2015

FJ Holdings Limited

HEALTH AND SAFETY POLICY

Incorporating

Industrial Valves Limited
Industrial Penstocks Limited
Industrial Pipeline Solutions Limited
Kempster Valves & Engineering Limited
IVL Flow Control Limited

Author V Murphy

Statement of Intent

The Managing Director of FJ Holdings Limited is committed to ensuring the highest standards of health and safety are provided for employees. FJ Holdings believes that a common understanding of risks and how to control them is of vital importance in ensuring high standards are identified, implemented and maintained.

This statement is a formal declaration that FJ Holdings Limited will devote sufficient effort and resource to the organisation of and arrangements for health and safety of its employees and those who may be affected by the work of FJ Holdings Limited.

To achieve this aim the Managing Director insists that:

- Health and safety is a management responsibility of equal importance to FJ Holdings Limited' business activities and that effective control of health and safety are achieved through co-operative effort at all levels within the organisation.

In complying with the requirements of the Health and Safety at Work Act etc 1974 and other statutory obligations FJ Holdings Limited will so far as is reasonably practicable:

1. maintain all places of work under its control in a condition that is safe and without risks to health, this will include the provision and maintenance of adequate means of access and egress;
2. provide and maintain a working environment for its employees that is safe and without risks to health. Adequate facilities and arrangements for securing the welfare of employees will be provided;
3. provide information, instruction, supervision and training as is necessary to ensure health and safety at work of its employees;
4. provide, operate and maintain buildings, plant, machinery, equipment and systems of work that are safe and without risk to health;
5. make arrangements for ensuring the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances for use at work;
6. provide protective clothing and safety equipment as necessary to enable staff to undertake their duties safely;
7. ensure that travelling officers at work on other person's premises as part of their normal work duties are trained in the recognition and minimisation of likely risks which they may encounter;
8. monitor the organisation and arrangements for health and safety detailed in this statement.

The assessment of risks is central to this policy. Formal written assessments will be undertaken by FJ Holdings Limited as required by the relevant statutory provision. Assessments will be reviewed by FJ Holdings Limited as appropriate.

Andrew Williams
7th January 2015

HEALTH AND SAFETY POLICY CONTENTS

Contents Page ***Pages***

Statement of Intent	***1***
General Health and Safety Policy	***2***
Risk Assessment Policy and Procedure	***8***
Accident Reporting Policy and Procedure	***15***
Fire Precautions and Policy	***20***
Working Environment	***23***
Manual Handling Policy	***26***
Display Screen Equipment	***32***
Confined Space	***36***
Work Equipment	***44***
Working at Height	***48***
Construction Design and Management	***51***
Electricity	***53***
Noise	***58***
Radiation	***60***
Employee Well-being	***62***
Personal Protective Equipment	***65***
Workplace Transport	***67***
First –Aid and Emergency Procedures	***69***
Work Activities	***73***

ADMINISTRATIVE ORGANISATION

Ultimate responsibility for Health Safety and Welfare rests with the FJ Holdings Managing Director. The Managing Director also has specific responsibility for overseeing the implementation of Group policy and for advising and updating the Board of IV on developments and performance.

The responsible officers of each Operating Company have responsibility for implementation of F J Holdings' Health Safety and Welfare, Vision, Principles and Policy in their areas of responsibility. The Directors, and their senior managers, must show leadership by ensuring the organization, management and conduct of operations is in line with Group Standards and ensuring this is supported by adequate resource allocation to implement this policy across the business

Line Managers have responsibility for the health, safety and wellbeing of those working within their area of operation and those who may be affected by the activities. They must ensure that adequate systems are in place to ensure delivery of group policy and standards, and meet local statutory requirements.

All Employees have the responsibility to protect their own health, safety and wellbeing, and that of others who may be affected by their activities.

Group wide Health Safety and Welfare strategy and governance is managed and monitored by the Managing Director and reporting to the Board of FJ Holdings.

Responsibilities for Health and Safety Management

The following details the roles and responsibilities of FJ Holdings Limited Directors, Managers and Employees.

POLICY

FJ Holdings Ltd is committed to clearly defining the role of all of its personnel in order to help them to effectively meet their responsibilities within its health and safety management system.

The purpose of this policy document is to describe the responsibilities of individuals and groups in organising, planning, implementation and review of the health and safety management system.

RESPONSIBILITIES AND REQUIREMENTS

The following responsibilities have been assigned for health and safety management within FJ Holdings Ltd ("FJH") health and safety management system:

The Managing Director has overall responsibility for the establishment, ongoing development and planned implementation of FJH's health and safety policy and the planned development and implementation of its health and safety management system. Along with the Board of Directors and General Managers, this forum will be known as the Policy Makers forum.

The General Managers along with the site Management Teams has been delegated responsibility for planning and guiding for the development, implementation and review of FJH's health and safety management system. This forum will be known as the Planners forum.

All other managers/supervisors are responsible for the implementation of FJH's specific health and safety policies and procedures. This will be known as the Implementers forum.

1. Persons assigned responsibility for the formulation and development of the FJH's health and safety policies, the Policy Makers, are responsible for providing leadership and direction so that the health, safety and welfare of all employees and other persons affected by FJH's activities is assured.

   Their responsibilities include:

   - Ensuring the ongoing formulation, development, implementation, monitoring and review of the FJH health and safety management systems by:

- Ensuring that there is a clear management structure with clearly defined responsibilities for implementing safety management systems.

- Ensuring that any required resources are made available to facilitate the ongoing formulation, development, implementation, monitoring and review of health and safety management systems.

- The review and development of general statement of health and safety policy.

2. Persons assigned responsibility for the planned development of the procedures, the Planners, that comprise the health and safety management system are responsible for:

   - Establishing detailed plans and strategies to implement the health and safety plans.

   - Ensure the participation of employees as appropriate in their formulation and development.

   - Ensure that during the development programme that advice and support covering legal, current health and safety management practices and other technical issues are obtained from appropriate specialists.

   - Integrating the strategies to implement health and safety policy into the general activities of the organisation.

   - Producing formal procedures to plan the development, implementation, monitoring and review of the health and safety management systems.

   - Ensuring that there are formal arrangements for the acquisition and dissemination of health and safety information
   .
   - Ensuring that there are arrangements to ensure the health and safety competency of all employees and contractors.

   - Ensuring that there are arrangements for the systematic auditing of the health and safety management system.

   - Ensuring that there are arrangements to ensure that IV has access to appropriate sources of health and safety expertise and advice to assist the formulation, development and implementation of its health and safety management system.

3. All persons assigned responsibility for managing the implementation of the health and safety plans and procedures, the Implementers, are accountable to their immediate manager for ensuring that required standards are established and maintained. These duties include:

   - The implementation of all relevant health and safety policies and procedures.

   - The provision of the necessary physical and human resources and information to enable tasks to be carried out without risk to health and safety.

   - The provision of reports on health and safety performance, including successes and failures, at specified intervals to senior management to help their review of the health and safety management system. This will include information concerning deficiencies in health and safety plans, standards, procedures and systems. Where an issue appears to concern immediate serious risk to persons or property this feedback will be provided by the swiftest possible means.

   - Ensuring an active participation of their staff and as appropriate other persons in health and safety activities.

   - Ensuring all their staff is competent to carry out their assigned duties in a safe and effective manner.

   - Co-operating with the Safety Advisor and health and safety committee members in the implementation of their assigned functions.

   - Ensuring that local emergency arrangements are maintained at a suitable and effective level.

In addition to the management duties detailed above, all managers including Committee members have the same duties as all other employed individuals as outlined below. These general duties of employees are legal obligations and are contained in the Health and Safety at Work, etc., Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Note: The Safety Advisor is not responsible for the implementation of the health and safety management systems but will provide professional support to all persons with responsibility for its formulation, development and implementation.

Although the main responsibility for ensuring the health and safety of all persons who could be affected by activities of (IV) lies with the Managing Director and the Board of Directors, each and every employee must play their part otherwise satisfactory levels of safety will not be achieved. In the context of this document the reference to employees should be regarded to include all employed individuals including temporary workers and trainees.

The general duties of employees include:

- Taking reasonable care for the health and safety of themselves, clients and other persons (including members of the public) who may foresee ably are affected by their acts or omissions at work
  .
- Co-operate with their managers or any other person, (e.g. contractors working on site) to enable duties or requirement imposed on them to be complied with to the required standard. This requires employees to follow established safe systems of work and any verbal work instructions given by their immediate manager.

- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and welfare in pursuance of a statutory requirement
  .
- Not to use machinery, equipment, substances, transport or other work equipment or safety device except in conformity with training and instruction provided by FJH

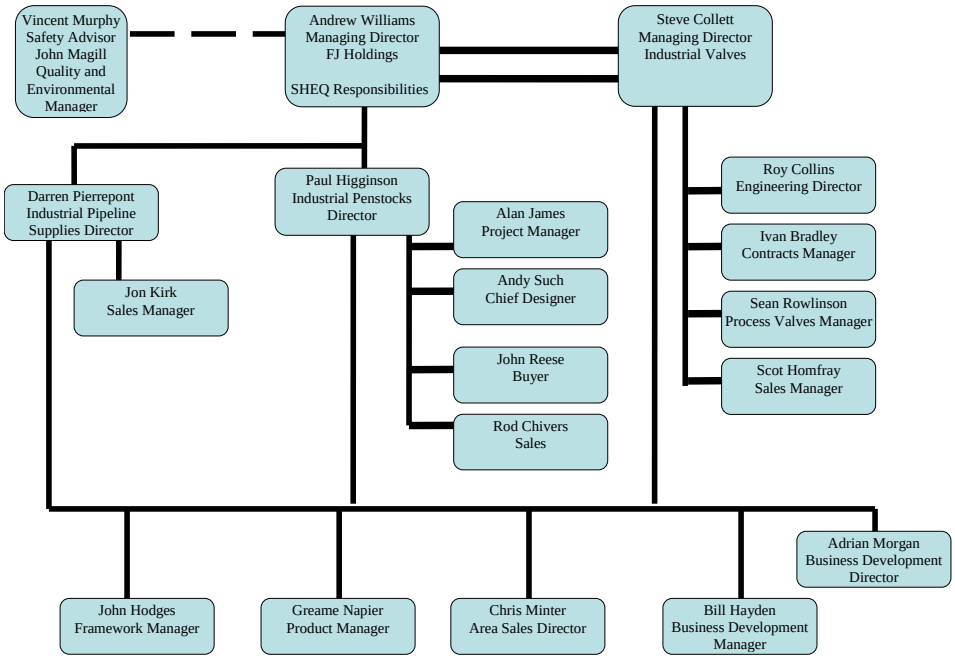
- Reporting accidents to their manager by the swiftest possible means and co-operating in their investigation, in order that remedial actions can be developed to prevent a re-occurrence.

