplace is a drug and alcohol-free environment as part of our commitment to ensuring a safe and productive workplace.

12.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

12.4 Competence and Training

All employees to have received SEL health and safety induction.

12.5 Description of What to Do

This policy and associated documents shall be reviewed annually or on occasion that industry best practice is revised. Drugs and Alcohol Policy Arrangements

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12.6 Introduction

This policy is designed to help protect employees, contractors and others from the dangers of drug, substances and alcohol misuse and to encourage those with an addiction to seek help. Additionally, it should also assist in understanding:

- The requirements of compliance with relevant legislation
- Of the key definitions involved in the management of this policy
- The adverse effects that the misuse of drugs and alcohol have on the safe and efficient running of SEL as well as increasing the risks to the health, safety and wellbeing of themselves, colleagues and the general public.

The safety of all persons working with SEL is paramount and is also vital to the success of the projects that we are contracted to work on.

This policy has been written to help SEL ensure that its image and reputation is maintained and to promote a positive culture in the organisation by demonstrating commitment that drug, substance and alcohol misuse will not be tolerated.

12.7 Definitions

Drug(s) - are a medicine or other substance (not food) which has a physiological effect when ingested or otherwise introduced into the body. The effect on the body can create a change in perception and/or in mood and/or in how the body functions. It includes medicines which may be supplied or prescribed to address a particular health issue and other legal & illegal substances used for non-medical purposes.

The Policy therefore refers to:

- Legally used substances e.g. ethyl alcohol containing products, solvents, glue, Poppers, magic mushrooms (psilocybin)
- Legally available medicines
- Prescribed medicines
- Illegally possessed, used & supplied prescribed medicines e.g. opiates, tranquillisers, anti-depressants; anabolic steroids, methadone

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- Illegally produced, possessed, used & supplied substances e.g. cocaine, cannabis, LSD, PCP

12.8 Groups

Examples of drugs and substances are listed in the table below, the list is not exhaustive:

Illegal Drugs	Substances	Medicines
Cannabis/marijuana	Glue	Diamorphine
Cocaine	Solvents	Tranquillisers
Ecstasy	Poppers	Anti-depressants
Amphetamines	G.H.B.	Sleeping Pills
LSD; PCP; other	Magic Mushrooms	Anabolic Steroids
psychotropic	Khat	Antihistamines for hay fever
Heroin	Ethyl alcohol products	Some medicines for coughs & colds

12.9 Prohibited Substance Use

The substances for which relevant individuals may be tested include but is not limited to:

- CLASS A – includes ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drugs
- CLASS B – includes oral preparations of amphetamines, barbiturates, cannabis resin, codeine and methaqualone (Mandrax)
- CLASS C – includes most benzodiazepines, (e.g. Temazepam, Valium), other less harmful drugs of the amphetamine group and anabolic steroids

The drugs referred to above are examples only and are not an exhaustive list of the substances for which a relevant individual may be tested. The penalties for offences involving controlled drugs depend on the classification of the drug.

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Penalties for misuse of Class A drugs are more severe than those for Class B drugs which in turn are more severe than the penalties for Class C drugs. The Act also distinguishes, in terms of the penalties that may be imposed, between the offences of possession and drug trafficking or supplying, with the latter attracting higher penalties.

12.10 Prescription and Over the Counter Medication

Similarly prohibited are any legal substances which may affect performance at work, which include but are not restricted to, antidepressants, sleeping pills, tranquilisers, antihistamines and medicines for coughs, or colds, where these are used in excess of legitimate usage levels as prescribed.

This prohibition includes medication prescribed by medical practitioners or purchased over the counter. Individuals who are prescribed medicines or are taking over the counter purchased legal drugs should bear in mind that they may affect their working performance and in particular their ability to work with machinery safely.

It is the responsibility of the worker to enquire with their GP or pharmacist whether any medication is likely to affect performance at work. If it is then, the Relevant Individual must inform their line manager immediately. Relevant Individuals will always be asked to declare any recent medication use prior to the time of testing.

There are no acceptable levels of drugs in the workplace other than those prescribed by a doctor or obtained from a pharmacist where these are used in accordance with legitimate usage levels and do not affect performance at work.

12.11 Actions

12.11.1 Contractors

Subject to the requirements included within this policy, any contractor working on behalf of SEL believed to be under the influence of alcohol or drugs will be reported to their manager and asked to either take a drugs and alcohol test or leave site immediately. If the contractor elects to take a drug and alcohol test and the results are positive, they will be asked to leave site immediately and their manager will be informed.

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12.11.2 Searching for Drugs

SEL may need to carry out searches of employee's or casual worker's lockers, work desks and stations or their personal property if there is evidence of drug or substance misuse whilst they are at work. Any substances found which are suspected to be drugs will be retained and handed to the Police.

12.11.3 Testing Regime and Classifications

When drug and alcohol testing is required as part of a third party's requirement (e.g. main contractor sites contract(s)), the appropriate standard and process will be complied with and the more stringent testing limits and regimes may apply, however this must be communicated 1 month prior to the requirement wherever possible.

12.11.4 Random Testing

All SEL employees, casual workers, freelance crew, other contractors and its service partners will be eligible for random screening & testing for drugs and alcohol. Individuals being called forward for testing will be randomly selected.

SEL reserves the right to undertake a programme of random testing to ensure compliance with this policy and will aim to test 5-10% of the workforce annually.

The procedure for this shall be detailed by the UKAS approved testing agency upon commissioning.

12.11.5 Test Refusal

Any individual who refuses to comply with the screening or testing requirements or tampers with the specimen may be considered as having failed the screen or test and may be subject to disciplinary action which could result in dismissal.

12.12 How this Policy will be Reviewed

This policy shall be reviewed annually.

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13 Electrical Safety at Work Policy

13.1 Introduction

Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property. There are simple precautions when working with, or near electricity that can be taken to significantly reduce the risk of electrical injury to you and others around you.

The Electricity at Work Regulations 1989 imposes duties on Swiftline Engineering Limited (SEL) in respect of systems, electrical equipment and conductors, and in respect of work activities on or near electrical equipment.

The British Standard BS 7671 Requirements for Electrical Installations is also known as the IEE Wiring Regulations, they are non-statutory regulations. They relate principally to the design, selection, erection, inspection and testing of electrical installations, whether permanent or temporary, in and about buildings. BS 7671 is a code of practice which is widely recognised and accepted in the UK, SEL ensures compliance with this standard.

13.2 Scope of Policy

Building maintenance is carried out by a mix of in-house staff and Contractors under the day to day management of SEL of JOB ROLE. All health and safety related building maintenance is managed internally including a PPM plan.

Additionally, high risk activities are tendered out to specialist contractors. Externally sourced specialist contracts include:

- Fire Safety Management – maintenance and inspection of life safety systems and equipment
- New or extended fire safety systems
- Water systems sampling, cleaning and maintenance including several cooling towers
- Gas inspection and maintenance
- Lifts and escalators
- Latch way systems maintenance and inspections
- Cradle’s maintenance and testing
- Electrical circuit testing

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- Portable Appliance Testing
- Drains maintenance and cleaning
- Duct cleaning
- Air monitoring, filter changes, etc.
- Roof maintenance and inspection
- Plant and equipment
- Statutory inspection of lifting equipment

Contractors are responsible for ensuring that the electrical equipment that they use is fit for purpose and has been adequately maintained.

13.3 Key Responsibilities

Organisational Responsibility:	Responsibility Allocated To:
To ensure compliance with the Electricity at Work Regulations and related guidance	Line Managers
To carry out an impact assessment review of any electrical work carried out	Line Managers
To ensure compliance with the permit to work system	Line Managers

13.4 Competence and Training

All employees and contractors to receive the health and safety induction when first starting work at the SEL premise.

Any employee/contractor employed to carry out electrical work will be suitably qualified and where appropriate be a member of a professional organisation such as NICEIC.

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13.5 Description of What to Do

All work carried out by a contractor on any electrical system within SEL’s premise should go through the permit system.

Any work carried out by internal teams on any electrical system should ensure they have communicated to the relevant people in the operations team who may be impacted by the work.

Employees are discouraged from bringing personal electrical items in to work. If a personal item is required for work this should be checked by an electrician in the building services team prior to use.

Key points to remember:

- Ensure that workers know how to use the electrical equipment safely
- Make sure enough sockets are available. Check that socket outlets are not overloaded by using unfused adaptors as this can cause fires
- Ensure there are no trailing cables that can cause people to trip or fall
- Switch off and unplug appliances before cleaning or adjusting them
- Ensure everyone looks for electrical wires, cables or equipment near where they are going to work and check for signs warning of dangers from electricity, or any other hazard. Checks should be made around the job, and remember that electrical cables may be within walls, floors and ceilings (especially when drilling into these locations) etc.
- Make sure anyone working with electricity has sufficient skills, knowledge and experience to do so. Incorrectly wiring a plug can be dangerous and lead to fatal accidents or fires
- Stop using equipment immediately if it appears to be faulty – have it checked by a competent person
- Ensure any electrical equipment brought to work by employees, or any hired or borrowed, is suitable for use before using it and remains suitable by being maintained as necessary
- Consider using a residual current device (RCD) between the electrical supply and the equipment, especially when working outdoors, or within a wet or confined place
- Overhead electric services - Be aware of the dangers of working near or underneath overhead power supplies. Electricity can flash over from them, even though machinery or equipment may not touch them

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- Underground cables - Always assume cables will be present when digging and checks carried out

13.6 How this Policy will be Reviewed

This policy shall be reviewed annually.

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14 Fire Prevention and Control Policy

14.1 Introduction

Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen:

- sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc.), and anything else that can get very hot or cause sparks
- sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture
- sources of oxygen include the air around us

In order to comply with the Regulatory Reform (Fire Safety) Order 2005, Swiftline Engineering Limited (SEL) has policies and procedures in place to prevent and control fire and that cover the following requirements:

- A fire safety risk assessment that covers all SEL premise(s)
- Sources of ignition and flammable substances kept apart
- Avoidance of accidental fires
- Good housekeeping at all times
- Installation of an automated fire alarm system
- Provision of adequate fire-fighting equipment
- Fire exits and escape routes clearly marked and unobstructed at all times
- Appropriate fire safety training given to all staff and contractors, including fire drills
- Review of all fire safety related documentation

14.2 Scope of Policy

A comprehensive fire safety management system, including a fire policy and fire risk assessments, is maintained and updated by SEL.

All documents, systems and processes as well as locations of documentation for the servicing, maintenance and inspection of life safety plant and equipment. Comprehensive Fire Risk Assessments are

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in place for all SEL premise, and these are subject to review annually or following any changes by the Director(s) and supported by the Health and Safety Advisors.

Fire safety systems and equipment at the SEL premise are managed, maintained and tested according to legal requirements and sub-contracted to relevant, competent contractors as appropriate.

14.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Ensure compliance with the Regulatory Reform (Fire Safety) Order 2005	Director(s)
Carry out adequate fire risk assessment of SEL premises	Director(s)
Provide fire safety training to induct new employees	Line Managers
Ensure the provision of adequate fire safety training for nominated marshals	Line Managers
Ensure the effective communication of fire risk assessment and fire safety policy throughout the organization	Line Managers

14.4 Competence and Training

All employees receive fire awareness training during their induction.

All fire marshals receive appropriate training agreed with the HR department

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14.5 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
Fire risk assessments for the different SEL premise(s)	Completed by competent fire risk assessor
HASF 118 Fire Evacuation Report Form	Report form for use during evacuation
HASF 130 Construction Site Fire Risk Assessment Template	To be completed by competent persons for Construction Site with low fire risk.

14.6 How this Policy will be Reviewed

This policy shall be reviewed annually.

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15 First Aid and Medical Provision Policy

15.1 Introduction

The Health and Safety (First Aid) Regulations 1981 states that employers should carry out a first aid needs assessment, this should consider:

- The nature of the work and workplace hazards and risks
- The nature of the workforce
- The organisation's history of accidents
- The size of the organisation
- The needs of travelling, remote and lone workers
- Work patterns
- The distribution of the workforce
- The remoteness of the site from emergency medical services
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first aiders and appointed persons
- First-aid provision for non-employees.

A First Aid Risk Assessment has been completed for SEL to identify our needs across SEL premise and sites.

15.2 Scope of Policy

15.2.1 General

The Human Resources department retains an up-to-date list of First Aid trained employees across the site. The Health and Safety Advisors liaises with the Human Resources team shall ensure First Aid and defibrillation training is included in the annual training plan and that there are adequate First Aiders where and when required.

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15.2.2 First Aiders

SEL has selected staff in all office locations to be trained first aiders. Names and locations of First Aid trained office staff are available from the Human Resources department. This training is renewed every three years.

15.2.3 First Aid Rooms

First Aid provisions will be in place at all SEL premises.

15.2.4 Equipment

The Office Manager is responsible for ensuring adequate supplies of First Aid consumables and equipment are available at all times for the SEL premise.

The Project/Site Managers are responsible for ensuring adequate supplies of First Aid consumables and equipment are available at all times on Construction Projects.

15.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
To ensure sufficient first aid cover within their areas of responsibility including absence cover where necessary	Project/Site Managers Office Manager
Replenish stocks of all first aid boxes and medical rooms as requested. Update handbook and notice boards with information on first aiders. Ensure the training plan is kept up to date with a list of all first aiders across the site. Ensure the checks of defibrillators to ensure pads and batteries are fully functioning.	Project/Site Managers Office Manager
To ensure they do not act beyond their training in dealing with an injured person. Complete a full report of any first aid given. Ensure adequate stocks in first aid boxes and medical rooms and advise Health and Safety Advisors accordingly.	First Aid Trained Staff

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To act as liaison between the LAS and first aiders and other staff where an ambulance is required. Dispatch first aid trained security staff or medical team by special request in public areas if required.	Project/Site Managers Office Manager
Advise Director(s) of any changes to legislation	Health and Safety Advisors

15.4 Competence and Training

First Aiders will be trained to a level that is adequate for the location in which they work and the level they are likely to be required to treat injuries or ill health. No First Aider will carry out a task beyond the level of training undertaken and the HR team or their own company (contractors and tenants) ensures this training is kept up to date.