- Notifying their manager of any work situation of which they become aware that has the potential for serious and imminent danger to health and safety.

- Notifying their manager of any shortcomings in protective measures of which they become aware.

Where necessary specific additional roles will be defined and formally communicated to the relevant persons and recorded in Job Descriptions

Organisation



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RISK ASSESSMENT POLICY AND PROCEDURES 2010

FJ HOLDINGS

RISK ASSESSMENT POLICY

Application

This policy applies to all FJ Holdings workplaces and work activities.

Introduction

A risk assessment is an important tool in protecting employees and clients/service users by analyzing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter in the workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can be effective in controlling risks.

Aims and Objectives

To ensure that managers and staff understand the process of risk assessment and how it can be integrated into effective management practices.

The Arrangements for Applying the Policy

Managers will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility.

Managers must plan, co-ordinate and monitor how risk assessments will be managed locally. Actions must include the following:-

- Establishing the activities/tasks/locations/work equipment to be assessed;
- Defining the system to manage completed assessments, any associated actions, communication and review;
- Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who may be affected by the risk;
- To involve staff and their representatives in assessing the risks; and
- Refer risks to the appropriate forum/committee where they cannot be managed locally.

Employees are required to:-

- Be aware of risk assessment and control measures for their area of work;
- Co-operate with and engage in the risk assessment process;
- Use and comply with control measures implemented to ensure the health and safety or themselves or others; and
- Report any workplace hazards or concerns regarding health and safety of themselves or others;
- Carry out "on the spot" (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise (see section 1c and Glossary of Terms).

Risk Assessment Procedure

1. Stages of Risk Assessment:

a) Identify the Hazards

Managers and staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area;
- Referring to available guidance and information about best practice;
- Looking at accident and ill-health records;
- Checking manufacturers' instructions or data sheets;
- Asking staff for their views.

b) Decide Who Might be Harmed and How

For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:-

- Staff with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers;
- Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time;
- Members of the public, service users, clients; and
- Shared workplaces - how the work affects others and the risks to staff from those who share the workplace.

c) Evaluate / Assess the Risks and Decide on the Precautions to Control the Risks

Evaluating / Assessing the Risk

For each hazard identified the level of risk must be evaluated (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established managers must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

Controlling the Risk

When controlling risks the following principles should be applied, where possible in the following order:-

- Eliminate the hazard altogether;
- Substitution by something less hazardous or risk;
- Prevent access to the hazard.
- Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc. Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

Dynamic Risk Assessment

On rare occasions there may be a need for staff to undertake a **Dynamic Risk Assessment.** In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk

assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

d) Record and Implement Findings

General Risk Assessments

Assessments of processes or areas rather than an individual person should be recorded on the General Risk Assessment Form (see attached.)

Other Risk Assessments

This General Risk Assessment Form may not be suitable for use for recording risks to individuals, complex risk assessments or where there is agreed standard documentation for inter-agency working.

Where this is the case, specific forms have been created, and are referenced in the Standard Documents section below.

Risk Assessments in Other Health and Safety Policy Areas

A number of risk assessment forms have been developed relating to specific policy areas e.g.

- Hazardous Substances
- Manual Handling
- Display Screen Equipment
- Fire
- Work Equipment or Machinery
- Stress

e) Review

Managers should review assessments:-

- At regular intervals not exceeding one year;
- Following a significant change and/or;
  If there is reason to suspect it is no longer valid e.g. after an accident, ill health, incident, violent incidence or malfunction has occurred.

The risk assessment must remain up to date and valid and available at 'point of use'.
Once a risk assessment is obsolete it must be archived for a minimum of 5 years.

2. Generic Risk Assessments

- Amended to reflect the workplace arrangements and any additional identified risks;
- Signed by the local manager
- Effectively communicated to all relevant parties;
- Monitored and reviewed at appropriate intervals.

3. Communication

Managers shall ensure that the persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures. Everyone should understand what they must do and why. Where necessary, job safety instructions should be issued to individual employees and appropriate training provided.

4. Training

Managers responsible for the planning, co-ordination and monitoring or risk assessments must receive appropriate risk assessment training. Staff involved in the creation of risk assessments (e.g. as part of a risk assessment team) must receive training in the risk assessment process.

5. Monitoring

Managers shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained.

Employees shall report any defects in control measures, personal protective equipment, etc immediately to their manager.

6. Specialist Advice

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence.

Legislative Framework

The Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Further Advice and Information

Health and Safety Executive

: **http://www.hse.gov.uk/pubns/indg163.pdf**

Glossary of Terms

Risk Assessment
A careful examination of what, in the workplace, could cause harm to people so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

Hazard
Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

Risk
Is the chance, high, medium or low that somebody could be harmed by the hazard, together with an indication of how serious the harm could be.

Harm
Is the actual injury or ill-health suffered by those exposed to the hazard?

Dynamic Risk Assessments
A risk assessment which takes place during work in progress as a need arises (“on the spot”). In these circumstances a previously prepared risk assessment may not be in place as the situation has not been previously foreseeable.

Once the dynamic risk assessment has been taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event

FJ Holdings

General Risk Assessment Record Form

1. Section/Service/Team ..... **2. Assessor(s)** .....

3. Description
Task/Activity/Area/Premises etc .....

What are the hazards?	**Who might be harmed and how?**	**What are you already doing?** List the control measures already in place.	**What is the risk rating – H, M, and L?** **See 5**	**What further action, if any, is necessary, if so what action is to be taken by whom and when?**	**Action Completed** State the date completed and sign.	**What is the risk rating now – H, M, L?** **See 5**
1.						
2.						
3.						
4.						
5.						

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:-

Hazardous Substance	Manual Handling	Display Screen Equipment	Fire	Work Equipment/Machinery	Stress	Individual Person such as Young Person New/Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result, e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature Assessor(s): ..... **Signature of Line Manager:** .....

Print Name: ..... **Print Name:** .....

Date Assessed: ..... **Review Date:** .....

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

ACCIDENT REPORTING POLICY AND PROCEDURE 2010

ACCIDENT & INCIDENT REPORTING POLICY

1.0 GENERAL STATEMENT AND APPLICATION

1.1 Introduction

This document provides a guide to the procedures stipulated by FJ Holdings Limited to facilitate the reporting of accidents, incidents, near misses and serious incidents.

FJ Holdings Limited recognises that many incidents occur because of problems with systems rather than with individuals. FJ Holdings Limited will ensure that timely and fair action is taken to manage incidents when they occur, and to help prevent such incidents occurring in the future, by ensuring appropriate reporting.

FJ Holdings Limited has a legal duty to report certain accidents/incidents under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR)

1.2 Application

This policy applies to everyone employed by FJ Holdings Limited (wherever they are based) and anyone working on or visiting premises in whatever capacity.

All personnel in the FJ Holdings Limited must report accidents and near-miss incidents whilst carrying out work activities on behalf of FJ Holdings Limited. The most important steps are to:

a) Make sure that all the relevant accidents, incidents & near-misses are reported as soon as possible, in accordance with established procedures.
b) Remove residual hazards that may pose a risk for other people in the area,
c) Notify management of incapacity for work that results from an injury sustained during a work activity,
d) Review existing systems of work to prevent a reoccurrence.

The effective implementation of this procedure will enable the relevant statutory legislation (Social Security Claims and Payments Regulations and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, *RIDDOR)* to be complied with, and assist in the overall safety management of FJ Holdings Limited

2.0 DEFINITIONS

2.1 Accident or Incident

An unplanned or uncontrolled event which:

- causes injury, either physical or psychological, to staff, agency staff or contractors
- causes damage to equipment, buildings or structures
- is not consistent with the desired operation of the organisation
- leads to a formal complaint being received by FJ Holdings Limited.

2.2 Violent Incident

Intentional intimidation including physical and verbal abuse.

2.3 Sharps Injury

Injuries such as needle sticks, human bites, scratches.

2.4 Security Incident

Any event resulting in harm to persons or property, including violence & aggression, theft, break-in or wilful damage.

2.5 Fire Incident

Any incident which results in fire damage to property, the attendance of the fire brigade, or the evacuation of persons from any area.

2.6 Complaint

Any communication arising from an incident or event which was not satisfactorily resolved at the time of the incident or event.

2.7 Dangerous occurrence

A serious failure of machinery, premises or plant as defined in Reporting of Injuries Diseases Dangerous Occurrences Regulations 1995 (RIDDOR).

2.8 Near Miss

An unplanned or uncontrolled event, which did not cause injury to persons or damage to property, but had the potential to do so.

2.9 Reportable Disease

A work-related disease or condition listed in the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) from which an employee or self-employed person is suffering and which has been confirmed by a medical practitioner.

3.0 LEGAL REPORTING

FJ Holdings has a duty to report certain accidents/incidents to the following agencies:
The Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

http://www.hse.gov.uk/riddor/

4.0 RESPONSIBILITIES

4.1 Managing Director

The Managing Director is responsible for the overall implementation, monitoring and revision of this procedure. It is the responsibility of the Director to:

- Disseminate this procedure within their area of responsibility and ensure its implementation by providing support and advice to their managers and staff.
- Ensure that appropriate accident records are kept and that accidents are reviewed

4.2 Line Managers

It is the responsibility of Line Managers to:

- Ensure all staff under their control understand and follow this procedure accordingly.
- Investigate the causes of the accident, by visiting the site of the accident, removing any faulty equipment where appropriate and talking to staff present at the time of the accident.
- Obtain where possible names and contact details of witnesses.
- Ensure that risk assessments are carried out of all significant identified hazards and appropriate action plans put in place to reduce risks to an acceptable level. The results of those risk assessments must be communicated to all those who may be at risk.
- Ensure that existing risk assessments are reviewed as a result of any accident or incident and amended as appropriate.
- Ensure that an Accident/Incident form has been completed & forwarded for action as soon as reasonably possible.
- Keep a copy of the accident form in the staff member's personal file.

4.3 Employees

It is the responsibility of employees to:

- Verbally report all accidents/incidents to their manager as soon as possible.
- Ensure that an accident/incident form is completed (either by themselves or if incapacitated, by a nominee) within one day. This form is to be forwarded to the local manager for further investigation.