Training will be to either Full First Aider level or as one day Appointed Person

15.5 Steps Involved in the Core Competency Process

All new members of staff are requested to advise as to whether they are first aid trained or wish to be. If the former they must provide an up-to-date copy of evidence of competency. Anyone wishing to become a first aider will be placed on the training plan waiting list.

Once a first aider has completed their training, they will be permitted to practice first aid only when the Health and Safety department has received a copy of their certificate of competence.

Regular training courses are arranged to ensure adequate first aid cover across the site.

15.6 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 120 List of Personnel with Specific Roles	To be completed by the Human Resources Department

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HASF 102 Accident / Incident Report Form	To be completed by all those involved in an accident/incident
HASF 104 Accident Investigation Form	To be used by Health and Safety Advisors

15.7 How this Policy will be Reviewed

This policy shall be reviewed annually.

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16 Home Working Policy

16.1 Introduction

As Home Working has increased in recent times, Swiftline Engineering Limited (SEL) recognises their responsibilities under relevant legislation to ensure the health, safety and wellbeing of Home Workers. Where a member of staff requests permission to work from home their Line Manager will discuss any requirements they may have and will ensure they have the appropriate items and equipment to ensure they can work comfortably.

Line Managers at SEL will give serious consideration to any requests to work from home, whether on a regular or exceptional basis and they will ensure that all home working complies with health and safety considerations.

16.2 Scope of Policy

Home working arrangements are covered by the Health and Safety at Work Act 1974. This means that SEL has a duty to manage home workers' health, safety and welfare in exactly the same way that they would if staff were based at SEL premise. This is because employees are still at work and all current health and safety legislation applies.

This policy is in place to ensure employees working at home are following safe working practices and protecting their health and safety.

16.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Manager

16.4 Competence and Training

General awareness of use of display screen equipment required.

SEL induction covers safe working practices for employees when using their display screen equipment and asks employees to complete their self-assessment and give to their Line Manager. Employee to request if specific workstation training required, the Line Manager to organise through Human Resources department.

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16.5 Description of What to Do

Any equipment provided by SEL for the purposes of working at home will be maintained by SEL. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions. They must ensure that any such equipment provided is returned at the end of the arrangement.

It is important to ensure that data moved between home and SEL does not transfer viruses to SEL's computers. Care should be taken to ensure that work is adequately backed up in case of e.g. corruption or damage in transfer.

Appropriate safeguards should also be taken in relation to confidentiality of any material being worked on at home. For data protection and security reasons employees accessing anything other than email from home should be using a laptop provided by SEL.

The European IT Acceptable Use Agreement and Policy, covers off use and care of laptops, security, confidentiality, anti-virus, etc.

Employees are advised that working from home may affect the provisions of any home contents insurance and are encouraged to inform their insurers prior to commencing working from home. It is the responsibility of the employee to ensure that their home contents policy covers any equipment owned by SEL used for the purposes of working at home.

Employees are advised not to release their home address and telephone number to non-staff members. Employees are also strongly advised not to meet people relating to SEL business at their homes. In the event that the employee feels this is essential they must gain prior approval from their Line Manager.

In the event that the employee is sick during a period of working at home than the normal company sickness reporting procedure must be followed.

Legally all companies must assess workstations where display screen equipment is used, whether in the office or in the home. For SEL, it requires the issuing of a self-assessment checklist in order to identify whether the employee's home is capable of complying with current health and safety requirements.

Due to the importance of this, the self-assessment must be completed before a request can be taken any further.

The Line Manager will be required to assess each application against the following criteria:

- Use of display screen equipment

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- Environmental considerations
- Ergonomic considerations
- General safety
- Insurance
- Fire safety/first aid
- Security

Where permission has been granted for an employee to work at home, the Line Manager will require them to demonstrate that they do not have any dependent care responsibilities during their scheduled working hours.

They will also require them to carry out the following at all times:

- **Location** - Employees must identify a suitable location at home, which should ideally be a separate room. This needs to be adequate to enable the employee to work productively and safely.
- **Equipment** – If a person is expected to work from home it may be necessary to provide equipment to a home working employee, e.g., a legally compliant chair and a computer. Where this is the case, employees are expected to take reasonable care of the equipment provided and to return it at the end of employment.
- **Health and safety requirements** - Maintain the working environment to previously agreed health and safety standards, including fire safety and report any concerns to the Line Manager.
- **Insurance, tax and other expenses** - Home workers are required to seek advice from the relevant agencies with regard to the effect of home working on their house and contents insurance, mortgage or tenancy agreement and council tax/business rates.
- **Disruption** - Employees are expected to inform family and friends regarding their home working arrangements in order to ensure minimal disruption.

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16.6 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 113 DSE Self- Assessment Form	To carry out a self-assessment
HASF 113 DSE Self- Assessment Form	To carry out a review of the self-assessment once every 3 years or following a desk move or change in equipment
HASF 114 DSE Assessment Form	To be completed by competent Health and Safety Department operative when requested

16.7 How this Policy will be Reviewed

This policy shall be reviewed annually.

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17 Lifting Operations and Lifting Equipment Policy

17.1 Introduction

It is the policy of Swiftline Engineering Limited (SEL) to comply with the Lifting Operations and Lifting Equipment Regulations 1998 in respect of all lifting equipment that is owned by SEL or used by employees of SEL or by others on their behalf regardless of the legal entity of employment/contract.

17.2 Scope of Policy

This policy applies to SEL employees, contractors, freelance crew members and agency staff who are required to work with equipment to lift or lower items or persons and includes work at any time or location whilst contractually obliged to SEL. It applies to all lifting equipment that is owned and/or used by SEL whether it be new or existing equipment, second hand or leased equipment.

This policy defines the procedures for working with lifting equipment during lifting or lowering operations using equipment to carry out these undertakings whilst at work with or for SEL.

The Regulations do not define ‘lifting equipment’ but they apply wherever work is done by the employed or self-employed. They only apply to work activities. It is the responsibility of the board and senior management team to ensure that the resources, maintenance and thorough examination and inspection requirements of this policy are implemented in respect of all lifting equipment that is owned and/or used by SEL employees or their interested third parties.

17.3 Description of What to Do

17.3.1 Equipment and Operations

The Regulations are aimed at all types of lifting equipment and their accessories. These Regulations do apply to such equipment as cranes, lift trucks, goods lifts, motorised hoists, mobile elevating work platforms, gin wheels, winches, HIABs, tail lifts, hydraulic lifting equipment, ropes, chain slings, span sets, steel wire ropes and safety devices such as harnesses and associated equipment, shackles, eyebolts, equipment bags and anchor points.

17.3.2 LOLER Exemptions

In most cases LOLER will not apply to work equipment which does not have as its principal function a use for lifting or lowering such as conveyer belts. In addition, unassisted manual movement of loads, such as carrying a parcel, does not involve work equipment and is not covered by LOLER.

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17.3.3 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require a risk assessment to be carried out to identify the nature and level of risks associated with a lifting operation. Managers, Line Managers and Project Managers should take appropriate precautions to eliminate or control these risks.

17.3.4 Suitability, Strength and Stability

The selection of suitable lifting equipment for particular tasks makes it possible to eliminate or reduce many risks to the health and safety of employees. This applies both to the normal use of the equipment as well as to other operations such as maintenance. Lifting equipment will be assessed to establish that the lifting equipment has adequate strength for the proposed use. Account should be taken to the forces that lift will be put under as well as the weight of any accessories used in the lifting operation. For difficult or unusual lifts contact the supplier or manufacturer of the lifting equipment to ensure that it is strong enough for the proposed operation. Lifting equipment has must have adequate stability for the proposed use. Lifting equipment for lifting persons must be suitable for purpose and have been designed and manufactured for that purpose.

17.3.5 Positioning, Installation and Control of Loads

Lifting equipment should be positioned or installed to minimise the need to lift loads over people. In particular, lifting equipment should be positioned and installed to prevent crushing when it is in its extreme positions. Where appropriate, lifting equipment should be fitted with suitable devices to minimise any risk of the load falling freely.

17.3.6 Marking of Lifting Equipment

All machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads. Lifting equipment that is designed for lifting persons must be clearly marked to this effect.

17.3.7 Organisation of Lifting Operations

Every manager must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner.

17.3.8 Thorough Examination and Inspection

Thorough examination may be needed at several points during the life of lifting equipment: on initial use or following installation; periodically during its life; and following certain exceptional circumstances. New

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lifting equipment shall be inspected prior to first use. The extent of the thorough examination will depend on the assessment of the risks based on the type of lifting equipment, where installed and how used.

17.4 LOLER – General Arrangements

17.4.1 Definitions

- Accessory for lifting – means work equipment for attaching loads to, for lifting
- Examination scheme - means a suitable scheme drawn up by a competent person for such thorough examination of lifting equipment at such intervals as may be appropriate
- Lifting equipment - means work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it
- Lifting operation - means an operation concerned with the lifting or lowering of a load.
- Load – includes a person
- Thorough examination – means by a competent person
- Work equipment - means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)

17.4.2 LOLER Requirements

Examples of the types of lifting equipment and operations covered include:

- passenger lift in an office block
- rope and pulley used to raise a bucket of cement on a building site
- dumb waiter in a restaurant or hotel
- vacuum lifting crane
- vehicle inspection hoist
- scissor lift
- Some non-exhaustive examples of the types of equipment and operations that are covered include:

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- ropes used for climbing or work positioning, climbing truss towers to work on AV equipment and structural examination of a temporary structure
- Motorised hoists
- Lorry Loaders (HIABs)
- Tail Lifts
- Forklift Trucks
- Pedestrian Lift Trucks

These examples illustrate the range of equipment which can raise or lower loads and which should be assessed for the application of LOLER. The Regulations may be relevant to other equipment used for similar activities, or the above equipment used for different tasks.

17.5 Documentation Overview

The LOLER regulations are quite clear on this point.

‘Documentation’ means any retrievable recording system.

No documentation needs to be given to a third party if a lifting operation is entirely “in-house”. This means that one company must own the Lifting Equipment, employ the staff and control the lifting operation. It does not matter where this operation takes place. In this specific case, the ‘documentation’ only needs to be available for inspection on ‘reasonable notice’ from the enforcing authorities. (The HSE advises that they consider three working days to be reasonable for the production of documentation).

Documentation must accompany any use of Lifting Equipment that is not in-house. Any person who hires (or borrows) lifting equipment from someone else, has a statutory duty to ensure that the LOLER regulations are being complied with and so must be in possession of the relevant documentary proof of inspection and examination. Similarly, anyone that hires out lifting equipment must supply documentation to prove that it has been examined and/or inspected. This documentation must accompany the equipment at all times it is being used by a third party.

The LOLER regulations cross-refer to The Management of Health and Safety at Work Regulations 1999. These require a risk assessment to be carried out to identify the nature and level of risks associated with

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a Lifting Operation. Every individual, partnership or corporate body that is responsible for lifting operations (or has employees that carry them out) is responsible for ensuring that this Risk Assessment is carried out and is available for inspection.

17.6 Risk Assessments

The risk assessment will need to include:

- how often the lifting equipment will be used
- where the lifting equipment will be used
- the nature of the load that the lifting equipment will lift
- any limitations on use specified by the manufacturer or supplier

17.7 Suitability of Lifting Equipment

Consideration of the following when selecting equipment.

Select lifting equipment if it is made of materials which are suitable for the conditions in which it will be used:

- safe access to or egress from lifting equipment where required
- protection against slips, trips and falls
- operator protection
- the effects of high wind

17.8 Strength and Stability

The project manager or manager must ensure that any lifting equipment has adequate stability for the proposed use in the environment it is to be used in. Several factors can affect the stability of the lifting equipment. These include:

- the strength of the ground or surface that the equipment is positioned on
- stability of the surface under load conditions

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- whether the surface is on a slope and the angle of any slope
- the size and nature of the load
- how the load is to be lifted
- the maximum wind loading that may occur

Where stability is found to be less than adequate, further controls will be needed, examples include:

- designing a suitable base on which to position the lifting equipment
- using an anchorage system
- using counterbalancing weights
- using ballast, outriggers or stabilisers

17.9 Forklift Trucks

If fitted with pneumatic tyres, a method of checking that the tyres are inflated to the correct pressure must be provided. This is because the machine will not be stable with one or more soft tyres.

17.10 Lifting Equipment for Lifting People

Lifting equipment used for lifting persons should be suitable for this purpose. No person should ever be raised or lowered by work equipment which is not specifically designed for these purposes. If lifting equipment is not marked to indicate that it can be used to lift people, it should only be used after a risk assessment has confirmed that it can be used safely, and adequate precautions are taken.

It should then be adequately marked to indicate that it is for lifting people and the number of people it can lift safely. Lifting equipment, which is not designed for lifting persons, but which might be used in error must be clearly marked to the effect that it is not designed for lifting persons.

Managers must ensure that in the event of malfunction of the lifting equipment that persons being lifted are not exposed to danger and a reliable means of rescue is available.

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17.11 Positioning of the Load

This applies equally to permanently installed (venue/TDS stage structure) and mobile lifting equipment. Despite the need for loads to be lifted above performers on stage, the risk of the installed equipment or loads must be considered and positioned to ensure that risks of the equipment, or its load injuring people is minimised. The measures taken need to take to control the risks will depend upon the type of equipment and where and how it is used.

17.12 Control of the Load

Various methods can be used to minimise the risk of the load falling out of control. These include:

- multiple ropes/chains
- lifting mechanisms with a high factor of safety or strength
- load arrestors
- check valves (for hydraulic systems)
- safety nets for palletised loads

Temporary electrical power must be ensured where, in the event of a power failure, the lifting equipment will not be able to maintain its hold on the load, appropriate measures must be in place to prevent persons being exposed to any consequential risks.

17.13 Marking of Lifting Equipment

All machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads. Lifting equipment that is designed for lifting persons must be clearly marked to this effect. A 'safe working load' (SWL) is a value or set of values based on the strength and/or stability of the equipment when lifting. A range of safe working loads can be specified for the same equipment when used in different configurations. The SWL is usually expressed in terms of the maximum load that the equipment may safely lift. Sometimes other phrases are used to mean the SWL such as 'rated capacity' or working load limit'.

17.14 Variable Safe Working Load

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Where lifting machinery has a SWL which varies within its operating radius or is dependent upon how it is configured, it must be clearly marked, or adequate information provided to indicate to the user the corresponding safe working load. Any marking should be clearly visible, or the information must be readily available to the operator or user. Examples of lifting machinery where SWL can vary within its operating radius or is dependent upon how it is configured include:

- any crane having a jib which can be raised or lowered
- mobile crane or fork-lift truck with telescopic jib
- mobile elevated work platform on a cantilevered arm
- fork-lift truck fitted with attachment (such as a drum clamp or crane jib)
- fitting a fly jib to a crane
- using a mobile crane with outriggers in position or 'free on wheels'
- telescopic reach truck
- an excavator used as a crane
- jib of a tower crane that can lift loads at various operating radii
- lifting beam with multiple lifting points

The lifting machinery must be clearly marked with information about how the configuration affects the SWL. This can be in the form of an indicator, plate, chart or certificate which is readily available to the operator.

17.15 Marking of Accessories

Certain accessories must be with details of the piece of lifting equipment with which they should be used. Where the weight or function of an accessory is significant in relation to the SWL of the machine or system with which it is intended to be used, the accessory must be clearly marked with its weight. Where there are other characteristics, which might make the use of a lifting accessory unsuitable for a particular operation then this information should be available to the user. Accessories for lifting include a single item (such as a shackle) or an assembly of items (such as lifting beam and slings/span sets) which may be used to secure the load to the piece of lifting equipment.

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17.15.1 Accessories include:

- slings
- shackles
- swivel or eye bolts
- clamps
- lifting magnets
- vacuum lifters
- lifting beams

For lifting accessories with one SWL the value should be marked on the accessory. Where this is not possible, a coding system should be used which allows the user to determine the SWL.

17.16 Organisation of Lifting Operations

The person planning the operation must be competent to do so. This can be established by the knowledge and experience of the person concerned. The plan will need to address any risks that have been identified and specify all procedures and responsibilities so that the lifting operation is carried out safely. Proper planning of lifting operations is a combination of two parts:

- initial planning to ensure that suitable lifting equipment is provided for the range of tasks that will be carried out
- planning of individual lifting operations so that they can be carried out safely with the lifting equipment provided

17.17 Initial Planning

Factors to be considered when selecting lifting equipment so that it is suitable for the task include:

- the load to be lifted
- its weight, shape, centre of gravity, availability of lifting points

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- where the load is presently positioned and where it will be positioned after the lifting operation
- how often the lifting equipment will be used to carry out the task
- the environment in which the lifting equipment will be used
- the personnel available and their knowledge, training and experience

17.18 Planning of Individual Lifting Operations

For routine lifting operations the planning of each individual lifting operation will usually be the responsibility of the people using the lifting equipment. An example of a simple plan for routine use of an overhead travelling crane in the workshop would be:

- assess the weight of the load
- choose the right accessory for lifting; e.g. depending upon the nature and weight of the load and the environment in which it is to be used
- check the anticipated path of the load to ensure it is not obstructed
- prepare a suitable place to set down the load
- fit the sling to the load (using an appropriate method)
- make the lift (a trail lift may be necessary to confirm the centre of gravity; tag lines may be necessary to stop the load swinging)
- release the sling (boards may be necessary to prevent trapping the sling)

The same principles could be applied to other routine lifting operations involving other types of lifting equipment, e.g. fork-lift truck, use of motorised hoist on SEL sites etc. For routine lifting operations including those for building temporary structures an initial plan may only be required once but may need to review it occasionally to make sure that nothing has changed, and the 'plan' remains valid. Examples of lifting equipment generally provided for routine lifting operations include:

- fork-lift trucks
- pedestrian forklifts

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- motorised hoist
- cherry picker
- scissor lift
- vehicle tail lift

17.19 Working Under Suspended Loads

Where practicable, loads must not be carried or suspended over areas occupied by persons. Where this is not practicable the manager must establish a safe system of work, which minimises the risks to persons who may need to be below the load.

17.20 Visibility

If the operator of the lifting equipment cannot observe the full path of the load, either directly or by means of auxiliary devices, the manager must ensure that a responsible person has appropriate means of communication to guide the operator. If the responsible person is unable to maintain a clear view of the path of the load, then they will need assistants. The lifting equipment operator, responsible person and where applicable, any assistants to the responsible person need to use reliable means of effective communication. This could be by using hand signals or radios.

17.21 Attaching / Detaching and Securing Loads

Operators must ensure that any lifting accessories used for securing the load are compatible with the load, taking into account any attachment points on the load, the environmental conditions in which the accessories will be used and their configuration of use. Appropriate measures must be taken to prevent the load, or part of the load disintegrating while being lifted. Ropes, chains or slings should only be shortened in a safe manner.

17.22 Environment

Various weather conditions could have an effect on the integrity of the equipment or expose persons to danger which may mean that lifting operations have to be stopped, e.g. excessive wind speed, poor visibility due to mist or fog, lightning, heavy rain etc. Other factors may produce unsafe conditions after the particular weather condition has finished, e.g. waterlogged and unstable ground following a period of heavy rain.

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17.23 Location

Lifting equipment should only be used where there is sufficient headroom. Ensure that there is adequate site access and egress for the lifting equipment. Consideration must be given to ensure sufficient space to safely position and install the equipment and for employees to work safely.

Under no circumstance shall lifting activities be carried out with elevated machinery underneath live electrical cables.

17.24 Overturning

Lifting equipment must not be used in a manner likely to cause it to overturn. Ensure that appropriate measures are in place to prevent lifting equipment from overturning and, where appropriate, moving or slipping.

The manager, project manager and crew bosses must ensure that suitable checks are made to achieve this. Lifting equipment must not be used to drag loads if such operations are liable to cause damage or overload the lifting equipment.

17.25 Proximity Hazards

Suitable measures must be taken to minimise the risks from lifting equipment due to its proximity to other objects. Proximity hazards that will need consideration include:

- coming into contact with overhead power lines
- coming into contact with other work equipment or structures
- trench work and excavations
- other lifting operations in the vicinity
- low bridges
- warehouse racking; and
- underground services such as drains or sewers

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Some of the proximity hazards may be addressed by having an appropriate traffic management system in place, which identifies the hazards and keeps the lifting equipment out of the danger zone.

17.26 Overload

Where the safe working load (SWL) of a piece of lifting equipment is not known then ensure that this equipment is not used until this value is determined.

In order to ascertain the SWL contact should be made with the manufacturer or supplier or arrange for the equipment to be thoroughly examined by a competent person.

If for the purpose of a test, a competent person requires the lifting equipment to be loaded beyond its SWL then this should only be done with certain precautions in place. These include:

- ensuring that the area around the lifting area is cleared, this includes ALL production teams
- making sure that only essential workers are retained to lift the load
- completing the test as efficiently as possible
- ensuring that the test is carried out in an area where the consequences of failure are minimised, e.g. make sure that mobile lifting equipment is positioned well away from buildings

17.27 Pre-Use Checks

People involved in lifting activities must have the appropriate training, information and instruction for the activity and the machinery to be used to complete the tasks. Regular refresher training must be included in the training programme and in all cases, must not exceed a 3-year gap for any item.

All crew, yard staff and workshop technicians or other persons carrying out visual checks should be able to identify damage or faults to lifting ropes, shackles and other accessories, which could affect the safe operation of lifting equipment or accessories.

17.28 Continuing Integrity

The Manager must ensure that lifting accessories are suitably stored away after use so that they are not damaged. This requires the provision of suitable storage facilities such as a storage rack or container.

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Lifting accessories also need to be stored in a suitable environment to prevent, rusting, rotting or deterioration. The particular environment will depend on the type of lifting accessory such as:

- the need for a dry atmosphere to prevent rusting
- the separation from chemicals that could have a corrosive effect on them
- storage of artificial fibre lifting slings out of direct sunlight and away from heat sources
- protection from attack by rodents

The manufacturer or supplier of the accessory should be able to provide further information.

17.29 Thorough Examination

The regulations stipulate that:

Every manager shall ensure that lifting equipment, which is exposed to conditions causing deterioration, which is liable to result in dangerous situations, is:

a. thoroughly examined:

- (i) in the case of lifting equipment for lifting persons or an accessory for lifting, at least every 6 months
- (ii) in the case of other lifting equipment, at least every 12 months; or
- (iii) in either case, in accordance with an examination scheme; and
- (iv) each time that exceptional circumstances which are liable to jeopardize the safety of the lifting equipment have occurred; and,

b. if appropriate for the purpose, is inspected by a competent person at suitable intervals between thorough examinations, to ensure that health and safety conditions are maintained, and that any deterioration can be detected and remedied in good time

Managers shall ensure that no lifting equipment -

- a. leaves their undertaking; or

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b. if obtained from the undertaking of another person, is used in his undertaking, unless it is accompanied by physical evidence that he lasts thorough examination required to be carried out under this regulation has been carried out.

Thorough examination may be needed at several points during the life of lifting equipment: on initial use or following installation; periodically during its life; and following certain exceptional circumstances.

Before using any item of lifting equipment for the first time, unless there is physical evidence that a thorough examination has been carried out which shows that it is safe to use, it must be thoroughly examined by a competent person.

The extent of the thorough examination will depend on an assessment of the risks based on the type of lifting equipment, where it is installed and how it is to be used.

Where a piece of lifting equipment's safety depends on the installation conditions, it needs to be thoroughly examined initially to ensure that it is installed and safe to operate before it is put into service for the first time.

All lifting equipment deteriorates in use and should be thoroughly examined so that deterioration can be detected in sufficient time to allow remedial action to be taken.

Deterioration can occur more quickly in certain conditions such as wet, abrasive or corrosive environments and this equipment may need to be thoroughly examined more frequently.

The competent person will determine the level of thorough examination required based on an assessment of the risks.

A thorough examination is also required following any significant change, which may affect the safe operation of the lifting equipment. These include:

- its involvement in an accident or dangerous occurrence
- after a significant change in conditions of use
- long periods out of use

For certain types of thorough examination, access to inner workings of the equipment may be required.

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17.30 Competent Person

The Manager must ensure that the person carrying out a thorough examination has such appropriate practical and theoretical knowledge and experience of the lifting equipment as will enable them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the lifting equipment.

It is essential that the competent person is sufficiently independent and impartial to allow objective decisions to be made. This does not mean that competent persons must necessarily be employed from an external company. If employers and others within their own organisations have the necessary competence, then they can use it. However, if they do, they must ensure that their 'in-house' examiners have the genuine authority and independence to ensure that examinations are properly carried out and that the necessary recommendations arising from them are made without fear or favour.

17.31 Testing

A competent person should decide whether a test is necessary. The nature of the most appropriate test method will also be determined by the competent person.

The design of certain lifting equipment is such that damage may be caused by conventional overload tests. It is important therefore that the competent person takes account of the instructions and other relevant information provided by the manufacturer.

17.32 Installation and Reconfiguration

Managers must ensure that where lifting equipment is installed in a new location or reconfigured it is thoroughly examined by a competent person to ensure that it has the adequate strength and stability for its intended use. This can be achieved by inspecting the test certificates that accompany each item on a project.

17.33 In Service Thorough Examination

The competent person must thoroughly examine those items and parts of the lifting equipment specified in the examination scheme or those items and parts of the lifting equipment which could through deterioration lead to dangerous situations.

The examination scheme Manager as the person identified in SEL with the necessary competence to do so.

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The examination scheme must identify those parts of the lifting equipment that should be thoroughly examined. The examination scheme must specify the intervals at which the lifting equipment should be examined and, where appropriate, those parts that need to be tested.

Any examination scheme for lifting equipment should take account of:

- its condition
- the environment in which it is to be used
- the number of lifting operations and the loads lifted

The competent person must be informed of any changes in use of the lifting equipment which may affect the examination scheme either:

- where these changes have occurred since the last thorough examination; or
- are expected to occur before the next thorough examination is due

The competent person should decide what changes may need to be made to the examination scheme.

17.34 Inspections

An inspection of lifting equipment should be carried out where the risk assessment has identified risks to the operator or other workers which would be addressed by regularly inspecting it.

The frequency and extent of the inspections required will depend on the potential risk from the lifting equipment.

The inspection should include, where appropriate, visual checks and functional tests. The Line Manager must ensure that the persons who determine the nature of the inspections required and who carry them out are competent to do so.

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17.35 Legal Requirements for Thorough Examinations / Inspections

Type of Plant/ Equipment for Task	Thorough Examinations			Inspections
	Thorough Examination	Carried out by	Inspection	Carried out by
Lifting equipment used to lift people e.g. MEWPS, scissor lifts, passenger lifts.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair or alteration	Competent person e.g. Insurance Engineer, Manufacturer	Weekly	Competent person (e.g. MEWP operator)
Lifting equipment used to lift goods e.g. cranes, forklift trucks, goods lifts.	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair or alteration	Competent person e.g. Insurance Engineer, Manufacturer	Weekly	Competent person (e.g. Forklift operator)
Lifting accessories e.g. chains, ropes, slings, harnesses used in rope access work.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair or alteration	Competent person e.g. Insurance Engineer, Manufacturer	Weekly	Competent person
Installed lifting equipment e.g. hoists,	After each installation After exposure to weather conditions	Competent person e.g. Insurance	Weekly	Competent person (e.g. Hoist operator)

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tower cranes or gantry cranes	likely to affect stability and every 12 months, and after substantial repair or alteration	Engineer, Manufacturer		
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Note: It is acknowledged that any lifting equipment which normally undergoes 12 monthly inspections e.g. a mobile crane, requires a six-monthly inspection if the use is changed to lift people e.g. with a man riding basket.