4.4 Managing Director

It is the responsibility of the FJ Holdings Managing Director to:

- Ensure that relevant accidents/incidents are reported to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995.
- Ensure that accidents/incidents are appropriately investigated, and where necessary remedial measures taken, in conjunction with the Health and Safety consultants as required.
- Maintain an appropriate filing system for accident/incident report forms

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5.0 REPORTING AN ACCIDENT

An effective accident/incident reporting process provides the following benefits:

- A clear statement of facts.
- Identification of factors contributing to accidents, incidents and serious incidents to assist in implementing risk reduction strategies to reduce recurrence,
- Provides a means to analyse trends in accidents and incidents and to take immediate and appropriate action,
- Assists in minimising risks to all,
- Provides a means to identify any necessary procedural changes that may require change.
- Ensures that the person adheres to the relevant statutory provisions.

- Assists in reviewing health and safety management systems as recommended by the Health and Safety Executive,

This procedure should contribute to:

- Minimising the risk of untoward/serious incidents.
- Ensuring that all possible lessons are learnt and shared.
- Supporting staff through potentially distressing circumstances.

Reporting process:

5.1 Following an accident or incident, the individual staff member directly involved or present at the time is required to complete the accident/incident reporting form. If the member of staff is unable to complete the form, e.g. due to injury, then the form should be completed by an authorised person.

Forms must be completed *legibly* and *factually* at the time of the incident or immediately following the incident.

Staff must record fact and not opinion.

5.2 The completed accident form **must** be forwarded to FJ Holdings Managing Director at the earliest opportunity immediately following the incident and preferably within twenty-four hours of the incident occurring.

5.3 If an individual involved in an accident is hospitalised for more than 24 hours or is absent from work for more than 72 hours as a result of the occurrence the Managing Director must be notified immediately to ensure prompt reporting to the HSE. A death as a result of an accident must be reported to the HSE within 24 hours, therefore the Safety Manager must be informed as soon as possible.

6.0 RECORD KEEPING

Copies of all forms will be treated as confidential and securely retained.

All such information will be kept in accordance with the Data Protection Act.

Individuals and their appointed representatives have the right to see any records relating to them.

FIRE PRECAUTIONS AND POLICY 2010

FIRE PRECAUTIONS AND PROCEDURE

1. Precautions measures

1.1 All Employees and Visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and of all exits and routes to emergency exits of the building(s) in which they work or which they visit.

1.2 In addition, Employees are required to know the sound(s) of FJ Holdings's fire alarm system and understand its/their meaning. The fire alarm system shall be tested weekly and the results recorded in a designated book.

1.3 All areas have been and shall continue to be appraised periodically for risks from fire and all necessary preventive action shall be taken.

1.4 All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.

1.5 Emergency routes and exits shall be indicated by clear signs and, where necessary, shall be illuminated.

1.6 Fire alarms, detectors and extinguishers shall be inspected, tested and maintained regularly as appropriate to ensure that they are in an efficient state and working order and in good repair.

1.7 The fire evacuation procedure will be exercised at least once every six months**,** in coordination and with the approval of Managing Director**.** The exercise will be reviewed by Managing Director and a report compiled. Employees and Visitors must comply with the fire evacuation procedure on hearing a fire alarm. Failure to do so may result in disciplinary action.

2. **In the event of fire:**

2.1 Any Employee / Visitor who discovers fire is required to shout "FIRE" and activate the nearest fire alarm**.** Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type; and the Employee / Visitor is trained and confident in use of fire extinguishers. Employees should not tackle fires larger than a burning wastepaper basket. If the Employee / Visitor consider it unsafe to tackle the fire, s/he should evacuate the premises immediately by the shortest possible route, go to his / her designated assembly point and report to the Designated Employee.

2.2 An Employee / Visitor who hears the fire alarm should leave the building immediately and report at his / her assembly point. If there is time, Employees should close all doors and windows. Employees and Visitors must not stop to collect personal belongings. Employees / Visitors should not use lifts unless instructed to do so by the emergency services.
An Employee / Visitor who is in a lift when the fire alarm sounds should stop at the next floor and get out.

2.3 Employees and Visitors must remain in their assembly point (or move to any other area when directed by the Designate Employee or emergency services) until authorised to re-enter buildings.

2.4 On completion of evacuation, the Designated Employee must be able to confirm that all Employees and Visitors evacuated the premises and / or whether there are any remaining Employees and Visitors within the premises and, if so, their identity.

2.5 Every event of fire shall be reported to and recorded in writing by Managing Director (immediately after the event) who shall report this to the Health and Safety Executive, as required by law. Any fire outbreak may be investigated and suitable procedures and / or arrangements put in place to prevent the future occurrence of similar incidents

WORKING ENVIRONMENT

WORKING ENVIRONMENT

At FJH we are committed to ensuring a healthy and safe working environment

1.1 Buildings where work may be carried out shall be of sound construction with safe means of access and egress. Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety. Noise levels should be as low as the work permits and within safe limits. Where it is not reasonably practicable to keep noise to safe limits, protective personal equipment shall be provided and must be used by Employee.

1.2 Any area of special hazard shall be signposted clearly and be subject to suitable safety measures and access arrangements. Appropriate protective equipment / clothing shall be provided for dealing with any particular danger or risk at the relevant area, and must be used / worn.

1.3 Only specially trained and authorised Employees may enter and, if necessary, work in a special hazards area, including roofs and confined spaces which are likely to be unventilated. Such Employees are required to contact Managing Director and to take all the necessary precautions before commencing work.

1.4 Corridors and staircases must provide safe emergency escape routes and access. They must not be used as storage or work areas. Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.

1.5 Employees are reminded that polished / wet floors may be slippery; there should be no running on bare floors. In addition, all floors must be kept dry and free of litter, goods, trailing cables etc. An Employee who detects torn floor surfaces (e.g. carpet) should report this immediately to Managing Director**.**

1.6 Access to high-level storage should be made using adequate equipment which shall be available (e.g. a step ladder, not a revolving stool or chair). Manual handling instructions must be followed when carrying any load.

2. Temperature and Humidity

Guidance and information http://www.hse.gov.uk/contact/faqs/temperature.htm

2.1 Steps shall be taken to endeavour to keep temperature in FJ Holdings's premises within a comfortable range and in any event above the statutory minimum of 13°C for active work and 16°C for office work (after the first hour of work and except for cold rooms, rooms which are open to the outside and the like). There is no set maximum temperature, but FJ Holdings shall endeavour to ensure that temperature is maintained at a comfortable level. In addition, FJ Holdings **shall** endeavour to keep buildings at a comfortable humidity range (40-75% RH) to prevent irritation to eyes and respiratory tract. When requested to do so,the Managing Director will carry out temperature and humidity monitoring.

2.2 Where, due to an Employee's work, it is not practicable to maintain the temperature and level of humidity specified in clause 1.1 above (e.g. because an Employee works outdoors or drives a fork-lift truck), FJ Holdings shall take all reasonable measures to prevent the risk of injury to the Employee (e.g. by providing personal protective clothing, allowing for acclimatisation to the work

environment and training). Employees are required to adhere to all such measures and use protective equipment at all times.

2.3 Cooling equipment must not be positioned in such a way that long hair might get caught. Heating apparatus must not be placed near paper, furnishings and other equipment or material which can catch fire. Air conditioning and hot water systems shall be checked and maintained regularly, as required by law. Private heating or cooling equipment must not be used, except with the prior written authorisation of Managing Director (in which case, all equipment shall be tested and inspected regularly, as required by law).

3. Lighting

3.1 It is important that Employees have adequate lighting suitable for the activity which they carry out. Accordingly, FJ Holdings shall endeavour to supply lighting in accordance with the following *average* and *minimum* levels (given consecutively in lux):

3.1.1 movement of people, machines and vehicles, e.g. in corridors (*20 and 5 lux*);

3.1.2 movement of people, machines and vehicles in hazardous areas, e.g. construction sites (*50 and 20 lux*);

3.1.3 work requiring limited perception of detail, e.g. kitchens, shops (*100 and 50 lux*);

3.1.4 work requiring perception of details, e.g. offices (*200 and 100 lux*); and

3.1.5 work requiring fine perception of details, e.g. drawing offices, editing (*500 and 200 lux*)

Lighting shall also be provided at places of particular risk (e.g. crossing points). Automatic emergency lighting, powered by an independent source, shall be provided where sudden loss of light would create a risk to health and safety.

MANUAL HANDLING

MANUAL HANDLING ASSESSMENT PROCEDURE

This policy supports and extends the overarching Health and Safety policy and provides guidance for those carrying out manual handling and those and managing the activity

Responsibilities and Requirements

1. All Managers are responsible to the Managing Director for the development, implementation and review of this procedure.

2. Manager is responsible for:

- Ensuring all identified and unavoidable manual handling activities are assessed, (see the risk assessment procedure and appendix 1) including operations in the organisation's control as well as at premises under the control of others, where employees are required to work.

- Assessing proposed activities before individuals are put at risk

- Ensuring risk control measures are introduced and maintained.

- Reviewing the effects of proposed control measures to identify and control subsequent risks also Reviewing the assessment when**:**

  new information becomes available when there are changes to the operations which make the original assessment if injuries occur or discomfort is reported by employees

Guidance and Help

http://www.hse.gov.uk/pubns/indg143.pdf

Appendix 1

MANUAL HANDLING: RISK ASSESSMENT CHECKLIST

TASK COVERED BY ASSESSMENT **WORKPLACE**

PERSONS AT RISK

ASSESSOR/S **DATE**

	YES /NO	LEVEL OF RISK			RECOMMENDED REMEDIAL ACTIONS
		HIGH	MED	LOW	
LOAD FACTORS					
Heavy?					
Bulky or unwieldy?					
Rigid or 'floppy'?					
Difficult to grasp?					
Mobile contents?					
Surface conditions, e.g. slippy, sharp, etc.?					
Hot or cold?					
TASKS - DO THEY INVOLVE					
Holding loads away from the trunk?					
Twisting?					
Bending?					
Reaching upwards?					
Carrying for long distances?					
Strenuous pushing or pulling of loads?					
Repetitive handling?					
Frequent handling?					
Work rate imposed by process?					