17.36 Information

Anyone using lifting equipment must be able to ascertain that it has been thoroughly examined and is likely to be safe to use. Thus, it is important that when used outside its normal place of work the equipment is accompanied by appropriate evidence that this thorough examination has been carried out.

The information accompanying the equipment needs to include:

- the name and address of the duty holder for whom the examination was made
- the address of the premises at which the thorough examination was made
- sufficient information to identify the equipment
- the date of the last thorough examination
- the date when the next thorough examination is due
- the safe working load of the equipment or (where its safe working load depends on the configuration of the equipment) it's safe working load for each configuration of equipment.

17.37 Reports and Defects

After completing the thorough examination, the competent person must formally report their findings in writing to the Line Manager.

Where the competent person identifies defects, which need to be made good within a specified timescale, they should submit the report promptly to allow the manager to take the necessary action within the required period.

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In normal circumstances the competent person should complete and forward the report within 28 days of the thorough examination.

17.38 Defects

Defects which are commonly noted as being potentially hazardous include cracks and permanent deformation, corrosion of vital parts, excessive wear or failure of moving parts (e.g. interlocks) and significant misalignment. Examples of defects, which should be identified, in common items of lifting accessories include:

- textile slings - damaged, cut, abraded or stretched
- chains - deformed or stretched links, cracks
- wire ropes - broken wires, kinks

17.39 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

17.40 Competence and Training

All employees to have received the SEL health and safety induction.

17.41 Forms for Recording

The following forms are attached to this policy arrangement:

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Form:	How the form must be used:
HASF 160 Lifting Equipment Template	Template to be used to create lifting plans by competent persons.
HASF 161 Lifting Equipment Inspection Register	Template to be used to record lifting equipment inspections
HASF 162 Forklift Truck Daily Inspection Register	Template to be used for the inspection of forklift trucks

17.42 How this Policy will be Reviewed

This policy shall be reviewed annually.

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18 Lone Working Policy

18.1 Introduction

Swiftline Engineering Limited (SEL) seeks to minimise the amount of personnel required to work alone. Lone workers are those who work by themselves without close or direct supervision.

They include:

- Only one person works on the premises or at a specific location
- People who work separately from others
- People who work outside normal hours.

18.2 Scope of Policy

This policy covers any Employee, Contractor or Freelancer who could possibly be working on their own in any work area of SEL premise.

18.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Employee’s Line Manager

18.4 Competence and Training

SEL induction ensures employees, contractors and freelancers are aware of this policy.

SEL employees will receive risk assessment training.

18.5 Description of What to Do

When working alone a risk assessment is required to detail what the work involves and what control measures are in place to protect the worker’s safety. When the risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place.

All building maintenance activities within confined spaces or other isolated areas of the site require two persons as identified by risk assessment.

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Contractors are required to maintain contact through suitable means as identified by their risk assessments and on their permits as agreed with their SEL contact in order to ensure they can be contacted in the event of an emergency. They are required to submit mobile contact details as part of the permit to work system. Some high-risk work activities do not permit lone working.

Some of the issues which need special attention when planning safe working arrangements for lone workers are as follows:

18.5.1 Can the risks of the job be adequately controlled by one person?

Lone workers should not be at more risk than other employees. This may require extra risk control measures.

Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. You should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and out for one person?
- Can all the plant, machinery, substances and goods involved in the work be safely handled by one person?
- Is there a risk of violence?
- Are young, pregnant or disabled workers particularly at risk if they work alone?

18.5.2 Is the person medically fit and suitable to work alone?

Check that lone workers do not have medical conditions which make them unsuitable for working alone. Seek medical advice as necessary. Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual. What happens if a person becomes ill has an accident or in the event of an emergency?

18.5.3 What training is required to ensure competency in safety matters?

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be useful to avoid panic reactions in unusual situations. Limits should be set as to what can and cannot be done while working alone.

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18.5.4 How will the person be supervised?

Line Managers can help to ensure that employees understand the risks associated with their work and that the necessary safety precautions are carried out. Supervision of health and safety can often be carried out when checking the progress and quality of work. It may take the form of periodic site visits combined with discussions in which health and safety issues are raised. The level of supervision required is a decision which should be based on the findings of the risk assessment. The higher the risk the greater the level of supervision. It should not be left to individuals to decide whether or not they require assistance. Staff must be encouraged to report problems or concerns. Procedures will need to be put in place to monitor lone workers to ensure that they remain safe. These may include:

- Automatic warning devices which operate if the lone worker does not move for 90 seconds or longer
- Line Managers periodically visiting and observing people working alone
- Regular contact between the lone worker and Line Manager using either a telephone, radio or email
- Other devices designed to raise the alarm in the event of an emergency, and which are operated manually or automatically
- Checks that a lone worker has returned to their base or home on completion of a task

18.6 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 125 Risk Assessment Template	Risk Assessment to be completed by the Line Manager

18.7 How this Policy will be Reviewed

This policy shall be reviewed annually.

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19 Manual Handling Policy

19.1 Introduction

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending stretching or other awkward posture you may adopt while doing a task.

The Manual Handling Operations Regulations 1992, as amended in 2002 (MHOR) require employers to manage the risks to their employees. They must:

- Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explores changes to the task, the load and the working environment.

19.2 Scope of policy

This policy applies to Swiftline Engineering Limited (SEL) Employees, Contractors and Agency Staff who are required to use manual handling techniques as part of their activities and includes lifting, lowering, pulling, pushing, bending and stooping.

19.3 Key Responsibilities

All lifting equipment owned by SEL shall be maintained and inspected in according to relevant statutory provisions. Records of maintenance are retained by the relevant department Managers.

SEL Employees carrying out manual handling risks have been identified by each department and where possible loads minimised by the procurement and use of appropriate mechanical aids where appropriate and available. Each department's Manager shall monitor this, ensures an adequate risk assessment is in place and reviews when necessary.

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Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers
To ensure adequate risk assessments are in place	Line Managers
To ensure adequate training and supervision of manual handling activities	Line Managers

19.4 Competence and Training

Any staff required to carry out lifting activities will receive appropriate training, organised by their Line Manager, and will be regularly reminded not to lift beyond their personal capability. Training in manual handling techniques is bespoke to each employee group and is booked through the Human Resources department at SEL.

19.5 Description of What to Do

Manual Handling Operation refers to:

- The handling of loads directly by human effort or indirectly, for example, by hauling on a rope or pulling on a lever to move a load. Introduction of mechanical assistance may reduce but not eliminate manual handling
- It also includes both transporting and supporting a load in a static posture that can be moved or supported by any part of the body including intentionally dropping, throwing or catching a load
- The application of human effort for a purpose other than transporting and supporting a load does not constitute a manual handling operation e.g. the pulling of a rope to lash down cargo on the back of a vehicle

A load is a discrete movable object. This can take many forms e.g. solid, fluid, alive, soft, hard, rigid etc. An implement, tool or machine – such as a chainsaw, fire hoses, breathing apparatus – is not considered to constitute a load whilst in use for its intended purpose e.g. the mud on a shovel or the person on a stretcher is the load. The shovel and the stretcher are not loads.

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For the purposes of this policy a hazard refers to any manual handling of loads with the potential to injure or cause harm to a person or to property.

Note: hazards from toxic or corrosive properties of loads are not necessarily covered by the manual handling regulation e.g. oil on the surface of a load is relevant if it makes the load slippery to handle but the risk of dermatitis from contact with the oil is dealt with by the COSHH regulations.

Risk is the likelihood that the hazard will cause harm, and the potential severity of the harm (in terms of injury, damage or other loss).

Risk Assessment refers to the process through which hazards are identified, risks are evaluated, and appropriate control measures are devised, agreed and implemented.

19.5.1 Manual Handling Risk Assessment

The Manual Handling Operations Regulations have been introduced to ensure that employers make an assessment of the risks to their employees and provide suitable safe equipment and working practices, since more than a quarter of all accidents reported to the enforcing authorities are associated with manual handling. Therefore, Managers should implement the checks and risk assessment detailed in this policy and acts where the assessments indicate improvements to be necessary.

19.5.2 Step 1: Identify the Tasks

The assessment checklist attached should be completed for each task which involves manual handling. Where tasks involve a number of operations, a generic assessment of the complete task can be made.

19.5.3 Step 2: Assess the Risk

For tasks which possibly present a significant risk of injury a more detailed assessment should be carried. Deciding the level of risk and remedial action to be taken will require judgement

19.5.4 Step 3: Prioritise Actions

Having completed the detailed assessment, the overall risk should be gauged, and a prioritised list of actions completed. This should then be compared with other manual handling assessments to identify overall priorities for action and planned dates of implementation.

19.5.5 Step 4: Maintaining the Assessment

Re-assessment should be carried out whenever a new member of staff is required to undertake a task, when working procedures and practices are modified or when new working practices are introduced.

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19.6 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 121 Manual Handling Assessment Template	To carry out an assessment

19.7 How this Policy will be Reviewed

This policy shall be reviewed annually.

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20 Noise at Work Policy

20.1 Introduction

Swiftline Engineering Limited (SEL) recognises that staff may be exposed to noise at times and at levels with the potential to contribute to hearing loss, due to the nature of the work they perform. Identification of staff at risk is through their Line Manager.

Noise is measured in decibels (dB). An ‘A-weighting’ sometimes written as ‘dB(A)’, is used to measure average noise levels, and a ‘C-weighting’ or ‘dB(C)’, to measure peak or explosive noises.

Employers are required to take specific action at certain action values which relate to:

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

The values are:

Lower Exposure Action Value (LEAV)

- 80dB(A) daily/weekly exposure
- 135dB(C) peak sound pressure

Upper Exposure Action Value (UEAV)

- 85dB(A) daily/weekly exposure
- 137dB(C) peak sound pressure

Exposure Limit Value (ELV)

- 87dB(A) daily/weekly exposure
- 140dB(C) peak sound pressure

If you cannot hear clearly what someone is saying when you are 2 metres apart the level is likely to be 80dB(A) or higher. If you cannot hear someone clearly when you are 1 metre apart the level is likely to be 85dB(A) or higher.

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20.2 Scope of Policy

This policy is for SEL employees who are exposed to high levels of noise for prolonged periods of time.

Employees need to ensure that their daily exposure to noise does not exceed 85dB(A). Line Managers shall undertake risk assessments for all tasks with foreseeable risks including noise.

The general public are not subject to the Noise at Work Regulations 2005; however, SEL does have a duty of care to protect the health and safety of visitors.

20.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers
All managers	Employee responsible for overseeing the work activity

20.4 Competence and Training

All employees and freelancers to receive SEL induction.

The health and safety team to be trained in the legislation related to Noise at Work, how to monitor noise levels and understand the controls that may be required to protect a person’s hearing.

20.5 Description of What to Do

Noise monitoring maybe carried out in areas or for tasks with the potential to exceed the advised limit of 87dB(A).

For specific tasks i.e. tasks taking place outside the premise and/or site, the Line Manager is required to advise SEL of the potential for loud noise and acceptable levels agreed. Noise monitoring is shall be carried out by a contractor for special tasks when required.

All those identified as being at risk are required to undergo regular hearing tests. These are carried out by a qualified Occupational Health Practitioner and organised by the Human Resources department. Results of hearing tests are confidential but will be disclosed to the Human Resources department to enable employees to be issued with appropriate hearing protection which they will be required to wear at all times when the risk is present.

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Training will be given on the risks to hearing from prolonged or short-term exposure to loud noise to all those who may be affected. Training will also be given to staff to advise of the appropriate way to wear their hearing protection and managers are responsible for monitoring their staff to ensure they are wearing it.

Employees considered at risk from noise should receive information on the hazard and education on ways of minimising the risk from the Line Manager. They should also be provided with hearing protection as required

- Managers must ensure the correct type of hearing protectors are provided to employees ensuring noise reduction to the lowest level reasonably practicable and compliance with the action values
- Employees **MUST** wear the hearing protection provided. They should be aware that by not wearing hearing protection, even for short periods, can result in hearing loss
- High level noise areas should be identified as “ear protection zones” and warning signs displayed. Wearing of ear protection is mandatory in such zones
- Reduce noise as much as possible by best engineering practice and staff rotation, as well as ear protection
- Employees can minimise their own exposure to noise by wearing ear protection and by limiting their time in noisy areas

20.6 How this Policy will be Reviewed

A review will be carried out at least annually or following any changes to the Control of Noise at Work Regulations 2005.

21 Office Safety Policy

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21.1 Introduction

Though offices are generally low risk environments, poor housekeeping, poor air quality or overcrowding can lead to stress related as well as physical illness if the risks of harm identified are not addressed when present. Office related hazards can result in injury, harm and/or further damage if hazards are not controlled in this environment.

21.2 Scope of Policy

This policy is applicable to all Swiftline Engineering Limited (SEL) Employees, Contractors and Visitors who use the offices.

All office areas have temperature controls to enable employees to manage the heat and cold in their areas and air temperature and quality is maintained and monitored by SEL.

Line Managers are responsible for ensuring good housekeeping in their areas including ensuring archiving of redundant documentation and equipment to avoid boxes being stored in walkways and fire routes. Adequate storage is provided for this purpose. There is a limit on the fire loading the building can take and therefore it is really important that stocks of leaflets and booklets are kept to a minimum. The Line Managers should ensure that when there is a change-over of staff any redundant items are either adequately stored or disposed of.

Drinking water is supplied in all offices to encourage staff to keep fluid levels up and avoid dehydration which can lead to an increase in ill health and accidents.

All office and kitchen areas are cleaned daily, and refuse removed.

21.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

21.4 Competence and Training

All employees to have received the SEL health and safety induction.

21.5 Description of What to Do

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Line Managers and Office Workers must ensure that safe conditions are maintained. SEL has a duty of care to ensure that the place of employment is safe. Employees have a similar duty of care to themselves and to colleagues or other persons present. Employees must:

- a. protect against tripping and falling by promptly making good any wet or slippery surfaces, worn floor coverings and trailing leads – if they cannot do themselves to contact the contract cleaner
- b. locate furniture safely and guard against projecting sharp corners
- c. not leave drawers open and not open more than one drawer at a time on filing cabinets
- d. secure storage racks and shelves against tilting
- e. not stand on swivel chairs or unsafe steps
- f. place any heaters safely and don't dry clothing on them
- g. keep corridors, doorways and means of access/egress free of any obstruction from boxes, furniture and tools
- h. use confidential/wastepaper bins correctly and ensure they are emptied frequently. Never put broken glass or other sharp items into a bin as a cleaner could be at risk
- i. report any repairs required on the lighting and ventilation
- j. read and understand the fire instructions and the fire precautions. Practice the drill. Know where the fire exits are and know an alternative way out if your primary escape route is blocked
- k. know the first aid arrangements and the location of the first aid box
- l. only lift loads they can comfortably manage. Get help to lift, carry and open doors. Make sure they can see over bulky loads
- m. read and understand the operating instructions of any machinery they use. Do not remove guards from machines. Know where to switch off power in an emergency. Do not attempt to make repairs, to report it
- n. observe the Control of Substances Hazardous to Health Regulations (COSHH) with such substances that may include bleaches and cleaners, inks, correction fluid, fumes from photocopiers and other common office sundries
- o. report immediately any unsafe matters that are noticed

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- p. ensure any electrical items are PAT tested prior to use.

21.6 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 113 DSE Self-Assessment Form	To be completed by Individual Staff Members Upon Induction
HASF 114 DSE Assessment Form	To be completed by a Competent Health and Safety DSE Workstation Auditor

21.7 How this Policy will be Reviewed

This policy shall be reviewed annually.

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22 Personal Protective Equipment and Clothing Policy

22.1 Introduction

The Personal Protective Equipment at Work (Amendment) Regulations 2022 were specifically introduced to ensure that employers supply personal protective equipment (PPE) and employees use PPE at work wherever risks to health and safety cannot be adequately controlled by other means e.g. engineering controls.

PPE includes any equipment which is designed to be used by people at work to protect them from specific health and safety risks. Examples of such items are safety helmets, gloves, eye and ear protection, high-visibility clothing, safety footwear and safety harnesses.

22.2 Scope of Policy

Identification of the need for Personal Protective Equipment is through risk assessment. Though the issue of personal protective equipment (PPE) will always be considered a last resort, where a residual risk remains for any activity as identified by risk assessment, employees will be supplied with adequate, appropriate items of PPE at no cost to themselves and areas will be designated for access only with appropriate levels of PPE. Line Managers will retain records of all PPE issued to ensure it is replaced according to manufacturer's recommendations and as evidence that the individual has been given appropriate instruction in use, storage and maintenance of personal issue for auditing purposes.

Employees are made aware of their responsibility for the appropriate storage and maintenance of items issued to them and for ensuring each item is inspected prior to each use to ensure it remains fit for purpose.

Suitable outdoor clothing is provided for staff required to carry out activities in external areas.

In the event that an audit or inspection of an area or activity reveals that the risk assessment for that task/activity requires the use of personal protective equipment (PPE), then that PPE shall be provided.

Contractors are expected to maintain their PPE and act as a supplier their own PPE, however, as per the Health and Safety at Work Act 1974 direct employees will not be required to purchase their own equipment. Personal Protective Equipment should be purchased from the partnership supplier where so they exist.

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Every task identified as requiring PPE during a risk assessment must have the suitable 'CE' marked PPE for the designated task made available.

Points to remember when issuing PPE:

- All PPE worn simultaneously must be compatible
- All PPE selected must be adequate for the risk identified in the task
- Train and instruct employees how to use PPE properly and make sure they are doing this
- Where there is a need for maintenance of the PPE provided to ensure its continued effectiveness, there must be adequate replacements, tools or cleaning facilities for that item
- When PPE is not in use, adequate storage facilities must be made available to prevent damage or deterioration
- PPE will be issued following the risk assessment. It is the responsibility of the Line Manager to order PPE.

PPE that is provided for a specific task must be used. Safe working procedures must be adhered to, and loss of or damage to any PPE must be reported to the Line Manager.

Issue of replacement equipment is to be made on the basis of fair wear and tear and to be judged at the Line Managers discretion.

22.3 Key Responsibilities

Organisational Responsibility:	Responsibility Allocated To:
Director(s)	Line Managers

22.4 Competence and Training

For specialised PPE adequate training is given to employees to ensure it is worn to give maximum protection. This is organised by the Line Manager.

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22.5 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 122 Personal Protective Equipment (PPE) Issue Register	To be completed when PPE issued

22.6 How this Policy will be Reviewed

This policy shall be reviewed annually.

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23 Pregnant Women and New Mothers Policy

23.1 Introduction

Swiftline Engineering Limited (SEL) has a duty of care to protect the health and safety of employees who are pregnant, have recently given birth or are breast feeding.

New and expectant mothers can be vulnerable and though pregnancy is not an illness and should not be treated as such, the health and safety of them and their child requires special consideration.

Health and Safety law places special duties on employers. The key legislation is the Management of Health and Safety at Work Regulations 1999.

23.2 Scope of policy

This Policy is applicable to all employees who are pregnant, have recently given birth or are breast feeding.

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks in their workplace that might harm any of their employees and to do what is reasonably practical to control those risks. In addition, where women of childbearing age are employed, the risk assessment must include risks specific to new and expectant mothers.

HSE publishes guidance for employers on actions they must take to protect the health of new and expectant mothers at work.

The sorts of hazards that should be considered are physical, biological and chemical agents, work processes and working conditions. Many of these hazards are already likely to be covered by specific health and safety regulations, for example the Control of Substances Hazardous to Health Regulations 2002 (COSHH). There may be other risks, dependent upon the job and each individual case must be assessed.

It is necessary to take into account any special medical conditions that may increase the risk to an expectant or nursing mother at work. It is therefore necessary to ask the mother to provide relevant information.

It is important that a suitable risk assessment is carried out. Line Managers should arrange a meeting between themselves and the new or expectant mother, to discuss the potential hazards and arrange to book new and expectant mothers' assessment with the relevant staff from SEL Human Resources department. This should be recorded, and the employee should be given a copy of the assessment as well

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as giving one to the Human Resources. Employees should notify Human Resources department and discuss with them any recommendations in addition to providing relevant documentation to the maternity process where applicable

A manager will need to keep these risk assessments for new or expectant mothers under review.

23.3 Key responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

23.4 Competence and training

All employees to complete the SEL health and safety induction.

23.5 Description of what to do

When a manager has been told in writing that an employee is pregnant, has given birth within the previous six months or is breast-feeding, then certain actions must be taken. As a general rule the manager should first consider removing any hazard to her that has been identified or prevent any exposure to it. At this stage the manager should advise the employee to contact the SEL Human Resources department to arrange the necessary new and expectant mother’s assessment.

Where it is not feasible to remove the hazard, the risk of exposure should be controlled. If, however, there is still a significant risk to the safety or health of a new or expectant mother at her work - a risk which goes beyond the level to be expected outside the workplace - then a manager must take the following further steps to remove her from the risk in consultation with the SEL Human Resources where applicable:

- Step 1:** temporarily adjust her working conditions and/or hours of work; or if it is not reasonable to do this or it would not avoid the risk then
- Step 2:** offer her suitable alternative work if any is available; or if that is not feasible, then the employer must
- Step 3:** suspend her from work (give her leave on full pay) for as long as is necessary to protect her safety or health or that of her child.

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Managers also need to give additional special consideration to new or expectant mothers who work at night.

23.6 Forms for recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 122 Pregnant Woman's Assessment for General Office Work	To be used during maternity assessment by member of the SEL Human Resources Department. Copies kept by line manager and Line Manager.
HASF 123 Pregnant Woman's Assessment for Staff Carrying Out Physical Work	To be used during maternity assessment by a member of the SEL Human Resources Department. Copies kept by Line Manager.

23.7 How this policy will be reviewed

This policy shall be reviewed annually.

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24 Risk Assessment Policy

24.1 Introduction

A risk assessment (RA) is an examination of what, at work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill from hazards at work.

The important things you need to decide are whether a hazard is significant and whether you have that hazard covered by satisfactory precautions so that the risk is low. If the risk is high, the process for lowering the risk may include a method statement to set out a safe sequence of work and methods of control.

24.2 Definitions

Hazard – anything with the potential to cause harm, such as chemicals, electricity, working from a ladder, an open drawer etc.

Harm – includes death, bodily injury and damage to physical or mental health

Risk – reflects the likelihood of the harm occurring from a particular hazard. For example, an electrical hazard has the potential be fatal yet if the system is well maintained and only worked on by trained personnel, the likelihood that someone will be harmed is low

Risk Matrix – system used by SEL to measure risk.

24.3 Scope of policy

Each department produces its own suite of risk assessments according to the activities performed within that department with foreseeable risk; support can be provided by the Health and Safety Advisors.

24.4 Key responsibilities

Responsibility for the review and update of risk assessments is the responsibility of the relevant Line Manager.

Risk Assessments must be completed at the earliest possible opportunity, even if all the information is not yet available. The process will then highlight any information lacking and whose responsibility it is to update these areas. By a process of consultation, the RA can be refined and updated.

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The RA should be fit for the purpose and reviewed if the risk changes or if new hazards develop. RA's should also be reviewed following accidents or near misses and if new guidance or best practice emerges.

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

24.5 Competence and training

Instruction/training and support will be given to persons required to undertake the risk assessments.

For those writing or assessing risk assessments sent to them on behalf of SEL, they should have attended the risk assessment training course provided by the safety team.

24.6 Description of What to Do

Step 1

Inspect the work area or examine a particular task/piece of equipment and look at what would reasonably be expected to cause harm. Concentrate on significant hazards that could result in serious harm or affect several people. Ask employees what their views are. Manufacturer's instructions and data sheets can also help with spotting hazards. List the hazards and possible harm they could cause.

You may feel that you do not have the skills/experience to complete a specific assessment i.e. piece of complex equipment. There may be a more suitable person to complete the assessment, in this event ask for assistance.

Step 2

Decide who might be harmed and how, this could be employees, members of the public/other people in the workplace, contractors, maintenance workers, young workers, trainees, or new and expectant mothers who may be at particular risk.

Step 3

Evaluate the risks using the risk matrix, list the existing precautions and decide whether these are adequate or if more should be done to drive down the risk to the lowest possible level. Consult with other members of staff to see if they can input suitable solutions.

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Consider how likely it is, very unlikely – very likely, that each hazard could cause harm and if you need to do more to reduce the risk. Even when all precautions have been taken, some risk usually remains.

The aim is to make all risks low by adding to your precautions as necessary. If you find something which needs to be done, draw up an 'action list' and prioritise remaining risks.

If the risk is high 1 - 4 it is deemed unacceptable and must be addressed immediately before any task is undertaken.

In taking action, you should ask yourself:

- can I get rid of the hazard altogether?
- if not, how can I control the risks so that harm is unlikely?
- When controlling risks, apply the principles below, if possible, in the following order:
- try a less risky option (e.g. switch to a less hazardous chemical)
- prevent access to the hazard (e.g. by guarding)
- organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic)
- issue personal protective equipment (e.g. clothing, footwear, goggles etc.)
- provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Some solutions can be simple – e.g. placing a mirror on a dangerous blind corner to help prevent vehicle accidents or putting non-slip material on slippery steps.

24.6.1 Step 4

The findings of the RAs must be written down. This means writing down the significant hazards, details of the control measures taken to minimise the risk and identifying any further corrective actions required.

This written record must be kept for future reference, for training purposes and for inspection by Health and Safety Officers. There will be a number of generic RAs and other documents (e.g. fire procedure, accident reporting etc.) that can be used.

24.6.2 Step 5

As new equipment, substances, procedures are introduced the RAs must be reviewed to check that they are still relevant or if any new additional hazards have been created. It is not necessary to amend the

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assessment for every trivial change or each new job, but if a new job has hazards not previously considered, these should be identified, and the RAs amended as required.

24.7 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 125 General Risk Assessment Template	This template to be used for all SEL risk assessments
HASF 130 Method Statement Template	Template to be used to create safe systems of work documents
HASF 131 Combine RAMS Template	Combination of forms HASF 125 and HASF 130 for ease of creating combined documents.
HASF 132 Risk Assessment and Method Statement Review Checklist	Template checklist to be used review risk assessments and method statements.

24.8 How this Policy will be Reviewed

This policy shall be reviewed annually, and the following should be in place:

A review of the risk assessments held in the library	Annually by the Health and Safety Advisor
Refresher risk assessment training sessions	When requested by Line Managers to the Health and Safety Advisors

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25 Stress, Bullying and Violence Policy

25.1 Introduction

Swiftline Engineering Limited (SEL) recognises that, whilst a degree of pressure can be a positive force, excessive stresses can have a negative effect on health and on work performance. SEL is committed to promoting good health at work and concerned to recognise and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Definition of Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

While it is recognised that everyone is likely to experience some symptoms of stress during their working lives, there may be times when excessive levels of stress from either their work or personal circumstances impact on their work. From research, the most common reasons for stress in the workplace are identified as bullying / harassment (usually by either a manager or colleague), excessive workload, poor communication and threat of redundancy.

SEL has identified its primary areas of stress and is working to mitigate the causes. The Human Resources Department has in place robust and effective procedures and assistance to help any employee who may require it.