THE WORKING ENVIRONMENT					
Load to be moved from or placed in awkward position?					
Inadequate space?					
Uneven/slippery floors?					
Changes in floor level?					
Hot/cold/humid conditions?					
Strong winds?					
Inadequate lighting levels					
High density of vehicular or pedestrian movements in area?					
INDIVIDUAL CAPACITY -DOES THE JOB					
Require unusual strength/fitness?					
Require high levels of dexterity or agility?					

Present a risk to:					
• the older worker?					
• pregnant or nursing mothers?					
• young persons?					
Require specific training in tailored handling techniques?					
Could movement or posture be hindered by PPE?					

OVERALL ASSESSMENT **INSIGNIFICANT/LOW/MED./HIGH**

If not '**INSIGNIFICANT'** complete the following section on remedial actions.

If '**INSIGNIFICANT'** the assessment need go no further.

REMEDIAL ACTION:

What remedial action steps should be taken, in order of priority?

1

2 ----------

3 ----------

4 ----------

5 ----------

ACTIONS COMPLETED:

DATE:

REASSESSMENT DUE:

Manual Handling Tool Box Talk- by Vince Murphy CMIOSH

We should consider the following:

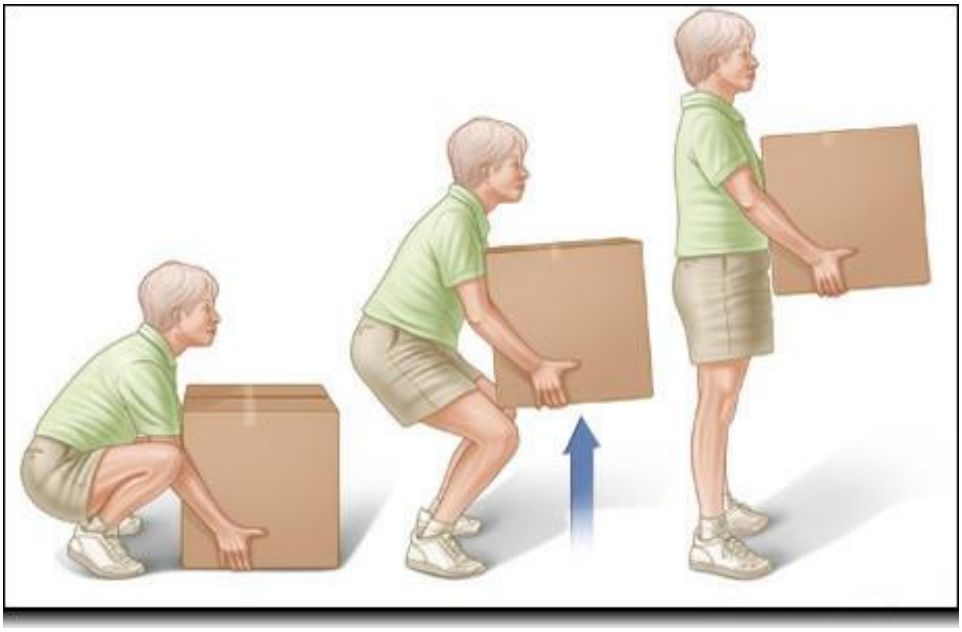
- Always use mechanical handling methods instead of manual handling if possible e.g. forklifts. http://www.hse.gov.uk/pubns/indg398.pdf
- Know your capabilities; only tackle lifts you can handle.
- Can you handle the load yourself, or do you need assistance?
- Is there a clear walkway with good lighting to the work area?
- Checks that should be carried out before lifting:
- Always check you know the weight of the load before lifting
- Wear gloves to protect against cuts and punctures
- Wear safety boots or shoes to protect from falling loads
- Carry out a trial lift by rocking the load from side to side, then Try lifting it a small amount to get a 'feel' for it. By doing so we hope to be able to: -

Principles of handling:

- Do stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going
- Bend your knees and keep your back straight
- Get a secure grip on the load
- Breathe in before lifting as this helps support the spine
- Use a good lifting technique; keep your back straight and lifting using your legs
- Keep the load close to your body
- Lift slowly and smoothly
- When two or more people are lifting a load, one person must take control and co-ordinate the lift.
- DON'T carry a load too close to your body
- DON'T carry a load that obscures your vision
- AVOID jerky and sharp movement
- AVOID twisting your body when lifting or carrying a load
- DON'T lift to a height from the floor, do the lift in stages

BAD MANUAL HANDLING TECHNIQUES WILL ONLY CAUSE INJURIES

GOOD MANUAL HANDLING TECHNIQUE



Display Screen Equipment

Visual Display Screen Equipment Including Portable Lap Tops

This policy supports and extends the overarching Health and Safety policy and provides guidance for those employees using visual display units and those managing the activity working in confined space and managing the activity

1 All Managers are responsible to the Managing Director for the implementation of this procedure.

2 All managers are responsible for ensuring that all DSE workstations within their areas of responsibility are assessed and necessary control measures introduced and maintained. See appendix 1.

3 Records must be maintained as quality records for a minimum period of three years to show that Wood and co has carried out an analysis of the workstations to assess and reduce the risks to employees using the equipment.

4 Employee representatives shall be involved in the assessment process.

5 Industrial Valve shall provide DSE users with eyesight tests:

- to existing users on request
- to new users on appointment to post.
- without cost to the employee, and
- at regular intervals.

A) No person shall be required to undergo an eye test against his or her wishes.

B) Following eyesight tests, special corrective appliances (basic NHS standard) appropriate to the work being done shall be provided free of charge.

C) All individuals, identified in the assessment to be at risk, shall be given adequate information and training with regard to the correct use of the equipment. This shall include :

- User's role in the detection and recognition of the hazards and risks associated with the use of DSE
- Causes of risk and mechanisms from which harm results
- How the user can reduce/control such risks, see appendix 2

Definitions

1. **Display screen equipment:** This includes any screen together with the associated equipment, but excludes screens whose main purpose is to show television or other film pictures.

2. **A DSE "user"** is a person to which the following criteria must be applied:

- Dependence on the DSE to carry out their job
- No discretion on use or non-use of DSE
- Need for significant training
- Normally uses DSE for continuous work spells of one hour or more on a daily basis
- Fast transfer of information is an important factor in the job
- High level of concentration required

Further assistance: http://www.hse.gov.uk/pubns/priced/hsg90.pdf

Appendix 1 **DSE Assessment**

1. All DSE users and operators must be assessed including those who are required to work at:

   - Their employer's workstation
   - A workstation at home
   - Another employer's workstation

   The Assessment will cover the factors identified in the following risk assessment checklist:

Name		Department		Date of this assessment	
Average time spent each day on display screen equipment		Describe work pattern			
Do you take frequent short breaks form the workstation		Trained in software use			T
Do you suffer from the following which you associate with DSE use					
Headaches		Shoulder or upper back pain		Lower back pain		P a
Corrective lenses worn		Date of last sight test		Aware of test policy	

EQUIPMENT					
DISPLAY	**COMMENT**	**MONITOR**	**COMMENT**	**KEYBOARD**	**COMMENT**
Characters clear and readable		Tilt and swivel		Separate and mobile	
Image stable - no flicker		Screen height		Tilt and swivel	
Brightness controllable		No disabling refection's or glare		Space in front sufficient to rest hands	
Contrast controllable		Screen regularly cleaned		Wrist support	
				Symbols clear	

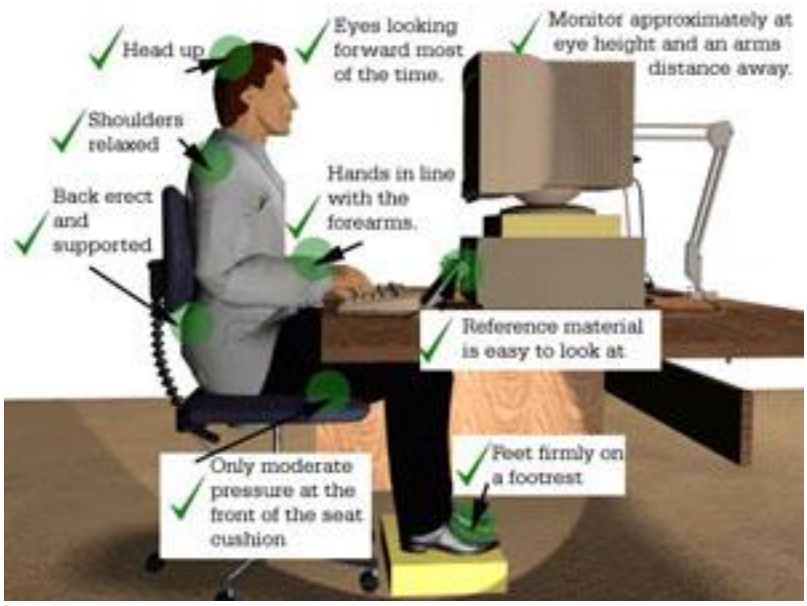
WORK DESK	**COMMENT**	**ENVIRONMENT**
Separate clerical space		Disabling glare/reflections in field of vision
Document holder		Workroom temperature
Matte surface		Airflow
Adequate leg-room		Noise levels
Worklight (desktop)		Clear access to exits
Access to workstation		Clear access throughout workroom

USERS SIGNATURE		DATE
REVIEWED BY		DATE
NEXT SCHEDULED ASSESSMENT		DATE

REQUIRED REMEDIAL ACTIONS	COMPLETED	DATE

1. The user can often reduce the risk by simple techniques such as:

- change of posture
- use of furniture and DSE adjustments
- use and adjustment of workstation and its layout
- regular cleaning and maintenance of equipment
- need to take regular breaks and/or changes of activity
- exercise routine to reduce visual and musculo-skeletal fatigue



Confined Space

Confined Space Policy and Procedure

Guidance and advice: http://www.hse.gov.uk/confinedspace/

This policy supports and extends the overarching Health and Safety policy and provides guidance for those working in confined space and managing the activity

Definitions:

"Confined space" is described as any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar place in, which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

The loss of consciousness of any person at work arising from an increase in body temperature.

The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.

The drowning of any person at work arising from an increase in the level of liquid.

The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a desirable environment due to entrapment by a free flowing solid.

"Free flowing solid" means any substance consisting of solid particles and which is of, or is capable of being in, a flowing or running consistency, and includes sand, silt or other similar material.

This includes the following aspects :

- Definition of i confined space entry procedures.
- Delegation of responsibilities.
- Training and competence of personnel.
- Setting of performance standards.
- Monitoring confined space entry practices for compliance and taking appropriate actions in case of non-compliance.
- Regularly assessing the effectiveness of confined space entry systems and modifying them as necessary.