25.2 Scope of Policy

It is the responsibility of Line Managers to monitor their employees in order to be able to recognise when a member of their team could be suffering symptoms of stress. They should then encourage them to seek advice and assistance through the Human Resources Department at the earliest possible stage.

Bullying and harassment will not be tolerated at SEL and any act of physical aggression is likely to result in dismissal where allegations are substantiated. Any allegation of bullying or harassment will be thoroughly investigated through the grievance procedure and treated as gross misconduct. More information is available in the Employee Handbook issued by the Human Resources department.

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25.3 Key responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

25.4 Competence and Training

All Employees shall complete the SEL induction.

25.5 Description of What to Do

SEL will:

- Ensure, that so far as is reasonably practicable, excessive stress is eliminated from the work environment and that a generic risk assessment is completed
- provide suitable support mechanisms for individuals suffering from the negative effects of stress
- encourage a working environment where members of staff who feel they are suffering from excessive stress can approach their Line Manager/HR Manager in confidence for support
- encourage a culture where stress is not seen as a sign of weakness or incompetence

Where members of staff are suffering from excessive stress, SEL will provide the necessary mechanisms to promote a return to full health as quickly as possible.

The generic risk assessment identifies what SEL will do at a Company level. Department level and individual level risk assessments will need to be carried out where necessary by the Line Manager of the team with additional help from the Health and Safety Advisors, as required.

Managing a stress problem

- It is important to confront and deal with the problem as soon as it has been identified. Remember that each individual will have their own reasons for being stressed. Discuss practical ways to reduce stressors
- Complete a specific risk assessment where appropriate
- Involve the employee in the decision-making process – i.e. if the individual needs to see a doctor and/or take time off from work

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- Encourage the individual to contact the employee assistance helpline
- Procedures are in place to prevent harassment and bullying – these must be used where appropriate
- Seek advice from the Occupational Health/Human Resources Department, who will make referrals where necessary
- Follow the return-to-work procedure if a member of staff has been absent through stress. Contact Human Resources department for further details
- Review the departmental and individuals work regularly to ensure that it is reasonable.

25.6 What Individuals Can Do

We all experience pressure on a daily basis and need it to motivate us and enable us to perform at our best. It is when we experience too much pressure without the opportunity to recover that we start to experience stress. Individuals have a duty of care to their own health and safety at work. Employees have a responsibility for their own personal stress.

If you feel the signs of stress, you should consider the following:

- Tell a manager at an early stage
- Speak to your own GP
- Speak to Human Resources
- Work with your line manager to develop a plan to tackle the stressors that is acceptable to all
- Discuss the situation with family and friends

It is also important to take action at a personal level. In addition to the physical, emotional, behavioural and mental affects described above, look for signs in your lifestyle that may add to stress. Examples of these may be eating on the run; smoking or drinking excessively; being available to everyone; trying to do several jobs at once; no time to relax or exercise; taking work home with you; missing breaks.

Make a personal plan of how to tackle some of these issues. Helpline organisations recommend take action; make sure difficulties/work are not the only focus of your life; do some form of physical exercise; eat a good and balanced diet; limit your alcohol intake to the government's recommended levels; take time out; seek support from others.

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25.7 Forms for recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 126 Stress Risk Assessment	To be completed by the Line Manager once a member of staff reports stress to either the Health and Safety Advisors, Human Resources department or Line Management.

25.8 How this policy will be reviewed

This policy shall be reviewed annually.

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26 Training, Information and Instruction Policy

26.1 Introduction

Section 2 of the Health and Safety at Work, etc. Act 1974 requires an employer to provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees. The Management of Health and Safety at Work Regulations 1999 (MHSWR) require an employer to appoint one or more competent people to help them implement the measures they need to take to comply with the legal requirements. That could be a member of the workforce, the owner/manager, or an external consultant. The competent person should focus on the significant risks and those with serious consequences.

The competence of individuals is vital, whether they are Employers, Managers, Supervisors, Employees and Contractors, especially those with safety-critical roles. It ensures they recognise the risks in their activities and can apply the right measures to control and manage those risks.

All training at Swiftline Engineering Limited (SEL) is managed and agreed through the Human Resources Department In consultation with the Health and Safety Advisors, an annual training plan for all health or safety related training is formulated and agreed with relevant departments and a central budget sits within the Human Resources department.

Where a task requires specific skills to be demonstrated, new or newly qualified staff will be supervised until their Line Manager is confident of their ability to carry out tasks unsupervised.

26.2 Scope of Policy

26.2.1 Induction

All new employees to Swiftline Engineering Limited (SEL), are required to attend an orientation session which includes Fire Safety and Emergency Evacuation, Accident Reporting and First Aid arrangements as well as other issues specific to their roles at SEL. Line Managers are responsible for ensuring their employees attend an induction session within the first month of employment.

Contractor and/or Subcontractor inductions are carried out by a member of the SEL staff or an authorised person for any contractors visiting sites.

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26.2.2 Health and Safety Related Training

All health and safety related training is identified by Line Managers through the appraisal process or following changes to operations requiring refresher or new training. All training administration and budgeting is managed by the Human Resources team in consultation with the Health and Safety Advisors and other Line Managers whose employees require more specialist training.

Training courses are delivered either through in-house or external providers according to specialist requirements.

Toolbox talks will be delivered by Line Managers for each department or by the Health and Safety Advisors on request.

26.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Human Resources Department
Updating the SEL training matrix	Human Resources Department
Keeping adequate training records for audit purposes	Human Resources Department

26.4 Competence and Training

Training provided to employees is commensurate with their work activities. This is decided in consultation with the employee, their manager, the Human Resources department and the Health and Safety Advisors.

Documented records of all health and safety related training are retained by the Human Resources department on personnel files and training provided by the health and safety team are stored electronically by the Health and Safety department.

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26.5 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 127 Training Record	Human Resources department to keep copies of training certification
SEL Training Matrix	To be maintained by the Human Resources department
SEL Induction Presentation	Line Managers to use depending on course

26.6 How this policy will be reviewed

This policy shall be reviewed annually and should be read in conjunction with the staff handbook.

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27 Working at Height Policy

27.1 Introduction

The Working at Height Regulations 2005 were introduced to set out guidelines and requirements as to how to properly conduct working at height, a high-risk activity engaged in by multiple departments at Swiftline Engineering Limited (SEL). Responsibility for ensuring working at height operations are effectively assessed and managed lies with the Line Manager managing the working at height activity. Suitable controls will be established according to the hierarchy of controls as stated in the Working at Height Regulations 2005 and where the assessment identifies working at height cannot be avoided only those with proven sufficient training and competence to do so will be permitted to carry out the work. Different levels of qualifications may be required for the use of different equipment at height levels such as IPAF/PASMA certificates.

Employees required to work at height must be protected by suitable physical restraints and safe working practices, this includes working off ladders, staging, trestles and scaffold towers. Wherever possible the requirement for work at height will be eliminated and methods to reduce any risks present will be used.

Line Managers must do all that is reasonably practicable to prevent anyone falling. The hierarchy for managing and selecting equipment for work at height is:

- Can the work be avoided?
- Where it cannot be avoided use work equipment or other measures to prevent falls?
- Where the risk of a fall cannot be eliminated measures must be taken to minimise the distance and consequences should a fall occur?

27.2 Scope of policy

SEL aims to promote a consistent approach with regard to working at height whether in conventional procedures and access equipment or by utilising services of specialist contractors.

This policy applies to SEL employees, contractors and agency staff who are required to work at height as part of their activities and includes work at any time or location whilst contractually obliged to SEL.

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27.3 Planning and Supervision

Work at height is work in any place (including a place at or above ground level) where a person could be injured if they fell from that place. Access and egress to a place of work is also work at height. Work at height activities/operations need to be planned and organised in advance of the activity and must include consideration of accessing works by selecting the correct access equipment for the tasks

27.4 Risk Assessment & Safe Systems of Work

A documented risk assessment is required for all work at height activities/operations. Higher risk activities, particularly those involved in the construction of any temporary and demountable structure must have a completed, site/task specific risk assessment a safe system of work included in the documentation for each job.

Project Managers, Line Managers and Supervisors must ensure that risk assessments are carried out for all work at height activities. Where a manager delegates the task of carrying out a risk assessment, they must ensure that the person(s) is competent to carry out the assessment and takes all reasonable care when doing so.

27.5 Controlling Work at Height

Work at Height regulations require best management practice in accordance with the hierarchy of control.

Duty holders MUST:

- Avoid work at height where they can
- Use work equipment or other measures to prevent falls where they cannot avoid working at height
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequence of a fall should one occur

27.6 Access Equipment

The Director(s) shall ensure that there are sufficient resources available for all activities at height. In addition, that all persons utilising access equipment are sufficiently competent to undertake these tasks. Managers must keep a record of all those authorised to use access equipment and ensure that regular training updates are carried out.

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27.7 Personnel Protective Equipment (PPE)

All PPE shall be worn as detailed in the respective risk assessment for each task. Full body harnesses, lanyards and directly associated equipment shall be the responsibility of the individual (although purchased by SEL for employees), certification and maintenance records shall be copied and kept by the Manager.

In addition, those working at height must wear suitable footwear; this means appropriate non-slip sole and preferably ankle support, if these are needed, they must be taken with the operatives in addition to climbing footwear. The use of hard hats, gloves and safety glasses shall be worn when identified as required by the risk assessment for the task being undertaken.

27.8 Equipment Inspection and Maintenance

Whereas ‘checks’ may be just a visual examination of equipment before it is used, the Work at Height Regulations identifies inspections as being a more formal process. Where inspections are necessary, systems must also be in place to formally record that they have been carried out. Repairs must be carried out by a competent person. Repairs that are done must be recorded for future reference.

27.9 Monitor and Review

All work at height activities, risk assessments and safe systems of work must be reviewed at least annually, however a review shall be invoked in the event that a new process or procedure is required, there is new methods to work at height or there has been an incident involving activities when working at height.

27.10 Working at Height – General Arrangements

This document will set out procedures and policies that will allow SEL staff and their Employees and Contractors to safely carry out their business in relation to construction of temporary and demountable structures and for all working at height activities. Due to the nature of the task, it is not always possible to fulfil all these tasks from the ground, therefore, in short, a brief outline of this documents properties is to:

- Ensure all WAH is properly planned
- Show the importance of carrying out a comprehensive task/site specific risk assessment (RA)

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- Managers in completing a meaningful and targeted safe system of work (SSW), developed from the RA that details specific control measures
- Give best practice advice in relation to access equipment including training, examination, maintenance and storage
- Provide clear information about associated tasks (e.g planning crane operations and working with MEWPS)

27.11 Defining Work at Height

When considering how to manage work at height, the first step is to identify the work at height activities and operations that are carried out. Access and egress to a place of work (e.g. climbing a ladder to get to a higher point) can also be work at height.

Prior to all WAH, a competent person will carry out a full and comprehensive risk assessment of the full task and the equipment to be used to complete the task. Where the work has been undertaken before and is on a regular basis, a generic RA may be compiled so long as it is made site specific in the planning stage of each job.

Activities involving work at height must be identified in the method statement and where required a safe system of work will be available as required by the risk assessment. This information must be shared with those that are undertaking and are affected by the activities.

27.12 Preventing Falls from Height

If it isn't reasonably practicable to avoid work at height, the next consideration is whether equipment or other measures can be taken to prevent falls. e.g., by using working platforms with guardrails, or access equipment such as MEWPS (Mobile Elevating Work Platforms such as cherry pickers, scissor lifts, etc.).

27.13 Planning and Supervising

The regulations require that all work at height activities are planned and then supervised. Planning must take place prior to the work being undertaken and a safe system of work compiled which takes account of:

- Any supervision that may be necessary. For example, the use of fall arrest equipment will require a higher level of supervision

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- Restrictions arising from weather conditions. For example, carrying out maintenance or working in windy and/or rainy conditions on a slippery surface
- Any emergency or rescue procedures that may be required, (for example, if a person falls while using a fall-arrest system how will they be rescued?)

27.14 Selecting the Right Equipment

- When selecting work equipment for use when working at height, the following factors need to be taken into account:
 - The working environment: What are the ground conditions? Are there likely to be space constraints? Are other people working in the same area? Is it in a public area?
 - The duration and frequency of use: Is the work activity of short duration? Is it repetitive?
 - Emergency and rescue procedures: Can a timely evacuation and/or rescue be instigated?
 - The distance and consequences of a potential fall: Can a fall occur? If so, does it have the potential to cause injury?
 - In the case of access and egress, what is the distance to be travelled?
 - Are there any additional risks posed by the installation, use, dismantling or removal of the work equipment?
 - Are the dimensions of the work equipment adequate to ensure a safe working area and safe access/egress?
 - Is the equipment adequate for the potential loadings of people, equipment and materials?
 - Is the equipment appropriating for the nature of the work to be undertaken?

Not all of these factors will be relevant to all work at height activities/operations

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27.15 Selection and use of Access Equipment

27.15.1 Ladders and Step Ladders

The selection of ladders and step ladders MUST only be considered where a risk assessment has identified that it is not reasonable to use other equipment that PREVENTS falls, preference therefore must be given to the use of mobile towers or Mobile Elevating Work Platforms (MEWP's).

This statement does not therefore rule out the use of ladders as a blanket policy. Lone working whilst using ladders should where possible BE AVOIDED.

27.15.2 Leaning Ladders

The options for securing a ladder follow in order of preference:

- Tie the ladder to a suitable point by both stiles
- Use a ladder stability device (i.e. ladder stay or anti-slip device)
- Securely wedge the bottom of the ladder to prevent it sliding
- Footing the ladder is the LAST RESORT and should where possible be avoided

General Rules for Working from a Ladder Include:

- Short duration, 15-30 minutes in one position
- Light work, no strenuous tasks involving carrying or supporting heavy materials
- Three points of contact maintained
- Person and equipment combined do not overload highest stated load
- No overreaching, both feet on same rung

Ladders must only be used on firm level ground and must form an angle of approximately 75° to the horizontal, e.g. 1m out for each 4m of height. Such an angle minimises the potential for base slippage when in use. This angle is indicated on Class 1 ladders by a line or arrow on one stile, when this mark is vertical the ladder is at the correct angle.