Project Supervisors / Managers

Specific responsibility for projects involving confined space entry lies with the Project Supervisor. This includes, but is not limited to :

- Safe systems of work and risk assessment.
- Training of personnel.
- Supervision and regular workplace inspections.

Employees

Have a personal responsibility within the scope of his duties for himself, others and the environment.

This guideline applies to all activities and work places under the control of FJH.

Principles

The following principles will be followed for activities involving confined space entry:

Risk assessment

If it is not reasonably practicable to prevent work in a confined space an assessment of the risks connected with entering or working in the space will be made.

The assessment will identify the risks to those entering or working there, and also any others, for example, other workers including client's employees and the general public in the vicinity who could be affected by the work to be undertaken. Assessment upon which a safe system of work is to be based will be carried out by a competent person.

Where a number of confined spaces, for example sewers or manholes, are broadly the same, in terms of the conditions and the activities being carried out, and if the risks and measures to deal with them are the same, a generic risk assessment may be used to cover them all. Any differences in particular cases that would alter the conclusions of the generic risk assessment will be identified during the pre-planning stage of the project.

Factors which will be considered during the assessment include previous contents, residues, contamination, oxygen deficiency and oxygen enrichment, physical dimensions, chemicals used for cleaning purposes, sources of ignition and ingress of substances.

Preventing the need for entry

Employees are prohibited from entering a confined space unless it is not reasonably practicable to undertake the work without entering it.

Testing of the atmosphere or sampling the contents of confined spaces is usually performed from outside using long tools and probes etc.

The cleaning of a confined space or removal of residues from it using water jetting or long handled tools, etc. is performed from the outside where reasonably practicable.

Work in confined spaces

Where it is not reasonably practicable to avoid entering a confined space to undertake work, a safe system of work will be used.

The safe system of work may form the basis of a "permit to work".

Supervision

The degree of supervision is based on the findings of the risk assessment.

In some cases the employee may be simply instructed on how to do the work and then periodically checked that all is well if the work is routine, the precautions are straight

forward, and all the arrangements for safety can be properly controlled by the person carrying out the work.

However, when the risk assessment identifies a significant level of risk a competent person will be appointed to supervise the work and remain present while the work is being undertaken.

The supervisor will ensure that the permit to work system, where applicable, operates properly, the necessary safety precautions are taken, and that anyone in the vicinity of the confined space is informed of the work being done.

Competence for confined spaces working

Employees will be deemed competent when they have received adequate training and experience in the particular confined space work.

Where the risk assessment indicates that properly trained individuals can work for periods without supervision, only employees competent to follow the established safe system of work and who have been provided with adequate information and instruction about the work to be done will be selected.

Communications

Adequate communication systems will be established to enable communication :

- between those inside the confined space
- between those inside the confined space and those outside
- to summon help in case of emergency

Equipment such as radios will be specially protected so that they do not present a source of ignition where there is a risk of flammable or potentially explosive atmospheres.

Testing / monitoring the atmosphere

The atmosphere within a confined space will be tested where information about its previous contents or chemicals used in a previous activity in the space, indicates that the atmosphere might be contaminated or to any extent unsafe to breathe, or where any doubt exists as to the condition of the atmosphere.

Testing will be performed where the atmosphere was known to be contaminated previously, was ventilated as a consequence, and needs to be tested to check the result.

Where the atmosphere in the space may not be safe to breathe and requires testing, the findings of the risk assessment may indicate that occasional testing is required, even though the atmosphere initially was found to be safe to breath.

The conditions will be continuously monitored when, for example, forced ventilation is being used, and where the work activity could give rise to changes in the atmosphere.

The exact testing, retesting and monitoring requirements will be defined by the competent person within the safe system of work.

The choice of testing equipment will depend on the circumstances and knowledge of possible contaminants.

The atmosphere in a confined space will be tested from the outside without the need for entry where reasonably practicable.

Gas purging

Where the risk assessment has identified the presence or possible presence of flammable or toxic gases or vapours there may be a need to purge the air, gas or vapour from the confined space. This will be done with air or an inert gas where toxic contaminants are present, but with inert gas only where there are flammable contaminants.

Where purging has been carried out, the atmosphere will be tested to check that the purging has been effective, and that it is safe to breathe before allowing people to enter.

In circumstances where the safest method of removing a flammable or explosive hazard is by purging with inert gas and the work cannot be
carried out from a safe position outside the confined space a permit to work system will be used.

Precautions to protect those outside the confined space from purged toxic, flammable, irritating gases and vapours, etc. will be taken.

Ventilation

Mechanical ventilation will be provided when confined spaces are sufficiently enclosed to require fresh air to be added to replace oxygen consumed by people working in the space, and to dilute and remove gas , fume or vapour produced by the work.

Fresh air will be drawn from a point where it is not contaminated either by used air or pollutants. Additional oxygen will not be introduced into a confined space to “sweeten” the air.

Layout of the space will be considered when selecting an effective ventilation method.

Complicated spaces where several pockets of gas or vapour might collect will be provided with a more complex ventilation system to ensure thorough ventilation. Forced ventilation will normally be used in preference.

Extract ventilation will be routed away from possible sources of re-entry.

In all case an airline or trunking will be introduced at , or extend to the bottom of the vessel to ensure removal of heavy gas or vapour and effective circulation of air.

Removal of residues

Cleaning or removal of residues is often the purpose of confined space work to allow other work to be undertaken safely.

Appropriate measures will be taken where risks from the residues are identified. For example, dangerous substances (such as hazardous gas, fume or vapour) can be released when residues are disturbed. The measures taken will be defined within the safe system of work.

Isolation from gases, liquids and other flowing materials

Confined spaces will be isolated from ingress of substances that could pose a risk to those working within the space.

Isolation from mechanical and electrical equipment

External power sources to electrical and mechanical equipment located within a confined space will be disconnected , separated from the equipment, and a check made to ensure isolation has been effective unless the risk assessment specifically enables the system of work to allow power to remain on , either for the purposes of the task being undertaken, or as vital services (ie lighting, vital communications, fire–fighting , pumping where flooding is a risk, or cables distributing power to other areas).

Selection and use of suitable equipment

Any equipment provided for use in a confined space will be suitable for the purpose.

Earthing will be considered where appropriate to prevent static charge build-up.

Personal protective equipment (PPE) and respiratory protective equipment (RPE)

Confined space will so far as reasonably practicable be safe to work in without the need for personal protective equipment (PPE) and respiratory protective equipment (RPE). If PPE and RPE are identified as necessary within the risk assessment, it will be suitable and be provided and used by those entering and working in confined spaces. Such equipment will be used in addition to engineering controls and safe systems of work.

Portable gas cylinders and internal combustion engines

Petrol or diesel fuelled internal combustion engines will not be used in confined spaces. Gas cylinders will not be used within a confined space unless special precautions are taken.

The exhaust from engines external to the confined space will be vented to a safe place well away from the confined space , downwind of any ventilator intakes for the confined space.

Gas equipment and gas pipelines will be checked for gas leaks before entry into the confined space. At the end of every work period gas cylinders, including those forming welding sets, will be removed from the confined space.

Gas supplied by pipes and hoses

The use of pipes and hoses for conveying oxygen or flammable gases into the confined space will be controlled to minimise the risks. At the end of every working period, other than during short interruptions, the supply valves for pipes and hoses will be securely closed before the pipes and hoses are withdrawn from the confined space to a place that is well ventilated. Where pipes and hoses cannot be removed, they will be disconnected from the gas supply at a point outside the confined space and their contents safely vented.

Access and egress

A safe way in and out of the confined space will be provided which allows quick, unobstructed and ready access. Suitable means to prevent access will be in place when there is no need for anybody to work in the confined space. The safe system of work will ensure that everyone has left the confined space during “boxing-up” operations particularly when the space is complicated and extensive, for example in sewers and culverts where there can be numerous entry / exit points.

A clear and conspicuous safety sign will be displayed alongside openings, that allow for safe access, to prohibit unauthorised entry.

Fire prevention

Flammable and combustible materials will not be stored in confined spaces that have not been specifically created or allocated for that purpose. If they accumulate as a result of work they will be removed as soon as possible and before they begin to create a risk.

If there is a risk of flammable or potentially explosive atmospheres precautions will be taken to eliminate the risk.

Lighting

Adequate and suitable lighting, including emergency lighting, will be provided. Lighting will be specially protected if used where flammable or potentially explosive atmospheres are likely to occur.

Lighting will be protected against knocks and / or be waterproof.

Where water is present in the space, suitable plug / socket connectors will be used and protected by residual current devices (RCDs) suitable for protection against electric shock.

Lighting will be positioned to give ample clearance for work or rescue to be carried out unobstructed.

Static electricity

Static discharge, and all sources of ignition will be excluded if there is a risk of a flammable or explosive atmosphere in the confined space. All conducting items such as steel trucking and airlines will be bonded and effectively earthed. If cleaning operations are carried out the risks posed by the use or presence of high resistivity materials or water jetting equipment in and adjacent to the confined space will be assessed.

Smoking

Smoking will be prohibited in and around confined spaces.

Emergencies and rescue

The arrangements for the rescue of persons in the event of an emergency will be suitable and sufficient.

The arrangements will be in place before any person enters or works in a confined space.

Limited working time

The time period that individuals are allowed to work in a confined space will be assessed as part of the risk assessment.

For a large confined space and multiple entries, a logging or tally system will be used to check everyone in and out and to control duration of entry.

Use of a Permit to Work Procedure

A permit to work system will be used where there is a reasonably foreseeable risk of serious injury in entering or working in the confined space.

Suitability for work in confined spaces

The competent person carrying out the risk assessment for work in confined spaces will consider the suitability of individuals in view of the particular work to be done. Where the risk assessment highlights exceptional constraints from the physical layout, the competent person will check that individuals are of suitable build. The competent person will consider other factors about an individual, for example, concerning claustrophobia, fitness to wear breathing apparatus and medical conditions.

Emergency Procedures

Arrangements for emergency rescue will depend on the nature of the confined space, the risks identified and the likely nature of an emergency rescue.

The arrangements for rescue and resuscitation will include consideration of :

Rescue and resuscitation equipment

Raising the alarm and rescue

Safeguarding the rescuers

Fire safety

Control of plant

First Aid

Public emergency services

Training

Further Advice: http://www.hse.gov.uk/pubns/indg258.pdf

Work Equipment

PROVISION AND USE OF MACHINERY AND WORK EQUIPMENT

This policy supports and extends the overarching Health and Safety policy and provides guidance for those using working equipment and managing its use.

Guidance and Support **http://www.hse.gov.uk/pubns/indg229.pdf**

Responsibilities and Requirements

1. All managers are responsible, to the Managing Director for the implementation of this policy.

2. The organisation's risk assessment procedure will be apply to activities controlled by this procedure, see appendix 1.

3. Managers are responsible for discharge these duties in respect of each piece of equipment within his/her area of responsibility by ensuring:
   - Selection of equipment suitable for the task and/or process taking into account both to normal use as well as to other foreseeable operations such as maintenance. See appendix 2
   - Provision of adequate space to allow operational and maintenance activities to be efficiently carried out without risk.
   - An efficient maintenance programme has been established for each item of equipment, and that these actions are recorded.
   - All equipment users and their supervisors received adequate information, instruction, training and where appropriate assessed to ensure they are competent in the use of provided equipment covering:
     - ◊ Conditions in which, and the methods by which, the equipment may be used.
     - ◊ Foreseeable abnormal situations and the actions to be taken if such a situation was to occur
     - ◊ The results of any experience in the use of the equipment

   All contractors are to provide all of the equipment necessary for the job and must ensure that they are in good condition and operated by competent persons.

1. If it is essential for company equipment to be provided for use by contractors this must be authorised by the Facilities Manager and checked for condition and suitability use.

2. Where necessary for safe operation company will provide training in the use of equipment.

3. The company representative monitoring the contractor's activities shall agree and regularly monitor their activities.

Definitions:

Work equipment: The term is extremely wide and can be applied to a single item e.g. a simple hand tool or to any assembly of items arranged and controlled to function as a whole e.g. a bottling plant. The term "use" also has a wide ranging definition and includes all activities involving the work equipment such as starting, stopping, repair, modification, maintenance, cleaning, servicing and transporting of the equipment. In use need not mean actually in use but available for use.

Maintenance: This will vary enormously from simple daily or weekly checks e.g. of hand tools to a substantial integrated programme for a complex plant or process.

References:

1. The Provision and Use of Work Equipment Regulations 1998

Appendix 1 Risk Assessment

The risk assessment procedure will be applied to assess the risks arising from the use of work equipment, machinery or other plant in use or under the control of FJH. It will cover the following aspects:

1. Initial integrity
2. Suitability for the purpose for which it will be used
3. Arrangements for setting to work and commissioning
4. The place where it will or may be used
5. The range of environmental factors both imposed on the equipment and as a result of the use of the equipment
6. The competence of the range of potential users
7. The likelihood of misuse
8. Compliance with relevant British or other recognised standards
9. The effects of hazards and risks created by the equipment itself
10. Efficient maintenance aspects
11. Maintenance records (if required by the risk assessment)
12. The restriction of the use of the equipment to identified personnel

The above risk assessment information will be recorded and held in a file held by the Safety Co-Ordinator.

Appendix 2 Work Equipment General Safety Factors

All work equipment must be selected, installed and maintained so that the following factors are achieved:

1. Access to any dangerous part prevented by:
    - Provision of adequate fixed guards.
    - Other adequate guarding arrangements.
    - Provision of jigs, holders, push sticks or similar protection devices.
    - Stopping movement of any dangerous part or stock bar before any part of a person can enter the danger zone.

2. Protection provided against the following specific hazards:
    - Ejection or falling of article or substance from the equipment.
    - Rupture or disintegration of parts of the equipment.
    - Overheating or catching fire.
    - Unintended or premature discharge of energy from a storage system or chemical reaction.
    - High or very low temperatures.

3. Provision of one or more clearly visible and identifiable controls located in a safe area for:
    - Starting and re-starting equipment from a safe condition.
    - Controlling the change of speed, pressure or other operating conditions.
    - Bringing the equipment to a safe condition or stopped in a safe manner.
    - Giving priority to any requirement for an emergency stop.
    - Giving audible, visible or other appropriate warning prior to starting the equipment.

4. Controls must:
    - Operate in a logical and ergonomic manner e.g. move control left to move equipment left etc.
    - Fail to a safe condition in the event of a power failure, fault condition or failure of any part of the control system.

5. Suitable, accessible and clearly identifiable means provided to isolate it from all its sources of energy.

6. Stable during all phases of operation either by clamping to a suitable structure or other suitable means. The equipment and/or the location is to be provided with suitable lighting to enable normal use operations and maintenance operations to be effectively carried out.

7. All equipment maintenance can be completed with the equipment shut down condition or under such controls, e.g. permit to work so that persons are not exposed to a risk to their health or safety.

Working at Height

Working at Height

This policy supports and extends the overarching Health and Safety policy and provides guidance for those working at height.

All employees have a responsibility to use procedures and equipment provided for their health and safety.

Guidance and support **http://www.hse.gov.uk/pubns/indg401.pdf**

Assess the risks of working at height

There are five steps to risk assessment which have to be completed, these are

1. Look for the hazards - things that can cause harm, falling off something or something falling on you.
2. Decide who might be harmed and how - whether by falling or something falling on someone nearby.
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done - do you need to provide extra edge protection, other equipment or training to reduce the risk.
4. Record your findings - make records and keep them up to date.
5. Review your assessment and revise it if necessary - if there are any changes, if the weather has worsened or there has been an accident.

You must consider the specific risks posed by working at height as part of your overall health and safety risk assessment. Consider why the work is being carried out, you may be able to avoid having to carry it out at all, or possibly complete it using alternative working methods. You will need to look at the risk of all falls, but you must take specific precautions to reduce the risks where it's possible for anyone to fall a distance liable to cause personal injury. Your risk assessment must ensure:

- All work at height is properly planned and appropriately supervised
- Those working at height are competent
- The place where work at height is done is safe
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is suitable and properly inspected and maintained
- The weather conditions are taken into account and all work is stopped if weather conditions endanger health or safety.
- Procedures in case of emergency are planned for

Existing structures must be stable, they must support the weight of workers and the equipment or materials they may need. Platforms must be footed on firm ground or on a stable structure to prevent them from moving. For example, scaffolding should generally be tied to an existing structure. Duckboards should be provided over fragile roofs. Where people could fall through holes or openings in a platform floor guard rails, boards or other barriers such as toe boards should be erected. Your risk assessment should help you to choose the most suitable type of equipment to use.

There are many types of equipment, including:

- Tower and general scaffolds.
- Mobile and suspended equipment.
- Mobile elevating work platforms.

The type of equipment depends on:

- The space, nature and duration of the work.
- The number of users.
- The risks of erecting the structure.

You will need to ensure that all equipment is well maintained and checked regularly. All equipment should be removed from the platform at the end of the working day, and any power supplies should be switched off.

Reduce the risks of objects falling from height

When people are working at height it is essential to consider the risk of objects falling onto somebody or something below.
Any hand-held equipment such as drills, saws, buckets can be dropped and knocked over the edge of a platform or walkway. Materials such as nails, pieces of wood and debris can also represent a significant hazard.

Key steps to prevent objects falling:

- Platforms should be constructed so that materials or objects can't fall and cause injury to anyone or anything below. Close boarded platforms are usually sufficient.
- For work over public areas, a double-boarded platform with a polythene sheet in between the boards prevents small items such as nails and bolts from falling.
- Toe boards also prevent items from being kicked off the edge of platforms.
- Providing a covered walkway is another way to protect people below.
- If you're using a cradle, harness or mobile elevated working platform (MEWP), mesh or netting can be used underneath the equipment to prevent anything falling and causing injury or damage.
- Covered chutes are an effective and quick method of removing debris from work areas, and much safer than throwing over the side of a platform into a skip below.
- Tools such as drills and trowels can be attached to safety lines - if they're accidentally dropped, the line prevents them falling below the work area.
- Remember that bad weather can cause difficulties for outdoor work, with wind blowing equipment off platforms. If the weather is particularly severe, you may have to postpone work to prevent putting people at risk.

Inspections of equipment

Access equipment and scaffolds should be inspected and tested on a regular basis and records kept of any such inspections and tests. Inspections should be carried out:

- By a competent person
- The place where work is to be carried out before it is used
- The equipment after it is assembled or installed
- As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
- Before use if coming from another business or organisation and before any equipment leaves the council.
- It must be accompanied by a record of the last inspection.
- When any platform used for, or for access to construction work and from which a person could fall more than 2 m is inspected in place before use (not more than seven days before use).
- Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

Construction Design and Management Regulations

Construction Design and Management Regulations Policy

This statement sets out FJ Holdings policy for the implementation of the 2007 Construction (Design & Management) Regulations (CDM Regulations)

Health & Safety Practice: FJ Holdings is committed to creating safe and healthy working environments and to the application of good health and safety practice in the design, coordination and project management of all its projects.

Structure: A formal CDM Management Structure is in place to ensure compliance and best practice throughout FJ Holdings .The Group CDM Compliance Manager (Vince Murphy) will be responsible for ensuring compliance with the CDM Regulations and for assuring an appropriate level of understanding, knowledge and competence amongst FJ Holdings staff.

Statutory Responsibilities: FJ Holdings will act in accordance with the requirements of the CDM Regulations in undertaking the statutory duties of Designer, CDM Co-ordinator and Principal Contractor.

Relevant Training: Directors and Managers will ensure that those employees who undertake work covered by the CDM Regulations receive specific training relevant to their duties and that they have sufficient experience and understanding to ensure that their duties are carried out in a competent manner.

This training will be carried out by Vince Murphy (CMIOSH)

Design: FJ Holdings will ensure, as far as is reasonably practicable, that it's designs avoid risks to health and safety; reducing risks at source where avoidance is not possible; and including all relevant information with the design.

CDM Co-ordinators: FJ Holdings will provide CDM Co-ordinators with the training needed to undertake the duties set out in the CDM Regulations. Only competent persons will be permitted to undertake the role of CDM Co-ordinator. **CDM Representatives:** The CDM Representative (Vince Murphy CMIOSH) will be responsible for informing, instructing and training on all CDM matters.

Implementation: All senior management and staff have a responsibility for the implementation of this policy. They must ensure that health and safety considerations are always given priority in the planning and execution of services

FJ Holdings will ensure that adequate financial and technical resources are provided as well as the appropriate training, guidance and information needed in support of this policy.

The attention of all employees is drawn to this policy statement for implementing the CDM Regulations 2007. The policy will be displayed prominently in appropriate positions throughout the company and will be reviewed on a regular basis to ensure that it continues to reflect current best practice and legislation.