Metal ladders should be carried horizontally by two people, and not used, when in the direct vicinity of overhead power cables. Such handling can lead to an electrical discharge, especially in damp or wet

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conditions, which could result in a severe or fatal electric shock to the user by transmission through the ladder.

All ladders will be maintained free of defects and will be inspected twice per year by a competent person. An inventory will be kept, and inspections logged. Any repair work must only be carried out by competent personnel.

27.15.3 Ladder Maintenance and Inspection

Ladders shall be inspected prior to use by an operative, instruction of how to carry out an effective inspection shall be given by Toolbox Talk.

A register of ladders shall be kept by the Line Manager detailing any defects, repairs and withdrawals.

27.15.4 Cherry Pickers

All Employees in cherry pickers must be wearing a full body harness and be attached by a work positioning or fall prevention type lanyard, adjusted to be as short as possible. This is to stop you being thrown out of the basket in the event of a malfunction, over-turn or if the machine is hit by another vehicle (the biggest cause of deaths to cherry picker operators). It is not essential to wear a harness if you are working on a scissor lift or a manually erected access tower.

27.15.5 Scissor Lifts

Any person operating the controls of the scissor lift or occupying the platform must be familiar with these Safety and Operating Procedures:

The following points must be remembered when operating a scissor lift.

- Do not drive near drop-offs, holes, or loading docks
- Do not raise platform on slope or drive onto slope when elevated
- Do not raise platform on uneven or soft surfaces
- Do not drive onto uneven or soft surfaces when elevated
- Do not use without guardrails, mid rails, chain, or bar in place
- Do not raise platform in windy or gusty conditions

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- Do not exceed rated load
- Do not use if working platform is not working properly or if any part is damaged, worn or missing
- Do not use near moving vehicles or cranes
- Do not stand or sit on guardrails
- Do not use under the influence of alcohol or drugs
- Do not override safety devices
- Do not raise platform while machine is on a truck, forklift, or other device or vehicle
- Do not use ladder, scaffolding, or other devices to increase size or working height of platform
- Do not use with damaged tires
- Do not attach ropes or chains to guardrails or use as a crane
- Do not use with tires that are not per manufacturers, specifications

27.15.6 Pre-Start Checks

Prior to using a MEWP carry out the following:

- Check for obstacles around the work platform and in the path of travel such as holes, drop offs, debris, ditches and soft fill.
- Check for overhead clearances.
- Make sure the batteries are fully charged. Disconnect battery-charging system from external power source.

27.15.7 MEWP Maintenance

MEWPs, and any material handling attachments, must be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by the competent person instructed by SEL. You should ask to see and retain the report of the thorough examination for the equipment you are going to allow to be used on your site. If the report shows any defects seek confirmation from the supplier that they have been remedied.

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27.15.8 MEWP Training

All MEWP operators (either staff or contractor) should have attended a recognised operator training course. On successful completion of the course, they will receive a certificate, card or ‘licence’, e.g. IPAF’s Powered Access Licence (PAL) or Construction Skills’ CPCS card, which clearly identifies the bearer and lists the categories of MEWP they are trained to operate. This document can be updated as the operator undergoes further training. The Operations Manager is responsible for checking the expiry date of the training licence or card.

Operators using material handling attachments should have received additional training in accordance with the attachment manufacturer’s recommendations.

Before being authorised to operate a particular make or model of MEWP, the operator should be familiarised with it by a competent person. Familiarisation should follow on from basic training and should cover:

- manufacturer’s warnings and safety instructions
- the control functions specific to the particular MEWP
- the function of each safety device specific to the particular MEWP
- operating limitations such as limiting wind speed, wheel and outrigger loadings, set up requirements, maximum operating slope etc.
- emergency lowering procedures
- safe working loads or load charts
- the maximum number of people who can be carried
- the maximum safe operating speed

On completion of their familiarisation, the operator should know whether or not that particular MEWP is designed for the operator to travel on with the work platform in the elevated position and whether or not the controls are protected to prevent accidental contact with the operator’s torso.

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It is important that Project Managers, managers and supervisors allow enough time for the operator to check, inspect, function test and familiarise themselves with every MEWP used. All familiarisations should be recorded.

27.15.9 MEWP PPE

A hard hat with chinstrap and cold/wet weather high visibility clothing should also be worn.

27.15.10 Emergency and Rescue Procedure (MEWPS)

The emergency and rescue plan should identify trained, site-based personnel who would be available to lower the work platform using the control panel or emergency descent system situated at ground level. These people should be included in the familiarisation training for the specific machines being used on site.

The plan must include the callout details for the service engineer or other person who is competent and authorised to lower the work platform in the event of an emergency.

27.15.11 Training and Competence for Working at Height

All operatives involved in rope access activities should have received training in the work at height activities relevant to their role and should have appropriate knowledge, experience and practical skills for the type of work being undertaken.

For rigging activities as an operative the minimum standard of competency required is:

- IRATA level 2 AND (mandatory for rope access)
- IRATA level 3 (Industrial lead climbing / higher risk rope access)
- National Rigging Certificate level 2 (Minimum)
- IPAF PAL for use of MEWPS

For operatives involved in build and dismantling activities involving rope access the minimum level of qualification required is:

- WAH essentials (internal course for all operatives)
- PASMA Combined Low Level Access & Towers for Users Course (Workshop/Yard)

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- IRATA Level 1 or 2 (workshop staff, contractors involved in stage/seating builds)
- IPAF PAL as required to operate MEWPS

Training should be carried out by a competent organisation / Instructor and should include assessment of specific skills and knowledge. The training programme should be formalised in both time and performance and should be assessed by a competent person who did not deliver the training. Training schemes should clearly state the scope of the training provided, the intended duration of certification and any limitations to be observed, either of individual personnel or of working methods.

Newly trained individuals shall be closely supervised and introduced to work gradually, under carefully controlled circumstances. Practice of 'mock-up' work situations in the yard is recommended prior to allowing newly qualified individuals to work on company infrastructure or on behalf of SEL.

If access techniques have not been used for more than six months, refresher training must be carried out and the operative should receive a higher level of supervision until they have become accustomed again to working on temporary and demountable structures.

Before starting any job, all operatives, whether operatives must be competent to:

- properly inspect access equipment before every use
- understand all risks arising from the access method and work task
- use all access techniques required by a particular worksite.

For structure build and dismantling, the minimum level of practical skills needed will include:

- controlled descent
- use of back-up system
- short ascent
- change from one rope to another (rope access only)
- knots, elementary safe rigging, rope management
- anchor points; damage to the line or device

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- selection of safe anchor points
- equipment-care and pre-use checks
- safety of third parties
- elementary rescue

27.15.12 Personal Protective Equipment

PPE in the form of harnesses, work positioning and or fall arrestors will be used when undertaking some activities while working at height. These requirements will be detailed in the risk assessments and safe systems of work and must be complied with at all times.

It is essential that you ask for advice if you do not fully understand the difference between:

- Work positioning: The use of a fixed or adjustable length lanyard attached to your harness that enables you to work ‘hands-free’. Attach to the stomach or waist attachment points. Use of one of these MUST be backed up by one of the two types below.
- Fall prevention: Similar to work positioning. Use of a short non-energy absorbing lanyard that is short enough that even if you slip or what you are standing on fails, you can’t fall. Therefore, it must be in tension at all times.
- Fall arrest: Use of a lanyard with an energy absorbing element to slow you down if you fall. Although they may deploy a short distance (approx. 700mm) you still need a clearance of 6m. (Length of lanyard, 1m, extension, 0.7m, your body length, 2m, height of obstruction on floor, 2m.) So, you MUST not use them if you do not have 6 metres of clear unobstructed space beneath you. We do not recommend their use on most standard stage construction tasks. They must be attached at the sternal or dorsal attachment points and NEVER be attached at the stomach level attachment point. If you do use them, you must ensure you are aware of the facilities available to rescue you if you fall.

27.15.13 Harnesses

A harness will be worn by any person WAH, but especially in these situations:

- Working in a Cherry Picker

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- Scaffolding
- Working near live edges.

Harnesses must be carrying a CE mark as a sign of their conformity to standard before use and must be manufactured to the EN standard appropriate to the role for which the harness's use is intended.

27.15.14 Lanyards

Under no circumstance will any crew member or company employee use home-made lanyard systems from any material regardless of tensile strength if that lanyard has not been tested to British Standards or is not CE rated.

Lanyards must be carrying a CE mark as a sign of their conformity to standard before use and must be manufactured to the EN standard appropriate to the role for which the harness's use is intended.

Fall Arrest Inertia Reels (Self Retracting Lifelines SRL's) for Use with PPE

SRL's should not be used above 40 degrees from the vertical position unless it explicitly states it can be used horizontally and has been certified to do so.

27.15.15 General PPE Information

Minimum standard PPE shall be worn whilst working at height and in accordance with any specific risk assessment requirements.

ALL PPE must be approved by the Line Manager & health and safety manager.

PPE must be used if supplied.

Note: It is an offence under the Health and Safety at Work Act 1974 to misuse, tamper with or damage in any way as to make it less effective, any equipment given by SEL for the purposes of Safety.

27.15.16 Recording

Appropriate recording of the date that PPE is issued is required and a register kept by the line manager, a copy of PPE issued to individuals should form part of their individual employee file.

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27.16PPE Maintenance

- Every part of all of the equipment must be checked during inspections
- Equipment should be thoroughly inspected prior to issue
- Daily inspections are carried out by the users, or 6 monthly inspections are carried out by supervisor’s dependent on the manufacturer’s instructions.
- Self-Retracting Lifelines and Fall Arrestor Blocks must be serviced in accordance with the manufacturer’s instructions at least annually or unless there has been an additional reason for this to be brought forward such as an incident or damage. In all cases these should be sent back to the manufacturer for this work to be carried out.
- Any PPE that is used to suspend or lower a person (e.g. harness and associated items) shall be managed in accordance with LOLER requirements for inspection. This requires that they have a thorough examination and inspection 6 monthly.
- It is the responsibility of the Line Manager to maintain a register of all equipment used in work at height rope access activities including ropes and PPE. In addition, the Line Manager shall also compile a schedule of maintenance and record all defects / withdrawals. Each item shall be uniquely identified, and all records shall be kept for a minimum of 3 years.

27.16.1 Unsuitable Equipment and Methods

Part of the planning is the selection of the appropriate access equipment. It is all too easy, and common - place, for someone to use access equipment or methods that are not only inappropriate but also puts the user at risk.

Unsuitable access methods include:

- Standing on a chair
- Standing on a table, desk or other office furniture
- Standing on a box or other similar object
- Using damaged stepladders or ladders
- Using stepladders and ladders that are not long enough

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- Straddling between a stepladder or ladder and another object
- Sitting on someone's shoulders

27.16.2 Falling Objects

The risk of falling materials should be minimised by keeping working platforms clear of loose materials. In addition, toe boards, solid barriers and/or brick guards should be provided at open edges. If temporary structures are erected over an open public place, such as a pavement; debris nets, fans or covered walkways (as appropriate) should also be provided.

Where material needs to be removed from a platform the method should be decided during planning, so that it can be done in a controlled manner with appropriate warning signs and barriered to prevent people going into it.

27.16.3 Maintenance and Inspection

Except where specifically indicated in this policy all equipment that is involved in work at height activities shall be inspected in accordance with manufacturer's instructions. Some pieces of WAH equipment also require a thorough examination and inspection as well as their routine service and maintenance and a schedule of inspection is required to meet the legal obligations in accordance with the Lifting Operations Lifting Equipment Regulations as well as the Provision and Use of Work Equipment Regulations.

A register of the following equipment, which includes its service and inspection history must be kept for:

- Ladders
- Flexible Ladders
- Fall Arrestors*
- Hard Hats
- Harnesses*
- Lanyards*
- Lead Climbing Ropes*
- Lead Climbing secondary devices*

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- Progression Equipment*
- Rescue Kits*
- Vertical Lifelines*
- Horizontal Lifelines*
- Connectors and Ancillary WAH Equipment*

* In addition to service or maintenance these items require a thorough examination and inspection in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER).

27.16.4 Rescue

Planning of work at height activities must always consider the rescue of a faller from the equipment, in the event of an accident. There are a number of vitally important issues to cover in any rescue plans:

- Speed of rescue:
- It is essential that plans ensure rescue within an acceptable time, to prevent:
 - suspension trauma developing in the fallen person, or
 - exacerbating any injury caused during the fall

27.16.5 Rescue Method

The method of rescue to be adopted, whether (and how) to lift, lower or otherwise transport the (possibly) injured person from the equipment (e.g. hanging from a lanyard and harness, or suspended in a safety net) will be required for all work at height. It is the responsibility of the lead person to ensure that rescue plans are detailed with the risk assessment and communicated to those. Consideration should be given to the possible need for assistance from other personnel and, particularly, whether they will be required to climb or be hoisted/lowered onto the safety equipment. The ability of the equipment to support this additional load must be investigated, as part of the selection process.

27.16.6 Additional Equipment

Equipment, such as a mobile elevated working platform, may be required to lift rescuers into position and several issues will have to be investigated, in order to ensure a robust plan for rescue:

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Availability – the project programme and construction method statement should be interrogated to ensure that the required equipment will be available.

Location – it must always be accessible to the rescue team and within a travelling distance that ensures appropriate speed of rescue.

Access – adequate access for the rescue equipment must be available and kept clear of any obstruction that may take too long to clear.