Electricity at Work

ELECTRICITY AND ELECTRICAL EQUIPMENT.

This electrical policy supports and extends the overarching Health and Safety policy and provides guidance for those using electrical equipment.

Further Guidance http://www.hse.gov.uk/pubns/books/hsg85.htm

General precautions

Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as required by law and FJ Holdings has devised safe systems for working with well-maintained electrical equipment.

Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with. The fixed electrical installations and electric mains in FJ Holdings' premises are the sole responsibility of Managing Director. No work shall be carried out on fixed installations and the mains without Managing Director's prior written authorisation.

Switches, isolators etc must be labelled clearly with their current, voltage and equipment they supply where this is not obvious.

Employees must report any fault or defect which they notice in any electrical installation or equipment to Managing Director as soon as they discover it. Defective installation / equipment must not be used until fully repaired.

Electrical equipment

All Electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, instructions and (where appropriate) training provided or arranged by the Managing Director**.** In particular:

- electrical equipment must never be used with wet hands;
- earth connections and screens must not be interfered with;
- electrical equipment must be positioned safely and securely (e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling);
- conductors and liquid containers (e.g. a cup of tea) must be kept clear of all electrical equipment;
- electrical equipment and the mains supply must not be overloaded.

All electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.

All electrical equipment will be visually inspected and tested regularly and should normally bear a record or sticker to show this.The results of testing shall be recorded. Out of date equipment must not be used.

Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults / defects:

- damage to the insulating sheath around an electrical cable;

- damage to a plug;
- joints in the cable, other then due to proprietary cable connections;
- damage to the external casing of equipment;
- overheating (this may be evidenced by burn marks or discoloration to plugs, casing or cables);
- evidence of inappropriate use, e.g. if equipment is wet;

Employees must report any fault or defect which they notice in any electrical equipment to Managing Director as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation point must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. "DO NOT USE – FAULTY EQUIPMENT"). Barriers must be used where necessary.

Only adequate replacement parts shall be used (eg double insulated parts for double insulated equipment).

Where possible low voltage cordless air, hydraulic or hand-powered tools should be used (especially for work outdoors).

Unless this is unavoidable and all suitable precautions have been taken to prevent injury, no-one should work on or near exposed live parts of electrical equipment. In any event, such work must be authorised in advance by Managing Director and must only be carried out in the presence of another person who must know what to do in an emergency. All necessary protective equipment must be used / worn.

Any conducting part of a system which could conceivably become live and yet be handled (eg external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such use or equipment should contact Managing Director**.**

Portable electrical equipment

The use of any portable electrical equipment which is not owned by FJ Holdings must be authorised in advance by Managing Director and the equipment must be tested regularly.

Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination at the portable equipment and plug. Where possible, double insulated equipment should be used.

All new portable electrical equipment should be of low voltage (and, where possible, cordless) or double insulated. If a 110 volt transformer is used, it must be centre tapped to earth.

Fuses and similar devices

When using any equipment, the smallest fuse compatible with it should be used, to protect the equipment and flexible cable and to reduce the risk of fire.

Employees must not replace fuses. Fuses shall be replaced only after the reason for the fuse blowing up has been ascertained and the cause remedied. Only proper cartridge fuses may be used for replacement.

A main board fuse must never be replaced.

Residual current devices (RCDs) shall be used in areas of hazard (eg where water has to be used near electrical equipment). Plug-in RCDs must be manufactured to BS7071.

Electrical cables

Flexible cables must be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

Flexible cables must not be used for voltages above 240 or a loading greater than 3 kilowatts. Cables must also be kept away from hot surfaces. Where contact with hot surfaces is inevitable, suitable insulation is obligatory. Twin core cables, such as bell wire and twisted flex must not be used on 240 volts.

All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables. Extension cables should be used with caution and must be joined by proper plugs and sockets.

In so far as possible, all cables must be:

- kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them;
- protected where they pass over or round sharp objects or corners;
- kept clear of radiators and pipework;
- laid so as to avoid being trapped in doors.

Only one cable should be used from any single plug, except where 2, 3 or 4 way multiple sockets are available. But, in such case, the total load must not exceed 3 kilowatts.

Overhead power lines and electrified rails

Electricity can flash from overhead power lines even if the power line is not touched by plant / equipment. Wherever possible, when working near overhead lines, the owner of the lines should be asked in advance to switch them off or, if this is not possible, be consulted about the safe working distance from the lines. Where overhead cables are not switched off, work must be carried out at a safe distance.

When working near electrified railways / tramways, the line or track operating company must be consulted in advance.

Fire hazards

It is recommended to unplug equipment which is not in use. All equipment should be switched off and / or unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.

Only dry powder, halom or carbon dioxide extinguishers may be used on electrical fires. ***Water and water-based extinguishers must never be used in case of an electric fire.***

In the event of fire, the fire alarm must be raised immediately and the Fire Procedure outlined below followed.

All electric incidents / accidents must be reported to the Managing Director in accordance with the procedure set out in this Policy's section on Reporting of Accident.

Electricity-related injuries

In the event of any person suffering electric shock, it is important to:
turn off the power and, if possible, isolate the supply and, call the first aider (s). Medical help must be called if the victim seems to be unconscious: do not touch the victim, but try to move him / her out of contact with the live equipment using a non-conducting object such as a wooden broom handle (e.g. by moving the equipment). In so far as possible, the victim should not be moved.

All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.

All electricity-related injuries must be reported to the Managing Director in accordance with the procedure set out in this Policy's section on Reporting of Accident.

Noise at Work

Noise at Work 3

This policy supports and extends the overarching Health and Safety policy and provides guidance for those who may be exposed to noise in the workplace and those managing noise at work.

http://www.hse.gov.uk/noise/

1 Wherever there is a noisy work environment (e.g. an Employee needs to shout to communicate with a person about 2 meters away), the Managing Director should be informed and shall arrange an assessment of noise levels. A record of any assessment shall be kept until a new assessment is made.

1.1 If noise or sound pressure exceeds the level prescribed by law (85dB(A)), steps shall be taken to reduce the noise / sound pressure to the lowest level reasonably practicable. Where noise level is between 85dB(A) and 90dB(A), Employees shall be supplied with ear protection (e.g. ear muffs or ear plugs) which they are advised to wear and with information about the risks involved. Where noise level exceeds 90dB(A), Employees shall be supplied with ear protection which they must wear whenever they are in any area of such high noise ("a hearing protection zone") and with information about the risks involved.

1.2 Where necessary and so far as this is reasonably practicable, hearing protection zones shall be marked with appropriate notices.
Ear protectors must be maintained and stored properly and in accordance with any relevant instructions (eg manufacturer's maintenance schedule). Any defects must be reported immediately on their discovery to Managing Director**.**

1.3 Any Employee who, on a daily basis, is exposed to noise of at least 90dB(A) on average (disregarding any ear protection equipment), who works for more than a few weeks in any 12 months period in an environment where noise levels are at least 95dB(A), or who is exposed to higher noise levels for very short periods of time, shall be offered regular hearing checks.

Radiation

RADIATION

1.Optical radiation

Exposure to optical radiation should be restricted by use of shielding. Where shielding is difficult, e.g. because an Employee works outdoor in the sun, personal protective equipment should be used / worn. The exposure of other persons in the vicinity must be considered and, where necessary, avoided.

2. Ultra-violet radiation

Electric arc welding often involves sources of intense UV radiation which may damage eyes and skin. As much as possible, the work-piece or work area should be shielded and those working in the area should wear eye protection. Access should be restricted, in so far as possible, to prevent others from entering the area unprotected.

3. Microwave equipment

There shall be arrangements for periodic examination of radiation levels outside microwave ovens. Damaged microwave ovens must be labelled as such, their plug removed (where this can be done safely) and a notice attached saying “FAULTY OVEN – DO NOT USE”. A defective oven must not be used until fully repaired. Any fault / damage must be reported to Managing Director.

Substance Abuse
Stress
Violence and Aggression
Health surveillance
.

Alcohol and Substance Abuse

Guidance and support: http://www.hse.gov.uk/pubns/indg240.htm

1) Alcohol and drugs may have significant detrimental effects on individuals' health and safety at work. Employees must not consume any alcohol or drugs (including certain medication) whilst at work.

2) Employees who suspect or know that they have an alcohol or drug problem are encouraged to seek voluntary help. There are many organisations which can offer help, including but not limited to, Alcoholics Anonymous (0845 – 769 7555), Narcotics Anonymous (0207 – 730 0009 – national helpline) and Addiction (0207 – 251 5880 – national helpline). Alternatively, should they wish, Employees may discuss their problem in strict confidence with their immediate superior**.**

3) Managers and supervisors shall be given information and / or training to help them identify signs of alcohol or drug abuse.

4) An Employee who, it is suspected or recognised, has an alcohol or drug dependency problem will be given the opportunity to seek diagnosis and treatment. Provided there is evidence of a genuine desire to overcome the problem, the Employee may take time off work to receive appropriate treatment. Certified absence from work in the course of such treatment shall count as sick leave. During any such treatment, the Employee may have to be re-deployed, to ensure his / her safety and that of other Employees / Visitors.

5) Alcohol and / or drug consumption or dependency may lead to disciplinary action where:

5.1 it exposes any Employee / Visitor to potential danger;
5.2 there is a risk of damage to any of FJ Holdings' plant, equipment, machinery or property;
5.3 an Employee's work performance is or could be impaired as a result of such dependency;
5.4 an Employee refuses to seek advice or accept treatment;
5.5 there are persistent problems or there was a one-off serious incident at work as a result of such consumption / dependency.

Work-related stress

Guidance and support: http://www.hse.gov.uk/stress/

Some stress at work is unavoidable and may have a positive effect. All reasonable measures have been and shall continue to be taken, however, to prevent the risk of work-related psychiatric illness and excess stress to Employees. Poor attitude, behaviour or work performance and increased sickness absence may indicate that an Employee is suffering from excess stress / psychiatric illness.

An Employee who suspects that s/he may be suffering from a work-related psychiatric illness or excess stress, should inform his / her Managing Director (or any other member of management whom the Employee feels comfortable to address) of this as soon as possible.

As far as reasonably practicable, FJ Holdings shall take steps to alter any working conditions and arrangements or work load which are found to cause the Employee's psychiatric illness / excessive stress quickly and adequately. Reasonable efforts shall be made to reduce the risk of future recurrence of such work conditions, arrangements or work load.

Violence, harassment and bullying

All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence against Employees and of harassment or bullying of Employees at work. However, should Employees be subjected to violence, bullying or harassment at work, they are encouraged violence, bullying or harassment at work, they are encouraged to report the matter to Managing Director at the earliest opportunity, or to any other member of management whom they feel comfortable to address . Employees may then follow the relevant procedure set out in the Anti-Harassment Policy in force from time to time.

All complaints of harassment, bullying or violence shall be taken seriously and shall be investigated fully, promptly and objectively. As far as reasonably practicable, FJ Holdings shall take steps to keep the Employee's identity and complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending Employee.

Health Surveillance

Guidance and support: http://www.hse.gov.uk/pubns/indg304.pdf

All Employees shall receive health surveillance, as necessary, having regard to the work they do and identified risks to health. In certain cases, this might be a pre-requisite for any job-offer and / or continuation of work. Records of all checks shall be kept as required by law.

Personal Protective Equipment

Personal Protective Equipment

This policy supports and extends the overarching Health and Safety policy and provides guidance for those using personal protective equipment.

Guidance and support: http://www.hse.gov.uk/pubns/indg174.pdf

Personal protective equipment appropriate for the risks involved and suitable for the job at hand and the particular Employee doing it shall be supplied and must be used at work whenever there is a risk to health and safety which cannot be adequately controlled by alternative means. Personal protective equipment must be used or worn in accordance with instructions for use and any directions and training given from time to time.

Any Employee whose work may involve for whatever period of time:

- falling or flying particles (eg through load lifting), dust, chemical or metal splash, projectiles, gas and vapour or radiation, shall wear goggles or face screens;
- falling or flying objects, risk of head bumping or hair entanglement, shall wear a helmet, bump cap, skull cap, hats or cape hoods as may be appropriate;
- excessive noise or sound pressure, shall wear adequate ear protection such as ear muffs or ear plugs;
- extremes of temperature, adverse weather, contaminated dust or spray from pressure leaks or spray guns, shall wear suitable overalls, boiler suits or other special protective clothing as may be appropriate;
- abrasion, extremes of temperature, cuts, impacts, electric shock, vibration or skin infection or disease, shall wear gloves, gauntlets, mitts or armlets as may be appropriate;
- wet surfaces, slipping, cuts, falling objects, abrasion, metal and chemical splash or electric build-up, shall wear safety boots/shoes, gaiters, leggings or spats as may be appropriate.
- dust, vapour, gas or oxygen deficient atmosphere, shall use/wear breathing apparatus, filter face piece or respirator or air-fed helmets as may be appropriate.

In all cases, Employees must wear adequate footwear and clothing for their work/work area. Jewellery and loose clothing should not be worn when using or moving machinery and long hair must be protected by suitable headgear.

Workplace Vehicles

Work place vehicles

This policy supports and extends the overarching Health and Safety policy and provides guidance for those using work place vehicles and managing their use

Guidance and support: http://www.hse.gov.uk/workplacetransport/

- Only trained, competent and authorised Employees may drive FJ Holdings' vehicles (including battery operated vehicles such as forklift trucks). Drivers must comply with all relevant and applicable legal provisions and requirements (whether driving on FJ Holdings' property or on any public road). Drivers must also familiarise themselves with areas which are not open to vehicles (elsewhere highly flammable liquids are stored or used).

- Employees must never drive under the influence of alcohol or drugs (including certain medication) or if they consumed any alcohol up to 8 hours before the start of the journey. Employees are required to exercise due caution and common sense and avoid driving if not in fit state (eg because of physical pain excessive tiredness).

- Driving is limited to work-related activities, unless otherwise approved in writing and in advance by the Employee's immediate superior**.**

- All transport-related accidents must be reported as soon as practicable to Managing Director in accordance with the provisions of this Policy's section on Reporting of Accidents.

- All fuel must be kept in appropriate storage.

- An Employee who becomes aware of any fault or defect in any vehicle must report this immediately to Managing Director**.** If the fault is potentially dangerous (e.g. in the breaking system), the vehicle must be made incapable of use until fully repaired and all potential users must be made aware of the fault (eg through a visible notice on the vehicle saying "FAULTY VEHICLE – DO NOT USE").

First Aid and Emergency Procedures

First –Aid 3.

This policy supports and extends the overarching Health and Safety policy and provides guidance for the provision of first aid.

Guidance and support http://www.hse.gov.uk/firstaid/

1. It is the responsibility of Managing Director to maintain adequately stocked first aid boxes; obtain (or make arrangements to obtain) first aid supplies; select and provide training to first aider(s) and post a full list of their location and internal phone numbers and the location of first aid box(es) Departmental Notice Board .

2. First aid box (es) are located Kitchen; Sales Office; Workshop**.** Employees are required to familiarise themselves as to the exact position of the first aid box nearest to them and the name of the person responsible for it. Mobile Employees shall carry with them a first aid kit suitable for treating minor injuries.

3. Where necessary, first aider(s) shall be called to the scene of an accident / incident where they will assess the situation quickly and safely; call for appropriate help (and if suitably trained and certified give early, appropriate and adequate treatment in a sensible order of priority); arrange for any injured person to be taken to hospital, see a doctor or go home (as appropriate); and ensure that an accident / incident report is completed and returned to Managing Director and that any Accident Book is filled in. Unless there is an imminent threat to life, an injured person should not be moved except by the ambulance service or a suitably qualified person . All first aiders shall receive HSE approved training (eg from St John Ambulance); attend refresher courses every three years; pass all necessary examinations; and hold a current first aid at work certificate.

4. A first aider will always be on duty

First Aiders are:

Paul Higginson

John Rees

John Magill

BOMB ALERT PROCEDURE

1. Anyone receiving a bomb threat or discovering a suspicious object / vehicle should inform the emergency services on 999 immediately and remain in the vicinity and make him/her-self known to the first security personnel arriving on the scene.

2.If a bomb threat is received, it is important to try to:

2.1 get answers to the questions “where is the bomb”; “what time will it go off”; “what kind of a bomb is it”; “why are you doing it”; and “do you have a codeword”;

2.2 assess the gender, age group, accent and state of mind (eg intoxicated or irrational) of the caller;

2.3 identify any noticeable background noise / distraction (eg traffic);

2.4 assess whether the call is from a public, mobile or private telephone.

3. If a suspicious object or vehicle is identified / found, it is important to:

Training

Health and safety training will be arranged by Managing Director as and when appropriate and may be provided internally or externally. In particular, it is envisaged that training shall be provided upon Employees joining FJ Holdings and on their being exposed to new or increased risk (e.g. following the introduction of new equipment, technology or systems of work). Where appropriate, training shall be repeated periodically. Records of all training shall be kept centrally by Managing Director**.**

Training Procedure

- Training will be carried out in accordance with the Training matrix.
- Training and instruction in routine matters will be given as required, by the appropriate supervisor or manager or Safety advisor. In particular, the immediate supervisor or manager will inform new members of staff on their first day of joining about:
  (i) action in the event of fire
  (ii) action in the event of an accident
  (iii) their responsibility for following procedures, including reporting health and safety problems and how this should be done, and co-operating with colleagues
  (iv) any specific responsibilities they have in relation to health and safety
- The immediate supervisor or manager will direct new members of staff to the policy and procedures on the Company’s server, on their first day and ask them to read it.
- The need for specialist training will be identified by supervisors and managers, and all requests for such training should be directed to the Managing Director.
- Staff who are employed on a casual basis are given basic information as in 1 (i) - (iii) above, plus any information or training specific to a particular activity. They will also be given a copy of the Manual Handling instructions.

  Mandatory training sessions are arranged by the Directors and delivered by Vince Murphy (CMIOSH).

The topics are:

- Safety Awareness, VDU usage, Manual Handling, Fire Awareness, the use of fire extinguishers, IOSH managing safely. Re-training takes place after two year or earlier as a result of any incidence

Members of the Company will not be expected to undertake any procedure for which they have not been adequately trained.

FJH Training Matrix

IOS H Managing Safely			
Manual Handling			
Working Safely			
First Aid Training			
Confined Space			
Fire Safety			

Work Activities

Welding
Compressed Gas
Wood Work Machinery
Paint Spraying

Welding

This policy supports and extends the overarching Health and Safety policy and provides guidance for those undertaking for following activities

Any area where electric welding takes place must be suitably screened and ventilated to avoid the associated hazards of high ultra violet light and risks to eyes.

Some electric welding machinery involves the operator working in close proximity to a live electrode and the workpiece with a consequential risk of a serious electric shock (especially in confined or wet surroundings). Any workpiece and metalwork in contact with it must be earthed. The welding return lead should be placed as close as possible to the welding point. All welding leads should be fully insulated.

Employees must report immediately to Managing Director any defective or poorly insulated welding lead and welding equipment.
Defective / poorly insulated welding leads / equipment must not be used.

Compressed gas

Any Employee who uses gas cylinders must familiarise him/her-self with the British Compressed Gases Associations publications (CP4 and CP5), which are available on request. In particular, the materials from which any components of the system are made must be compatible with the gas used. In addition, gas cylinders must be handled gently and be secured to avoid them being knocked over accidentally. Gas cylinders should be used only with the correct fittings. 10.2 Wherever practicable, all gas cylinders should be kept in well ventilated areas outside buildings.

Paint spraying

Employees must only carry out paint spraying in a suitably ventilated area.

Any Employee who uses isocyanate containing ("2-pack") paints must wear full protective clothing and airline-fed breathing equipment. Such an Employee shall be subject to regular health checks.

Woodworking machinery

Only trained and authorised Employees may use woodworking machinery. Access to such machinery by other persons is forbidden and must be prevented.

Woodworking machinery must be suitable for the purpose for which it is being use and must have all necessary safety features.

Pressure systems

All pressure systems, associated pipework and attached guards and protection devices shall be assessed before they are put into service for the first time and an appropriate regime for regular inspection and testing shall be established. Regular inspection and testing shall be carried out as prescribed by law. In addition, there must be routine maintenance and inspection checks (eg for corrosion, leakage and external damages and of seals and lids). All systems should be cleaned out or drained of condensate regularly. Where necessary, a report shall be compiled, recording the results of any inspection / testing. Such reports shall be kept for at least 2 years.

The safe working limits of each system (including at least minimum and maximum pressures) must be marked clearly on it. Operating instructions shall contain all the information needed for safe operation of the system, including start-up, shut down, stand by, and emergency situations.