27.16.7 Cooperation with Emergency Services

If there is any possibility that the emergency services (normally the Fire Service) may be required to assist the rescue, then they should be approached during the rescue planning, to confirm that they have the capability and proximity of equipment that might be required.

27.17 First-Aid

First-aiders must be identified and available as part of any work at height activity, whether at the main office or at a project site.

27.18 Rescue Training

Special training in the methods of rescue that are planned will be required for any potential members of a rescue team and the content and timing of this must be considered, as part of the site safety training programme.

27.19 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

27.20 Competence and Training

In order to work at height on a SEL premise/site, the following should be in place:

- The person working at height should have received a site induction
- The person working at height should have received professional training commensurate with their work activity, to be assessed by the SEL representative supervising the activity

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- Nominated trained personnel, who have been trained in suspension rescue, should be on duty when working at height is taking place

27.21 Steps involved in the core competency process

- An assessment to be carried out as to the level of training people working at height have received
- A training programme to be agreed with HR to ensure all employees working at height has had adequate training, including suspension rescue.

27.22 Forms for recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 153 Harness Inspection Register	To be used to record the inspection of harnesses
HASF 154 Ladder Inspection Register	To be used to record the inspection of ladders and stepladders
HASF 155 Podium and Mobile Tower Inspection Register	To be used to record the inspection of Podiums and Mobile Towers
HASF 156 Scaffolding Inspection Register	To be used to record the inspection of Scaffolding
HASF 157 MEWP Inspection Register	To be used to record the inspection of Mobile Elevated Working Platforms

27.23 How this policy will be reviewed

This policy shall be reviewed annually.

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28 Work Equipment, Plant and Equipment Policy

28.1.1 Introduction

Swiftline Engineering Limited (SEL) will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.

These Regulations, often abbreviated to PUWER, place duties on SEL and companies who own, operate or have control over work equipment. PUWER also places responsibilities on SEL and contractors whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- Equipment is suitable for the intended use
- Equipment is safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- Equipment is used only by people who have received adequate information, instruction and training
- Equipment use is accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- Equipment is used in accordance with specific requirements, for mobile work equipment and power presses

Where necessary, risk assessments and safe systems of work will be in place for equipment, plant and machinery operated by employees at SEL, which will be the responsibility of those managing and maintaining the equipment. Risk assessments and safe systems of work will be written with due regard to the Operations and Maintenance (O&M) Manual for that equipment and updated following any changes to procedures or operating instructions. Any variation to the operator’s instructions will be justified through a suitable and sufficient assessment of risks with safety always being a primary factor for consideration for SEL’s operation of the plant or equipment.

No modifications will be made to equipment or machinery except through the manufacturer. Where a safety device is integral to the safe operation of equipment this must not be changed or by-passed at any time.

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28.2 Scope of policy

This policy applies to SEL employees, contractors, suppliers and subcontractors who undertake any works that involve the use of work equipment supplied by SEL, Internally Manufactured. In some cases where the equipment has been supplied by a self-employed person, agency employee or other such entity whilst working for SEL, the equipment or machinery may fall into the scope of this policy.

The IT department are responsible for recording the maintenance history of IT Equipment.

SEL will comply with the Lifting Equipment and Lifting Operations Regulations with regards to the following:

- The planning and supervision of lifting operations in the venue
- The purchase, hire and maintenance of lifting equipment
- Fork lift operations

The management of portable electrical equipment shall be in accordance with the Electricity at Work Regulations 1989. SEL maintains a register of portable electrical equipment that are owned and issued by SEL. SEL maintains a register of portable electrical equipment relevant to their area of work. All Contractors are required to bring maintained, safe portable electrical appliances into SEL.

All portable electrical equipment is to be subject to an inspection and testing regime (PAT) in accordance with the manufacturer's recommendations. Personal electrical equipment (brought from home) should not be allowed at work unless it has been inspected and tested. The Building Services Department may inspect third party contractor electrical items if this is an internal contractor of the Building Services Department.

Forklift trucks are operated by qualified staff or contractors working within the SEL premise or working sites and copies of their certification are retained within the area they are working in or contracted to.

Responsibility for ensuring the maintenance and statutory inspection of height access equipment and for ensuring their staff is competent to operate the equipment lies with SEL. A documented inspection is shall be carried out prior to each use to check for damage or deterioration.

All height access equipment is marked with the safe working load and will not be exceeded at any time. No modifications will be made to any such equipment as this could alter the integrity and safe operation of the equipment.

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Only suitably trained, qualified personnel are permitted to operate any plant, equipment or machinery at SEL and it is the responsibility of the manager requesting work that requires their use to ensure operators are trained to the appropriate level to enable them to operate the equipment or machinery without risk to themselves or others.

If a forklift or other moving equipment operator is disqualified from driving by the DVLA for medical reasons (e.g. epilepsy), then this ban will also extend to height access equipment operation. It is the responsibility of the employee to inform their line manager and the Human Resources Department at the earliest possible stage to enable the role to be reviewed until the ban is lifted. Failure to do so may result in disciplinary action.

28.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

28.4 Competence and Training

Line Managers ensure that their team have been adequately trained in the use of the work equipment provided for them to carry out their work.

28.5 Forms for Recording

Each team keep a record of the equipment that they use, and the maintenance checks carried out.

Form:	How the form must be used:
HASF 158 Work Equipment Inspection Register	To be used to record the inspection of work equipment

28.6 How this policy will be Reviewed

This policy shall be reviewed annually, and the equipment will be maintained in accordance with the manufacturer’s instructions.

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29 Working Time Policy

29.1 Introduction

The Working Time Regulations 1998 provide that, in order to protect the health and safety of employees, employers should take reasonable steps to ensure that employees do not work more than an average of 48 hours per week. Whilst you may be required to work over your contracted hours from time to time, you are not required to work more than an average of 48 hours per week, unless you confirm in writing in advance that you are prepared to do so. This is done by completing the ‘Opt-Out Form’ available on Backstage. For the purposes of calculating ‘working time’ it is agreed that lunch breaks and time spent travelling to and from your normal place of work at the beginning and end of the working day, do not count. Time spent travelling to and from the workplace will only be classed as working hours if the work being engaged in is high-risk category work.

29.2 Scope of Policy

Those whose work is likely to take them outside a 40-hour week are offered the opportunity to sign an opt-out clause, but hours of work are still monitored to establish any future requirements created by a potential increase in productivity. Further information on opting out may be found in the staff handbook or from the DTI and HSE websites.

The ‘Opt Out’ clause in the Working Time Regulations does not apply to all parts of the legislation as some statutes are mandatory such as the 20-minute break in every six hours and a maximum of a 13-hour day with an eight hour overnight break.

16- and 17-year-olds can’t normally work more than 8 hours a day or 40 hours a week. The hours can’t be averaged out for 16- and 17-year-olds. There is also no opt-out which means that they can’t work longer hours even if they are willing to do so due to current legislative requirements stipulating limitations in hours for persons within this age category.

29.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Managers

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29.4 Competence and Training

It is essential that the line manager has an understanding of the Working Time Regulations and SEL policy on this and ensures their team are complying with these requirements.

See additional information on working time in the employee handbook.

29.5 How this Policy will be Reviewed

This policy shall be reviewed annually.

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30 Work Experience and Young Persons Policy

30.1 Introduction

A ‘Young Person’ is considered to be anyone under the age of 18 according to the Management of Health and Safety at Work Regulations 1999. Regardless of whether a Young Person is in paid employment or not, they are treated as an employee under this legislation as well as certain requirements of the Working Time Regulations in relation to hours of work and breaks (further information is available in the **HASP 030 Working Time Regulations Policy**).

Most schools and colleges require specific information to be completed prior to a placement and will ask for evidence of Employers Liability or Public Liability insurance as part of this information, including a risk assessment. Swiftline Engineering Limited (SEL) has a form which must be completed for all work placements organised privately and a copy submitted to their parent or guardian for approval prior to arrival.

At SEL, due to its high-profile status, potentially high risk and changeable nature of the activities carried out on many parts of the site, work placements are kept to a minimum and those that are permitted are agreed through the Human Resources Department through links with local authorities or by special arrangement.

Prior to any offer of work or work placement, the Line Manager is required to complete a risk assessment listing all tasks they will perform in order to identify any potential risks associated with the work they will be required to undertake and stating any suitable control measures.

30.2 Scope of policy

No young person will be permitted to enter the SEL premise or working site for work purposes during the course of their placement. Unaccompanied access to the SEL premise or working site is prohibited for any other reason at all times except by prior agreement with the Line Manager.

A copy of the completed risk assessment will be supplied to the parent or guardian (e.g. the school) sufficiently in advance of the placement to ensure their awareness of the proposed activities. This is to ensure they are aware of the tasks the young person will be undertaking.

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30.3 Restrictions on work

SEL will not permit young people under the age of 18 to carry out work which:

- Cannot be adapted to meet their personal physical or mental limitations
- Exposes them to hazardous substances
- Exposes them to noise of a level likely to result in damage to hearing
- Involves extreme heat, noise or vibration
- Involves working at height
- Involves longer hours of work than are permitted under the Working Time Regulations – see Hours of Work etc. below

However, if they are over the minimum school age, they may do this work, under very special circumstances where:

- The work is necessary for their training
- The work is properly supervised by a competent person
- The risks have been reduced to the lowest reasonably practicable level
- They are given sufficient training, information and instruction to enable safe working

Young people will not be permitted to carry out work where a significant risk remains, in spite of best efforts to take all reasonable steps to control it.

30.4 Hours of Work, Breaks and Overnight Working

To comply with the requirements of the Working Time Regulations, Young Persons must work less hours than adults and will be allocated more frequent breaks, this will be decided when writing the risk assessment. Weekend and overnight working are not permitted for Young Persons.

16- and 17-year-olds can't normally work more than 8 hours a day or 40 hours a week. The hours can't be averaged out for 16- and 17-year-olds. There is also no opt-out which means that they can't work longer hours even if they want to.

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30.5 Monitoring and Review

Any injury to a young person will be thoroughly investigated against the risk assessment and they will be closely supervised throughout their placement to ensure they are not put at risk.

Arrangements will be put in place to give them the opportunity to raise any issues they have concerning their placement and the tasks they are asked to perform. This will enable future placements to be adequately assessed and reviewed.

30.6 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Line Manager

30.7 Competence and Training

The person responsible for supervising the young person should:

1. Be familiar with the requirements of SEL Safeguarding Policy (if applicable)
2. In certain circumstances be DBS checked

30.8 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 128 Young Person Checklist	To be completed by Line Manager and copy sent to H&S Advisors and department
HASF 129 Young Person's Risk Assessment	To be completed by Line Manager and copy sent to H&S Advisors and HR department

30.9 How this Policy will be Reviewed

This policy shall be reviewed annually and if the legislation changes.

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31 COVID-19 Policy

Due to the ongoing Coronavirus (COVID-19) pandemic SEL are re-assessing the current and ongoing working arrangements to ensure there are suitable and sufficient controls in place for the effective safeguarding of its employees and persons affected by its business activities.

Please refer to the “**SEL COVID-19 Risk Assessment**” for further clarification of the measures being undertaken to effectively mitigate the risks associated with the activities or scenarios outlined in this policy.

31.1 COVID-19 Symptoms

The virus can cause pneumonia like symptoms and those who have fallen ill are reported to suffer cough, a high temperature, a loss of taste and / or smell and, in severe cases, shortness of breath. As this is a viral pneumonia, antibiotics are in-effective, and recovery will depend on the strength of the immune system.

31.2 Vulnerable Persons / Medical Predispositions

According to Public Health England, COVID-19 poses the biggest threat to those who have weaker immune systems or those suffering from, or receiving treatment for long-term chronic illnesses or conditions such as;

- Heart disease
- Lung disease
- Diabetes
- High blood pressure
- Cancer

Other specified conditions or pre-dispositions that weaken immune systems include, but are not limited to;

- Patient undergoing treatment for autoimmune disease, such as rheumatoid arthritis, lupus, multiple sclerosis and inflammatory bowel disease
- Patients with HIV
- Anyone who has had organ or bone marrow transplants.
- New and expectant mothers

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Swiftline Engineering Limited (SEL) shall, as far as reasonably practicable, take steps to secure the health, safety and wellbeing of all employees, contractors and subcontractors by ensuring a medical questionnaire is completed by all affected parties within the last three months.

Persons who declare a medical illness, condition or pre-disposition that is adjudged to classify them as high risk may be subject to additional protective measures such as prolonged periods of working from home and self-isolation, such cases will be subject to a medical review meeting with the individual and their line manager to discuss the best and most effective course of action.

31.3 Employees / Contractors and Sub-contractors Displaying Symptoms

All SEL employees/contractors and sub-contractors displaying any symptoms attributed to the on-set of COVID 19 will be advised **NOT** to come to work or go home immediately and should be listed on the Isolation / Confirmed Case Register (appendix A)

Please refer to the **“Symptoms and COVID Test Results Protocol”** document for further clarification of the individual and organisational measures that must be taken when an employee displays any of the symptoms listed below.

- A high temperature – you feel hot to touch on your chest or back
- A new, continuous cough – this means you’ve started coughing repeatedly
- A loss or change to your sense of smell or taste – you cannot smell or taste anything, or things smell and taste different to normal.

Where a person displaying symptoms is sent home from the workplace SEL shall, where practicable, ventilate the workplace and implement the cleaning measures set out in the **“Symptoms and COVID Test Results Protocol”** document and follow all procedures set out within.

31.4 How this policy will be reviewed

The procedures set out in this policy will be continually monitored by the SEL Director(s). The SEL Director(s) offer an open-door policy for all employees should they have any concerns regarding workplaces safety or with the issues surrounding Coronavirus (COVID-19) while at work.

SEL employees/contractors and sub-contractors are encouraged to bring any concerns to the attention of the Director(s) immediately and this policy shall be shared with all SEL staff, and any revisions or changes shall be communicated to all.

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